

# ST. MATTHEW'S

## The Anglican Church in the Glebe



### ANNUAL VESTRY MEETING

**March 2, 2025**

We invite parishioners to attend

the Annual Vestry Meeting of St. Matthew's Anglican Church,  
in-person at 12 noon in the Nave.

To vote, a parishioner must be at least 16 years of age, support the parish,  
be a regular worshipper and not vote at any other Vestry meeting.

217 First Avenue, Ottawa, ON K1S 2G5

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## VISION

St. Matthew's is a vibrant Christian community that welcomes everyone, embraces inspiring worship and learning and is committed to hospitality and loving service.

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## Acknowledgements

Thank you to everyone who contributed reports or photographs for this 2024 Report to Vestry, including photographs from the *Pulse of the Parish* and service videos.

Grateful thanks also to the publishing team:

Neville Nankivell (Editor), Aubin Nsabiyumva (Publisher), Helen Griffin (Co-ordinator)  
and to readers  
Mary Glen and Judy Maxwell

## Statistics

### Marriages

Ann Millar and Paul Zedd

### Baptisms

Gabriel Lindsay

### Funerals

Ann Luce

Arthur Bousquet

Patricia Crossley

Andrew Robertson

Jeanne Pearen

Leonard Surges

Bliss Tracy





## Rector's Report

This has been a remarkable year in the life of St. Matthew's. I write this the week after Bishop Shane Parker's visit when we celebrated the baptism of Janice Messam and confirmation of 15 parishioners. It was a grand celebration and the culmination of an important and fruitful year in the life of our parish.

In 2024 we set a goal at our annual Vestry to become a thriving parish. Together we have made great headway toward this and ended the year with a strong faith-filled community whose future is bright.

**Worship and Liturgy:** We were blessed with an incredible choir and music program led by the multi-talented Dr. Robert Hall. Thanks to all involved for this precious gift of joyous music.

Our beautiful sacred space is cared for lovingly by staff and many volunteers. Talented servers, readers, prayer leaders, communion ministers, sidespeople, greeters and others lead us carefully through the liturgy. I am thankful for the shared effort.

We also have some 350 subscribers to our YouTube channel where households across the parish, the Diocese and beyond can worship with us online. Thanks to Tom Barnes for his skilled production of our weekly live-feed. He is a one-man director, producer, sound engineer and cinematographer. The positive feedback on our livestream is impressive and it will continue indefinitely.

**Christian Education and Formation** This past year began with a Lenten Book Study exploring Frederick Buechner's "A Room Called Remember." This collection of essays was moving, theologically sound and prompted many conversations together on Zoom. We enjoyed Canon Kevin Flynn and parishioners from Chelsea-Wakefield being with us this past year. This coming Lent he will return for an exploration of the Apostle Paul's writings.

**Youth and Family Ministry:** Many children and youth are active and involved at St. Matthew's in our children's choir, server's guild and Sunday School. Our confirmation graduates have formed a youth group together. Our Sunday School team initiated a well-

to elevate our young members into more prominent parish roles.

**Buildings and Property:** As Bishop Shane mentioned in his sermon, our sacred space is an important aspect of our ministry.

A key priority is ensuring a safe and well-maintained place at 217 First Avenue in which to worship and meet in the Anglican tradition and that will be here for future generations of parishioners.

**Gratitude:** Our thanks to Val Needham for her seven years as editor of the *Pulse of the Parish* newsletter. She took it to a higher and more colourful level with a wide variety of articles and attractive design. She has now passed the torch to Dawn Gregory.

Many thanks to Jean McCarthy for her curation of our parish library. We have added many new books to a collection that is an extremely useful parish resource and lovely place to read or meet for conversation.

In our office we benefit greatly from the leadership of Catherine James-McGuinty and Kathy Laffin who together keep everything running smoothly. Profound thanks also for the very competent and thoughtful leadership of our 2024 wardens Charles Nixon, Denis Martel, Debora Fleming and Kevan Pipe (see their report on next page).

**The Road Ahead:** Our shared goal is to flourish as a parish community. Whether in worship and music, Christian education, or simply in our life together. This is a challenging time. The world needs authentic, hopeful and loving communities such as ours at St. Matthew's.

Yours in Christ,  
The Rev. Geoffrey Chapman



## Wardens' Report

As wardens we finished a very happy year together shouldering the leadership of St. Matthew's with Reverend Geoff. It wasn't always easy but it was rewarding. This report highlights our collective accomplishments and we trust next year will be better still.

In 2024 we were pleased to welcome several new parishioners and at the same time mourned the loss of some of our dedicated, long-term parishioners. Our on-line digital presence continued to be strong.

Our music program continued its tradition of excellence. New service formats were offered on an occasional basis to broaden our appeal.

Our Sunday school was busy and began a focus on "Godly play" as a new way of teaching. Our Christmas pageant was joyful and enjoyed a full house. We had many successful parish events that combined fellowship, good food, and in one case spirited games!

We were challenged to make greater use of our building. We managed to grow our revenues by 9% over the year before, which included our church being the backdrop for a film. The budget for 2024 included a 10% increase in general-use donations. In the end, we were successful in achieving 94 % of that goal. Thank you all for helping out in a difficult year.

Our fundraising reached new heights through strong and focused leadership and the many hands that made the work fun and productive. As planned, we were able to make generous donations to charities, focusing in particular on those which alleviate food insecurity in our community during this time of financial stress for many.

The church gardens were beautifully cared for and our building was improved in many small ways. We also changed lighting to LED, which will lower ongoing costs. Vestry approved an important number of capital projects which were mostly implemented with

important results. The outcome of these projects will be shared this year so we can all reflect on how to approach maintenance of our church going forward. We implemented a new St. Matthew's website which better shows our vibrancy and is easier to use. We also transferred to a new financial system which has enhanced our reporting abilities.

None of this happens without parishioner commitment and participation in our services and the running of our church. Some roles are small and some large, but they all help make St. Matthew's a very special faith community. Thank you to each and every one for your engagement and support.

Submitted by:

Charles Nixon, Rector's Warden

Denis Martel, People's Warden

Debora Fleming and Kevan Pipe, Deputy Wardens



From left to right: Charles Nixon, Debora Fleming, Denis Martel, Kevan Pipe.

## Spiritual Core

### Worship Committee

In my Rector's Report I note the highlights of 2024 in our liturgy and worship. It was a good year for our life in worship at St. Matthew's, thanks in no small part to Dr. Robert Hall and our wonderful choir, to the many volunteers who assist in the liturgy each week, to the support of our honorary assistant clergy Bishop Barry Curtis and the Rev. Katie Tait, and our amazing servers and altar guild members who do so much work every week.

The worship committee is a group that is very important. Our worship is a shared experience and we balance ancient and new ways of worshipping God together. Everyone cares about our worship and it is something we share together. It is very important to create a space where we can reflect, offer feedback and ideas, plan together and work toward a common goal. We have representatives from the servers and altar guild, from the choir, prayer leaders, clergy, our director of music, and members at large. We have good conversations and plan well and plan ahead. Thanks to everyone involved for their time, care, deep devotion to God and what it means to honor God in prayer and worship.

Submitted by Geoff +

### Music Ministry

In reviewing the music report from last year, it is of some comfort that COVID-19 is now less an issue, although there were isolated cases within the choir. We continue to sing two anthems per week and focus on normally doing service settings that involve congregational singing.

Our monthly Evensongs on the first Sunday of the month have continued and we have been pleased to have Matthew Larkin play for most of these. He is familiar to some as having been here at St. Matthew's as Director of Music some years ago, and is well known the classical music community in Ottawa for his organ and choral excellence.

The Kids' Choir maintained the same format, although we changed from Tuesdays to Mondays after school. Normally the Kids' Choir sings as a part of the Family Service held on the last Sunday of the month.

As the year ended, we went carolling again for what has become a yearly jaunt in the neighbourhood. The excitement this time was heightened by treacherous ice that caused some participants to slip and fall.

There were two concerts held to celebrate the 55th anniversary of the lunar landings of Apollo 11 and 12. These were held in July and October with lots of moon-related music presented, as well as the 1902 Meliès silent movie *A Trip to the Moon*.



The choral scholar program continues to be a blessing to St. Matthew's and this summer Emma Lassiter led many of the services with newly composed Communion solos as well as acting as cantor for the psalm settings. In the fall, baritone Michael Zappavigna became a choral scholar. He has performed previously as a flutist here and continues to add his flute offerings to worship as well as solos and cantor work. Soprano Lana Pstuszak has also contributed many solos, including the memorable opening verse of *Once in Royal David's City* for the Nine Lessons and Carols Service.

The choir were saddened to lose long-time member Leonard Surges but were able to sing at his memorial service at the church in November. We have also welcomed several new members to the choir.

Submitted by Dr. Robert Hall, Director of Music

## Altar Guild

The year 2024 saw a return to a full calendar and celebration of services, including foot washing at the Maundy Thursday service and communion stations at the altar and two in the nave. Otherwise, it was a quiet year for Altar Guild with no retirements or new members. Some times our teams were quite small due to travel and health issues. Luckily, there usually was someone able to step in and assist.

In the St. Matthew's budget, you will see a line for liturgical expenses. This is for supplies such as candles, candle oil, wine, wafers, and flowers that are needed each week for the services.

Our beautiful colourful frontals are showing their age and we will need to look for skilled craftspeople to repair them soon. One is currently away for repairs. It has been many years since the carpets were cleaned and it is expected that a new fund in the budget will allow this in 2025.

If you love to clean and would like to help support preparation of the church for services please contact Elizabeth MacMillan through the church office.

Many thanks to all members for their dedicated attention to the preparing the church for weekly services, yearly festivals, weddings and funerals: Frances Montgomery, Jan Robar, Debbie Mallalieu, Jane Oulton, Wendy Pullan, Cathy Simons, Janice Sonnen, Dale McKenzie, Ruth Frayne, Cynthia McBride, Susan Morland, Darina Griffin, Anastasia Iwuala, Judy Billingsley, Elizabeth MacMillan, and Robina Bulleid.

Submitted by Elizabeth MacMillan and Robina Bulleid  
St. Matthew's Altar Guild Co-chairs

## Servers' Guild

In 2024 we had a return to a full slate of services covering all liturgical seasons. The two-server team format works well for regular services. Servers have been excited to offer more support during services and festive seasons.

Our active servers include Leslie Jones, Rick Trites, Patrick Martin, Julia Adjogbe, Wendy Pullan,

Yvonne Martel, Owen Farrelly, Isabelle Martel, Cathy Simons.

Looking ahead, increasing the number of servers is an ongoing search. Replacement of some cassocks will also be finalized. Servers are active at all regular services, including 8am and 10:30am on Sunday mornings, one Evensong a month (eight months a year), plus seasonal services during Advent, Christmas, Lent, Holy Week and Easter. Servers also assist at baptisms, funerals and weddings as requested.



There are many ways a server can participate and scheduling is flexible. One can start serving at any point during the year and training is provided on an ongoing basis as requested. On average time is 30 minutes prior to a service starting, the service itself, and 20 minutes after the end. Feel free to reach out to me in person or by phone at 613-237-7652 or leave a message with the office.

A sincere "thank you" to our clergy members for their ongoing support of the Servers' Guild. And a huge "thank you" to all the members of the Servers Guild for their continued dedication and support throughout the year.

Submitted by Cathy Simons, Head Server

## Prayer Ministries

*Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.*

*Philippians 4:6-7*

The Prayer Ministries support the Parish's corporate and individual needs through prayer. Thankful for the trust each prayer request represents, our mission is to join with each other in prayer, creating new bonds, community, peace, strength, hope, healing and comfort. Complete confidentiality and discretion guide this ministry.



### Prayer Support Team:

During the communion service at 10:30 on Sundays, two people meet near the small altar to the right of the pulpit with members of the congregation who may want to pray for something specific. Prayers have been offered for many of life's circumstances such as health, employment, school or financial issues. Some may offer prayers of thanks for the birth of a child, the life of a friend, for God's abundance, and for one another. In 2024 the team prayed with some 50 parishioners. We welcome new members.

Team members: Debora Fleming, Rick Trites, Lois Rumsey, Mary Glen, Judy Maxwell, James Ward and Catherine Thurlow. We give thanks for the ministry of Ed O'Meara and The Rev. Katherine Tait in 2024.

Submitted by Catherine Thurlow, Coordinator

### Prayer Chain:

The Prayer Chain is an informal group of parishioners who offer daily prayers in our homes as requested. In 2024 the prayer list held constant at about 45 petitions on a regular basis. A special section supports the needs of about 60 persons and their families who have long-term and/or chronic needs. New requests are shared when received and regularly updated. Requests can be accepted by the coordinator, members of the Chain, or the parish administrator or clergy.

Members: Angelina Cacciato, Cathy Simons, Judith Sabourin, Marjorie Lay, Wendy Pullan. We are grateful for the faithful participation for many years of Elizabeth Kent, who undertook other ministries in 2024.

Submitted by Janice Sonnen, Coordinator

If you are called to pray for others and would like to know more, please contact Janice Sonnen or Catherine Thurlow.

[catherinethurlow@gmail.com](mailto:catherinethurlow@gmail.com) / 613-824-6800

[janice.sonnen@bell.net](mailto:janice.sonnen@bell.net) / 613-709-1209



## Pastoral Care

Pastoral care is the responsibility of every Christian and in the St. Matthew's community this is actively evident. In addition to everyday community care, we have a group trained in pastoral care activity. Its members visit parishioners when asked to do so, and, if requested, will bring Holy Communion.

In the last few years this trained group has been headed up by Mollie Stokes and then by The Rev. Dana Rodgers (as co-lead with The Rev. Katherine Tait). The team is now led by Rev. Tait, our Honorary Assistant. Other members include The Rev. Geoff Chapman, Elizabeth Kent and Mollie Stokes.

The team would like to thank Rev. Dana Rodgers and Mary Bodfish, both of whom were active members of the Pastoral Care Team into 2024 but have now stepped down. If you feel called to serve in this ministry, please let us know.

If you or anyone you know would like to have a pastoral visit, with or without Holy Communion, please contact our Parish Administrator Catherine James McGuinty in the Church office. She will pass on the request. Several church members are confined to their homes and might appreciate a visit. If the situation is an emergency, please call our Rector Geoffrey Chapman at his cell phone (613-854-0643).

Submitted by The Rev. Katherine (Katie) Tait,  
Honorary Assistant

## Meditation Group

The Wednesday 11am meditation group met primarily on Zoom this past year. Although hybrid meetings were fairly successful, we now have some members who find it difficult to get to the church either because of mobility or great distance.

Our group is affiliated with the World Community for Christian Meditation ([wccm.org](http://wccm.org)) and meets weekly to encourage and deepen this ancient practice. We

gather and exchange news for a few minutes and then listen to a short talk by a spiritual guide. We then sit in stillness for 20 minutes, silently repeating a prayer word or phrase. The meeting closes with brief intercessions and the Lord's Prayer.

Submitted by Sue Rayner

## Welcoming Team

When asked for ideas in 2023 on ways to grow the parish, parishioners identified welcoming as a top priority. We know that attracting and retaining new parishioners of all ages is vitally important for the future of St. Matthew's.



The Welcoming Team is a group of dedicated volunteers that ensures we offer a welcoming, helpful environment for newcomers and visitors. The team consists of greeters, sidespersons, Welcome Table volunteers and a hospitality network. The Welcome Table is a centre where newcomers and visitors can go in the coffee hour for information and chat with a friendly volunteer.

### Key challenges include:

- Demographics: as an aging parish, how can we attract newcomers? What resources are available?
- Fostering a parish-wide welcoming culture.

- Attrition and recruitment: securing volunteers for welcoming at services and newcomer events.
- Data collection: capturing newcomer names and contact information, then following through to bring newcomers into the life of the parish

### Accomplishments in 2024:

- Young adult events: consultation with Diocesan Youth Ministry representative followed by young-adult focus group/pizza dinner for input on how to engage this target group. A second pizza dinner was held later, followed by a Taizé prayer service.
- St. Matthew's Welcome Brochure updated.
- Newcomer participation: recent newcomers volunteered and contributed to success of Jazz & Tapas event.
- Realm database: parishioner data review and profile updates.

Early in 2025, a core group of the Welcoming Team will identify key areas on which to focus and create an action plan. We look forward to another "Welcoming Sunday" where parishioners are encouraged to invite a friend or family to church.



Sincere thanks to all members of our team: Edith Assigbe, John Bernard and son Everett, Anita Biguzs, Judy Billingsley, Marianne and David Bournes, Judith Caron-Sabourin, Margaret and John Coleman, Gwyn and Bill Cornfield, Simon Creasy and son Rupert, Daphne Ducharme and Raymond LeBlanc, Brian Effer, Lenore Fahrig and Bill Nuttle, Peter Frayne, Ruth Frayne, Mary and Ian Glen, Michael Goddard, Elaine Gordon, Matt and Bronya Gregg and son Tavian, Ian

Guthrie, Ava Hammond, Susan Harris, Karen Junke, Success Kehinde, Heather and Norm Lewis, Virginia Lindsay, Amy Lockwood, Pam Mackenzie, Elizabeth MacMillan, Judy Maxwell, Cynthia and John McBride, Jean and Jim McCarthy, Dianne McCauley, Carolyn McMaster, Vivian Messam, Frances Montgomery, Peggy and Neville Nankivell, Jane Oulton, Anastasia Ozo Iwuala, Kathi Racine, Susan Rayner, Jane and Peter Rider, Heather Sheehy and Denis Martel, Claire Schofield, Cathy Simons, Janice and Carl Sonnen, Margaret Terrett, Rick Trites, Sandy Waddell, Donna Wu and Wendy Young.



Please consider joining our team and getting involved in this important and rewarding ministry. You can reach me at [randigoddard@gmail.com](mailto:randigoddard@gmail.com)

Submitted by Randi Goddard,  
Newcomers' Coordinator

## Christian Education/Adults

The adult Christian Education program supports St. Matthew's Strategic Plan on "Learning and Formation", specifically the objective to "Build the Body of Christ through lifelong formation and discipleship".

The following education series were held in 2024:

**Lenten Book Study:** Two Lenten series were offered. The first was an evening book study on Zoom, led by Rev. Geoff, reading Frederick Buechner's *A Room Called Remember*. Buechner is a wonderful Christian author and preacher who has a unique, poetic, and courageously honest pastoral voice. The second series was an in-person daytime study led by parishioner Annie Macdonald. The study *The Roots of our Faith*, looked at the Old Testament seeking to rediscover the wisdom in these ancient books, the evocations of them in gospel teachings, and their perennial relevance.



**Inquirers' Course:** An eight-part Inquirer's Course was offered by Rev. Geoff during April and May. Its purpose was to orient new members of the parish to the faith and life of our community while also serving as a refresher for long-time parish members seeking deeper understanding of our faith tradition.

The group explored topics such as the importance of the Bible, our faith history, sacraments and symbols,

the church's mission and service, and Christian ethics and living.

**"Conversations":** We were fortunate to have an in-person autumn session of this long running, popular program led by Archbishop Barry Curtis. Using biblical texts, poems and the free exchange of ideas and perceptions, Conversations participants seek to reflect on our journey as followers of Jesus in our contemporary world. The session ran in September and October with a bonus session focusing on poetry in early November. The theme for this series was Gift...or Curse: Religion in our 21st. Century World. We looked at the factors that make for an unhealthy, destructive religion (very much in evidence in the contemporary world) and those that lead to a healthy, life-giving, life enriching practice.

**Wednesday Bible Study with Rev. Geoff Chapman:** This Wednesday noon-hour scripture study session which focuses on the Bible readings for the following Sunday was initiated in 2020 by Rev. Geoff and continued via Zoom through 2024 with a very committed group of parishioners participating.

Thanks to everyone who made these education events a success. We look forward to continuing our opportunities for adult learning at St. Matthew's in 2025.

Submitted by Helen Griffin, Chair, Christian Education



## Children and Youth Ministry

In 2024 it was a year of building continuity and consistency for our Sunday School and Youth programming as we introduced new activities to engage young and old alike. It was also a time for me personally to get to know more deeply the St. Matthew's community and a pleasure to be so warmly accepted by our children, teens, parents, and volunteers. For this, I am very grateful and especially thankful to Denis Martel, Rev. Geoff Chapman and parent volunteers who have been incredibly helpful in supporting our work.

My thanks also to the members of the Servers' Guild. They have been very warm and helpful in making our kids feel welcome and engaging them in the Intergenerational Family Service. This continues to be a good way to bring young people into the life of the church. I know the children enjoy it.

Sunday School still remains a challenge with low attendance numbers of between three and 10 and a high range of ages of three to 15. But on a positive note there is increasing consistency in attendance. Also, high-school students have become more involved and done a great job in teaching and leading the young children. They are receiving high-school volunteer hours or a small stipend for their work.

Lastly, we are still working on new ways to engage children, youth, and parents similar to the Spaghetti Dinner and Crokinole Tournament night hosted by Denis and Heather in the fall and the Sno-Carving event at the church led by Denis. These worked out very well.



### Highlights for the Children's program in 2024:

- Godly Play programming led by Denis and the excellent teaching of Debora Fleming.
- Excellent volunteer help from high-school students Hugo, Victoria, Vivian and Yvonne for which they were given a small stipend or high-school volunteer hours.
- Great help from adult volunteers such as Jillian, Heather and Ashley.
- Continuing to engage children directly in the liturgy during the Family Services.
- Snow sculptures on the front lawn of the church created by children, youth, and adult helpers Darlene Kuehn, Lisa, Heather and Denis.
- Spaghetti Dinner and Crokinole Tournament night.
- Souper Sunday lunch after an Intergenerational Family Service.
- Nativity Play by St. Matthew's children and participation by several other children who "walked in" for the 4pm Christmas Eve Service. Script by Roland and narration by Vivian and Hugo.

### Priorities for 2025:

- Expanding our base of volunteer parents and continuing to engage student volunteers.
- Continuing innovative programs such as Godly Play and communicating those programs within the church community. This includes recruiting new storytellers to expand the offering to twice a month and developing a new offering of music-focused sessions on a monthly basis.

Offering activities to develop a youth group at St. Matthew's of teenagers, many of whom are recent confirmants. Partnering with other parishes to create this.

Submitted by Roland Kuehn, Children and Youth Coordinator

## Community Activities

### Community Committee

The Community Committee's goal is to help build strong relationships within our parish family. Receptions with sherry and cheese after Evensong services were well attended, giving people a welcome opportunity to meet and chat.

On Earth Day in April, we held a 'Souper Sunday' event with an Earth Day Fair presented by the Creation Matters Group. There was great enthusiasm for both the soup and the environmental focus.

In June, the Parish Picnic returned with a well-received sandwich menu. Of course, there was also ice cream and watermelon.

In September, we had a wonderful spread of home-made cupcakes to celebrate St. Matthew's Day. Also, that month, Denis Martel took a group of 30 to an Ottawa Atletico soccer game at Lansdowne. It was a time for our soccer enthusiasts to share many memories.



Denis Martell and his family also organized third Annual Spaghetti Dinner followed by a Crokinole Tournament in November. This popular event was attended by about 60 people. In November we also held a very successful Souper Sunday. Thanks again to those who offered delicious homemade soup to warm the bodies and souls of the more than 90 who attended. The success of these informal meals indicates that we enjoy one another's company. A bowl of soup is a bonus.

Once again, we had a St. Nicholas Party in December with the now renowned St. Matthew's lasagna. A mini

Scarf and Jewelry pre-Christmas sale provided last-chance opportunities to purchase gifts and a "dress up" occasion for many of the children. All these events strengthened friendship among parishioners and allowed us to reach out to others in connecting to our community.

Our "Cookie Ministry" prepared home-baked cookies for those on our pastoral care list and for parishioners who were unwell and unable to attend services. Many thanks to our bakers: Virginia Lindsay, Kathi Racine, Debora Fleming, Ava Hammond, Mary Glen, Silvia Logan, Jane Rider, Dianne McCauley, Rebekah Campbell, Peg Duncan, Patti Davis, Debra Zorn, Judy Billingsley, Lori Marsh, Lenore Fahrig, Janice Messam, Helen Griffin, Diane McCauley and Marg Terrett. They donated an ample supply for the 34 tins of cookies we filled and delivered. Mollie Stokes joined our delivery team and recipients also received Christmas cards from the parish and those made by children at the St. Nicholas Party. The extra cookies were enjoyed at coffee time on December 22 following the 10:30 service.

Members of the committee are Kathi Racine, Virginia Lindsay and Margaret Terrett, with cameo performances by many others. Special thanks to Denis Martell and his family, Ian Glen and Robina Bulleid for setting up tables and chairs and doing other duties that make our times together a success. Their work is much appreciated.

We are grateful for the continued and generous support of our parish family as we continue to build and nurture our faith community.

Submitted by Margaret Terrett, Chair



## Coffee Hour

The custom of gathering after the 10:30 am Sunday service to socialize and enjoy a cup of tea or coffee and a cookie is a cherished aspect of life at St. Matthew's. As a significant part of our efforts to be "a welcoming Christian community", the coffee hour is an opportunity for many of us to catch up on the events of the week, meet newcomers, and exchange greetings. The increasing number of people who stay for coffee after church attests to its popularity.

The struggle to find an acceptable coffee flavour was won in 2024 when the cause of the watery brew was found to be a defective urn. A new urn was acquired, and it, along with dark-roast coffee from the Happy Goat, has resulted in a full, rich taste that applauded by most, but inevitably not all.

As with most of our church activities, coffee hour would be impossible without the co-operation and support of volunteers. They arrive early to set things up, then maintain the flow of refreshments while people are gathered, and stay late to tidy up. Thanks to all for a job well done.



Daphne Ducharme, Karen Junke, Kathy and Brian Laffin, Raymond Leblanc, Denis Martel, Tom Martin, Judy and Tony Maxwell, Cynthia and John McBride, Jean and Jim McCarthy, Dianne McCauley, Ian Marsh, Peggy Nankivell, Charles Nixon, Aubin Nsabiyumva, Bill Nuttle, Jan and Ed O'Meara, Jane Oulton, Kathi Racine, Jane and Peter Rider, Claire and John Schofield, Heather Sheehy, and Janet and Ben Tsang.

Although we regret to be losing Claire and John Schofield, who are leaving the parish, we are delighted to welcome six new volunteers for 2025: Sancho

Angulo, Seddigh Faraji, Adelle Farrelly, Dan Farrelly, Shouresh Hassimi, Chip Smith. Additional volunteers are still always welcome.

Submitted by Jane and Peter Rider, Coordinators

## Marmalade Making

In all likelihood this will be the last report of our marmalade-making project. In 2023 it seemed as if the project had run its course as it was impossible to muster a core team to guide it. During the Covid 19 pandemic, communal marmalade-making had been suspended, but various parishioners made some on their own. At that time the recipe, along with how-to hints, had been disseminated, and in preparation for the project's shutdown in 2023, a YouTube video featuring Joan Lawrence was produced showing the process on a step-by-step basis.



The 2024 volunteers were:

Anita Bieguzs, Sarah Birkett-Martin, Gwyn & Bill Corn-

field, Jen- Gwyn & Bill Corn-

In late 2023, however, Frances Montgomery volunteered to take on the task of assembling a new leadership team for 2024.

The results were splendid. Her close associates were supported by a large number of volunteers. Joan Lawrence and Ava Hammond provided skilled guidance in the kitchen. Redpath Sugar was still willing to donate the sugar, and Peter Hodge was happy to deliver it. The equivalent of 743 small jars of marmalade was produced. Including some generous donations, \$6,166 was raised and directed to outreach activities.

Unfortunately, this momentum could not be sustained for 2025 as Frances was unable to renew her commitment and a diligent search for a replacement failed. All is not lost, however, for those who like to make or consume marmalade.

To help those making their own, links to the video and the recipe will be available on our website.

The video may also be seen by searching "St. Matthew's marmalade" on the internet. If anyone produces more marmalade than needed, the excess

will be welcomed by the church's boutique store where profits from its sale can be directed to a chosen charity. What has been done before on a large scale can, in part, be accomplished individually.

Many people have contributed to the marmalade project over the years, but one person has been constant in his support since its inception in 1992. Peter Hodge, son of beloved parishioners Jack and Dora Hodge, arranged for the donation of the sugar and transported it to Ottawa. Andrew Judge of Redpath Sugar approved the donation. They, and many others who helped the project over the years, are to be thanked for their support. The many thousands of dollars that were raised aided the less fortunate at home and abroad.

Submitted by Peter Rider, Coordinator

## Outreach Committee

Outreach activities continued to be led by the inspiration and initiative of individual St. Matthew's parishioners. Our congregation is blessed with members who have the energy, strong community ties and even stronger commitment to serving the vulnerable, the marginalized and those in need whether by direct community engagement or through a sharing of proceeds from church fundraising events.

Here is a sampling of community outreach activities in 2024:

On Oct. 6, our parishioners joined with other members of the Centretown Churches Social Action Committee (CCSAC) in its *Walk for the Centre* to raise much-needed funds for the Centretown Community Food Centre (CCFC). In addition, a portion of proceeds from the St. Matthew's online auction and sale of St. Matthew's marmalade was donated to the CCFC and during Advent our parish collected food donations.

The Ottawa Food Bank, which serves neighborhood food banks across the city, received a part of the pro-

ceeds from our online auction, online boutique, the scarf & jewelry sale, and our Great Glebe Garage Sale tables. Our donations were greatly appreciated and help support a growing need at food banks across Ottawa.

The Black Canadian Scholarship Fund (BCSF), which provides bursaries for first-year university students from Ottawa area high schools, were partners with St. Matthew's in our Jazz & Tapas evening. It received half the proceeds.

The Primate's World Relief and Development Fund (along with the CCFC) was the beneficiary of sale of St. Matthew's marmalade made in January / February.

Once again, St. Matthew's volunteers participated in the Out of the Cold Supper at South Minister United Church on Feb.



24. About 18 volunteers of all ages prepared and served a hot meal for those in our community less fortunate. The guests were very appreciative of the home-made meal, friendly conversation and camaraderie of St. Matthew's volunteers.

We continued to support Harmony House, a second-stage shelter assisting women and their children to flee violence and live safely. We have ongoing participation on its Board of Directors and provide financial support and gifts through our Christmas Jesse Tree project.

In December, parishioners collected and delivered new toiletries and gently used bedding to Haven Too, an overnight shelter for youth run by our neighbouring Fourth Avenue Baptist church. This is a new Outreach initiative and was much appreciated by the Haven Too staff.

A priority for 2025 will be whether to resume some dormant Outreach activities and whether to undertake new initiatives.

Submitted by Helen Griffin, on behalf of Outreach

## FACES Refugee Support

The FACES coalition provided support to refugees and sponsored families for over seven years. It started with one family being sponsored with shared resources between three churches in the Glebe – St. Matthew's, St. Giles and Glebe St. James. It grew to include volunteers from the community and over the years formerly sponsored 10 families and supported many more. Most of our sponsored and supported newcomers have successfully integrated as Canadians and are thriving in the community. Our team remains friends and in contact with many.

FACES is extremely grateful to the entire parish community for the funding and support we received which enabled us to provide assistance to people in need. Thank you to all our volunteers and members of the Steering Committee who worked so hard to make a difference in many peoples lives.

FACES is winding down as an active group, but individually we continue to help and support our new friends.

Submitted by Tom Martin, on behalf of FACES

## Creation Matters Working Group

The activities of the Creation Matters Working Group aim to help us become better stewards of God's creation. Working together with other groups, in January 2024 St. Matthew's achieved its first-level certification as a "green" church. Designated as 'Light Green', this came after completing 12 milestones that included setting up a recycling centre at the back of the church and adding a collection of books on environmental stewardship to our library.

Work toward the next level of 'Medium Green' certification began in September with Ian Marsh appointed our sustainability coordinator. In November Virginia MacLatchy from Trinity United Church joined us for a Chapel Chat to share its Green Church

journey experience.



In April our group coordinated St. Matthew's celebration of Earth Day. This featured a special liturgy, the Blessing of the Bicycles and a Souper Sunday event. Younger folks made Bee Hotels to provide a habitat for solitary bees in our gardens. Adults were challenged to live more lightly on our planet. In September, we arranged for ceramic mugs at coffee hour to reduce our paper-cup waste. This was well received.

In June, we staged a Cycle Clinic in our First Avenue parking lot with people dropping by to get their bicycles checked for major and minor repairs. We coordinated this with Joe Mama Cycle, a local business, that gave a discount to those who went from our clinic to their store for service. It also supplied chain lubricant.



Activities during the spring, summer and fall celebrated the bounty we receive from God's creation. We hosted our second Salad Garden Project in May when people came to the church, planted large flower pots with vegetable seeds, took them home, cared for them, and later enjoyed lettuce, radishes, beans and some herbs. Thanks to Virginia Lindsay, Derry Neufeld, Adelle Farrelly and Marg Terrett for their help. And also, to Mary Reid at the Green Thumb Garden Centre for financial support for seeds and soil.



In June's strawberry season, Elizabeth Kent shared her expertise in a workshop on making strawberry freezer jam. In September, Joan Lawrence led a workshop making jelly from the locally foraged crab apples. Over 100 jars of jelly were produced and sold as a fundraiser.

In November, we hosted a low-carbon potluck dinner featuring recipes selected for their lower impact on the environment. The event featured a presentation by Jenn Hayward on how to incorporate reconciliation in our daily lives.

Informal meetings of the group occur regularly via Zoom. All members of St. Matthew's are invited to participate in sharing ideas, learning about environmental issues and organizing activities.

Submitted by Virginia Lindsay, Bill Nuttle and Marg Terrett, Coordinators



## Parish Stewardship

### Finance and Stewardship Committee

The Finance and Stewardship committee oversees the parish's financial management, which includes preparing the annual budget, maintaining books and records, and reporting on financial results. It also addresses other finance-related issues referred to by the Corporation or committee chairs.

The committee also assists and oversees the work of the Treasurer, the Contributions Coordinator, the Bookkeeping function, and the Counters. It cooperates with the Church Administrator and all committees on financial issues, particularly the Fundraising and Stewardship Committees

#### Summary of 2024:

The Finance Committee was led by the Treasurer (Kathy Laffin) and committee chair (myself). It includes a network of individuals responsible for our financial management and coordinated its monthly responsibilities via email, phone calls, and Zoom meetings. Communicating our financial position to parishioners was done through articles in the *Pulse of the Parish* and the weekly bulletins.

The committee was supported by Michael Goddard's counting team, Brian Effer, the Contributions Coordinator (this role was transitioned to Kathy Laffin in the Spring of 2024), and PAR (preauthorized remittances) Administrator (this role was transferred to Janice Sonnen).

Kathy Laffin completed the bookkeeping and monthly financial reports and provided input for these articles. The Finance Chair forwarded and discussed monthly financial reports with the Corporation and Parish Council.

The Finance and Stewardship Committees met for-

mally via Zoom several times during the year, supported by email distribution of financial reports and phone calls to members.

In 2024, St. Matthew's implemented a more modernized bookkeeping system (Realm). This system produces regular financial reports at all levels. It also allowed for tracking the budget at a level of detail that had not been done before, providing better data for decision-making. Realm created efficiencies and increased accuracy. Both online donations and donation contributions are automatically posted to the General Ledger. This decreases the time required for the Contributions Coordinator and the Bookkeeper to enter transactions. It also eliminated the need to reconcile two systems at year-end.

To facilitate uploading donation information into Realm, Ian McMillan was instrumental in re-creating the paper forms Counters previously used in Excel format, which also translated the data into the format required by Realm. We would like to thank Ian for his efforts, and Michael Goddard and his counting teams for supporting this change.

In addition, parishioners have greater flexibility with Realm when making a one-time donation or setting up monthly giving. Donating through Realm also allows parishioners to direct donations to various St. Matthew's activities or general parish operations. Demonstrations after several regular services aided the adoption of Realm.

The 2024 year-end financial statements (included elsewhere in this report) are positive. Parishioner commitment, the November online auction, and Treasures Boutique revenues greatly contributed to the results.

But while it is important to remain optimistic, it is important to be vigilant about our situation and combine faith with action. How can our church recover and have a more sustainable future? We look forward to working with members of the Corporation, Parish Council, and all of St. Matthew's to bring the parish back to greater financial stability.

At the 2024 Vestry Meeting, parishioners committed to increasing their levels of donations by 10% to address the church's future financial sustainability. A follow-up letter in May from the Corporation stressed the need to increase both regularity and amount of donations. The Warden's report mentioned that the church has almost achieved this ambitious goal (94%). Other areas of financial success include our fund-raising activities (e.g., online auction sale, Great Glebe Garage sale), rentals of church space, and income from our investments. These efforts helped us achieve a small surplus for 2024. However, there is still work to be done to increase the levels and regularity of donations. The church is anticipated to require significant capital expenditures in the near and long term. Therefore, we should continue to look for other sources of revenue. For example, our church space was rented as a backdrop for a movie production. Hopefully, more innovative ways can be adopted to increase revenues and the utility of our church building ("We are not just open on Sunday mornings").

The church installed a Tip Tap machine in 2024 at Denis Martel's instigation. It operates on either a debit or credit card basis. It will be very helpful for free-will offerings, such as at a concert or internally for church events, as it will remove the need to handle as much cash in the future and be useful to those who operate on a cashless basis. It may also be used for donations, but these will not be eligible for tax receipts.

## 2025 Priorities:

In 2025 we plan to focus on the following areas:

### *Financial Sustainability*

- Find ways to increase donations to cover the parish's operating costs, as agreed to at last year's Vestry, through regular updates, concise reporting, and new ways to give. As part of being good stewards, we will continue to review our costs and ways of doing business to ensure we are as efficient as possible, both from a financial and environmental perspective.
- Explore new ways of receiving donations and fundraising ideas. Monitor giving through the tap machine to evaluate its effectiveness and what lessons we can learn.
- Continue to look for new opportunities to increase the rental of St. Matthew's space (e.g. more movie shoots, concert or recording space, etc.).

### *Regular Reporting and Information*

- Ensure parishioners receive St Matthew's financial information regularly to be aware of the parish's financial status. Ask them what additional support or information they would like to receive on a regular basis.
- Ensure that parishioners understand the different ways of giving to St. Matthew's and the importance of giving earlier in the year to ensure the smooth operation of the church. This would include encouraging parishioners to donate throughout the year through Realm and PAR through additional articles in *Pulse of the Parish* and after-service "hands-on" demonstrations.
- Increase information about PAR and Realm. Ensure parishioners know the opportunity of planned giving as part of estate planning and the ability to donate financial securities to St Matthew's.

## 2025 Budget:

The 2025 Budget included on pages 34 in this report will be reviewed in detail at Vestry.

## Membership 2024:

Finance Committee members in 2024: Kathy Laffin (Treasurer), Brian Effer, Charles Nixon, Janice Sonnen, and myself (Committee chair). During 2024, Walt Draper (our previous committee Chair) and Amy Lockwood (our previous Treasurer) provided our committee with useful advice and assistance, and we thank them for their help. We welcome new members to join our committee.

Submitted by Paul Wefers Bettink, Chair, Finance and Stewardship Committee

## Counting Teams

The three counting teams meet periodically to process the donations and other funds the church receives, document those receipts and deposit the funds in the bank. We also pass along information to the contributions co-ordinator to ensure that our parishioners' annual tax receipts are accurate.

Last year, like all others, has seen changes in team membership. John McBride very kindly agreed to take over the head counter's role after Ann Goldsmith stepped down from her team. We have all experienced withdrawal symptoms with the loss of Ann's unique wit, however she has let us know that we can count on her annual stint as head coin-roller for the Great Glebe Garage Sale. Roles in another team have changed with Norm Lewis graciously swapping with Ian MacMillan to assume the role of its head counter.

We also significantly changed some of our practices. Under the leadership of Kathy Laffin more data is being collected by spreadsheets rather than pen and paper. The goal of this initiative is to streamline transfer of information into Realm, the software St. Matthew's uses for managing charitable donations.

I continue to reflect on how fortunate we are to

have such a wonderful team of counters. Many thanks to all of them for their ongoing commitment and flexibility over so many years. Organizing counts involving many individuals with busy schedules is much easier with a group of volunteers who typically respond to a last-minute plea with "sure, I'll help".

All our efforts are always greatly facilitated by the constant communication and frequent support we receive from Catherine James-McGuinty in the church office and from our treasurer Kathy Laffin.

For many years, Ian MacMillan has been a highly valued support for all of the counting teams' efforts. This year particularly, Ian has been front and centre as we develop and tune spreadsheets to feed information into Realm. Thank you very much, Ian.

Submitted by Michael Goddard, Coordinator

## Fundraising Committee

The Fundraising Committee's mandate is to support the strategic goals of St. Matthew's and the church's mission statement to be a welcoming community of faith.

Fundraising in 2024 outstripped budget projections because of the success of each of our fundraisers: Jazz & Tapas, the Great Glebe Garage Sale, the online store, the online auction and the scarf & jewelry sale. Most events are dependent upon donations and it can be hard to predict the quality of donations we will receive. Last year we received some extraordinary items.

The church's online boutique continues to be popular and through its 1,200-plus auction-bidder base we have also promoted non-fundraising events such as Evensong, concerts and Christmas services.

Jazz & Tapas, held in the church under the balcony in May, featured singer Diane Nalini and her bassist

husband Adrian Cho. Held in partnership with the Black Canadian Scholarship Fund (BCSF), which assisted in food solicitation, the concert was sold out and raised \$8,000 net. This was split with the BCSF. It was a terrific community event supported by 20 local businesses.

The online auction in November raised money for the Ottawa Food Bank and the Centretown Community Food Centre (CCFC). Overall, the Ottawa Food Bank received \$12,100 from the church, representing 10% of revenues from the GGGs, online auction and online boutique, and 25% of scarf & jewelry sale revenues. The CCFC received \$2,250.

We are fortunate to have generous donors and bidders within the parish and beyond. Thank you to the

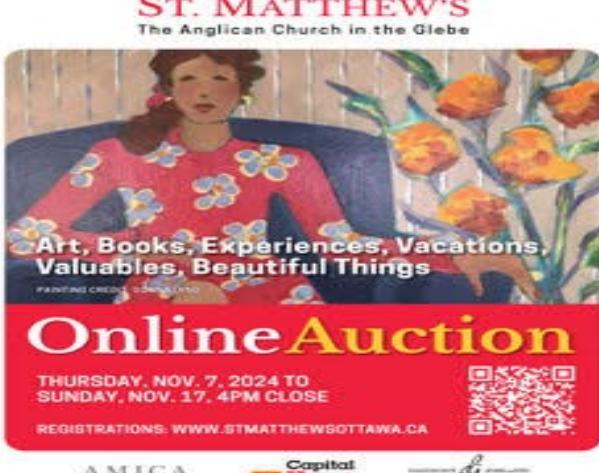
beth December (BCSF co-ordinator), Randi Goddard, Kathi Racine (who ran the kitchen), Tom and Sarah Martin (who ran the bar), and Patrick Martin. Virgin-ia Lindsay, Kathi Racine and Marg Terrett ran the amazingly successful scarf & jewellery sale.

Doug Biehler helped operate the boutique. Sarah Martin and Steve Reid assisted in cataloguing items for the store and auction. Ava Hammond provided significant help with the auction set-up.

We were saddened by the sudden death of Leonard Surges in September. He provided valuable advice to the fundraising committee for many years and also managed social-media promotion for events. And in late December Gordon Metcalfe, our official photographer for many years, died after a long battle with cancer. Both he and Leonard will be very much missed.

We are also sorry that Claire Schofield, who did a fabulous job on promotion, left the fundraising committee because she has moved to another parish.

Submitted by Peggy Nankivell, Chair Fundraising



Finance Committee members who record eligible tax receipts, to Kathy Laffin (our treasurer and book-keeper) who keeps us up-to-date on income and expenses, and to Catherine James-McGuinty, Ian Glen and Robina Bulleid who help in many ways.

Fundraising/Auction Committee members were Patti Davis, Karen Junke, Virginia Lindsay, Carolyn McMaster, Frances Montgomery, Tom Martin, Peggy Nankivell, Jane Oulton, Claire Schofield, Janice Sonnen, and Marg Terrett (GGGS lead). Core members of the Jazz & Tapas team were Marianne Bournes, Eliza-

	Date	Revenue
Jazz & Tapas Event (net)	May	\$8,100
Online Treasures Boutique (net)	All year	\$28,300
Great Glebe Garage Sale (net)	May	14,400
Online Auction (net)	November	\$51,800
Scarf & Jewellery Sale (net)	December	\$9,600
	<b>Total</b>	<b>\$112,200</b>

## Property Committee

In 2024 the Property Committee installed energy-efficient LED lighting in the basement and the chapel, completed a comprehensive assessment of water leaks, and carried out numerous smaller repairs throughout the building. This year we will begin work to address water leaks and related problems, improve accessibility and security, and investigate options for replacing the heating system. As always, we rely on dedicated staff and the generous gifts of volunteer time to attend to the various needs of our building and keep it running day-to-day.

Major water leaks are damaging the building in four main areas: near the elevator on the first floor and in the basement, in the choir room, beneath the stairs at the northwest corner of the building and in the storage area beneath the breezeway between the Baptistry door and the condo next door. Working with our architects RMA-SH, we have looked closely at the roof and the foundation to better understand the cause of the leaks and their consequences. The good news is that, overall, the building is structurally sound. Known issues, such as asbestos and mold, are not cause for immediate concern.

The sources of the water leaks relate generally to problems with the roof, surface drainage around the building, and conditions in the soil. We know enough now to implement solutions. The challenge is to develop a plan that balances urgency with the ability to pay. Progress has already been made. Repairs to the door at the entrance to the elevator have staunched a major water leak. The walnut tree along the west wall has been removed. While we regret this loss, this tree presented an immediate hazard to the building. Falling limbs have damaged the roof and a stained-glass window, and investigation of soil conditions identified it as a threat to the

foundation.

Other plans for 2025 include improved lighting outside and in the stairwell at the First Avenue entrance, repairs to walls, ceilings and cabinets in the kitchen. Early in the year, we expect to have compiled a list of firms able to assist in investigating options for the heating system.

In 2024 our church generated total emissions of



greenhouse gases of about 86 metric tons of carbon dioxide – the same as heating 20 homes. The building required 33,886 cubic meters of natural gas, at a cost of \$15,575, and 56,158 kWh of electricity, at a cost of \$9,410. Some progress was made on these in 2024 to improve energy efficiency, but more remains to be done.

Submitted by Property Co-Chairs:

Bill Cornfield ([hcornfield@gmail.com](mailto:hcornfield@gmail.com))

Bill Nuttle ([wknuttle@gmail.com](mailto:wknuttle@gmail.com))

## Nominating Committee

The mandate of the Nominating Committee is to recruit, develop and support the leadership of the parish community and encourage more parish members to take up opportunities for ministry.

Our main task each year is to prepare the roster of nominations and elections for wardens, parish officers, synod members and congregational representatives to be voted on at the annual Vestry meeting (on March 2, 2025) and to identify and confirm committee Chairs. Some of these positions demand a lot of time and energy, so it is often quite challenging to find new leaders.

At the other end of the spectrum, we recruit new volunteers to take up entry-level positions where they can learn how the parish functions and begin to build relationships with others. One route for becoming more active as a parishioner is to join a committee or group doing things that match your interests. Another is to be elected to be one of the Congregational Representatives to Parish Council (which usually meets two to three times a year). These representatives are also invited to attend meetings of the Executive Committee of Parish Council where they can experience a wider picture of parish activities.



With Rev. Geoff, we usually start our preparation for Vestry in October and work through into February to prepare the election list for Vestry. We try throughout the year to get to know newcomers and understand where their interests might lie. Please don't

hesitate to talk to Janice Sonnen or myself (the two Nominating Committee members) about your volunteer interests.

As volunteers it is hard to grasp the breadth of our parish "human resource" challenge: developing leaders, helping newcomers integrate into the parish and finding a match between the work to be done and the people available to do it. It is also critical to find ways to support those who take on leadership positions and to ensure regular replacements. We do what we can, giving thanks for the time and talent of all the people who get involved in the work of this parish. Together, we serve our God and our community.

Janice and I would like to thank all those in the Parish who have responded so positively during 2024 to our requests to take up new roles within St. Matthew's.

Submitted by Helen Griffin, Chair, Nominating Committee

## Gardens Report

In addition to the usual seasonal activities for maintaining, developing and nurturing our church gardens, there were five notable initiatives in 2024:

1. Increased efforts to identify existing bee-friendly plants and add new varieties as space and compatibility in the various gardens permit. This supports the 'Greening the Church' project directed by the Creation Matters team.
2. After further research, we decided not to recycle by digging in spent coffee grounds due to potential negative impacts on both plants and our overall composting goal. We are better informed now thanks to useful research material and the practical experience of others on understanding that the municipal green bin and composting program is best suited for receiving this material.

3. For a fourth consecutive year, the Gardens Team offered a Spring Garden Cleanup as a biddable item in the St. Matthew's Auction. A morning of team-work raking, cultivating, defining, refreshing and re-storing the gardens at the Centrepoint home of the lucky winner was accomplished on Saturday, April 27, 2024 (see photo of our team at work there).

4. The surprise arrival of a film crew at St. Matthew's in late June resulted in then-emerging plants in the Glebe Avenue gardens being covered for three days in swaths of heavy white felt simulating a snowy church-scape for a Christmas-themed movie. The benefit to the church's rental budget was offset (manageably) by the almost horizontal growth afterwards of the Hosta, Glorioso and day lilies whose stems were bent under the weight of the "snow". We are hopeful for a full recovery of these hardy perennials in spring 2025.

5. Volunteer Sunday on Sept. 22, 2024 saw five future Gardens Team members sign up. This is heartening and warmly welcomed by all.



*Our spring cleanup team working at the Centrepoint home of the auction winner*

In support of our work last year from April through November, our purchases (soil, mulch and incidentals) totalled \$224.

Submitted by Mary Glen, on behalf of the Gardens Team: Judy Billingsley, Robina Bulleid, Joan Lawrence, Judy Maxwell, Lucianne Poole, Steve Reid and new members Donata Creasey, Helen Griffin, Silvia Logan, Ian Macmillan, Chip Smith.

## Social Media

The St. Matthew's in the Glebe Facebook page serves as a vibrant online community hub for our parishioners and visitors. It features a wealth of information about local events and community activities hosted by St. Matthew's. It highlights various programs aimed at fostering inclusivity and support for all members of the community, including social gatherings, educational workshops, volunteer opportunities, and youth programs. Engaging posts and beautiful imagery also showcase the church's rich history and its ongoing commitment to serving local needs.

The Facebook page often shares updates on community outreach, parish news, and resources available for residents. It encourages interaction by inviting comments, discussions, and sharing personal experiences related to church life. This sense of community engagement not only enhances the social fabric of the parish, but also helps cultivate a welcoming atmosphere where everyone feels valued and connected. Through regular updates and community-focused content, our Facebook page plays a crucial role in strengthening ties within the parish community.

We invite all congregants to become followers of the Facebook page. By doing so you can help amplify our message and advance our efforts to recruit new parishioners. Social media serves as a powerful platform for sharing our events, spiritual messages, and community initiatives. Our following increased to 613 at last count with an all-time high reach of 797 by the end of 2024. Your support in liking and sharing our posts will not only keep you informed but will encourage others to join our mission.

Together we can strengthen our connection with the community free of charge and ensure that our message of hope and service reaches as many people as possible.

Submitted by Debora Fleming, Coordinator

## Pulse of the Parish

During 2024 four issues of the *Pulse of the Parish* were published online and in hard copy. As editor for the nearly past seven years, September was my final issue and it has been a pleasure putting together a newsletter which has bonded the St. Matthew's family in so many ways.

There are many people to thank for its regular production: Rev. Geoff, Archbishop Barry and Rev. Katie for their thoughtful and uplifting reflections and all who contributed timely and interesting articles that kept the parish apprised of our events, successes, and challenges.

Thanks also to Catherine James McGuinty and Leslie Jones who ensured that each issue was posted online and sent out in the mail. And to our photographers -- Ian Glen, Bill Nuttle, Denis Martel, and many others -- whose colourful work enlivened and enriched each issue. Readers often said that they "loved the pictures".

Heartfelt thanks to readers Mary Glen, Joan Lawrence, Virginia Lindsay, Judy Maxwell, and Neville and Peggy Nankivell, whose discerning eyes contributed immeasurably to the polish of the final product.

Dawn Gregory is our new editor and did a superb job in her inaugural December issue. Our gratitude for volunteering Dawn. I know you will receive enthusiastic support and appreciation from the parish.

Submitted by Valerie Needham, former editor



*Val Needham: longtime editor of Pulse of the Parish passes the torch*

## Meeting Documents

St. Matthew's Anglican Church  
 ANNUAL VESTRY MEETING  
 Sunday, March 2, 2025  
 In the Nave  
 Agenda

**1. Welcome and opening prayer:** The Reverend Geoffrey Chapman

**2. Announcements:** Vestry Clerk appointment, Membership of Vestry

**3. Adoption of 2023 Vestry Minutes Motion:**

*i) That this Vestry adopt the Minutes of the Annual Vestry Meeting held on Sunday, February 25, 2024.*

**4. Reception of Annual Reports for 2024 Motion:**

*ii) That this Vestry receive the Annual Reports for 2024.*

**5. Rector's Address:** The Reverend Geoffrey Chapman

**6. The 2024 Financial Statements and 2025 Financial Plan:** Charles Nixon, Rector's Warden

**a) Adoption of the 2024 Reviewed Financial Statements Motion:**

*iii) That this Vestry receive the Reviewed 2024 Financial Statements.*

**b) 2025 Budget Presentation Motion:**

*iv) That the Vestry adopt the 2025 budget and financial statements.*

**c) Appointment of Accountants for Review Motion:**

*v) That this Vestry appoint Parker Prins Lebano as the accountants to review St Matthew's financial affairs for the fiscal year 2025 at a fee approved by Corporation.*

**d) Spending Authority Before New Budget Motion:**

*vi) That Vestry authorize Corporation to approve spending in 2026, pending approval of the 2026 budget at the 2026 meeting of Vestry.*

**7. Appointments and Election Motion:**

*vii) That this Vestry approve the proposed nominations and take note of appointments by the incumbent and Corporation.*

**8. Designation of Signing Officers Motion:** *viii) That this Vestry authorize any two of the following to sign as signing officers for St Matthew's: The Rector, Rector's Warden, People's Warden and Deputy Wardens*

**9. Motion of Thanks Motion:**

*ix) That this Vestry thank all those stepping down from their positions as Synod members, Parish Council Representatives, Parish officers and Committee Chairs.*

**10. Closing Prayer:** The Reverend Geoffrey Chapman

**11. Adjournment Motion:**

*x) That this Vestry be adjourned.*

## **Minutes of St. Matthew's Annual Vestry Meeting**

**Sunday, February 25, 2024, in the Nave**

**1. Welcome and Opening Prayer:** The Reverend Geoffrey Chapman

**2. Announcements:**

Jean McCarthy appointed as Vestry Clerk. A total of 53 members registered to attend Vestry.

**3. Adoption of 2022 Vestry Minutes Motion:**

**That this Vestry adopt the Minutes of the Annual Vestry Meeting held Sunday, February 26, 2023.**

Motion moved by Paul Wefers Bettink; seconded by Brian Effer.

**MOTION PASSED**

**4. Reception of Annual Reports for 2023 Motion:**

**That this Vestry receive the Annual Reports for 2023.**

Motion moved by Marianne Bournes; seconded by Leonard Surges.

**MOTION PASSED**

**5. Rector's Address:** The Reverend Geoffrey Chapman

Rev. Geoff remarks on how far the Parish has come since the Pandemic, always gaining in strength and confidence. For his goals he would like to see this momentum of moving forward continue.

Goals for Rev. Geoff:

- (1) continue to work on hospitality by welcoming people into the Parish;
- (2) set a time, perhaps 9:00am – 10:00am Sunday mornings for discussions with Geoff. This would be of interest to those new to the Parish and new to Christ.
- (3) look at changes that could enhance our ability to increase the use of the church building for income generation.
- (4) continue and expand the great work by Roland in the Children's Ministry.
- (5) develop programs/social gatherings with the under 20 age group.
- (6) desire to do more outreach work.

**6. 2023 Financial Statements and 2024 Financial Plan:** Jim Lynes, Rector's Warden

### **Review of 2023 Financial Statements Presentation**

Jim reviewed the budget for the 2023 year. Income for 2023 was budgeted at \$613K but the actual income amount was \$647K. All areas exceeded budget for income with the exception of General Use Donations, which was \$20K below budget. Without the extraordinary success of our Fundraising Committee, (budgeted at \$71K, actual 109K), St. Matthew's 2023 budget would have been in trouble.

On the expense side, building costs for power, heat, insurance and snow removal were more in 2023 than the amount budgeted, \$77K budgeted vs \$89.6K actual. St. Matthew's was tight on cash throughout the year. During July, August and September the Parish was not paying its bills. Some Capital projects were deferred. Overall, the good news is that a balanced budget was brought in, and our draw down of reserve funds was reduced from \$78K to \$47K. However, with these drawdowns, net assets have been reduced from \$390K in 2022 to \$372K at the end of 2023. Current liabilities were reduced to a mere \$1,500.

Restricted Funds were reduced by more than half in 2023. Both the Nave Altar fund and the Gift funds have been closed with the monies being spent on Capital projects. The Music Fund subsidized 50% of the costs of the Choral Scholars. FACES is winding down, as planned, spending \$32K in support of our refugee families in 2023. The remaining balance of \$13K is to be spent in 2024.

**Adoption of 2023 Reviewed Financial Statements Motion: That this Vestry receive the Reviewed 2023 Financial Statements.**

Motion moved by Jim Lynes; seconded by Brian Effer.

**MOTION PASSED**

**Review of 2024 Budget Presentation**

Jim indicated that for 2024 St. Matthew's cannot continue to withdraw from Reserve Funds. Inflation will be a factor in 2024 with higher costs forecast in the areas of Personnel, Building operations and Programs & Ministry. One major decrease is the cost of Parish Fair Share, declining from \$135K to \$107K. To ensure a balanced budget this year, it was proposed that the General Use budget be raised by 10%. In 2023 this budget was \$440K and is budgeted for 2024 at \$484K. If every Parishioner increased their givings by 10%, the target budget projection could be met. The budget defers two capital spending projects which are the removal of the walnut tree in the front yard and the renovation of another stained-glass window. In summary for 2024, income is projected at \$671K. Expenses are budgeted at \$677.5K giving St. Matthew's an operating deficit of \$6,000. As was done last year, the Music Fund has agreed to cover half of the costs of the Choral Scholars (\$6,000) resulting in a balanced budget.

FACES plans to exhaust its remaining funds. There is \$12.9 left in the fund with the plan to pay this out before the end of 2024.

In round numbers, it costs \$13,000 to operate St. Matthew's for a week. It breaks down as such:

Personnel	\$6,000
Building	\$3,000
Diocese	\$2,000
Ministry/Programs	\$2,000

Fundraising and rentals cover about \$3,000 per week, leaving \$10,000 that must come from donations. In 2023, St. Matthew's had 250 identifiable givers. On average, this would mean that each of those 250 givers would have to donate \$36.00 per week in order to fund this budget.

**2024 Budget Presentation Motion:****That this Vestry adopt the 2024 Budget as presented.**

Motion moved by Paul Wefers-Bettink; seconded by Tony Maxwell

**Discussion:****Question:** Rental income is in the budget but surprised not to see more income from rents. Why?**Answer:** Thinking is being done as to what to do with the building. How much space do we allow to be taken over by rental groups which could limit Parish activities. Leonard Surges will be investigating the potential to increase our rental activity, either for ongoing tenants or individual events and identifying the constraints and potential cost of such activities.**Question:** Why the increase in insurance premiums?**Answer:** Geoff and the diocese are looking for and exploring other options/areas for insurance.**Question:** If the need arises, why not draw down funds from the Music fund.**Answer:** This fund is used by the Music Committee which determines what is needed in that area.**Question:** Asking for a better analogy for the rise of donations at the end of the year. Currently, the analogy is that the line graph looks like a hockey stick: flat until December when the line rises sharply.**Answer:** Perhaps a better analogy can be found. Our new financial system allows for monthly reports that are very detailed and a budget is based on the pattern that comes from this. One situation not allowed is to have no money in the bank. There can be no financial gap in the summer.**Comment:** A Reminder that the church is named after St. Matthew, a tax collector. Tax time is a time to collect.**MOTION PASSED****7. Appointment of accountants for review Motion:****That Vestry appoint Parker Prins Lebano as the accountants to review St. Matthew's financial affairs for the fiscal year 2024 at a fee approved by the Corporation.**

Motion moved by Neville Nankivell; seconded by Bruce Miller

**MOTION PASSED****8. Spending authority before a new budget Motion:****That Vestry authorizes the Corporation to approve spending in 2025, pending approval of the 2025 Budget at the 2025 meeting of Vestry.**

Motion moved by Ian Glen; seconded by Peggy Nankivell

**MOTION PASSED****9. Appointments and Elections**

Debora Fleming thanked all the people who helped throughout the year; Annual report: Kathi Racine, Catherine James-McGuinty, Val and Neville. Thanks to Helen Giffen and Janice Sonnen for the nominations. And for all the work and guidance by Jim Lynes. Geoff thanked Jim for his work throughout 2023.

**Appointments and Elections:**

**2024 Rector's Warden**

Charles Nixon                            1 year term appointment by the Rector

**The following nominees have agreed to let their names stand for election at Vestry:**

**2024 People's Warden**

Denis Martel                            1 year term

**2024 Deputy Warden**

Debora Fleming                            1 year term

**2024 Deputy Warden**

Kevan Pipe                                    1 year term

**2024 Synod Membership**

Lisa Sheehy                                    1 year term

Äicha Ducharme-Leblanc                    1 year term

Debora Fleming                                    1 year term

Elaine Gordon                                    2 year term

**2024 Alternate Synod Members**

Heather Sheehy                                    1 year term

Charles Nixon                                    1 year term

**2024 Congregational Representatives to Parish Council**

Owen Marsh    2 year term

Adelle Farrelly                                    1 year term

**2024 Nominating Committee**

Helen Griffin, Chair                                    1 year term

**2024 Parish Officers Appointed by Corporation:**

Treasurer Kathy Laffin

Contributions Coordinator/ Envelope Secretary Brian Effer

Stewardship Officer Janice Sonnen

**2024 Committee Chairs Appointed by Corporation:**

Finance/Stewardship: Paul Wefers-Bettink

Outreach: Bernard Li

Christian Education: Helen Griffin

Property Coordinators: Bill Nuttle and Bill Cornfield (Co-Chairs)

Fundraising: Peggy Nankivell

Worship: Rev. Geoffrey Chapman with Cathy Simons as Lay Liaison

**Members of Executive Committee of the Parish Council**

Rector and Wardens

All Committee Chairs appointed by Corporation as previously listed

Congregational Representatives to Parish Council are also to attend all meetings of ECPC

**Members of Parish Council**

Rector and Wardens

All Parish Officers Appointed by Corporation as previously listed

All Synod Members and Alternate Synod Members

All Congregational Representatives to Parish Council

All Committee Chairs appointed by the Corporation as previously listed

Leaders of other Parish committees and groups including: Altar Guild, Coffee Hour Hosts,

Community Committee, Counters, Open Doors, Pastoral Care, Prayer Ministries, Servers,

Sidespersons/Greeters, Welcoming Team.

**Motion: That this Vestry approve the proposed nominations and take note of appointments by the Incumbent.**

Motion moved by Ian Glen; Seconded by Bill Nuttle

**Question:** Please outline responsibilities of committee chairs.

**Answer:** The Vestry reports give a good guide to what the committees and committee chairs do.

**MOTION PASSED**

**10. Designation of Signing Officers Motion:**

**That this Vestry authorize any two of the following to sign as signing officers for St. Matthew's:**

**The Rector, Rector's Warden, People's Warden and Deputy Wardens.**

Motion moved by Jim McCarthy; seconded by Ian Glen

**MOTION PASSED**

### **11. Motion from the Floor:**

#### **Renovating Heating System: Whereas**

1. The steam heating system, which serves the sanctuary, nave, chapel, library, offices and other areas on the first floor, has in recent years required continual repair and replacement of major components to remain operational; and
2. The natural gas-fired boilers that are the heart of the heating system for the entire building have a carbon footprint, i.e. impact on climate change, equivalent to about 20 homes heated by natural gas; and
3. We as an Anglican community are bound by our pledge “To strive to safeguard the integrity of creation and sustain and renew the life of the earth”, i.e. the Fifth Mark of Mission; and
4. The 2015 Synod of the Ottawa Diocese, of which St. Matthew’s is a part, adopted a motion “to chart a course for complete decarbonization of all the buildings of the Diocese,” and

A renovated heating, ventilation, and air conditioning (HVAC) system would improve the functionality of the building as a venue for performances and other events.

#### **1 Be it moved that the Property Committee shall:**

1. With the advice and direction from interested members of the congregation, determine the scope of a study to identify options for renovating the heating system while also significantly reducing the carbon footprint of the building.
2. Obtain quotes from engineering and or architectural firms able and willing to assist by evaluating the technical aspects of options identified and by providing preliminary estimates of the associated costs.
3. Investigate and report on sources for funding such a study.
4. The Property Committee keep Corporation informed of its progress on the above steps in a timely way.

**Motion moved by Virginia Lindsay; seconded by Marg Terrett**

**Question:** Will any of this impact the budget?

**Answer:** Bill Nuttle answers there is no financial outlay other than the \$5,000 already in the budget for a study. The Creation Matters Committee will look for companies that will do a study. If all goes well, there could be some results for next year’s budget.

**MOTION PASSED**

### **13. Motion of Thanks**

**That Vestry thank all those stepping down from their positions as Synod Members, Parish Council Representatives, Parish Officers and Committee Chairs.**

Motion moved by Mary Glen; seconded by Julia Lupinski

**MOTION PASSED**

**Closing Prayer:** The Reverend Geoffrey Chapman

**Adjournment Motion:** That this Vestry be adjourned.

**MOTION PASSED**

Attached is PowerPoint of budget presentation.

Respectfully submitted,

Jean McCarthy, Vestry Clerk

February 29, 2024