



Glebe-St. James United Church 2025 Annual Report

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<https://www.glebestjames.ca/>

Presented to the Congregation of Glebe-St. James United Church by its Council,
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Who We Are

Our Values and Vision

Glebe-St. James reaches into faith, out to others with openness & inclusion, love & respect, curiosity & courage, justice & hope. Your gender, race, ethnicity, abilities or sexual orientation make us all stronger.

We worship, make music and meet in community on the traditional unceded lands of the Algonquin people who have stewarded the land, water, plants and animals since time immemorial. We seek to learn more about our role in reconciliation and to establish relationships with Indigenous Peoples based on mutual respect and understanding.

Our Mission Statement

Reaching Into Faith: We reach into our faith through worship, making music, fellowship, staying connected through our network of friendly callers, pastoral care, Christian development and study groups.

Reaching Out to Others: We are committed to social justice and have pursued this objective through both outreach and advocacy over the years. We envision an ongoing process of spiritual and cultural change that arises from reconciliation with Indigenous peoples. We are an enthusiastic community of volunteers, supporting food security and social services in the community. We strongly support the work of the United Church of Canada through our licenced lay worship leadership program and volunteer efforts that make it possible for our Coordinating Minister to contribute to issues of national significance.

Coordinating Minister's Report

Dear friends,

Glebe–St. James has continued to grow over the past year. We welcomed five new members and many new attendees, including university students, adults, and several young families.

Worship remains the central focus of my ministry. This year, I focused on designing innovative liturgies and preaching sermons tailored to an intergenerational congregation. Much of my continuing education reading has focused on preaching, particularly African American preaching traditions and a range of preaching techniques. Even my teaching with Licensed Lay Worship Leaders (LLWLs) has emphasized preaching.

In addition to my responsibilities as your pastor, I completed my service on the General Council Executive in August 2025. I continue to teach and support Licensed Lay Worship Leaders in various ways.

With the support of the congregation, I undertook my second sabbatical while on staff at Glebe–St. James following Easter. To maximize the twelve-week sabbatical, I added my five weeks of vacation. I spent the first weeks resting and catching up on theological reading. I also focused part of my reading on African history, an area in which I realized I was woefully under-informed.

After this initial period of rest, I attended a week-long silent retreat at the Stillpoint House of Prayer near Renfrew—yes, silent for a full week! During that time, I walked the grounds, prayed by the river, painted in my room, and rested deeply.

Upon returning to Ottawa, I cared for Ruth following her hip surgery. I remain amazed by her resilience in healing. We were fortunate to have close friends nearby who parked their trailer in our driveway and lovingly ensured I was a good nurse. After several weeks of accompanying Ruth in her recovery and working on a book manuscript on Indigenous history, we travelled to the family cottage where my parents live. There, we visited, played games, and watched Blue Jays games together. I also spent time writing and caring for my parents, giving my sister a much-needed break.

Well-rested and renewed, I returned to you and to Glebe–St. James after Labour Day. Thank you for the opportunity for rest and rejuvenation that is built into the design of a five-year sabbatical.

Grace and peace,

Rev. Dr. Teresa Burnett-Cole

Message from the Chair of Council

Since joining Glebe-St. James in 2021 and becoming Chair of Council last year, I have truly appreciated being welcomed into the group. I am thankful to the Leadership Team, staff, and volunteers for their dedication and support. I am offering a few reflections on what we accomplished together in 2025.

Reflecting on Making a Difference: Focusing on the Gifts and Contributions of our Community of Faith

Over the past year, our congregation has realized significant accomplishments through the collective efforts of its members, each offering distinct and valuable contributions. The range of activities and acts of service demonstrates the diverse backgrounds and skills present within Glebe-St. James.

Supporting Those in Need

Several members ensure that the Food Pantry at OPF remains well supplied, supporting individuals experiencing food insecurity. Others commit their time to gathering, organizing, and packaging baby clothing for mothers and infants in Nunavut, thus extending our community's care beyond local boundaries.

Leadership and Guidance

Effective leadership and prudent guidance have been integral to our progress, contributed by clergy, church staff, lay leaders, and volunteers who willingly share their expertise. We are enriched by the spiritual leadership of Rev. Teresa Burnett-Cole in our weekly worship services and through her offers of biblical teaching and learning through Lenten and Advent study groups. We extend our appreciation to Rev. Steve Moore and Rev. Sue Toller for their support during Rev. Teresa's sabbatical.

Crafting Comfort and Connection

Our skilled quilters create baby quilts for St. Mary's, offering warmth to those in need. Some members oversee fellowship hospitality by providing coffee, tea, and refreshments following Sunday services, strengthening community bonds. Others maintain regular communications with fellow members through "friendly calls," ensuring ongoing connection and support.

Enriching Worship and Hospitality

Our choir and Minister of Music enrich our worship with music, an essential aspect of our services. We support Carleton University students during exam periods by providing meals

and hospitality. Members regularly deliver official welcomes or lead Land Acknowledgements during services, thereby promoting inclusivity and respect. Additionally, with dedicated volunteer support, we continue to livestream services, expanding access and facilitating spiritual engagement.

Supporting Events and Stewardship

Many members generously contribute their time to fundraising initiatives, including the Great Glebe Garage Sale, GSJ Fall Bazaar, and GSJ Goes Out to Dinner events, all of which enhance our outreach and resources. Others assist with routine repairs and maintenance, helping maintain a safe and welcoming church environment.

Numerous other acts of service and compassion, too many to enumerate, reflect the commitment and care prevalent within our congregation. Above all, every member plays an important role in fostering an inclusive and supportive space for all who gather with us on Sunday mornings.

Reflecting on Renewal: Focusing on the Business of Leadership

Implementing Our First Operational Plan

In autumn 2024, we crafted our first Operational Plan and put it into action as 2025 began. This helped us coordinate our planning efforts, setting both program and business priorities before the new year arrived. Drawing inspiration from conversations with the congregation, we took steps to strengthen our financial future.

Making Difficult Decisions and Welcoming New Leadership

We navigated some tough choices, notably adopting a staffing model that better supports financial stability. Two valued staff members departed with our heartfelt blessings, while we welcomed a new Children's Church Leader in September and a Minister of Music who started in January 2026.

Fostering a Welcoming Community

Investing time and energy, we focused on greeting newcomers and gaining insights from them about our strengths and ways to be even more inviting at GSJ. We were thrilled to officially accept five new members into our Community of Faith.

Supporting and Engaging Volunteers

We explored new methods to encourage and support our volunteers. Thanks to Rev Teresa's help, we organized a café-style church service to inspire congregational feedback and generate fresh ideas.

Strengthening Partnerships and Celebrating Milestones

Our team actively participated in the revitalized SE Ottawa UCC Cluster, seeking out opportunities for deeper collaboration and shared resources. Together with others in our region, we celebrated the United Church of Canada's 100th anniversary during a special worship service.

Looking to the Future

Guided by national patterns and forecasts outlined in the United Church of Canada's "Towards 2035" report, we entered a period of discernment in November. Through ongoing dialogue with the congregation, we are listening for what the Spirit calls us to do at GSJ during this era—a conversation set to continue through 2026.

Improving Leadership and Communications

To improve leadership oversight, we alternated Council and Steering Committee meetings, refining their format and enhancing how we share team decisions via the members' portal on our GSJ website. With Pam Fitch's expertise, we also strengthened communications both within our church and out in the community, telling GSJ's stories and highlighting our impact.

I look forward to what the Spirit is calling us to do in 2026.

Respectfully submitted,

Wendy Bergeron
Chair of Council

Glebe-St. James Membership Roll, 2025

Membership as of December 31, 2024 181

Removed from rolls: 5

Deaths: 5 Members, 1 Non-member

Transfer out: 0

Joined Glebe-St. James United Church:

Transfer in: 2

Joined by Profession of Faith: 3

Joined by Reaffirmation: 0

Membership as of December 31, 2025 181

Baptisms: 0 adult, 4 child

Weddings: 4

Laura Tanner

Clerk of Roll

Glebe-St. James Honour Roll

In grateful memory, we record the names of the Members and Adherents of Glebe-St. James United Church who entered into rest during the year 2025.

Dr. Gordon Lorne (Laurie) Liberty, July 24th

Brenna Lin Manders, August 23rd

John Ed MacNider, September 8th

Douglas McKeen, September 22nd

Beverley Fairfield Pidduck, September 25th

Ross Brian Snyder, November 26th

In life, in death,
In life beyond death,
God is with us.
We are not alone,
Thanks be to God.

Telling Our Stories – Communications

2025 Priority Objectives :

Communications: Increase our communications within our community of faith, with other neighbouring communities of faith, and with the local Glebe community to share our stories of how we are making a difference and encourage others to join in our efforts.

- Review/update existing information to determine how members of GSJ including our online community, currently get their information about GSJ projects and activities.
- Establish goals and targets for each program and working group to tell our stories and let people know what we do and how GSJ is making a difference.

2025 Report:

Communications, website and social media at Glebe-St. James

Glebe-St. James is such a busy congregation and trying to keep people informed about all that happens in the church is a huge task that is split among a variety of individuals. We endeavour to impart positive messages of welcoming and inclusion. Many of our newest adherents tell us that they found our church by visiting the website or finding GSJ on Facebook.

Jennifer Reid prepares the weekly e-update that is sent to more than 200 individuals every Wednesday. It not only reminds people about events and deadlines within the church but includes information from other churches and EOORC. Jennifer also prepares the slides used in Sunday worship services.

“Good News in the Glebe” began as a monthly newsletter during the pandemic. It shared fascinating stories of our congregants and activities of the church, edited by Karen Walker. In 2025, we decided that several means of communicating our GSJ news existed and the newsletter could be retired. We are very grateful to Karen Walker for her stewardship and sharp editorial skills.

Jim Louter, Alexa de Grandmont and April Yorke manage the website and ensure service links are posted each week and are organized on Youtube and publicized to Facebook. We are grateful for the additional help we received from Alexa De Grandmont in 2025. Her computer skills helped resolve some technical problems and she agreed to share the website load with Jim for most of the year. Alexa also provided much needed tech support for several congregational members. Alexa recently moved on from Glebe-St. James and we wish her well in her future endeavours. April Yorke joined the team in September 2025. April has extensive experience in web development, social media and communications. And she has offered to help us with branding and clarifying our communications. We look forward to reviewing all our platforms in 2026.

Sep Gilang began as a baritone in the choir and migrated to tech support and graphic design work for ads in the Glebe Report. Sep also prepared the previous two Annual

Reports. He remains a friend of Glebe-St. James but is not attending regularly. We are grateful for all that he has done and we wish him well.

In 2025, Pam Fitch wrote articles, brochures, letters and other correspondence for Glebe-St. James. You can find her articles archived in the Glebe-Report and linked on the GSJ Facebook page.

Reports from Committees and Groups

The 2025 GSI Operational Plan represented our initial attempt to create a comprehensive plan ahead of the upcoming program year, bringing together church programs, priorities, and budgets in a single document. As this was an ongoing effort, we anticipated that certain parts would be more fully developed than others at first.

Documenting achievements is integral to each planning cycle. The “Reports from Committees and Groups” section of this year’s Annual Report concludes last year’s operational planning process. Reporting was aligned with the priority objectives outlined in the 2025 Operational Plan and presented to the congregation in this year’s Annual Report. For clarity, the 2025 priority objectives established by each group are included, along with their submitted progress reports for 2025.

Growing in our Faith

Worship

2025 Priority Objectives – Worship Committee

- Support restarting the Healing Pathway program both in and out of worship.
- Continue to increase the diversity of our worship offerings.
- Continue to refine and improve the quality of livestreaming to meet the needs of the remote congregation.
- Support James and the Music committee in the presentation of alternative opportunities for concerts and other events outside of worship.

2025 Report

The Worship Committee offered another year of faithful service, guided by chair Hilda Sabadash, who continues to lead while a replacement is sought. We are grateful to Jim Richardson (OneLicense reporting), James McCullough (usher coordination), Judy Wolanski (banners and worship furnishings), and Elizabeth Elton (audiovisual support), along with staff members James Caswell, Rev. Susan Toller, and Rev. Dr. Teresa Burnett-Cole.

With grateful hearts, we reflect on a year of innovative and inspiring worship at GSJ, made possible through the collaboration of clergy, musicians, volunteers, the choir, and the audiovisual team. Dr. Teresa's leadership was enriched by our Licensed Lay Worship Leaders—Hilda Sabadash, Dr. Edith Gardell, and Ruth Burnett-Cole. During Teresa's sabbatical, Rev. Susan Toller and Rev. Dr. Steve Moore provided valued spiritual leadership.

Congregation members increased their participation through scripture readings, warm welcomes, personally written and acknowledged, and shared Prayers of the People. These prayers were greatly enhanced by spoken offerings of gratitude and concern from individuals, with the congregation responding together through a musical chorus—deepening our sense of place, community, and shared worship. Rev. Susan continued to lead weekly Theme Conversations that engaged all ages.

Interest in Healing Pathways is growing, with plans to introduce this ministry both within and beyond worship. We are grateful to be sharing one table with Rideau Park United as Linda Posthuma seeks practical support for her healing ministry.

Another part of worship is the Prayer Circle. Twelve people pray once a day for those who requested to be prayed for. It is a powerful feeling to be connected to God by others who care for you.

The labyrinth offered monthly by Judy Wolanski, and a Monday evening Zoom meditation group continue to provide meaningful contemplative worship opportunities.

Live streaming remains both a blessing and a challenge. Following a system review, plans are underway to install a wired connection to the Sanctuary, helping to better support our remote worshippers.

Music continued to enrich our worship life through James Caswell and the Music Committee, with well-attended Canterbury Choir concerts and other offerings. While James's departure after Christmas will be deeply felt, we are thankful to welcome Paul Grose as our new Music Minister beginning January 1.

We give thanks for all who shared their gifts in worship and pray that God's Spirit continues to lead us in love, justice, and faithful community.

Music

2025 Priority Objectives – Music

- Organize concerts and other events for both established artists and young artists.
- Provide targeted educational/cultural artistic experiences for members of the community.
- Increase representation on the music committee.

Members of the Committee:

- James Caswell, Minister of Music (until Dec. 24, 2025)
- Wayne MacWhirter
- Barb Munro
- Elizabeth Elton (until Dec. 2025)
- Pam Fitch
- Karen Walker

Music at Glebe-St. James in 2025

The musical life of Glebe-St. James creates a rich backdrop for worship. Choral singing had always been an essential part of Glebe-St. James worship and 2025 was no exception.

The choir continued to grow and add new members. James Caswell's leadership inspired the choir and the congregation, and we enthusiastically embarked on a fundraising concert in May entitled, "How Can I Keep from Singing". This concert included music that celebrated the way that singing brings people together in harmony and community. The concert raised \$\$ and we deeply appreciated the added choral gifts from Canterbury

Trebles, also conducted by James Caswell, and the Glebe Montessori School Choir who shared a piece that they had sung in the Kiwanis Music Festival.

We are grateful for the skill, commitment and direction provided by James Caswell for the past 6 years and we wish him well in his future endeavours. We thank each choir member for their loyalty and commitment and special thanks to Liz Elton who has provided significant leadership to the music committee for several years. We are delighted that Liz continues to sing and play the flute with the choir and we look forward to making music with our new Minister of Music, Paul Grose.

Christian Development

2025 Priority Objectives

- Increasing our Christian Development resources (volunteer committee members or paid staff/ teenagers/ student placements).
- Outreach to universities.
- Hosting a game night.
- A parent and child drop-in event (with music and playtime) and/or a Messy Church event with crafts, games and light meal on Sunday afternoon.
- Book study groups - possibly reconciliation or other subjects.

2025 Report:

Christian education remained a challenge in 2025. The work of half-time minister, Rev. Susan Toller, focused on both Pastoral Care and Christian Development. Within the Christian Education portfolio, her work focused on the children and the weekly children's church.

While the number of children fluctuated weekly, she provided a program that the children responded to well, to the satisfaction of both children and parents. Susan also reached out to provide pastoral care to a child in need.

An attempt last year to educate the congregation through innovative games failed. Both adults and children in attendance gravitated to the games they recognized. This was disappointing to some who were hoping it would stimulate curiosity and encourage them to try something new.

Visits to other congregations in our cluster group this year suggested other programs that we might try, but with only support for children's programs, and without a full committee to support activities for youth and adults, nothing has been achieved in this area.

There were two adult study groups in 2025. The first, during Lent, focused on the stories and strengths of Wise and Wily Women of the New Testament. Dr. Teresa led a study group of eight through the study. The challenging Advent book study on Richard Rohr's *The Tears of Things: Prophetic Wisdom for an Age of Outrage* was tackled by six members of the congregation. *The Tears of Things*, a challenging read, offered a means for navigating a hurting world by turning personal disappointment into compassionate, constructive action.

Caring for Each Other

Pastoral Care

2025 Priority Objectives - Pastoral Care

- Friendly facilitation of educational events on topics related to pastoral care, e.g., wills and estate planning, death and dying, dealing with loss, how to fall safely, dementia (already planned for October 20).
- Communications with the congregation on how we are and can be a caring community.
- Exploration of possibilities of working with caring organizations in our community such as Centre 507.

2025 Report

Throughout 2024, pastoral care was truly a shared ministry, carried out with compassion by many caring individuals. Rev. Dr. George LeDrew faithfully chaired the ministry until family responsibilities required him to step aside. During the year, GSJ also invested in a new computer application to help us better track the needs and concerns of congregation members, especially those we don't see as often in the church halls.

On April 27th, a workshop entitled "Conversations about Living and Dying Well" was held at the church, organized by the Pastoral Care team. Facilitated by Ruth Richardson, RN, CHPCN(C), Associate Program Manager of the Champlain Hospice Palliative Care Program, 15 participants discussed how to help people deal with end-of-life issues and help overcome despair and isolation that many individuals and families experience, as well as strengthening intergenerational relationships within the extended family.

Dr. Teresa and Rev. Susan continued to provide loving pastoral care, supported by many members of the congregation. Friends offered their time through visits with shut-in members, sending cards, and helping people stay connected through full-service bulletins shared by our church administrator, Jennifer Reid. I was especially touched to learn that in some homes, those bulletins were passed from person to person.

A heartfelt thank-you goes to our Friendly Callers, who regularly reach out to everyone on our congregational roll. Thanks to their dedication, no member needs to feel alone or forgotten. Along with their warm check-ins, they also help keep everyone connected by sharing news about upcoming church events. We are deeply grateful for this caring community and the many ways love is shown among us.

Friendly Callers

Objective: Maximizing Membership so that there are 10 active Friendly Callers

Our Response: We welcomed a new caller to the team -- Ron Totten -- who is now responsible for list #10. Big thank you to Hilda Sabadash who graciously volunteered to call two lists while we searched for a tenth caller.

Objective: Improving communications so that newcomers can get onto Friendly Caller lists and integrated quickly into the life and work of the church

Our Response: All 10 of us have stepped into the role of more actively welcoming people who come to church on Sundays. We have been more deliberate in introducing ourselves to newcomers and urging them to complete the green cards as a first step in connecting to our church community. Marion continues to coordinate the Coffee Hour Greeters who are often the first welcoming person newcomers meet. We are working closely with Jennifer in the church office to track newcomers and get them onto our lists. Sue Toller was particularly helpful in reaching out to people in the choir to let them know about the Friendly Caller Program. Pam Fitch has asked to be included in our quarterly ZOOM meetings to more fully understand how the F/C program fits with a communications plan for GSJ.

Objective: Providing guidance/expertise for the Pastoral Care Ministry

Our Response: The inclusion of the Pastoral Care Minister in our quarterly calls has been an effective means of ensuring no one needing pastoral care is left behind. Barb continues to develop a quarterly report for the Minister with updated information about each person on the call lists. At each of our quarterly meetings callers recommend people needing pastoral care. Since the fall, Rev Teresa has been attending our meetings.

Respectfully submitted,

Barbara Coyle

Women's Intergenerational Group

The Women's Intergenerational Group (WIG) is a welcoming community of women of all ages. The group provides a space to deepen friendships and learn about and practice social justice.

This year we explored our experience volunteering – why we do it, how we benefit, and how to keep the spirit of volunteering alive at GSJ. We also learned about a project in Uganda, WomenConnect4Good, which supports women to develop entrepreneurial skills and earn an income to help with the costs of raising their family. We had fun too, over coffee dates with randomly chosen buddies and talking about our bucket lists. We continued to maintain the community vegetable garden, in partnership with students and staff from the Glebe Montessori School (GMS), and over the growing season made weekly deliveries of vegetables and herbs to the kitchen at Centre 507.

Sadly, this year we also said good-bye to one of our favorite projects, One Plane Away. The organization, which supplied baby items to young mothers in the 26 communities in Nunavut, is closing at the end of March 2026. For the past three years WIG, the GSJ congregation, GMS and the wider community have sent gently used winter baby clothing, blankets and quilts (including quilts using a OPA pattern designed by Judy Wolanski), baby supplies, toys and money to the organization in Nunavut. While we did not keep track of the amount donated, the project touched our hearts and this community was very generous.

WIG has a full agenda planned for the coming months and looks forward to new people joining us for a potluck lunch and conversation.

Men and Friends

2025 Objectives:

A group of us try to meet monthly and share a meal, no restrictions -all are welcome. And we often have a topic to talk about. We recently talked about summer reading. Most of us would be in the "seniors" group and we are retired or retiring soon. The underlying theme is what are we now dealing with and how are we coping? And how do we ensure GSJ is part of our support?

2025 Report:

In 2025 we gathered the last Wednesday of most months (12 to 16 of us) in the Arts room for a pot luck meal and yes there is always chili. We chit chat, sometimes we have a topic and a round table. As most of us are in the seniors or "young" seniors', the underlying theme is what are we now dealing with and how are we coping. Energy from the group is solid. And yes to 2026.

Reaching Out to Others

Outreach

Outreach – 2025 Priority Objectives:

- Participate in outreach activities which support the “Making a Difference” theme.
- Support southeast Ottawa cluster activities that relate to outreach.
- Review our current commitments to partners. Update percentages for allocation of undesignated outreach donations if appropriate.
- Support committee coordinator and members of outreach.
- Raise awareness of outreach and needs of partners in the congregation.

Our response - Outreach Report for 2025

Planning ‘Minutes for Outreach’ to inform congregation of partner activities. These will take place during Worship in Lent 2026.

Three new members have joined the Outreach Team, Margo Williams, Janet Brooks and Greg Hill.

Outreach committee members participate once a month in volunteering for Coffee Hour.

Funds donated to Outreach by a former GSJ member were given to partners and we reviewed allocation of undesignated funds.

Outreach members participated twice at the Carleton Univ. Pause Table in 2025.

In support of the Outreach Committee, Margo W. is now the CCSAC rep, and a new Chair of Outreach is likely to take over when Susan P. steps down in March 2026.

Outreach regularly posts messages in the e-bulletin and makes announcements to raise awareness and solicit help or donations for our partners.

The above activities represent a portion of volunteer community activities in which our Outreach members participate. We are Making a Difference!

ReconciliAction

2025 Priority Objectives:

- Continue our Indigenous learning journey:
 - Organize and offer to the GSJ congregation, GMS, and other interested church and/or neighbourhood communities at least 2 educational events.

- Seize on and promote opportunities to learn from others.
- Support local Indigenous communities in investing in education for their youth through the Investing in the Future Fund:
 - Distribute the Investing in the Future funds in a timely fashion through direct contact with the identified local Indigenous communities.
 - Take first steps towards creating or strengthening relationships with the 2 local First Nations communities, Kitigan Zibi and Pikwakanagan, based on listening and learning.
 - Develop a concrete plan to engage with Odawa Native Friendship Centre to learn how we can strengthen our historical relationship.
- Share how we at GSJ are making a difference:
 - Put more focus on communicating what we are doing, using tools such as the GSJ website and FB page, Good News in the Glebe Newsletter, the Glebe local newspaper.
 - Explore how to best make use of other communication networks within EOORC and the broader UCC
- Transition to a new leader for the ReconciliAction Working Group

2025 Report:

Learning:

Several WG members used self-study to educate themselves about Indigenous history, e.g. through the U of Alberta (free) certification courses ‘Indigenous Canada’ and Indigenous World View’; the TRC [Calls to Action English2.pdf](#); Indigenous Book lecture about J. Wilson-Raybould’s book on True Reconciliation organized by the Indigenous UCC Moderator. Individual WG members also collaborated with Kitigan Zibi (KZ) and Kebaowek First Nations in support of their longstanding opposition to federal nuclear waste close to the Ottawa River. Some members attended the 2025 KZ PowWow and were invited to participate in a learning visit of the KZ Cultural Centre alongside Eglise Unie St.Marc.

In 2025, the group worked to support GSJ’s ongoing Indigenous learning journey using a wide variety of communications channels. We continued to inform the congregation about upcoming significant Indigenous events and activities through our weekly Kwe Kwe messages in the GSJ e-updates. We wrote articles for our GSJ Newsletter, “Good News in the Glebe” and for the local Glebe newspaper. Group members also continued to offer

Land Acknowledgements during Sunday worship services and note that more GSJ members have stepped up to take part.

To educate ourselves and our community on the history of and relationship with the First Peoples, on February 23, the ReconciliAction Working Group hosted the Kairos Blanket Exercise. The afternoon began with an Indigenous feast offered to all by the certified Algonquin caterer, Jolene Commanda, from Kitigan Zibi First Nation, including her teachings about the cultural significance of the local foods offered and harvested by her family. More than 40 individuals from the GSJ community of faith and friends then participated in the Blanket Exercise. The facilitators for the Blanket Exercise, John Henri Commanda and his son, Julien Commanda narrated the history of Canada through their Indigenous perspectives and lived experience. Through our physical involvement as participants in the storytelling and the power of the narration, we gained new insights and understandings of Indigenous history. The Blanket Exercise helped us to understand how churches were instrumental in carrying out destructive government policies and practices that continue to influence the lives of Indigenous Peoples in Canada today.

Relationships:

We continued to support the Women's Intergenerational Group in sustaining our partnership with One Plane Away – an organization that supports moms and babies in Nunavut – by providing warm clothing and supplies for infants.

We are developing a new relationship with the Assembly of Seven Generations (known as A7G). A7G is a national Indigenous youth platform and social enterprise that supports community-building and land-based advocacy work in unceded Algonquin Territory. Our collaboration with this local group of young Indigenous entrepreneurs which began with the Great Glebe Garage Sale and continued to grow with their willingness to participate in our GSJ Fall Bazaar, has helped us learn first-hand how some Indigenous youth are reinvigorating traditional ways of living.

Respectfully submitted by Wendy Bergeron on behalf of the ReconciliAction Working Group members: David Brown, Rev Teresa Burnett Cole, Dudleigh Coyle, Edith Gardell, Andy Hamilton, Marilyn Hamilton, Marsha Hay Snyder, Ross Snyder, Rev Sue Toller

Caring for our Assets

Ministry and Personnel

The Ministry and Personnel Committee is the only mandatory committee required by the United Church of Canada in each pastoral charge. The following responsibilities are expected and are ongoing work of the M&P committee.

- a) being available for consultation and support for matters involving the pastoral charge staff;
- b) overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- c) regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- d) making any recommendations needed as a result of these reviews to the governing body;
- e) revising position descriptions of pastoral charge staff as needed;
- f) conducting annual performance reviews of the pastoral charge staff;
- g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
- h) maintaining close contact with the regional council Pastoral Relations Committee or equivalent.

The members and staff they support are:

- Rebecca Dalton - Rev Dr Teresa Burnett-Cole
- Marsha Hay Snyder - Minister of Music James Caswell
- Jim Louter - office admin Jennifer Reid; and Children's Church leader Kayla Cseh (since Sept 1/25)
- Margo Williams - Minister of CD/PC Rev Susan Toller (until Aug 31/25); and Minister of Music Paul Grose (since Jan 12/26)

As of December 31, 2025 both Rebecca Dalton and Marsha Hay Snyder have stepped down from the committee. Many thanks for their time and commitment to this team for many years. Jim and Margo look forward to new members to continue the important work of Ministry and Personnel.

Board of Trustees

The Board of Trustees is responsible for managing the major assets of the church, on behalf of both the congregation and the United Church of Canada. A primary role is to ensure that Glebe-St James has adequate insurance coverage for the building and the activities of the congregation. It also has a role in any major transaction involving either Glebe-St James's financial situation or the building.

The Board met twice in 2025, on June 17 and September 30. No major issues of direct concern to the Board were presented, although it reviewed insurance arrangements, under which Glebe-St James's property, crime and liability insurance policy is provided by HUB International, a firm that is contracted with the United Church nationally.

The Board also monitored a number of files of importance to Glebe-St James, where the Church Council is taking the lead but where Trustees may become involved in the future. An emerging issue was a leak in the Sanctuary roof, which it became clear was going to require major repairs and related financing in 2026.

On-going members of the Board of Trustees in 2025 were David Brown (chair), Dudleigh Coyle, Jennifer Johnson and Jim Louter. The 2025 Annual Congregational Meeting extended Marg Torrance's term by one year and added Geoff McGuire to the membership. Our thanks go to Hilda Sabbadash, who retired from the Board of Trustees at the same time after several years as a member, including serving as Chair.

Property and Maintenance

Glebe-St James is housed in two connected buildings, the church itself, which was built in 1905, and the Annex, built in the mid-1950s and which includes the kitchen and Fraser Hall. Renovations over the years have meant that the building is generally in good condition. At the same time, it is actively used all through the week by the congregation as well as by Glebe Montessori School and a range of smaller groups. As a result, it requires ongoing maintenance, repairs and improvement in order to keep it as a well-functioning and inviting community space.

A foundation is the efforts of many volunteers, led by Robert Palmi, who help with smaller painting and maintenance projects, Spring and Fall cleanups, mowing the lawn and raking leaves. Our warm thanks go to them and to our gardeners, in particular Marsha Hay Snyder and Karen Walker.

Several medium-sized property initiatives were carried out in 2025, funded by the Doug Davidson Building Fund, which supports projects costing \$5,000 or more. The heating system in the lobby by the 650 Lyon Street South Red Door entrance was upgraded and

significantly improved. At the direction of the City of Ottawa, and as part of a city-wide program, a cold-water backflow prevention device was installed at the point where fresh water enters the building from the City water mains. And repairs were made to the Northwest corner of the skylight tower over the Sanctuary. Unfortunately, the turrets on the skylight tower and adjoining areas of the roof were found to be in worse condition than expected and will require more extensive attention in 2026.

Several smaller projects were financed from the operating budget. They include renovation of the brick accessible rampway from Lyon Street up to the Red Door entrance (a project jointly financed with Glebe Montessori School); improvements in the drainage between the two porches on the First Avenue side of the church; replacement of keys to exterior doors; and repairs to potholes in the parking lot. The operating budget also pays for scheduled maintenance and inspections in a number of areas, including fire alarm testing, fire extinguishers, the accessible ramp and indoor lifts.

To complete the picture, Glebe-St James has ongoing contracts with Modern Niagara for plumbing and heating services, including servicing our boilers and hot-water radiator heating system; with SML lighting for maintenance of the lighting system, notably in the Sanctuary and Fraser Hall; and with Jani-King for janitorial services both to Glebe-St James and to Glebe Montessori School.

Sharing our Space

For over 121 years, our church has stood at First Avenue and Lyon Street, with our historic building providing space not only for congregational worship but also for the use of other groups within the broader community, among them the Glebe Montessori School, a partner whose long-term financial support and stewardship contribute positively to the building's upkeep and infrastructure.

Deepening Our Partnership with Glebe Montessori School

Glebe Montessori School (GMS) continues to be an essential partner in the stewardship and daily life of our building. Beyond contributing roughly 40% of GSJ's operating revenues through its monthly rental payments, GMS actively shares responsibility for property maintenance and improvements. In 2025, in addition to providing hands-on help with shovelling, recycling and day-to-day building needs, GMS worked with GSJ to address walkway upgrades at the 650 Lyon Street entrance, plumbing issues and ongoing pest control, with GMS often serving as the prime contact and covering as much as 50% of the associated costs. The school community participates in GSJ fundraising and outreach initiatives, and the presence of 115 students in the building each weekday brings energy and vitality to our shared space. As we look toward 2026, GSJ and GMS are committed to

strengthening collaboration through coordinated property work, joint fundraising and deeper strategic partnership.

Finance and Administration

Objective: Support the Council Chairs in determining whether to adopt an Operating Budget of \$500,000 or \$450,000.

Result: F&A provided input to Council, which ultimately adopted a deficit budget (Expenditures = \$518,702; Revenues = \$495,000)

Objective: Monitor progress towards the targets for the three revenue streams: Givings = \$240,000; Rentals = \$235,000; Fundraising: \$25,000.

Result: Done (the final budget amounts approved were *Givings* = \$230,000; *Rentals* = \$240,000; and *Fundraising* = \$25,000)

Objective: Propose corrective action to ensure that the Operating Budget is balanced at some level.

Result: As indicated above, Council ultimately adopted a deficit budget. However, in response to congregational direction to reduce the actual deficit, F&A proposed expenditure reductions and conducted a sustained campaign to boost givings in the second half of the year, allowing GSJ to balance the books in spite of weaknesses in other revenue streams.

Objective: Evaluate the contribution of the GSJ Music program.

Result: Due to competing priorities, F&A did not address this objective in 2025.

Objective: Assess how the Music program supports the 2025 Operating Budget, recognizing its role as a significant driver of recent growth.

Result: Due to competing priorities, F&A did not address this objective in 2025.

Objective: Encourage Council to identify and welcome newcomers.

Result: Done.

Objective: Review current financial arrangements with Glebe Montessori School (GMS).

Result: Laid the foundations for a 2026 review of the relationship with GMS, which will include current financial arrangements with the School.

Objective: Review non-GMS rental rates.

Result: Reviewed rental performance; recommended holding rates at current levels, as space is proving difficult to rent out fully at current rates.

Objective: Undertake and support fundraising activities.

Result: Organized GSJ participation in the Great Glebe Garage Sale; coordinated GSJ Goes Out to Dinner; organized the GSJ Bazaar; coordinated Guild activities.

Objective: Explore, with GSJ Trustees, the potential for a Living Legacy Fund to support upcoming capital projects.

Result: Question broached with Trustees, no action taken to date; F&A discussed a similar initiative (UCC Centennial Legacy Campaign) but felt that such a campaign could detract from priority efforts to balance the budget in 2025 and raise funds for capital projects in 2026.

In Community with Others

EOORC Report of Activities in 2025

Glebe-St. James is a member of the Eastern Ontario Outaouais Regional Council (EOORC) of The United Church of Canada. EOORC supports more than 200 communities of faith in a region that stretches north of the Ottawa Valley and south to the St. Lawrence River. The Eastern Ontario Outaouais Regional Council is dedicated to helping communities of faith live out their ministry. Their mandate is to provide resources, guidance and support to enable communities of faith to do the best ministry possible in their unique circumstances.

EOORC's Report of Activities in 2025 is available using the following link:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:56831e46-ea35-4166-b8ab-183141c0e3f5>

We are grateful to Edith Gardell and Margaret Torrance, our GSJ Representatives to EOORC, as well as to Marilyn Hamilton, our GSJ alternate Representative, for keeping us connected to EOORC activities and events.

SE Ottawa Cluster

The restructuring of the United Church of Canada (UCC) in 2018-19 led to the replacement of Conferences and Presbyteries with 13 Regions as the primary organizational framework nationwide. Although this adjustment addressed certain administrative requirements, it did not fully satisfy local needs, prompting the establishment of "clusters" such as the Southeast (SE) Ottawa Cluster. Glebe-St. James is a member of this Cluster, alongside four other United Churches in the area: Emmanuel, Riverside, Southminster, and Rideau Park.

Our Cluster operates on two levels: the Clergy Cluster, meeting biweekly, and the Clergy & Lay Cluster, meeting quarterly or as needed. In early 2025, member churches reviewed the group's mandate and agreed on a renewed purpose.

- Build fellowship and relationships among members of the various communities of faith.
- Provide a venue to share information and support each other. Each community of faith is different and has individual innovations and best practice experiences related to different parts of congregational life and outreach projects. We can support and strengthen each other through thoughtful, respectful, and mutually beneficial sharing of information.
- Provide opportunities for collaboration with each other. This could be collaborating on existing initiatives (such as right relations) or innovative new initiatives that would be enhanced and provide a stronger voice when worked on together.

The SE Ottawa Cluster met 5 times in 2025 to discuss concrete ways to move forward with the renewed mission. At its 5 September meeting, Cluster representatives identified four priority areas of common interest as well as the name of the lead church who offered to coordinate a first get-together of interest reps from the other churches in the cluster: i) Children, Youth and Familial Activities (Emmanuel); ii) Seniors and Pastoral Care (Rideau Park); iii) Communications; and iv) Technology. GSJ has offered leadership in both Communications and Technology. There is already a roundtable for Office Administrators. The purpose of the discussion roundtables is to share information on existing programs, share best practices and see if there is scope for sharing of effort or resources.

GSJ reps are Rev Teresa as our clergy representative and Pam Fitch, Marg Torrance and Wendy Bergeron as the lay representatives.

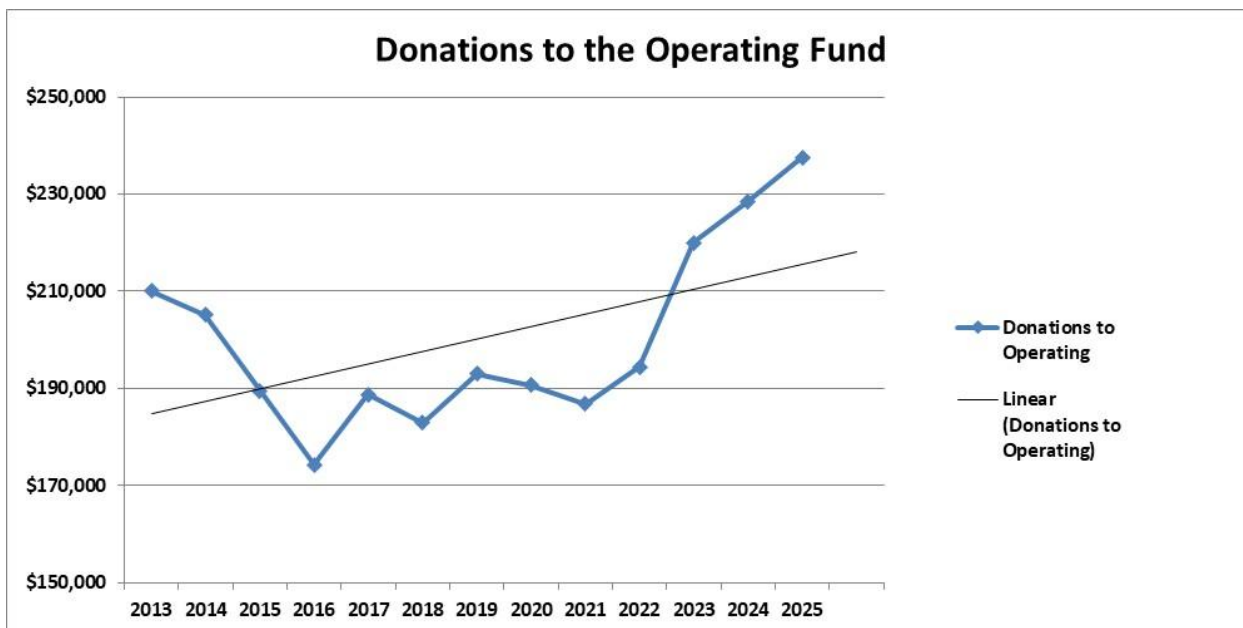
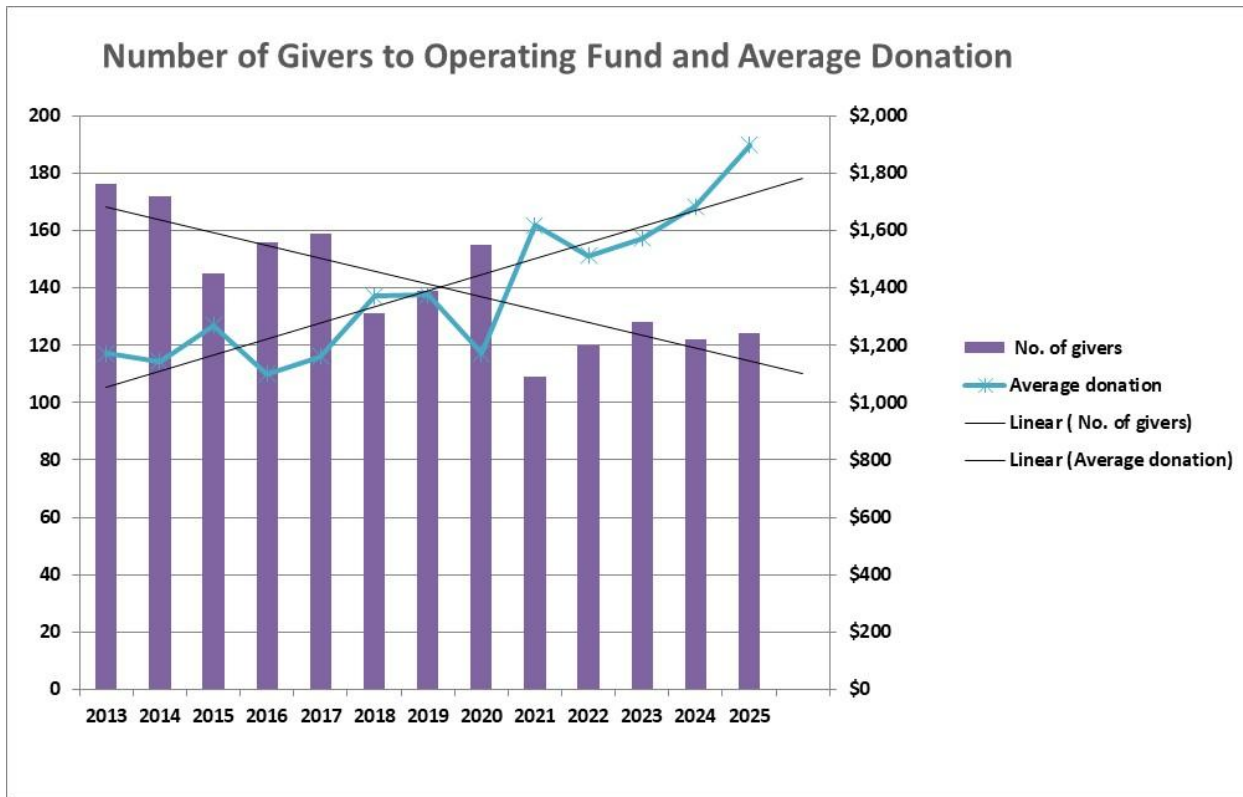
Treasurer's Report

GLEBE-ST. JAMES UNITED CHURCH DONATIONS December 31, 2025

	2023		2024		2025	
OPERATING						
Regular Givings	\$218,039		\$227,875		\$235,427	
Other Donations	\$6,436		\$650		\$6,780	
Memorials	\$6,436		\$300		\$5,700	
Other	\$0		\$350		\$1,080	
Donations to Music Program	\$150					
SUB-TOTAL	\$224,625	68%	\$228,525	58%	\$242,207	71%
OUTREACH						
Mission & Service Fund	\$33,457		\$28,405		\$40,935	target
CCSAC	\$1,430		\$6,149		\$458	2025 \$30K
Carlington Community Connection	\$6,271		\$921		\$3,810	
Centretown Food Centre	\$7,088		\$3,712		\$7,675	
Centre 507	\$4,583		\$2,462		\$2,816	
Multi-Faith Housing	\$728		\$30,555		\$455	
Minister's Benevolent Fund	\$1,950		\$8,730		\$1,400	
Refugee Sponsorship ¹	\$3,000		\$39,214		\$0	
Odawa Native Friendship Centre	\$4,052		\$1,102		\$1,263	
Ottawa Public Food	\$1,925		\$3,025		\$3,397	
WIG Project	\$3,460		\$947		\$0	
OMRA	\$2,395		\$3,160		\$2,196	
Interval House	\$0		\$0		\$10,000	
Other	\$4,750		\$1,000		\$207	
SUB-TOTAL	\$75,089	23%	\$129,382	33%	\$74,612	22%
BUILDING FUND						
Bequests	\$0		\$0		\$10,000	
Donations	\$7,595		\$35,085		\$8,404	
SUB-TOTAL	\$7,595	2%	\$35,085	9%	\$18,404	5%
SEGREGATED FUNDS²	\$25,434	8%	\$3,270	1%	\$4,118	1%
TOTAL DONATIONS	\$332,744	100%	\$396,262	100%	\$339,340	100%

Notes:

1. Donations primarily from groups outside the congregation.
2. Macphail Scholarship fund, Music fund and Sandy Hill Seniors Network fund.



**GLEBE-ST. JAMES UNITED CHURCH
INCOME STATEMENT OPERATING FUND
December 31, 2025**

	2023	2024	2025 Budget	2025 Revised Budget ¹	2025
REVENUE					
Regular Givings	\$218,039	\$227,875	\$230,000	\$230,000	\$235,427
Other Donations	\$8,386	\$650	\$0	\$0	\$6,780
Memorials	\$6,436	\$300	\$0	\$0	\$5,700
Other	\$1,950	\$350	\$0	\$0	\$1,080
Music Program Donations	\$150	\$0	\$0	\$0	\$0
Building Use	\$218,307	\$228,861	\$240,000	\$240,000	\$238,276
Glebe Montessori School	\$198,604	\$206,965	\$213,500	\$213,500	\$212,436
GNAG/Weddings & Funerals	\$5,026	\$6,500	\$6,500	\$6,500	\$5,200
Other Building Use (net)	\$14,677	\$15,396	\$20,000	\$20,000	\$20,640
Fundraising (net of expenses)	\$27,779	\$22,204	\$25,000	\$25,000	\$21,700
Music Fundraising	\$2,540	\$2,380	\$2,500	\$2,500	\$3,312
Bazaar	\$7,583	\$6,726	\$6,500	\$6,500	\$6,441
Great Glebe Garage Sale	\$3,072	\$2,655	\$2,500	\$2,500	\$996
Home Services Guild	\$9,931	\$6,864	\$9,500	\$9,500	\$4,690
Out to Dinner	\$3,610	\$2,930	\$3,000	\$3,000	\$4,910
Other Fundraising Activities	\$1,043	\$649	\$1,000	\$1,000	\$1,351
Other Income²	\$11,412	\$3,792	\$0	\$1,800	\$2,413
TOTAL REVENUE	\$484,073	\$483,382	\$495,000	\$496,800	\$504,596
EXPENDITURES					
Personnel Costs	\$242,504	\$247,864	\$256,855	\$246,717	\$242,576
Minister	\$101,296	\$110,867	\$110,868	\$110,868	\$108,076
CD/PC Minister	\$39,950	\$41,636	\$37,757	\$29,557	\$28,226
Minister of Music	\$29,715	\$32,855	\$36,249	\$36,249	\$36,249
Church Administrator	\$45,753	\$46,605	\$49,235	\$49,235	\$49,123
Other staff	\$25,790	\$15,901	\$22,746	\$20,808	\$20,902
Property Expenses	\$182,700	\$186,206	\$201,883	\$198,283	\$197,089
Investing in the Future	\$2,000	\$2,000	\$4,000	\$4,000	\$2,000
Insurance	\$16,750	\$17,095	\$17,500	\$17,500	\$18,463
Janitorial ³	\$81,261	\$85,320	\$92,383	\$88,783	\$88,620
Maintenance & small property	\$20,630	\$9,372	\$21,000	\$21,000	\$16,299
Furnace maintenance	\$4,609	\$14,129	\$9,000	\$9,000	\$13,619
Piano tuning & maintenance	\$421	\$1,600	\$600	\$600	\$480
Electricity & fuel	\$29,757	\$26,219	\$27,500	\$27,500	\$29,635
Water & sewer	\$6,505	\$5,770	\$5,500	\$5,500	\$7,558
Other	\$20,767	\$24,701	\$24,400	\$24,400	\$20,415

	2023	2024	2025 Budget	2025 Revised Budget ¹	2025
Program/Committee Expenses (net of revenue)	\$29,641	\$25,065	\$40,214	\$35,988	\$27,520
Worship	\$12,448	\$8,526	\$16,450	\$16,450	\$13,250
CD	\$0	\$1,017	\$1,000	\$1,000	\$303
Dues	\$13,311	\$14,096	\$19,914	\$16,688	\$14,061
Communications	\$0	\$451	\$1,500	\$1,500	\$780
Other ⁴	\$4,191	\$975	\$1,350	\$350	-\$874
General Overhead	\$19,674	\$17,893	\$19,750	\$19,750	\$16,954
TOTAL EXPENDITURES	\$474,519	\$477,028	\$518,702	\$500,738	\$484,139
NET REVENUE	\$9,554	\$6,354	-\$23,702	-\$3,938	\$20,457
TRANSFER TO BUILDING FUND		\$10,000			
OPERATING RESERVE at Dec. 31	\$75,891	\$72,246			\$92,702

Notes:

1. in response to the congregation's request to reduce the anticipated deficit to less than \$10K
2. includes donations toward J. Smith's expenses of \$10,900 in 2023, interest on GICs in 2024 & 2025.
3. including GMS janitorial costs of \$70,305 in 2023, \$74,364 in 2024 and \$77,664 in 2025.
4. includes activities funded by Program Revenue.

During 2025 there were sufficient assets on hand at all times to meet our obligations as they fell due.

GLEBE-ST. JAMES UNITED CHURCH
INCOME STATEMENT-REFUGEE HOUSING
December 31, 2025

	2023	2024	2025
REVENUE			
Grocery Coupon Revenue	\$109,525	\$105,845	\$98,325
Donations	\$2,395	\$3,160	\$2,196
TOTAL REVENUE	\$111,920	\$109,005	\$100,521
EXPENDITURES			
Grocery Coupon Cost	\$99,782	\$96,753	\$95,518
Service Charges	\$314	\$264	\$240
OMRA	\$7,000	\$7,000	\$1,500
TOTAL EXPENDITURES	\$107,095	\$104,017	\$97,258
NET REVENUE	\$4,825	\$4,988	\$3,264

GLEBE-ST. JAMES UNITED CHURCH

BUILDING FUND

December 31, 2025

Starting position	\$12,162
2025 Revenue	
Donations	\$8,404
Memorials	\$10,000
Total Revenue	\$18,404
2025 Expenses	
Lyon St. lobby heating	\$7,652
Backflow prevention device	\$6,952
Roof work	\$8,790
Total Expenses	\$23,394
2025 Net Revenue	-\$4,990
Current position	\$7,172

GLEBE-ST. JAMES UNITED CHURCH

SANDY HILL SENIORS NETWORK FUND

December 31, 2025

Starting position	\$11,775
2025 Revenue	
Donations	\$0
Total Revenue	\$0
2025 Expenses	
Workshop expense	\$385
Total Expenses	\$385
2025 Net Revenue	-\$385
Current position	\$11,390

**GLEBE-ST. JAMES UNITED CHURCH
MUSIC PROGRAM
December 31, 2025**

	Music Fund		FPM Scholarship Fund	
	2025 Budget	2025 Actual	2025 Budget	2025 Actual
INITIAL BALANCE	\$1,762	\$1,762	\$10,259	\$10,259
REVENUE				
Donations	\$500	\$1,370	\$2,500	\$2,748
Fundraising (net)	\$2,000	\$0	\$0	\$0
TOTAL REVENUE	\$2,500	\$1,370	\$2,500	\$2,748
EXPENDITURES				
Sheet Music	\$1,200	\$0	\$0	\$0
Hymn Books	\$0	\$994	\$0	\$0
Memberships	\$150	\$0	\$0	\$0
Honorariums	\$1,000	\$0	\$0	\$0
Choral Scholars	NA	NA	\$4,000	\$0
TOTAL EXPENDITURES	\$2,350	\$994	\$4,000	\$0
NET REVENUE	\$150	\$376	-\$1,500	\$2,748
BALANCE AT YEAR END	\$1,912	\$2,138	\$8,759	\$13,007

Notes:

1. In addition, the Music Program raised \$3,312 (net) for the Operating Fund.
2. There is \$1,000 remaining in the Organ Fund from a donation in 2021 set aside for an organ event.

Annexes

Minutes from 2025 ACM, held March 30, 2025

GLEBE-ST. JAMES UC ANNUAL CONGREGATIONAL MEETING

MINUTES APPROVED AT MARCH 1, 2026 ANNUAL CONGREGATIONAL MEETING

March 30, 2025, 1 pm (on Zoom)

Attendance:

Pam Fitch, Chair of Council, Zoë Fortier, Secretary

Via ZOOM:	Shelly Eckford	Susan Palmai
Mary Ahearn	Elizabeth Elton	Dorothy Phillips
Julia Barry	Margaret Ford	Hans Posthuma
Wendy Bergeron	Edith Gardell	Linda Posthuma
Peter Bracegirdle	Andrew Hamilton	Don Ray
David Brown	Marilyn Hamilton	Jim Richardson
Rev. Dr. Teresa Burnett-Cole	Marsha Hay Snyder	Laura Richardson
Ruth Burnett-Cole	George LeDrew	Greg Roger
Irene Caswell	Linda LeDrew	Hilda Sabadash
James Caswell	Jim Louter	Ross Snyder
Barbara Coyle	Wayne MacWhirter	Kyle Taggart
Dudleigh Coyle	Donna Fay Mailhot	Laura Tanner
Rebecca Dalton	James McCulloch	Betty Taylor
Christina Dixon	Geoff McGuire	Bruce Taylor
Marion Dunning	Joelle Morgan	Susan Toller
Alexa de Grandmont	Barbara Munro	Margaret Torrance
Martien de Leeuw	Brad Munro	Adele Wiseman
	Robert Palmai	April Yorke

Quorum Reached - 51 attendees

Meeting opened 1:00pm

1. Opening Prayer: Rev. Dr. Teresa Burnett-Cole
2. Welcome – Pam Fitch: protocols and processes. The meeting is to be recorded.
3. MOTION: Election of the chair and secretary
 - that Pam Fitch will Chair the meeting and Zoë Fortier will act as Secretary
 Moved: Wendy Bergeron

Seconded: Jim Louter

No questions or comments:

Vote: Passed

4. MOTION: Allowing adherents to vote during ACM

- That adherents of Glebe-St. James be allowed to vote in accordance with section B.3.7.2 of the 2025 United Church Manual (attendees who are not formal members of GSJ are allowed to vote on all motions)

Moved: Hilda Sabadash

Seconded: Brad Munro

Vote: Passed

5. MOTION: Approval of the meeting agenda:

That the agenda be approved as circulated

Call for additions or changes:

Moved: Wayne MacWhirter

Seconded: Brad Munro

Vote: Passed

*Congregational questions will be welcomed throughout the meeting

6. MOTION: approval of 2024 ACM minutes

- That the minutes of the 2024 Annual Congregational Meeting be approved as circulated and discussed

Changes/corrections: - 3 typos (misspellings of names to be amended and “congregational pictures”)

Moved: Marg Torrance

Seconded: George LeDrew

Vote: Passed

7. Reading of the Membership Roll – Pam Fitch

According to United Church governance, we register the names of members and adherents who entered into rest in the past year.

8. Council Report – Pam Fitch

Pam’s last meeting as Chair of Council. Many of us at Glebe-St. James grew up in a church environment and it’s been a part of our life as long as we can remember. Several of you raised your own children at Glebe-St. James. We remember traditional ways of worship, governance, and mission and service within the United Church. However, we also find that something is changing. We have used and embraced technology in our worship and also found many new members joining us since 2020. Our affirming messages are welcoming,

creating a zone of safety, reconciliation and inclusion that beckons to them. That's really important in this current climate of polarization and fear. Throughout Pam's time, the last three years as Chair of Council, there has been a noticeable increase in new members of the congregation, action, members of the choir, and new people coming into the congregation and offering their skills as leaders. Having new people come into the congregation and offer their perspectives is crucial if we are going to continue connecting with our congregation. Why are we here? New people joining the congregation are asking themselves that question. Some of us have been in the habit of taking things for granted at Glebe-St. James and it's vital we ask ourselves those questions as well.

Welcome to Wendy Bergeron who will be stepping into the role of Chair of Council. She's shown her leadership through the entire last year. Wendy is bringing her leadership skills from her long career in the public service into Glebe-St. James for our benefit. She's reimagining how we might energize council and the congregation by creating teams and champions.

The energy that participants shared in the October meeting has transformed us. This means renewal and abundance in our church. It's not easy, but with leadership like Wendy has shown we remain engaged. Our church givings have increased enormously. Thank you to all of you and to everyone in the congregation for your generosity. We appreciate and we thank our treasurer Karen Walker who has steadfastly reported our financial standings in great detail and has prepared at least 7 iterations of our budget. We also appreciate the work of Dudleigh Coyle. Without Dudleigh's constant attention, focus and energy our fundraising targets might have been missed. Dudleigh keeps his eye on the ball, and Dudleigh and Karen's perspectives have resulted in an excellent team effort.

We are sorry to announce that, after 3 years with Glebe-St. James, Sue Toller will be moving on to other opportunities as a diaconal minister. We appreciate the gifts that Sue has shared with us over the past three years (meditation, climate change, children's church, pastoral care, land acknowledgments to name some). Today is not the day to celebrate those gifts, but we will do so later this year. We thank you Sue, very much, for all that you've done.

In thinking about how we can best serve our community through Christian development and pastoral care, we plan to rethink our staffing model and ensure that our approach meets the community's needs.

Recognising two specific individuals who have been volunteering with Glebe-St. James for decades, and need to relinquish some of their responsibilities:

- Hilda Sabadash offers her energy and her enthusiasm widely. She's worked tirelessly for GSJ and she does intend to stay on with the Worship Committee but has decided to step down from the Board of Trustees. Thank you, Hilda.
- Dudleigh Coyle is stepping down as Chair of Finance and Administration (F&A). As mentioned, Dudleigh's mark on this congregation is indelible and enduring. He's offered to work with our new incoming Chair, Geoff McGuire. Geoff came from St. Paul's Eastern along with Wendy Bergeron and a few others. Geoff was Treasurer at St. Paul's as well as on the Board of Trustees there and has great skills to offer.

9. Nominations - David Brown & Pam Fitch

A. Nominations to Council for the 2025 – 2027 term:

David Brown presented the list of nominations recommended by the outgoing Council (attached to these minutes). In doing so he made the following comments:

- Wendy Bergeron will, subject to approval, be appointed as Chair of Council.
- The position of Vice-Chair/Chair-elect is vacant. This is always a challenging position to fill. We are hopeful that amongst the members of the congregation that there is someone who is interested and has the time and the willingness to step forward. That's a conversation that we'll be pursuing going forward. Please think about it; it's a challenging but very gratifying role and it gives you a perspective on Glebe-St. James that you can't duplicate.
- Zoe Fortier has agreed to step forward to be Secretary. (thank you Zoe!)
- Karen Walker will be continuing as Treasurer.
- Rev. Dr. Teresa Burnett-Cole is continuing as Co-Ordinating Minister (*ex officio*).
- Andy Hamilton has accepted to represent Christian Development on Council. We all recognize this one of the areas where we want to do some rethinking and Andy will play an important role in that.
- Susan Palmai will continue to represent Outreach on Council, building on the incredible work that committee has been doing over the past several years.
- Pam Fitch has agreed to take on the role of Chair of Communications.
- Geoff McGuire has agreed to take on the role of Chair of Finance and Administration.
- Marsha Hay Snyder continues as the Ministry and Personnel representative on Council.
- George LeDrew will be Chair of Pastoral Care.
- The ReconciliAction Chair is vacant as Wendy Bergeron steps into the role of Chair of Council. There has been some discussion whether the group should be self-running going forward or whether there should be someone in a catalytic/leadership role; if anyone is interested, please let us know.
- There are a number of pieces that come together under the heading of Welcoming and Membership Development; we want to fill this space and there are several people who are to at least some degree. If someone feels motivated to help lead

and be the voice for that area on Council, we're very much open to input. Otherwise, this becomes a responsibility of Council as a whole.

- Hilda Sabadash is continuing to represent the Worship committee.
- Pam Fitch will also be the Council representative for music.
- We can have as many as five members at large on Council. Jim Louter, Brad Munro and Margo Williams are continuing, but there's room for two more. If anyone would like to get involved, this is a great way to learn what Council is all about without having formal responsibilities.
- The Glebe-St James Lay Representatives at the Eastern Ontario Outaouais Regional Council (EOORC) are Edith Gardell and Marg Torrance, with Marilyn Hamilton as an Alternate Representative.

MOTION: Nominations to the 2025-27 council:

That the list of nominations as recommended by Council be approved.

Moved: George LeDrew
 Seconded: Wayne MacWhirter
 Vote: Passed

B. Board of Trustees

David Brown noted that after several years as a member of the Board of Trustees, including serving as Chair, Hilda Sabadash has indicated that she would like to step down as a member of the Board. Under United Church of Canada rules, any resignation from the Board of Trustees must be approved by a congregational meeting.

MOTION: Accepting and confirming Hilda Sabadash's resignation as a member of the Board of Trustees.

Moved: David Brown
 Seconded: Bruce Taylor
 Vote: Passed

10. Approval of the 2024 Annual Report

Edith Gardell: On page 3, it says that GSJ is also a member of the EOORC. The work of EOORC has duly been reported at every council meeting.

Pam: A better way for you to understand the work that EOORC is doing is to go to their website. We are grateful to Edith, Marg and Marilyn as our EOORC representatives.

Susan Toller: Just to add a note that Susan is on the pastoral care committee as a staff person and would like to be noted as such.

Pam: Thank you, everyone, who sent submissions including photos for the annual report this year. We ran out of time to include them all but we are very grateful to Sep Himawan for all his work in making the annual report look as professional as it does.

MOTION: Approval of the 2024 Annual Report

- That the 2024 Annual Report be approved as circulated and discussed, and submitted to the Eastern Ontario and Outaouais Regional Council

Moved: Hilda Sabadash

Seconded: Irene Caswell

Vote: Passed

11. Treasurer's Report – Wendy Bergeron

- Addressing the income statement from 2024. For those of you who happen to have a paper copy of the annual report, what is being reviewed here is at the back end of the annual report. Beginning at the slide breaking down revenues, expenditures, and so forth; this is a breakdown of the donations and the incredible generosity of this community of faith, where the money you have donated has gone. There are donations that go to the operating fund but there is also enormous generosity that goes to outreach. The outreach numbers fluctuate because there may be initiatives that happen in one year that may not happen in another year (for example in the case of Multi-Faith Housing or refugee sponsorship). Having said that, when we talk more specifically about the operating budget, let's not lose sight of the fact that the generosity of this community of faith spreads much beyond the operating budget. There are also regular donations to the building fund and there was also a specific drive for donations in 2024 for that purpose.
- Revenues:
 - Wendy: On the following page headed Income Statement Operating Fund, we see that our operating fund has two major chunks: one is the revenues (money coming in) and one is the expenditures (money going out). The major components of revenue are from our regular donations, rentals ("building use"), and fundraising. For regular givings, you can see that in 2024 we set a budget of \$230,000, and we were just a hair short of that. Particularly pointing out the astonishing increase in givings since 2022, almost \$30,000 increase. Thank you to each and every one of you for making that difference. On building use, as you can see, Glebe Montessori School is a huge part of our revenues, particularly in terms of building use. The figures that you see are determined in advance through the lease arrangement we have with GMS and there's a built-in percentage of increase every year as per their lease. GNAG stands for Glebe Neighbourhood Activities Group and this is a group of folks whose building is just down the street from us and they share our space throughout the year,

particularly during the summer time, for some of their programs. Other building use is every other purpose for which we rent the building, from yoga classes to music groups that use our space and other major categories. These are either one-time renters (e.g. for events) or ongoing relationships that we have.

- Wendy: Our fundraising target for 2024 was \$30,000 of which we felt short. This includes activities like the bazaar, the Great Glebe Garage Sale, the home services guild, our GSJ Goes Out To Dinner initiative, etc.
- Expenditures:
 - Major categories are personnel costs, property expenses, program/committee expenses, and overheads. Our personnel costs represent the largest component of the expenditures. Property expenses is an umbrella category covering a lot of aspects related to the upkeep of the building, including our Investing in the Future fund which is our modest recognition of the fact that we are on unceded Algonquin territory. Much of the property expenses are reasonably fixed and unfortunately have been very subject to inflation.
 - Maintenance & small property: Typically we would spend \$20,000 or more a year in this area. The way we distinguish at GSJ for expenditures related to our property is that any project or item that is less than \$5000 is accounted for under the operating budget, in this line. If it's an item, typically such as a roof repair or something more major, that costs more than \$5000, that is what is accounted against the building fund and that's a separate budget line.
 - Program expenses: These are our committees and our groups who have the need for specific budgets for their expenses. The major one is worship because this includes all the expenditures related to licensed lay worship leaders or other expenditures related to worship. Another major part of this is dues; every community of faith in the United Church of Canada has assessed a certain portion of their revenues to be sent to the regional office as our contribution to the overall governance of our region and of the United Church of Canada.
 - General Overhead: These are administrative costs related to running the office.
 - Julia: What is CD? Wendy: Christian Development.
 - For 2024 we balanced our budget with a small surplus. Thank you to all of you who contributed to that in your donations as well as any restraint that you showed in your expenditures.
- GSJ has a modest operating reserve to help us cope in years of unusual pressures on the budget. In 2024, for example, the operating reserve kickstarted the building fund when there was a campaign run last year. After that, however, and adding in the modest surplus from this year, our operating reserve at the end of December is standing at just a bit more than \$72,000.

- The next section is the income statement on refugee housing flow-through. This is the grocery coupon program and doesn't come into our operating budget.
- Building Fund: Starting position going into 2024 was \$13,490. Some people donate regularly through their weekly contribution or donation to GSJ. Some people designate their donation for the building fund. We also had a special fundraising drive during 2024. The total revenue for the building fund in 2024 was approximately \$45,000, which we needed as there were several significant expenditures this past year with regard to maintenance and upkeep of the building.
 - Dudleigh: GMS also contributes to those building fund expenditures as a trusted partner.
- The music program is a separate budget as of 2024. The balance at year end in the music program was \$10,259. The music program also contributes every year to the operating fund. If anyone has any questions about the music program and its budget, these can be directed to Liz Elton.

12. 2025 Budget – Wendy Bergeron & Dudleigh Coyle

Assets:

- Wendy: We have a thriving community of faith, particularly with our increase in numbers post-COVID. We have the energy of many newcomers and the wisdom of many old-timers. We have a strong spirit and tradition of volunteerism, and we have generosity as an enormous asset. We have worship and music programs to have us connected to God and each other. We make a difference in fellowship and connections within our community of faith, through groups like the Women's Intergenerational Group, Men & Friends, our Friendly Callers, and others. We make a difference beyond our doors, including our outreach donations and programs which feed the hungry, help to build new housing, support refugees and newcomers, support One Plane Away, and the Investing in the Future fund to support Indigenous youth. Our third asset is our partnerships, including with Glebe Montessori School who share our space and contribute financially to who we are as GSJ. GMS comprises 80% of our income from rentals and also contribute to our building maintenance. We have an operational plan that led to priorities that were set by council for 2025. This plan, to our knowledge, is the first time that we decided we would plan for this year last year. This plan outlined program priorities as well as budget information, enormously enriched by the conversation we had as a congregation on October 30th. How we're going to go about turning those priorities into action will be a bit of an experiment, involving a new model which may be messy as we learn and go through this process. As Pam mentioned

earlier, the model that we're going to try is to identify within council champions for each of the priority areas that we've established for 2025. The model is still under development but the idea is that the champion would form a team outside of council comprised of people in the congregation who are interested in the priority area. Those conversations would then lead to recommendations to be brought back to council. We see this as a chance to involve people beyond our usual committee or working group structures.

- Challenges: Managing our resources to ensure that we can maintain our sustainability and our continued vitality into the future.

Budget:

- Three major budgets: operating budget, music budget, and building fund. With regard to the operating budget, we've had many discussions over the past couple of months both at steering committee and at council on the financial pressures in 2025 and what we can do about them. What we're presenting here is the result of those deliberations and decisions. The budget was prepared by our Treasurer and was endorsed by Council.
- Acknowledging anxiety for many of us when we see, for maybe the first time in a long time, that we're forecasting a potential deficit at this stage for 2025 of about \$23,000. Be assured that we see this deficit as a one-time deficit and we have a plan and we've already taken decisions that should bring us back into balance in 2026.

Revenues:

- Forecasted revenues: We have our regular givings, or building use, and our fundraising. For the purpose of the figures that you see here, we have assumed that we will be able to maintain and very slightly increase our 2024 level of givings. The budget has been set at \$230,000 in regular givings. This is a sign of a thriving community of faith.
- Building use: the figures are driven by the lease agreement we have with Glebe Montessori School which are also expected to increase slightly in 2025. We are expecting the same amount from rentals to GNAG. We are challenging ourselves and working through an action team to see how we can increase our revenues from other building use as this will be key to getting back in balance in 2026.
- Fundraising: We have set a target of \$25,000 for 2025. This is more than we generated last year as we were under the budget we had hoped for in 2024. If you have ideas for fundraising in 2025, please share them.
- Music fundraising (Pam): The choir is supporting a music fundraiser for the operating budget on May 31. Please show up and help us out.
- In summary, the total revenue we are forecasting for 2025 is \$495,000.
- Liz Elton: The Home Services Guild number for fundraising is very impressive, thank you.

- Dudleigh Coyle: The Home Services Guild is what GSJ does in support of seniors.

Expenditures:

- Increase in personnel costs, largely due to sabbatical replacement costs. Our total cost estimate for sabbatical replacement in 2025 is about \$10,000 on top of normal personnel costs.
- The other change you will see is with regard to Christian Development and Pastoral Care. Council had to take a tough budget decision to look at a different model for supporting these areas. With the end of the contract at the end of August, we will be looking at a more financially sustainable model to support those critical functions at GSJ.
- Property expenses: We're anticipating more or less a straight line going into 2025. With the exception perhaps of some of the more discretionary maintenance or small projects, much of what you see in this list is non-discretionary (maintaining the building, keeping the lights on, etc.). Total of \$201,884 forecast for 2025.
- Program/committee expenses are budgeted higher for 2025 related to a couple of one-time expenses. Total expenses due to sabbatical replacement costs are found in this line because for example licensed lay worship leaders are under the worship committee expenses line. There is also a one-time need to spend money to replace or upgrade some of our systems, for example the AV system and Jennifer's computer. We need to buy a new Christmas tree for the sanctuary, etc. This means that we are anticipating total expenditures of \$518,703 which is what has led to the forecast of a deficit for 2025 of about \$23,000.
- Our operating reserve is in a position where it can cover this one-time deficit as it is at about \$72,000. We are taking action to balance the budget by 2026.

Questions/comments:

- Margaret Ford: Reluctant to see a planned deficit which represents just over a third of our operational reserve; this seems to indicate that we are moving down the wrong track. We need to reduce our deficit further. We can probably afford to run a small deficit to take account of Teresa's sabbatical but we should probably be looking at a much smaller deficit of around \$5000-\$8000. I see areas where we could trim down and don't need to discuss those in detail now but could ask council to take a second look at those areas. If we turn this matter back to council to look at, I would favour a motion that accepts the budget in principle but asks council to review where savings could be made to reduce the deficit to around \$5000-\$8000.

- David Brown: I share Margaret's concern; she speaks for herself but to program ourselves to lose a third of our accumulated reserve, given that we need at least \$40,000 or \$50,000 of that to work through the year, that's getting very risky to my mind. In addition, there is a question on the revenue side regarding the projection of expected contributions which is roughly the same amount we've had for the past few years. The question is: can and should we be setting a slightly higher target of \$240,000? If we combined that with some of the things on the expenditures side that would bring us to a more comfortable zone in terms of our intentions. This does also up the ante of what we need to be doing in terms of engagement of the congregation in contributions to the annual budget. On the other hand, we've also been having new people coming in the door. Bottom line: I would echo what Margaret has suggested, that we accept the budget but also ask council to take another look to see if there's a way to bring the projected deficit down to a threshold more reflective of the unusual costs for this year but trying to keep everything else in balance.
- Wayne MacWhirter: I agree with David and I think that, knowing that we have a few members of the congregation online now hearing all of this, I think we may be able to moderate it with the congregation being able to see what we're dealing with and that we may be able to bring some of that deficit down ourselves.
- Dudleigh Coyle: I agree. Council can park it back to trustees and finance and management to see if there's a few places we can take a second look. Supporting the budget but wishing to send it back to council for further review.
- Irene Caswell: I agree as well.
- Susan Toller: There's an extra \$10,000 included under Christian Development and Pastoral Care just as a back-up for the time after my contract concludes in August, so that may or may not end up being spent. Pam: Thank you Susan, I believe that is captured in Karen's numbers.
- Susan Toller: Some of us are trying to save some money by covering weeks of preaching while Teresa is on sabbatical. This also means that children's church leaders have stepped up, thank you very much to those people.

MOTION: That the draft 2025 Budget be approved as tabled

Moved: Wendy Bergeron

Seconded: Marsha Hay Snyder

AMENDMENT TO MOTION: That the ACM approves the 2025 Budget as proposed by Council but directs Council to make whatever adjustments it judges appropriate in order to reduce the planned deficit to \$10,000 or less.

Moved: David Brown

Seconded: Dudleigh Coyle

Questions/comments:

- There was further discussion regarding the amended motion with several congregants speaking against it as it would make it difficult for Council to meet a specific target and they would be happier with a more generic 'relook at expenditures'. However a vote for the amendment prevailed.

Vote: Passed

MOTION: That the ACM approves the 2025 Budget as proposed by Council but directs Council to make whatever adjustments it judges appropriate in order to reduce the deficit to \$10,000 or less.

Moved: David Brown

Seconded: Dudleigh Coyle

Vote: Passed

Dorothy: Is there an auditor?

Dudleigh: Yes, Jack Livingston goes through and validates the numbers for us.

MOTION: That the 2025 Music Budget be adopted as proposed

Moved: Liz Elton

Seconded: Marg Torrance

Vote: Passed

13. Mission and Service Target 2025 – Susan Palmai

Susan: We have proposed \$35,000 for several years and not met that target so we have reduced it to \$30,000. We will keep an eye out in September/October to see if we need to reach out to the congregation to increase that number.

MOTION: That the Mission and Service goal for Glebe-St. James be set at \$30,000

Moved: Susan Palmai

Seconded: Andy/Marilyn Hamilton

Vote: Passed

14. 2023-24 Community of Faith (Living Ministry) Profile

MOTION: That the congregation authorize Pam Fitch, in consultation with the Building Sustainability Working Group and Rev. Dr. Teresa Burnett-Cole, to finalize the BSWG Congregational Profile report and submit it to the Eastern Ontario and Outaouais Regional Council (EOORC) Office as Glebe-St. James' 2025 Community of Faith (Living Ministry) Profile

Moved: Pam Fitch
Seconded: Marsha Hay Snyder

Questions/comments:

Margaret Torrance: Would like to submit an amendment to the motion as the congregation has not yet seen and been consulted on that report.

Pam: Yes, this motion would allow us time to complete the report and do the necessary consultations

FRIENDLY AMENDMENT: To ensure that the final versions of the report are shared with and consulted upon by the congregation and Rev. Dr. Teresa before submission to EOORC.

Vote: Passed

15. Give Thanks and Praise – Elizabeth Elton
Thank you to everyone who comes into the building. Although we honour volunteerism, to come in for worship and activities is enough. Thank you for everyone's patience.
16. Closing Prayer: Rev. Dr. Teresa Burnett-Cole

Meeting Closed: 3:37pm

GSJ Volunteers in 2025

Our 2025 Volunteers: Council Members, Committees & Teams
With thanks and appreciation for sharing your time and talents

2025 Council Members:

- Wendy Bergeron
- Pam Fitch
- Zoe Fortier
- Karen Walker
- Jim Louter
- Margo Williams
- Marsha Hay Snyder
- Susan Palmai
- Brad Munro
- Hilda Sabadash
- David Brown
- Geoff McGuire
- Andy Hamilton
- Marilyn Hamilton
- Edith Gardell
- Marg Torrance
- Dudleigh Coyle
- Rev Dr Teresa Burnett-Cole (*ex-officio*)

2025 Board of Trustees:

- David Brown, Chair
- Geoff McGuire
- Jim Louter
- Dudleigh Coyle
- Jennifer Johnson
- Marg Torrance

2025 Eastern Ontario Outaouais Regional Council (EOORC) Representatives:

- Edith Gardell
- Marg Torrance
- Marilyn Hamilton (alternate)

2025 Roll Clerk:

- Laura Tanner

2025 Committees and Teams:***Ministry and Personnel:***

- Marsha Hay Snyder
- Jim Louter
- Margo Williams
- Rebecca Dalton

Friendly Callers:

- Barb Coyle, coordinator
- Mary Ahearn
- Hilda Sabadash
- Margaret Ford
- Rebecca Dalton
- Louise Archer
- Marion Dunning
- Ron Totten
- Betty Taylor
- Laura Tanner

Christian Development

- Andy Hamilton
- Rev. Dr. Teresa Burnett-Cole

Pastoral Care:

- Rev. Dr. Teresa Burnett-Cole
- Rev Susan Toller
- Shelley Eckford
- Linda Posthuma

AV Team:

- Kylie Taggart, Coordinator
- Liz Elton

- Jim Louter
- Alexa de Grandmont
- Alex Cseh
- Violet Barry
- Dayton Chalis
- Eddie Smeaton
- With thanks to Konrad Hurrellman for his help in 2024-25

Music Committee:

Karen Walker
 Barb Munro
 Wayne McWhirter
 Pam Fitch
 James Caswell

Choir:

Sopranos:

Martha Milne
 Zoe Fortier
 Karen Walker
 Judy Wolanski
 Julia Barry
 Jill Kidd
 Donna-Fay Mailhot
 Pam Fitch

Altos:

Elizabeth Elton
 Maya Evans Li
 Chelsea Boehme
 Kelly Boehme
 Jackie Bannerman
 Janet Synder

Tenors:

Frank Duern
 Geoff McGuire
 Wayne MacWhirter
 Martien De Leouw

Baritones:

Greg Hill
 Brad Munro
 David Brown
 Jim Louter
 David Cubbage

Additional musicians:

Steve Brooks (clarinet)
 Florian Bell (piano)

Geoff McGuire (trumpet)
 Liz Elton (flute)
 Teresa Burnett-Cole
 (percussion)

Ross Snyder was an active and dedicated member of the Choir for many years and we remember him with thanks.

Property:

Chair - David Brown
 Greg Hill

Wayne MacWhirter
 Dudleigh Coyle
 Robert Palmai
 Jim Louter

Centre 507 Garden, Perennial Gardens and Grounds Maintenance

Marsha Hay Snyder
 Karen Walker
 Margo Williams
 Laura Tanner
 Andy Hamilton
 GMS students

Finance and Administration:

Chair: Geoff McGuire
 Dudleigh Coyle
 Karen Walker
 David Brown

Outreach:

Susan Palmai
 Margo Williams
 Marisa Romano
 Karen Walker
 Greg Hill
 Rebecca Dalton
 Kylie Taggart
 Margaret Ford
 Marilyn Hamilton

Ross Snyder was an active and dedicated member of the Outreach Committee for many years and we remember him with thanks.

OMRA:

Donna-Fay Mailhot
 Betty Taylor
 Karen Walker
 Marisa Romano

Ottawa Public Foods:

Marisa Romano

Karen Walker
 Susan Palmai
 Greg Hill
 Ward Walker
 Robert Palmai
 Jim Louter

Carleton University Pause Table:

Liz Elton
 Edith Gardell
 Linda Posthuma
 Susan Palmai

Fundraising:

Dudleigh Coyle (Great Glebe Garage Sale) supported by the 36th Ottawa Scouting Group (Glebe St. James) and many many volunteers

Dudleigh Coyle (Bazaar), supported by GMS students and many many volunteers

David Brown and Margaret Ford (Glebe-St. James Goes Out for Dinner)

Worship:

Chair: Hilda Sabadash

Rev. Dr. Teresa Burnett-Cole

Elizabeth Elton

Judy Wolanski - seasonal banners, quilt lead and Labyrinth

Helper - Maya Li Evans

Jim Richardson

Licensed Lay Worship Leaders: Ruth Burnett-Cole, Edith Gardell, Hilda Sabadash

Ushers: Jim McCulloch, Marion Dunning, George LeDrew, Jack Livingstone, Robert and Susan Palmai, Dudleigh and Barbara Coyle, Bruce and Betty Taylor, Greg Rogers, Rebecca Dalton, Eric Stinson, Laura Tanner

Offering Counters: Jim McCulloch, Donna-Fay Mailhot

Communications:

Pam Fitch

Jim Louter

Karen Walker

Alexa de Grandmont

Jennifer Reid

Children's Church:

Rev Sue Toller
 Margo Williams
 Jennifer Johnson
 Janet Nield
 Breanna Connolly

Women's Intergenerational Group:

Coordinator: Marsha Hay Snyder
 Laura Tanner, Betty Taylor, Margo Williams, Wendy Bergeron and all who helped with One Plane Away, a special WIG-led project.

Men and Friends:

Coordinator: Dudleigh Coyle

Queer Space:

Coordinator: Zoë Fortier

Coffee Hour Hosts:

April Yorke, Elizabeth Elton, Marion Dunning, Susan and Robert Palmai, Margaret Ford, Greg Hill, Shelley Eckford, Wayne MacWhirter, Geoff McGuire, Martha Milne and Frank Duern, Barb Munro and Martien de Leouw, Betty and Bruce Taylor, Men and Friends, The Choir and the Outreach team.

Coffee Hour Greeters:

Marion Dunning
 Barbara Coyle
 Shelley Eckford
 Margaret Ford
 Andy Hamilton
 Don Ray and Mary Ahearn
 Laura Tanner

Scripture Readers:

Ruth Burnett-Cole, Donna-Fay Maillhot, George LeDrew, Jim Louter, Wayne MacWhirter, Barb Coyle, Kelly Boehme, Zoe Fortier, Geoff McGuire, April Yorke, Shelley Eckford, Marilyn Hamilton, Brad Munro

Welcoming:

Jim Louter, David Cubbage, Wendy Bergeron, Pam Fitch, Liz Elton, Kelly Boehme, Maya Li Evans, Susan Palmai

Photo Directory Project:

Susan Palmai, Rebecca Dalton, Barbara Coyle

Land Acknowledgements:

Thanks to David Brown, Wendy Bergeron, Marilyn Hamilton, Andy Hamilton, Pam Fitch, Marsha Hay Snyder, Edith Gardell, Rebecca Dalton, Ruth Burnett-Cole, Liz Elton, Konrad Hurrellman

Minister of Music Search Committee:

Julia Barry, Greg Hill, Barb Monroe, Robert Palmai, Karen Walker

GSJ Staff Members in 2025

With appreciation for your dedication and support

- Rev. Dr. Teresa Burnett-Cole, Coordinating Minister
- Rev Susan Toller, Minister of Pastoral Care and Christian Development
- James Caswell, Minister of Music
- Jennifer Reid, Church Administrator
- Kayla Cseh, Children's Church
- Alex Totten-Thomas, Sexton
- Lori Stinson, Accounts

Independent Financial Review and Statement of Financial Position as of December 31, 2024

May 18, 2024

To: Karen Walker, Treasurer

Glebe-St. James United Church

Subject: Independent Review of the Financial Statements and Procedures

I have reviewed the statement of financial position of Glebe-St. James United Church as at December 31, 2024 and the statements of operations and changes in net assets for the year then ended. My review consisted of enquiry, analysis and discussion related to information supplied to me by the Church. A more detailed summary of the work I have done can be found in Appendix 1 and my comments are noted in Appendix 2.

Based on my review, nothing has come to my attention that would lead me to believe that the financial statements are not accurate in all material respects.

Respectfully submitted by

Jack Livingstone

Financial Consultant

613-316-6804

APPENDIX 1

SUMMARY OF TASKS PERFORMED

The following outlines some of the work I performed. It is not an all-inclusive list but it contains the key components.

- I looked at count sheets for half of the year to ensure that they were signed by two members of the count team, and that the collections noted thereon agreed to the deposit summaries used for posting to the accounting program. I also agreed these amounts to the bank statement. Four exceptions were found. **See Note 1**
- More and more donations are made by PAR and PayPal, so I reviewed the available documentation for this type of donation and traced the amounts to the bank statements. I also did the reverse by selecting deposits and tracing them back to the original documentation.

- Ensured that bank reconciliations were performed monthly. The December reconciliations were agreed to both the bank statements and the financial statements.
- Obtained a list of the signing officers and noted that the book-keeper is not a signing officer.
- Randomly selected bank statements throughout the year and examined all cheques in the selected months to ensure that they had two (2) signatures. One exception was found so I examined the back-up documentation. Not considered to be significant, but obviously all cheques should have two signatures.
- Reviewed a random selection of invoices from various suppliers throughout the year to ensure that they were initialed by the signing officer as evidence that they had seen appropriate back-up when they signed the cheque. **See Note 2.**
- Reviewed cheques that were issued to signing officers for purchases made on behalf of the Church, to ensure that the first signature was not that of the payee. **See Note 3.**
- From the detailed trial balance at December 31, 2023, I selected larger expense categories as well as a random group of smaller ones, and ensured that appropriate back-up was available for the line items chosen, that it was approved, and that the expense category was correct. **See Note 2.**
- Reconciled the salary expense lines on the trial balance to the year-end summary provided by ADP and/or various T4 and T4A slips.
- Reviewed the minutes of Council, and Finance & Admin. **See Note 4.**
- Reviewed the HST Notices of Assessment/Application for GST/HST Public Services Bodies Rebate and agreed the amount to the Balance Sheet.
- Examined the statement of Mission and Service donations as received from the United Church of Canada to ensure donations for same were remitted, and agreed this statement to the financial statements.
- Examined the statement from UCC East to ensure that the correct amount of Presbytery Dues were remitted and agreed this amount to the financial statements.
- Reviewed the Prepaid Expense schedule. **See Note 5.**
- Reviewed the summary for Deferred Revenue, and discussed the setup of this amount with Lori.

APPENDIX 2

NOTES and COMMENTS PERTAINING TO MY REVIEW

1. The exceptions noted were that only one person signed the count sheets, which occurred when Donna-Fay and Jim were on vacation. When they are away it is

important that two people participate in the count to ensure its accuracy. While I do not for an instant believe there is an issue, it also protects the person performing the count.

2. Following along with the positive trend in recent years, I note that this year, all back-up documentation that I examined has been initialed by at least one of the signing officers, denoting that they examined the back-up when the cheque was signed. On several invoices, both signing officers had initialed the document.
3. In all cases where a cheque was issued to a signing officer, the cheque recipient also signed the cheque, and in most instances, the payee was also the first signatory. Although it isn't ideal that the payee signs their own cheque, they definitely should not be the first person to sign. This is not felt to be a significant problem because all cheques were signed by 2 officers, the dollar values were not significant and there were very few cheques of this type. **Recommendation: Do not allow the payee to be the first person to sign the cheque.**
4. I reviewed the minutes of all Council meetings throughout 2023. Nothing of financial significance was noted. Jennifer did not have minutes for F&A meetings that may have taken place.
5. All items on the summary appear to be reasonable and consistent with prior years.

GLEBE - ST. JAMES UNITED CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	<u>Operating</u>	<u>Housing</u>	<u>Music</u>	<u>Designated</u>	<u>Segregated</u>	<u>Capital</u>	<u>2024</u>	<u>2023</u>
	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS								
<i>Current Assets</i>								
Cash/GIC	(246,036)	3,147	661	224,171	25,428	156,031	163,402	126,699
Amounts Receivable	13,878	18					13,896	8,891
Prepaid Expenses	2,660						2,660	4,406
Grocery Coupons		13,150					13,150	9,210
	(229,498)	16,315	661	224,171	25,428	156,031	193,108	149,206
Due from operating fund		3,334	1,102				4,436	2,324
Due from housing fund						1,000	1,000	1,000
Due from designated fund	164,421						164,421	109,080
Due from segregated fund	2,394						2,394	2,394
Due from capital fund	144,869						144,869	115,556
	82,186	19,649	1,763	224,171	25,428	157,031	510,228	379,560
LIABILITIES								
<i>Current Liabilities</i>								
Accounts payable	5,505						5,505	2,108
Deferred revenue				57,619			57,619	21,392
Unearned revenue							0	0
Due to operating fund				164,421	2,394	144,869	311,684	227,030
Due to housing fund	3,334						3,334	2,324
Due to music fund	1,102						1,102	0
Due to designated funds							0	0
Due to segregated fund							0	0
Due to capital fund		1,000					1,000	1,000
	9,941	1,000	0	222,040	2,394	144,869	380,244	253,854
<i>Net Assets</i>	72,245	18,649	1,763	2,131	23,034	12,162	129,984	125,706
	82,186	19,649	1,763	224,171	25,428	157,031	510,228	379,560

**GLEBE - ST. JAMES UNITED CHURCH
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>Operating</u>	<u>Housing</u>	<u>Music</u>	<u>Designated</u>	<u>Segregated</u>	<u>Capital</u>	<u>2024</u>	<u>2023</u>
	\$	\$	\$	\$	\$	\$	\$	\$
Balance, beginning of year	75,890	13,661	0	2,131	20,534	13,490	125,706	149,290
Prior period adjustment *	(10,000)					10,000	0	0
Excess Revenues over Expenditures	6,355	4,988	1,763	0	2,500	(11,328)	4,278	(23,584)
Balance, end of year	72,245	18,649	1,763	2,131	23,034	12,162	129,984	125,706
					Proof		<u>129,984</u>	

* Council approved move of surplus

**GLEBE - ST. JAMES UNITED CHURCH
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>Operating</u>	<u>Housing</u>	<u>Music</u>	<u>Designated</u>	<u>Segregated</u>	<u>Capital</u>	<u>2024</u>	<u>2023</u>
	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES								
Congregational givings (Schedule 1)	228,525	3,160	770	9,095	0	35,085	276,635	272,213
Building use (Schedule 1)	228,861						228,861	218,307
Fundraising (Schedule 2)	27,746		3,885		2,500		34,131	42,129
Programs - Outreach (Schedule 3)		105,845		108,736			214,581	209,091
Programs - Faith-Based (Schedule 3)	9,458						9,458	17,250
Interest and other	993						993	259
	495,583	109,005	4,655	117,831	2,500	35,085	764,659	759,249
EXPENSES								
Salary and wages	247,864						247,864	242,504
Property (Schedule 4)	186,207				0	46,413	232,620	262,746
Worship/Committee (Schedule 5)	24,723			9,095			33,818	36,250
Program (Schedule 3)	7,000	103,753	1,392	108,736			220,881	209,769
General overhead (Schedule 4)	17,893	264					18,157	19,988
Fundraising (Schedule 2)	5,541		1,500				7,041	11,576
	489,228	104,017	2,892	117,831	0	46,413	760,381	782,833
Excess of revenues over expenses	6,355	4,988	1,763	0	2,500	(11,328)	4,278	(23,584)
						Proof	<u>4,278</u>	

GLEBE - ST. JAMES UNITED CHURCH
SCHEDULE 1 - REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
	\$	\$
<i>Congregational Givings - Operating</i>		
Regular	227,875	218,039
Small property	350	0
Bequests	300	6,436
Music program	0	2,958
Minister's benevolent fund	0	2,265
Council approved transfer	0	0
	<u>228,525</u>	<u>229,698</u>
 <i>Building Use - Operating</i>		
Glebe Montessori School	206,965	198,604
Rental - concert and other	20,896	15,553
Rental - wedding and funeral	1,000	4,150
	<u>228,861</u>	<u>218,307</u>
 <i>Segregated Funds</i>		
Organ	0	22,525
McPhail Scholarship	0	0
	<u>0</u>	<u>22,525</u>
 <i>Capital Fund</i>		
Special Appeal	22,750	0
Long-Term building	12,335	17,595
Council approved transfer	0	0
	<u>35,085</u>	<u>17,595</u>

GLEBE - ST. JAMES UNITED CHURCH
SCHEDULE 2 - FUNDRAISING
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024		2023	
	<u>Revenue</u>	<u>Expense</u>	<u>Revenue</u>	<u>Expense</u>
<i>Fundraising</i>				
Home Services Guild	7,160	295	10,506	575
Rummage sale/bazaar/books	6,880	154	7,584	0
Music concert series	6,780	4,400	13,667	10,754
Taste of Glebe-St James	2,930	0	3,610	0
Great Glebe Garage Sale	2,655	0	3,072	0
Other	1,341	692	1,290	247
	<u>27,746</u>	<u>5,541</u>	<u>39,729</u>	<u>11,576</u>

GLEBE - ST. JAMES UNITED CHURCH
SCHEDULE 3 - PROGRAMS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024		2023	
	<u>Revenue</u>	<u>Expense</u>	<u>Revenue</u>	<u>Expense</u>
	\$	\$	\$	\$
<i>Designated Programs - Community Outreach</i>				
Refugee Sponsorship	60,378	60,378	32,187	32,187
Mission and Service	28,405	28,405	33,457	33,457
Other Community Outreach	7,104	7,104	13,801	13,801
CCSAC	5,600	5,600	0	0
WIG	2,912	2,912	0	0
Emergency Food Bank	1,850	1,850	4,656	4,656
Other	1,390	1,390	671	740
Centre 507	600	600	450	450
Carlington Community Chaplancy	250	250	280	280
Odawa	247	247	2,155	2,155
Special Appeal	0	0	9,000	9,000
<i>Total Designated Programs</i>	<u>108,736</u>	<u>108,736</u>	<u>96,657</u>	<u>96,726</u>
<i>Faith-Based Programs</i>				
Retreat	7,976	5,219	4,902	4,902
Observer	1,440	1,590	1,195	1,360
Other	42	191	11,053	0
Christian Development	0		100	0
	<u>9,458</u>	<u>7,000</u>	<u>17,250</u>	<u>6,262</u>

GLEBE - ST. JAMES UNITED CHURCH
SCHEDULE 4 - EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
	\$	\$	\$	\$	\$	\$
<i>Property - Operating</i>			<i>Property - Capital</i>		<i>Property - Segregated</i>	
GMS janitorial services	74,364	70,305				
Insurance	17,095	16,750				
Repair and maintenance - Furnace	14,129	4,609				
Heating	13,997	18,325				
Electricity	12,222	11,431				
Janitorial services	10,956	10,956				
Dumpster	8,794	6,913				
Repairs and maintenance	8,613	16,912	46,413	73,818		
Cleaning supplies	6,178	7,004				
Water	5,770	6,505				
Carpet cleaning	3,826	3,361				
Snow clearing	3,434	3,215				
Investing In The Future	2,000	2,000				
Rental	1,741	0				
Organ	1,601	421				
Small property	759	3,719				
Repairs and maintenance - GMS	728	0				
Security system	0	274				
	<u>186,207</u>	<u>182,700</u>	<u>46,413</u>	<u>73,818</u>	<u>0</u>	<u>0</u>

GLEBE - ST. JAMES UNITED CHURCH
SCHEDULE 5 - EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
	\$	\$
<i>Worship/Committee - Operating</i>		
Presbytery Dues	14,096	13,311
Worship	7,288	11,520
Pulpit Supply	1,238	928
Christian Ed/Faith Committee	1,017	0
Communications	451	52
Pastoral Care	256	348
Other	220	724
Affirming Ministries	157	184
Minister's Travel/Benevolent Fund	0	2,574
Music	0	3,332
	<u>24,723</u>	<u>32,973</u>

**GLEBE - ST. JAMES UNITED CHURCH
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<u>2024</u>	<u>2023</u>
	\$	\$
REVENUES		
Congregational givings		402,978
Bequests		0
Building use		165,042
Interest and other		2,737
	0	570,757
 EXPENSES		
Salary and wages		209,082
Property		118,654
Worship/Committee		27,963
Program		168,675
General overhead		15,926
Fundraising		1,778
	0	542,078
<i>Excess of revenues over expenses</i>	0	28,679