Parkwood Presbyterian Church
Annual Reports
The 2010s

Up to the spring of 2023 Parkwood Church Annual Reports were available in pdf format from 2001 the most current (2022), and in paper format only from 2000 back to 1965. That spring a project to create pdf versions of the reports for the period 2000 back was undertaken as a grade 12 volunteer project by Cheyenne Copeland under the supervision of her grandfather, Gord Walford. Some of the reports had personal notes written by the owner (mainly Gord Walford and Evelyn Warburton); some of these have been removed, some retained. All years's reports have been "bookmarked". Some reports from 2001 on list errors (errata); in some years those errors have been corrected. In earlier years it was the practice of the clerk of session to issue a copy of the minutes of a given Annual Congregational Meeting shortly after the meeting took place; where this occurred those minutes are appended to the Annual Report for that year, and bookmarked accordingly. For ease of access, Annual Reports have been grouped by decade.

Gord Walford
July, 2023

We are in this together



Annual Report for 2010

Parkwood
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For we are God's servants, working together.

1 Corinthians 3:9

The Presbyterian Church in Canada
www.presbyterian.ca

A Worship Service to celebrate the ministry we do together.



Call to Worship

One: As God sent Christ to us, so Christ sends us into the world.

All: We are here to proclaim Christ in word and deed.

One: Come and listen,

All: And we will tell you what God has done!

based on Living Faith 9.1.1

Opening Prayer

Holy God, Creator and Lord,
in you we live and move and have our being.

Hear our praise in the words we speak,
the prayers we offer and the songs we sing.

Guide us so our lives and work and ministry speak of the life we have found in Christ and reflect your love and purpose for all creation. Amen.

based on Living Faith 2.2.1



Hymns

Love divine, all loves excelling	**371**
Who made the earth and the heaven	**339**
Praise the Lord with the sound of trumpet	**466**
Called as partners in Christ's service	**587**
Oh for a world where everyone	**730**



Scripture: Revelation 21:1-6

Commissioning and Benediction

Go now, into the world to share good news,
and to live out God's vision of a new heaven and a new earth.
And may the God of hope fill you with all joy and peace in believing,
so that you may abound in hope by the power of the Holy Spirit.*

** Romans 15:13 NRSV*

In Memoriam

2010

George Brown

Barbara Cairns

Stephen Foster

Margaret (Betty) Goswell

Gwenneth Brown

Noah Carroll

A word from the Minister ...

Here is the annual report of Parkwood Church for the year 2010. We are privileged to live in interesting, challenging, and changing times. Yet as we look around the world, we have so many reasons to thank God that our calling as Parkwood Church to know and love and serve the Lord Jesus Christ in these times puts us in the centre of so many blessings.

We are global citizens. Among our members and adherents are those who hail from Africa (including Uganda, Nigeria, Kenya, Congo, and Cameroon); from Asia (including Cambodia, China, India, Korea, Malaysia, and the Philippines); from the United Kingdom (including England, Ireland, Scotland, and Wales); and continental Europe (including the Netherlands); from South America (including Guyana and Brazil); from the Caribbean (including Jamaica and Trinidad); from the Middle East (including Egypt, Iran, Lebanon, and Syria); from the United States, and from many parts of Canada. When on Christmas Eve the choir of the Sarang Korean Presbyterian Church joined us to sing an anthem in five languages (English, German, Korean, Spanish, and Zulu), we were only scratching the surface of the number of native languages known and sung in the hearts of our sisters and brothers in Christ at Parkwood. In our English Second Language conversation group and in other sponsored programmes, we have also welcomed folk from Hungary, Iraq, Russia, and Sri Lanka.

We are also citizens rooted in this community of Parkwood Hills, in the city of Ottawa, and in Canada, to which we seek to bear a faithful witness to Jesus Christ, the Lord of all nations. To that end, during 2010 we embarked upon a significant campaign, entitled “Building to Serve”, through which we aim to raise the capital required to renovate and expand our facilities to serve a new and future generation of children, youth, young adults, singles, families, and seniors. We have accomplished much, we have been surprised by God’s bounty and the generosity of His people, and we continue to seek to be good stewards of all that He entrusts to us as we aim to finish the task well begun.

I invite you to review the annual report prayerfully, thankfully, and thoughtfully. I also invite you to renew your commitment to share in the work and witness of Parkwood Church in the year ahead, as the Lord enables you to share your gifts -- talent, time, and treasure -- in the furthering of Christ’s kingdom on earth. Let us be and make disciples of all nations.

In Christ’s service, and grateful to share as an under-shepherd of Christ’s global flock,

Your pastor,

James T. Hurd

Parkwood Presbyterian Church, Ottawa
Annual Congregational Meeting
Saturday, February 19, 2011 – 6:00 p.m.

Congregational Supper – 5:00 p.m.

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Proposed Agenda

1. Call to order – 6:00 p.m.
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12. Closing Prayer

5. MINUTES of the Annual Congregational Meeting, Saturday, February 20, 2010

In the Fellowship Hall at Parkwood Presbyterian Church, Ottawa, on Saturday, February 20, 2010, the annual meeting of the congregation was held.

Following a fellowship potluck supper and a review of some of the year's activities presented in pictures on screen, the Rev. James T. Hurd called the congregation together at 6:15 p.m. to sing, "Come, children join to sing". Psalm 108 was read and a short commentary offered about David being in awe of God's love and faithfulness; a reminder of our purpose at Parkwood: to build lives on God's love, to enable individuals and families to discover, grow in and share the love of God found in Jesus Christ and, to enable individuals and families to discover the love of God through trusting in Jesus Christ as Saviour and being concerned and caring for each other. Our bulwark is our trust and strength in God's love which motivates and inspires us to live for God.

Attendance
In addition to the minister, 52 members and adherents of the congregation were present, as follows: Dale Atkinson, Jean Pierre Bernard, Ann-Marie Bernard, Willard Bretzlaff, Katherine Bretzlaff, Flora Brown, W. Phil Campbell, Marion Campbell, John Donaldson, Stewart Elder, Dennis Featherstone, Brenda Featherstone, Sibby Fennema, Marcia Harten, Lothar Hopp, Marianna Hopp, Janet Hurd, Karen Hurd, Roberta Hurd, James Kritsch, Christina Kritsch, Holly MacDonald, Jim MacFie, Alta MacFie, Philip MacFie, Roger MacPherson, Duane Mayo, Terence McBurney, Suzanne McBurney, Andrew McGregor, Nouha Nasser, Kathryn Newton, Dianne Nickerson, Scott Nickerson, Rose O'Connor, Don Pestaluky, Pam Pestaluky, Lorne Roach, Margaret Roach, Linda Robinson, Jan Sheridan, Jean Sida, Ed Steenhorst, Victoria Steenhorst, Duane Townsend, Barbara Townsend, Dale Tuck, Tim Visser, Alice Visser, Gordon Walford (who arrived during "New Business"), David Watson, and Lorraine Widdis.

Thanks were expressed to Flora Brown and the many hands in providing food. In addition, thanks were expressed to the individuals who provided the pictures for the review of the year's activities.

Appointment of Secretary
The Chair called for the election of a secretary for the meeting. Tim Visser, seconded by W. Phil Campbell, nominated Linda Robinson. It was moved by W. Phil. Campbell, seconded by Jean Pierre Bernard, that nominations cease. Carried. Linda Robinson was declared secretary by acclamation.

In Memoriam (p.1)
The congregation was directed to the "In Memorium" page. A prayer of thanksgiving was offered in memory of those who died during the past year and a prayer in support for their loved ones.

Approval of Agenda
On motion by Duane Townsend, seconded by Roger McPherson, the proposed agenda as printed on page 3 of the Annual Report was adopted.

Minutes of the 2009 Annual Meeting
Moved by Dale Atkinson, seconded by Terence McBurney, and carried, that the minutes of the 2009 Annual Meeting held on February 29, 2009 be adopted with the following corrections: on page 6 under the title "Amendment" change "McPhee" to "MacFie", and on page 9 under "Rationale for Commending Quote 1" change "going east or well" to "going east or west".

Reports of the Session Officers

The Reports of the Session Officers (pp. 11-13) were presented.

A. **The Kirk Session of Parkwood report** was received on motion by Dale Atkinson, seconded by Scott Nickerson.
B. **The Representative Elder's report** was adopted on motion by W.Phil Campbell, seconded by Jean Sida.
C. **The Roll Clerk's report** was adopted on motion by W. Phil Campbell, seconded by Brenda Featherstone.
D. **The report of the Communion Clerk** was adopted on motion by Marcia Harten, seconded by Jean Pierre Bernard.
E. **The Memorials Clerk's report** was adopted on motion by Dale Atkinson, seconded by W. Phil Campbell.
F. **The report of the Benevolent Fund** was adopted on motion by Jan Sheridan, seconded by Tim Visser. It was clarified that the statement "Perhaps some offering can now be redirected as other church needs are known" meant that not all offerings should be redirected.

Reports of the Ministry Teams

The Reports of the Ministry Teams (pp. 13-37) were presented.

A. **Policy and Planning** – On motion by Roger MacPherson, seconded by Scott Nickerson, the Report of the Policy and Planning Team was adopted.
B. **Finance and Maintenance** – It was moved by Dale Tuck, seconded by Duane Townsend, and agreed, that the report of the Finance and Maintenance Team be adopted. In addition, Dale Tuck expressed thanks to Lorne Roach for his 36 years as Church Treasurer, with which the congregation concurred with a rousing handclap.
   The Financial Statements (not including the 2010 budget) were adopted on motion by Duane Townsend, and seconded by Dale Tuck.
   On motion by Dianne Nickerson, seconded by Brenda Featherstone, the Auditor's report was received for information.
C. **Outreach** – Tim Visser moved, seconded by Jean Pierre Bernard, and agreed, that the report of the Outreach Team be adopted
D. **Fellowship** – Moved by Jean Sida, seconded by Duane Mayo that the report of the Fellowship Team be adopted. Carried.
E. **Worship Coordination** – Diane Nickerson moved, seconded by Duane Mayo, that the report of the Worship Coordination Team be adopted. Carried.
F. **Christian Education** – On motion by Dale Atkinson, seconded by Holly MacDonald, the report of the Christian Education Team was adopted.
G. **Mission** – Moved by Stewart Elder, seconded by Lothar Hopp, that the report of the Mission Team be adopted. Carried.
H. **Pastoral Care** – Margaret Roach moved, seconded by Marianna Hopp, that the Pastoral Care Team report be adopted. Carried.

Other Reports

A. **Leading with Care** – Roger MacPherson moved, seconded by Scott Nickerson, that the report of the Leading with Care Team be adopted. Carried.
B. **Project Phoenix** - On motion by Jean Pierre Bernard, seconded by Don Pestaluky, the report on Project Phoenix was adopted.

New Business
It was moved by Dennis Featherstone, seconded by Roger MacPherson, that the report of the Budget Committee (pp. 38-40) with its recommendations and corrections be received and considered. Carried. The corrections are as follows: on p. 39 – third paragraph should read Recommendation #2 "... local purposes of $189,054 for 2010"; on p. 39 in Budget Table 2, the heading of Column 4 should read "2009" not "2000"; and on p.40 Recommendation #6 should read "…recommends that the $2035 of interest…"

Recommendation #1 (p.39)
On a motion by Dennis Featherstone, seconded by Dale Tuck, the congregation approved total team expenditures of $204,659 for 2010.

Recommendation #2 (p.39)
It was moved by Dennis Featherstone, seconded by Roger MacPherson, and agreed, that the congregation approve a target for offering for local purposes of $189,054 for 2010.

Recommendation #3 (p.39)
It was moved by Dennis Featherstone, seconded by Roger MacPherson, that the congregation approve a target of $30,000 for 2010 for Presbyterians Sharing. Carried.

Recommendation #4 (p.39)
On motion by Dennis Featherstone, seconded by Dianne Nickerson, the congregation approved the name of the Capital Projects Bequest Fund be changed to the Hempstock-Huff Bequest Fund.

Recommendation #5 (p.40)
Dennis Featherstone moved, seconded by Dianne Nickerson that the name of the Outreach Bequest Fund be changed to the Mitchell-Hempstock Bequest Fund. Carried.

Recommendation #6 (p.40)
Moved by Dennis Featherstone, seconded by Roger MacPherson, and approved, that the $2,035 of interest earned by the Mitchell-Hempstock Interest Fund (formerly the Outreach Bequest Fund) be allocated as follows:

English Fellowship Evening (normally in Outreach Budget)	$ 300
Kumon Outreach (normally in Outreach Budget)	$ 400
Video License Fee (normally in outreach Budget)	$ 210
Distribution of Outreach Material (from Outreach Budget)	$ 1,000
Web Hosting (Session Budget)	$ 125
Total of above	$ 2,035

Recommendation #7
Moved by Dennis Featherstone, seconded by Duane Townsend, and approved, that $3,084 from the Nekrassoff Bequest Fund be transferred to the Operating Fund Balance for 2010.

Concerns were raised about the rental fees from the Kumon organization. It was understood that Kumon is a for-profit organization and as such it was indicated that the Canada Revenue Agency would expect Kumon to pay a fair market value for rent. It was also suggested that the Goods and Services Tax might apply.

It was moved by Kathy Newton, seconded by Andrew McGregor, and agreed that the matter of the use and rental of church facilities by other organizations, particularly for-profit enterprises, be referred to the Finance and Maintenance Team for review and report to Session.

Report as a Whole
On motion by Dennis Featherstone, seconded by W. Phil Campbell, the report as a whole was adopted.

Appointment of Auditor
Dale Atkinson moved, seconded by Dianne Nickerson, and approved, that Brian D. Mulligan be appointed Auditor for 2010. Kathy Newton was thanked for all the preparatory work performed which insured that the Auditor had all the necessary paperwork to compile his report.

Election of Treasurer – Moved by Brenda Featherstone, seconded by Duane Townsend that Lorne Roach be nominated as Treasurer. On motion by Dale Atkinson, seconded by W. Phil Campbell, and approved, nominations ceased. Lorne Roach was acclaimed Treasurer.

Building Planning Team Report
On a motion by Terence McBurney, seconded by Jean Pierre Bernard, and approved, the report of the Building Planning Team (pp. 40-43) was received and its recommendations considered.

Recommendation #1a (pp.42-43)
Terence McBurney moved and Dale Tuck seconded, that the congregation authorize the Building Planning Team to proceed with planning to prepare for the construction of an addition to Parkwood Church which would replace the current Mulvagh Wing. The project would also include consideration of the renovation of the current Fellowship Hall/Kitchen/Meeting Room to provide appropriate facilities for the Christian Education Program within the budget approved by the Session/Congregation. Carried.

Concern was raised about the Korean congregation and their needs if the Mulvagh Wing were not available to them during the period of construction/renovation. This concern is to be further explored.

The Kirk Session had already approved an expenditure of $15,000 from the Building Expansion Fund to allow the engagement of architects and other consultants to prepare preliminary plans which would allow more accurate project costs and produce an initial site plan and architectural concept drawings that can be used for fund-raising and for communication. The preliminary work will also assist in the process of discussion with municipal authorities.

It was clarified that the congregation would own the design proposals once submitted.

Recommendation #2 (p.43)
On motion by Terence McBurney, seconded by W. Phil Campbell and approved by more than two-thirds of the congregation, the congregation will establish a financial plan for the replacement of the Mulvagh Wing and redevelopment at Parkwood Presbyterian Church, setting the overall target cost for redevelopment at five hundred and fifty thousand dollars ($550,000).

Recommendation #3a (p.43)
Moved by Terence McBurney, seconded by Dianne Nickerson, approved, that a Building Planning Team be established that integrates the fundraising and construction planning process through the following sub-committees:

1. Fund Raising Team – to direct the fundraising activities;

2. Facility Planning Team – to complete the planning process and to oversee the construction process. The Facility Planning Team will provide architectural drawings and other material to support the activities of the Fund Raising Team.

It was reported that through the efforts of Project Phoenix with Jean Pierre Bernard as Team Leader $50,198.35 was raised. The congregation acknowledged Jean Pierre Bernard's leadership with a rousing handclap.

Recommendation #3b (p.43)
Terence McBurney moved, seconded by Scott Nickerson, approved, that a target date for completion of fundraising be January 31, 2011, and that the Fund Raising Team provide quarterly progress reports to the congregation in regard to its efforts and results.

Recommendation #3c (p.43)
On motion by Terence McBurney, seconded by Dale Tuck, approved, that the Fund Raising and Facility Planning Teams work jointly to develop a communications plan to present the redevelopment process and associated fundraising activities to the congregation and to other involved stakeholders.

Report as a Whole
The report as a whole of the Building Planning Team was adopted on motion by Terence McBurney and seconded by Dianne Nickerson.

Expressions of thanks were extended to Terence McBurney for his expertise in the presentation of the report.

Membership of Ministry Teams (p.44)
The list of the membership of the Ministry Teams was presented on motion by Terence McBurney and Lothar Hopp. Amendments were proposed and approved as follows:
Outreach Team – Delete Ann Marie Bernard and Duane Mayo, and add Dennis Featherstone.
Fellowship Team – Jean Sida is stepping down as Team Leader, but remains as a member, and the Team will appoint a new Team Leader.
Christian Education – Add Barbara Townsend.

Both the Worship Co-ordination and Christian Education Teams indicated their desire to welcome participation from interested individuals.

No other business was presented.

Adjournment and Prayer
On a motion by Dianne Nickerson, seconded by Brenda Featherstone, approved, the congregation adjourned following prayer by James T. Hurd at 8:21 p.m.

_____	_____
J. T. Hurd,	Linda Robinson,
Moderator.	Secretary.

6. MINUTES of the Special Meeting of the Congregation, Sunday, September 26, 2010

A special meeting of the Congregation of Parkwood Presbyterian Church convened on Sunday, September 26, 2010, in the Fellowship Hall within Parkwood Presbyterian Church at 12:47 p.m.

The purpose of the meeting was to receive and consider a report from the Facility Planning Team concerning plans for the replacement of the Mulvagh Wing, which had been circulated to the Congregation a week prior to the meeting.

Eighty adults were in attendance at the meeting. Children and leaders totaling 20 met in the meeting room and participated in activities.

After music provided by Sweet'n Free, the meeting was called to order by prayer conducted by the Rev. James T. Hurd, Moderator.

Appointment of Secretary
The Moderator called for a volunteer or nominations for a secretary for the meeting. Linda Robinson volunteered and on motion of Phil Campbell and Jean Pierre Bernard, and approved, Linda was installed as Secretary.

Facility Planning Team Report
Terry McBurney, convenor of the Facility Planning Team was called to present an overview of the proposal to replace the Mulvagh Wing and to Renovate/Redevelop to meet the expanding space needs of the church. He gave thanks to the Fundraising Team convened by Jean Pierre Bernard for their dedicated efforts to raise funds for this project.

Terry McBurney presented the following:
Based on the plan approved by the Congregation at the February 10, 2010 Annual General Meeting three architectural firms were invited to participate in a design competition to identify options for the renovation and expansion of Parkwood Presbyterian Church.

One the architectural firms withdrew from the competition. The two remaining firms: Temprano, Young & Ward Architects Inc. and Susan D. Smith Architect produced innovative ideas to renovate and develop Parkwood Church. The designs were based on the principle that the renovation is not to replace the space lost in the demolition of the Mulvagh Wing, but to address the key needs of the Congregation.

The Facility Planning Team selected the designs from the firm of Susan D. Smith Architect to present to the Congregation. Mr. McBurney introduced Susan Smith and Dan Moffett who worked with Susan.

Terry McBurney continued with the established priorities:

- The development of a fellowship area on the main level;
- Christian education classrooms, nursery and pre-school area;
- Improved accessibility for people with limited mobility; and
- Improved storage.

The basic design in the three options (Appendix 1) presents a new approach to the siting of the expansion on the property that:

- Provides an expanded and improved Narthex that is a welcoming entrance to the Church;

- Provides drive-up access to the main entrance;
- Provides an increase in the capacity of the parking lot; and
- Increases the Church's visibility from both Meadowlands Drive and Chesterton.

OPTIONS OVERVIEW

Option 1 is within the budget established ($550,000), but has some limitations that are addressed in Options 2 and 3. Option 2 is the "Cadillac" option that addressed all of the functional requirements and provides for future growth. Option 3 is not a specific design but envisions the addition of approximately 500 square feet to the area of new construction to expand the Fellowship area and to accommodate larger washrooms.

OPTION 1

Reflecting a compromise of the Functional Requirements statement established for this project, this option is within the budget. The following components are included in this option:

- **Main Level (Appendix 2)**
  - A new front entrance with drive-up access;
  - Christian Education – three classrooms and a "Gathering Area" that can be used for Sunday Morning coffee fellowship and other similar activities. This area would also provide three meeting rooms of varying sizes;
  - A kitchenette to serve the gathering area;
  - Washrooms;
  - Meditation room/Library.
- **Lower Level (Appendix 3)**
  - The renovation of the space in the current Lower Level is limited to the creation of a Nursery/Pre-school area and an Office for the Youth Program Director.

The "Gathering Area" space may be tight with larger groups, and a third option to expand this area to increase the capacity for fellowship is to be considered. This option requires that Sunday School classes be held on both the Main and Lower Levels.

OPTION 2

The cost of this option significantly exceeds the approved budget of $550,000 but the option addresses all elements of the Functional Requirements statement. The following components include:

- **Main Level (Appendix 4)**
  - A new front entrance with drive-up access;
  - A Fellowship Hall of the same size as the current Hall and appropriate storage space;
  - A new kitchen, new washrooms; and
  - A Meditation room/Library.

- **Lower Level (Appendix 5)**– the current Lower Level would undergo extensive renovation to include:
  - Nursery – in the space currently occupied by the Meeting Room, Music office and Kitchen;
  - Christian Education space – 4 classrooms and Youth Program space; and
  - Youth Program Director's office – in the current Library Space.

OPTION 3
This option is not a specific design but envisions the addition of 500 square feet to the area of new construction proposed on the Main Level of Option 1, thus expanding the Fellowship area and the accommodation of larger washrooms. The additional cost is estimated to be $110,000. This option would only be considered if fundraising activities are successful in procuring the additional funds.

RECOMMENDATION 1
Moved by Terry McBurney, seconded by Dianne Nickerson, and approved, that:
The congregation accept Option 1 as presented by Susan Smith Architects and authorize the Facility Planning Team to continue to work with Susan Smith Architects to refine this design to a level to be submitted to tender and approval by Municipal Authorities and lending agencies, the cost of this design work to be charged against the building project.

RECOMMENDATION 2
On motion by Terry McBurney, seconded by Dianne Nickerson, the congregation agreed to consider "Option 3" – the expansion of the Fellowship space on the mail level -- or Option 2 -- <u>if fundraising generates sufficient funds</u>.

NEXT STEPS
The Facility Planning Team will now work with the Architect to develop detailed plans that will allow:
- Submission of these plans to the Presbytery for approval;
- Submission to the City of Ottawa Planning Department for construction approval;
- Preparation of tender documents to allow us to proceed to select a contractor to begin construction in mid-2011.

Detailed consultation with many members of the Congregation will be needed during this phase. The detailed plans will be presented to the Congregational Annual General Meeting in February, 2011 for final approval.

THANKS
Terry McBurney expressed thanks to the Fundraising Team: Jean Pierre Bernard, Christina Kritsch, Duane Townsend, Margaret Roach, Don Pestaluky, Derek Newton, Holly MacDonald, Ann Marie Bernard, and Kathy Newton.

Thanks was also expressed to Genvieve Donaldson and her team of helpers for looking after the young children during the meeting.

UPDATE ON FUNDRAISING
To date $40,000 has been pledged. The goal of fundraising is to raise at least $175,000.
A mortgage of $125,000 is to be explored.

MOTION TO ADJOURN
On motion by Dianne Nickerson, seconded by Jean Pierre Bernard, the meeting at adjourned at 1:35 p.m.

_____	_____
James T. Hurd,	Linda E. Robinson,
Moderator.	Secretary.

7. REPORTS OF SESSION OFFICERS

A. Clerk of Session

The Session is a court of the Church, a decision-making body consisting of the congregation's elders constituted corporately to exercise oversight over the congregation within its bounds.

As of December 31st, 2010 the following are the Ruling Elders of Parkwood: Dale Atkinson, Clerk; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Dennis Featherstone; Chuck Fraser; Marcia Harten; Lothar Hopp; John Huber; James Hurd, Minister; Roger MacPherson; Andrew McPhee; Dianne Nickerson; Judy Reeves; Stewart Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Tim Visser; Gordon Walford. On special leave are: John deVries; Kristine Marion; Susan McCollough; and Harry VanDyk.

Dale Atkinson, Clerk of Session

B. Roll Clerk

Number of members on the roll, December 31, 2009			205
Number added during 2010 by			
Profession of faith	7		
Transfer	1		
Resolution of session	1		
Total added		9	
Number removed during 2010 by			
Death	3		
Transfer	4		
Total removed		7	
Net added			2
Number of members on the roll December 31, 2010			207

Phil Campbell, Roll Clerk

C. Communion Clerk

The record of communion for 2010 is as follows:

Date	Number Served
March 7	126
April 1 (Maundy Thursday)	51
June 6	87
October 3	104
December 5	114

Communion services were also arranged by the Pastoral Care Team.

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

Marcia Harten, Communion Clerk

D. **Representative Elder**

The congregation of Erskine Presbyterian Church has been successfully folded into the one at Westminster Presbyterian Church, and the church building has been sold to a Pentecostal congregation. The old Erskine congregation, formed in the 19th century by the Scots and Irish, was unable to reach out to the new demographic of Italian and Chinese, the old congregation having moved away to the suburbs.

The Upper Room congregation at Rockland, an outreach work by Grace Presbyterian Church, Orleans, meets in the second storey hall of a commercial building.

Presbytery of Ottawa has affirmed our outreach into Barrhaven. We have started a Bible Study group in the area with a view to eventually establishing a congregation in the rapidly-growing area.

Knox Presbyterian Church, Manotick, has undertaken an outreach work into Riverside South and Greely.

Gracefield Christian Camp and Retreat Centre has successfully completed one year of operation under a new Board established by the Presbytery of Ottawa, and with a new Executive Director, Relena Lyddon Myers.

W.P. Campbell, Representative Elder

E. **Memorials Clerk**

Over the course of the year, Parkwood received gifts in memory of individuals directed to the Building, Memorial and Pastoral Care Funds. In 2010, funds were received in memory of Jean Burt, Barbara Cairns, Marcelle de Boer, Stephen Foster, Thomas J. Joy, William Lin, David and Mary McDonald, John Gowans, Kent McKelvey, Christine McPhee, Dorothy Nekrasoff, Cecil and Hilda Roach, Willis Sayers, Wentworth (Stocky) Stockford, Bill and Myrtle Tenhaaf, Sharon Van Dyk, Mary Wadleigh, Tom Warburton and Joe Widdis. All gifts are held in trust and used for the purposes stated; the Memorial Fund can be used as decided by Session, all for the glory of God and for use at Parkwood.

Gord Walford, Memorials Clerk

F. **Benevolent Fund**

Thanks to the healthy state of the fund at the beginning of 2010, the small but regular donations throughout the year, and the loose offering at the Christmas Eve service, we were able to meet all the needs brought forward by the elders – both within the congregation and in the community. We have spent more than the year's income. The fund has been audited. Be advised that due to heavy needs brought forward in January, the fund no longer is as large as the published figures show.

Jan Sheridan

8. **REPORTS OF MINISTRY TEAMS**

A. **Policy and Planning Team**

The Policy and Planning Team (P&P) is composed of elders appointed by the Session, with the Minister as an ex-officio member. P&P assists Session in general planning and policy development on matters relating to the life and work of the congregation. The Team Leader of P&P normally chairs the Budget Team and P&P provides the secretary. P&P also provides one member of the Building Planning Team, at present Phil Campbell.

During 2010, P&P made recommendations to Session with regard to a number of proposals referred for study or action by the General Assembly Council, as well as on Session matters.

The project to compile a reference document of updated Session policies and practices in electronic and text form continued in 2010. This is a major project and P&P is grateful to Brenda Featherstone for developing data bases essential to its completion. Work is underway at present to compile and index the policies for easy retrieval and searching

A project to review and organize the congregation's archives is continuing, led by Stewart Reeves. At the direction of Session, P&P has drafted terms of reference for a Personnel Team, and is also developing a proposed Investment Policy. In 2010, P&P members were Dennis Featherstone (Team Leader), Phil Campbell, Stewart Reeves, Roger MacPherson (Secretary), Rev. James Hurd (ex-officio).

Roger MacPherson, Secretary

History of Financial Bequests to Parkwood Church

The following note is a summary of the many financial bequests made to Parkwood since 1995.

Mitchell (Mulvagh)

Mrs. Mitchell was born and raised in the Mulvagh house which became the original manse for Parkwood.

In 1995, we received a financial bequest of about $250,000. Around that time, Parkwood had already raised some money towards an expansion. The Session asked Policy and Planning Team to make recommendations to the congregation for the use of the bequest. After requesting and receiving suggestions from the congregation, P&P recommended that $200,000 of the bequest be used to help finance the expansion. The remaining $50,000 was put into an Outreach Bequest Fund. The interest earned from this fund was to be used for various outreach purposes. It was agreed that the congregation would review every five years whether to alter the way in which this earned interest would be used.

Hempstock

In 1999, we received a financial bequest of $50,000 from the Hempstock estate. The congregation agreed to transfer $25,000 to the Outreach Bequest Fund making the total in that fund $75,000. The terms of this fund were not altered.

The remaining $25,000 of the bequest was transferred to a Capital Bequest Fund. The congregation agreed that any spending from this fund would require approval by the congregation.

Huff

In 2000, we received $10,000 from the Huff estate. Mrs. Huff attended Parkwood in a wheelchair. The congregation thought it appropriate to put this bequest into the Capital Bequest Fund making the total in this fund $35,000.

Williams

In 2002, we received $21,902 from the estate of Mr. Sid Williams. Sid was a member at Parkwood from 1984 until his passing in June 2002. He was an elder at Parkwood. The terms of the estate stipulated that a decision on how to use this money was to be made by the Minister and the Session.

The Minister and the Session decided to use this money to finance the deficits for local purposes in 2007 and 2008.

Boyd

In 2005, we received $100,000 from the estate of Mrs. Boyd. The Session asked P&P to make recommendations on the use of this money. After requesting and receiving suggestions on the use of this money, P&P recommended to Session and the congregation that 10 per cent of the bequest be donated to mission work as a form of a tithe. The congregation agreed with the tithe of 10 per cent and also agreed that up to $10,000 could be spent for architectural services to design a replacement for the Mulvagh Wing.

Nekrassoff

Over the period from 2006 to 2008, we received roughly $52,000 from the estate of Ms. Dorothy Nekrassoff. Dorothy was a long-time worker in the Presbyterian Church and at Parkwood from 1971 until her passing in January 2006. She was an elder at Parkwood for many years.

The Session asked the Budget Team to recommend how to use this bequest. As with the Boyd bequest, it was recommended that 10 per cent be donated to mission work. The congregation accepted this recommendation. The remainder of the bequest is to be held until needed for regular operations or for new construction.

In 2009 and 2010, a part of this fund was used to finance the deficit for local purposes in these years.

Cairns

In late 2010, we received a financial bequest of $60,000 from the estate of Ms. Barbara Cairns. Barbara was a member at Parkwood from 1998 until her passing in February 2010. For many years, she was a member of our choir.

The Session asked the Budget Team to recommend how to use this bequest. As with recent bequests, the Budget Team recommends that 10 per cent be donated to mission work. Also, the Team recommends that the remainder be used to help fund new construction. These recommendations will be voted on by the congregation on February 19, 2011.

Change in the name of the funds

In 2010, the congregation agreed with a recommendation to alter the name of the funds for greater consistency.

The Capital Bequest Fund became the Hemsptock-Huff Bequest Fund, to reflect the initial sources of the money. The Outreach Bequest Fund became the Mitchell-Hempstock Bequest Fund, to reflect the initial sources of the money. There was no change to the name of the Boyd Bequest Fund.

Dennis Featherstone, Team Leader

B. **Finance and Maintenance Team**

The Finance and Maintenance Team (F&M) consisting of Terry McBurney, Bill Zylstra, Duane Townsend, Flora Brown, Margaret Main, Lorne Roach, Jim Elder, James Hurd and Dale Tuck met regularly on the 1st Tuesday of each month (except during the summer months) to discuss and deal with non-recurring maintenance issues.

Administrative Assistant Laura Lea Macaulay resigned late in the year and we are currently looking for someone to replace her.

Our most consistent problem has been the handicapped lifting device (elevator) which finally failed for the last time. This must now be reviewed again with its possible inclusion in the construction project currently under review.

The new roadside sign had some problems early in the year which were caused by computer problems, i.e. a failed serial port (twice). Also the temperature and time chip also failed and was not replaced until December.

A major leak was identified in the Mulvagh wing roof. Jim Elder was so kind as to provide a temporary fix for the problem. However, this will be a major cost should we not be able to proceed with the new building. The cost would be well over $5,000.00 and is not in the current budget.

Margaret Main resigned as secretary from F&M.

Roy Bailie was so kind as to have chair movers manufactured for the Fellowship Hall with many positive comments. Thank you, Roy!

Permission for overflow parking has been confirmed again at both Chesterton Towers and at Horizon House. Also, the parking lot behind the Zeller's Plaza is always empty and is only a short walk away. We could use this for overflow also.

Documentation on the different building systems is non-existent. It is the intention to build a Building Systems File to bring all of this information into a common area.

Building maintenance routines are not well documented. It is proposed that we create a file that identifies maintenance requirements, and to set up a schedule to ensure that all are being implemented on schedule.

Our thanks to all those who help us throughout the year, with special thanks to our caretaker Flora Brown, and our treasurer Lorne Roach. Also, Duane Townsend is always busy around the church and Frances Robertson, who with Duane, helps with spring cleanup and flowers. Once again, we would appreciate hearing from anyone who is willing to help again this spring.

Always worth repeating, outdoor and emergency lighting has also required maintenance work. Any time anyone sees some lights that are not working, please let us know.

May the Lord add his blessings to our work done in His name.

Dale Tuck, Team Leader

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2010

BRIAN D. MULLIGAN
CHARTERED ACCOUNTANTS

TEL: (613) 226-3606
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74 COLONNADE RD. NORTH
NEPEAN, ONT. K2E 7L2

AUDITOR'S REPORT

To The Congregation of
Parkwood Presbyterian Church
10 Chesterton Drive
Ottawa, Ontario

I have audited the statement of financial position of Parkwood Presbyterian Church as at December 31, 2010 and the statements of operations and continuity schedule of reserved funds for the year then ended. These financial statements are the responsibility of the Church management. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, Parkwood Presbyterian Church reports receipted donations and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. My examination in this respect, therefore, was restricted to a comparison of receipts with recorded deposits and I was not able to determine whether any adjustments might be necessary to assets, revenues or operation funds.

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the donations and income referred to in the preceding paragraph, these financial statements presents fairly, in all material respects, the financial position of Parkwood Presbyterian Church as at December 31, 2010 and the results of operations for the year then ended in accordance with the accounting principles appropriate for charitable organizations as outlined in Note 1 to these financial statements.

Chartered Accountant, Licensed Public Accountant
Ottawa, Ontario
January 27, 2011

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT December 31, 2010

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets December 31, 2010	Net Assets December 31, 2009
Current assets:					
Cash on Hand and in Bank	$ 8,201	$ -	$ 37,984	$ 46,185	$ 46,643
Short-term Investments - at cost	0	2,739	455,742	458,481	131,207
HST/GST Recoverable	4,049	0	0	4,049	2,415
Loan Receivable	0	0	600	600	2,400
	12,250	2,739	494,326	509,315	182,665
Long-term investments - at cost	0	0	0	0	180,481
Church Building, Furnishings (note 1)	0	1,474,807	0	1,474,807	1,474,807
Land at Cost	0	45,000	0	45,000	45,000
Total Assets	$ 12,250	$ 1,522,546	$ 494,326	$ 2,029,122	$ 1,882,953
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
Current Liabilities	$ -	$ -	$ -	$ -	$ -
Reserved Funds (see schedule)	0	2,739	494,326	497,065	351,230
Investment in Net Assets Balance	12,250	1,519,807	0	1,532,057	1,531,723
Total Liabilities, Reserved Funds and Net Assets	$ 12,250	$ 1,522,546	$ 494,326	$ 2,029,122	$ 1,882,953

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDED December 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET (unaudited)	2011 BUDGET (unaudited)
RECEIPTS:				
OFFERING - Operations	$ 178,142	$ 177,377	$ 189,054	$ 183,449
OFFERING - Special Appeals Outreach	38,840	35,630	30,000	31,000
	216,982	213,007	219,054	214,449
OTHER INCOME - Interest	1,044	322	1,900	4,100
OTHER INCOME - Rentals	14,570	15,738	9,300	11,700
OTHER INCOME - Recoveries	4,312	4,790	0	0
	19,926	20,850	11,200	15,800
TOTAL RECEIPTS	236,908	233,857	230,254	230,249
EXPENDITURES:				
MISSION TEAM	6,892	7,722	7,970	7,700
OUTREACH TEAM	2,029	3,814	3,500	3,650
FELLOWSHIP TEAM	1,252	1,316	1,650	1,650
PASTORAL CARE TEAM	0	0	400	100
CHRISTIAN EDUCATION TEAM	3,797	4,472	6,150	5,700
WORSHIP COORDINATION TEAM	18,529	19,795	20,950	20,007
THE KIRK SESSION	7,011	6,693	7,418	7,917
FINANCE & MAINTENANCE TEAM	163,130	157,165	156,621	152,525
SPECIAL APPEALS OUTREACH	38,840	35,630	30,000	31,000
TOTAL EXPENDITURES	241,480	236,607	234,659	230,249
NET REVENUE (LOSS) FOR THE YEAR	(4,572)	(2,750)	(4,405)	-
OPERATING FUND BALANCE BEGINNING OF YEAR	6,674	11,916	11,916	12,650
ADD: INTERFUND TRANSFERS FROM				
D.J. Nekrassoff Fund	8,326	3,084	0	0
Sign Fund	1,488	0	0	0
OPERATING FUND BALANCE END OF YEAR	$ 11,916	$ 12,250	$ 7,511	$ 12,650

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
For the Year ended December 31, 2010

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Interfund	-Deficit	Balance
Fund Description	December 31, 2009	Offering	Contributions		Receipts	Equipment	Cost	Expenditures	Transactions	For the Year	December 31,2010
Team Programmes											
Christmas Dinner Fund	$ 714				$ -			$ -		$ -	$ 714
Course Fees Fund	334				0			0		0	334
Flower Fund	379				0		120	120		(120)	259
Key Deposit	82	10			10			0		10	92
Logos Program	3,373	500	3,373		3,873		4822	4,822		(949)	2,424
Outreach Projects	547	2,250			2,250		952	952		1,298	1,845
Pastoral Care Fund	2,300	220	302		522		816	816		(294)	2,006
Special events	311	178			178		487	487		(309)	2
Youth Group Fund	1,250	270			270		103	103		167	1,417
TOTAL	**$ 9,290**	$ 3,428	$ 3,675	$ -	$ 7,103	$ -	$ 7,300	$ 7,300	$ -	$ 197	$ 9,093
Capital Expenditures											
Audio Visual Fund	$ 1,811	$ 100			$ 100	$ 815		$ 815		$ (715)	$ 1,096
Building Expansion Fund	50,197	91,852	19,130		110,982		16,334	16,334		94,648	144,845
Hymn Books, Bibles Fund	576				0			0		0	576
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	2,739				0			0		0	2,740
TOTAL	**$ 70,577**	$ 91,952	$ 19,130	$ -	$ 111,082	$ 815	$ 16,334	$ 17,149	$ -	$ 93,933	**$ 164,511**
Session											
Memorial Fund	$ 7,459	$ 70			$ 70	$ 3,206		$ 3,206		$ (3,136)	$ 4,323
Parkwoood Session Benevolent Fund	17,413	1,325		6	1,331		7,571	7,571		(6,240)	11,173
Student Assistance Fund	983	167			167		656	656		(489)	494
TOTAL	**$ 25,855**	$ 1,562	$ -	$ 6	$ 1,568	$ 3,206	$ 8,227	$ 11,433	$ -	$ (9,865)	**$ 15,990**
Bequests											
Boyd Bequest fund	$ 92,964				$ -			$ -		$ -	$ 92,964
Cairns Bequest	0		60,000		60,000			0		60,000	60,000
Hempstock-Huff Bequest Fund	35,359			195	195			0		195	35,554
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
MItchell-Hempstock Interest Fund	3,301			5,250	5,250		603	603		4,647	7,948
Nekrassoff Fund	38,884			205	205			0	(3,084)	(2,879)	36,005
TOTAL	**$ 245,508**	$ -	$ 60,000	$ 5,650	$ 65,650	$ -	$ 603	$ 603	$ (3,084)	$ 61,963	**$ 307,471**
Total Reserved Funds	**$ 351,230**	**$ 96,942**	**$ 82,805**	**$ 5,656**	**$ 185,403**	**$ 4,021**	**$ 32,464**	**$ 36,485**	**$ (3,084)**	**$ 146,228**	**$ 497,065**

PARKWOOD PRESBYTERIAN CHURCH

NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2010

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following:

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated January 2002. The land is stated at historical cost.

The following significant accounting principles have been used in preparation of these financial statements:

Basis of Accounting:

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

All short-term investments are classified as available-for-sale because management does not intend to trade the investments for short-term profit making and has not elected to classify the investments as held-for-trading.

Long-term investments are classified as held-to-maturity investments. They are classified as such because management has the positive intent and ability to hold the securities until maturity.

Both short-term and long-term investments are interest bearing guaranteed investment certificates which are recorded at cost, which approximates the market value of the investments.

Management is currently of the opinion that the investments are appropriately recorded and reported at cost.

Interest earned on both long and short term investments is recorded on a cash basis when received. In the event that earned interest is not received annually but is compounded with the investment, the interest will be allocated to the applicable fund(s) upon receipt in proportion to the value of the applicable funds. As at December 31, 2010, there is one investment, amounting to $ 105,841, where interest is compounded beyond 1 year. The total compound interest applicable to this investment, to the maturity date of the investment is $ 11,477 - at the date of maturity (July 2011), the interest received will be allocated $ 10,115 to the Boyd Bequest Fund and the balance ($ 1,362) will be allocated to operations.

Financial Instruments:

The Church's financial instruments comprise cash on hand and in the bank, short-term investments, HST recoverable, loan receivable, current liabilities and Reserved Funds. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. INTERFUND TRANSFERS:

During the year ended December 31, 2010, $ 3,084 was transferred from the Nekrassoff Bequest Fund to the Operating Fund as approved at the February 20, 2010 Annual Congregational Meeting.

3. PROPOSED BUILDING REDEVELOPMENT:

At the Congregational meeting held on February 20, 2010, the Congregation received and approved a recommendation to proceed with establishing a design and financial plan with respect to the redevelopment and construction of the Mulvagh Wing of the Church. At that time, it was estimated that the project would cost approximately $ 550,000. During the period since that meeting, considerable work and effort has gone into the development a design plan as well as the gathering of necessary funds. As at December 31, 2010, funds designated and available in the building expansion fund were $ 144,845 – this amount is net of $ 16,634 expended to cover architect and other soft costs to December 31, 2010.

In January 2011, the Facility Planning Team was instrumental in preparing and submitting a Grant Application under the provisions of the Enabling Accessibility Fund. The Grant Application is for a total of $ 1.2 million and includes provisions to improve accessibility to the premises as well as expand the premises. If the Grant Application is accepted, then the Federal Government will provide funding of up to 75 % of the application amount with the balance to be funded by the congregation. It is anticipated that the Grant Application and preliminary decisions regarding the status of the project will be available before the end of June 2011.

Given the nature of the potential Grant, and its ramifications, the Facility Planning Team has recommended that the construction and planning process related to the proposed building redevelopment be delayed until after the outcome of the Grant Application is known.

PARKWOOD PRESBYTERIAN CHURCH
MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Africa Inland Mission International (Canada)	$ 1,500	$ -	$ 0	$ 0
Carlington Chaplaincy Fund	1,500	1,000	1,000	1,000
Covenant Orthodox Presbyterian Church	500	3,000	3,000	3,000
Gracefield Camp	1,500	1,500	1,500	1,500
Intervarsity Christian Fellowship	1,000	1,000	1,000	1,000
Other Missions	892	1,222	1,470	1,200
Total	$ 6,892	$ 7,722	$ 7,970	$ 7,700

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Advertising-newspapers	$ 2,029	$ 2,683	$ 2,000	$ 2,000
Brochures for Visitors	0	1,131	1,500	1,300
English Fellowship Evening	0	0	0	150
Kumon Outreach	0	0	0	200
Total	$ 2,029	$ 3,814	$ 3,500	$ 3,650

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Social Hour Supplies	$ 1,252	$ 1,102	$ 1,400	$ 1,400
Support for Gracefield Weekend	0	214	250	250
Total	$ 1,252	$ 1,316	$ 1,650	$ 1,650

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Pastoral Care	$ 0	$ 0	$ 400	$ 100
Total	$ 0	$ 0	$ 400	$ 100

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Adult Education	$ 214	$ 299	$ 300	$ 450
Church Library	459	651	400	400
Church School	1,924	1,418	3,000	2,700
Logos Program	597	600	600	600
Nursery Care	0	0	150	50
Summer Programming	0	0	200	0
Young Peoples Groups	603	1,504	1,500	1,500
Total	$ 3,797	$ 4,472	$ 6,150	$ 5,700

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Audio- visual	$ 59	$ 24	$ 250	$ 0
CCLI Licence	446	456	450	475
Hymnals/Bibles repair/replace	0	0	200	25
Music	218	498	500	200
Director of Music Ministry	15,450	16,175	16,175	16,647
Continuing Education	0	0	0	250
Piano/organ maintenance	205	0	325	210
Organist/Pianist Supply	1,040	905	1,300	1,000
Pulpit supply	750	1,571	1,350	1,050
Reformation Sunday	150	150	150	150
Special Events	211	16	250	0
Total	$ 18,529	$ 19,795	$ 20,950	$ 20,007

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Conferences	$ 100	$ 40	$ 100	$ 100
Congregational Supplies	411	472	900	500
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	197	197	230	230
Presbytery Dues	6,120	5,588	5,588	6,562
Web Hosting	83	0	0	125
Microfilming	0	296	500	300
Total	$ 7,011	$ 6,693	$ 7,418	$ 7,917

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Bank Charges	$ 113	$ 139	$ 125	$ 125
Canada Pension Plan	3,139	3,259	3,127	3,182
Caretaker	7,650	7,850	7,850	7,850
Computer Hardware/Software	3,497	1,177	3,490	3,490
Congregational Administrative Assistant	10,086	9,606	10,300	10,300
Employment Insurance	1,944	2,003	1,907	1,982
Extended health care coverage	3,540	3,433	5,797	4,068
Fuel	3,792	2,372	5,100	2,500
Furniture&Equipment repairs/replacement	551	444	1,000	500
Insurance Church	3,492	3,188	4,500	3,500
Lighting	6,178	5,960	6,200	6,100
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,200	23,199	23,200	23,200
Minister's stipend	51,200	53,000	53,000	54,200
Presbyterian Church Pension Plan	5,516	5,615	5,665	5,728
Repairs,Replacements&Maintenance	19,356	15,292	10,000	10,000
Snow Removal,Salt,Sand	4,299	3,929	4,000	4,000
Stationery&Office Supplies	8,050	8,840	7,000	8,000
Students/Interns	3,720	4,160	0	0
Telephone	2,096	2,064	2,160	2,100
Water&Sewer Charges	1,111	1,035	1,600	1,100
Total	$ 163,130	$ 157,165	$ 156,621	$ 152,525

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Interest	$ 1,044	$ 322	$ 1,900	$ 4,100
Rentals	14,570	15,738	9,300	11,700
Sundry-HRDC Grant-Students/Interns	3,984	4,420	0	0
Grants/Recoveries	328	370	0	0
Total	$ 19,926	$ 20,850	$ 11,200	$ 15,800

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Canhave Children's Centre Inc.	699	430	0	0
Christian Blind Mission	631	0	0	0
Christian Hit Radio Inc	0	215	0	0
Christian Salvage Mission	235	0	0	0
Gracefield Presbyterian Center	125	35	0	0
Jericho Road Ministries	665	0	0	0
Kenora Fellowship Centre	0	394	0	0
Mission Aviation Fellowship Canada	0	375	0	0
Presbyterian Sharing	34,240	31,005	30,000	31,000
Presbyterian World Service	2,090	2,686	0	0
Samaritan's Purse	10	0	0	0
SCA International	145	0	0	0
The Kings Daughters Dinner Wagon	0	440	0	0
The Leprosy Mission	0	50	0	0
Total	$ 38,840	$ 35,630	$ 30,000	$ 31,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2010

	2009 ACTUAL	2010 ACTUAL	2010 BUDGET	2011 BUDGET
			(unaudited)	(unaudited)
Canhave Children's Centre Inc.	699	430	0	0
Christian Blind Mission	631	0	0	0
Christian Hit Radio Inc.	0	215	0	0
Christian Salvage Mission	235	0	0	0
Gracefield Presbyterian Center	125	35	0	0
Jericho Road Ministries	665	0	0	0
Kenora Fellowship Centre	0	394	0	0
Mission Aviation Fellowship Canada	0	375	0	0
Presbyterian Sharing	34,240	31,005	30,000	31,000
Presbyterian World Service	2,090	2,686	0	0
Samaritan's Purse	10	0	0	0
SCA International	145	0	0	0
The Kings Daughters Dinner Wagon	0	440	0	0
The Leprosy Mission	0	50	0	0
Total	$ 38,840	$ 35,630	$ 30,000	$ 31,000

C. **Outreach Team**

During 2010, the Team was involved in the following activities:

Movie Night

This was the 6th[h] year of Movie Night which is held on the last Saturday of each month except December. Due to poor participation mid-year the Movie Night was cancelled.

Men's Video Bible Study

For the 6t[th] year, a group of men came together to further discover God and his wonderful surprises. Every first and third Thursday of each month, except the summer, we met in the Fireside Room at the church from 7 – 8 p.m. Currently we are studying the book called "The Shack". A new study activity "God is Closer Than You Think" by John Ortberg will commence in 2011. Come and join us. For more information call Tim at 613-224-3287 or 613-825-3434.

Tim Visser, Team Leader

KUMON Welcoming Outreach

KUMON rents the lower hall twice weekly for three hours after school. The welcoming team (Rose O'Connor, Jean Sida, Jan Sheridan) greet a diverse group of students and families of many backgrounds and faiths in the narthex. We provide drinks, needlework projects, a variety of crafts and friendly conversation. In showing interest and concern for all families, we try to live up to the banner over our heads, which proclaims Parkwood's purpose "to enable individuals and families to discover, grow in and share the love of God found in Jesus Christ".

Jan Sheridan

D. **Fellowship Team**

The Fellowship team planned a successful congregational picnic this summer at General Burns Park. The weather was good with only a light sprinkling of rain while we were packing up to leave the park. Special thanks to Duane Mayo, who loaded and brought our barbeques to the event.

Thanks to Flora Brown and Frances Robertson for the strawberry treat after Sunday Service on June 27[th].

The Fellowship Team also hosted a corn boil in the late summer, and the corn which was purchased from Dekok Farms was enjoyed by everyone.

A Valentine's evening was held on February 13[th] which took the form of a Beetle drive. The 12 people who attended this party had fun. A Valentine's evening is not planned in 2011 because of the Building to Serve Campaign Fund Raising Events being held around the same time.

An important function of the Fellowship Team is to greet and welcome visitors and newcomers to our church, have them sign the guest book, and direct them downstairs for coffee to meet others in the congregation. In this regard, the congregation is grateful to Barbara Townsend, Jim Kritsch, Margaret Roach, Sylvia Hepburn, Jean Sida, Bill Zylstra, Philip MacFie, Laura Game, Ross Fraser, Margaret Main,

Diane Game and Don Pestaluky. In 2011, John Huber, Kristine Marion and Shayla Fraser will be greeting our quests in place of Sylvia Hepburn, Laura Game and Ross Fraser.

The current members of the Fellowship Team are Bill Zylstra, Jean Sida, Diane Game, Flora Brown, Susanne Finter and Don Pestaluky. New members are welcomed. If you are interested in joining this Team I would be delighted to speak to you. You can contact me at 613-226-3089.

Don Pestaluky, Team Leader

Refreshments and Ushering

This year. the congregation is thankful to the following people who ushered during our Worship Services: Bob and Diane Game, Stewart and Jean Elder, Andrew and Denise McGregor, Tim and Alice Visser, Robert and Sarah McCaughern, Peter and Betty Paul, Jim and Philip MacFie, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main and Don Pestaluky.

This year, we are also grateful to the following coffee and tea servers who make our fellowship time after Sunday Service most enjoyable: Jim and Christina Kritsch, Duane and Barbara Townsend, John and Jean Kerr, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Carrie Kritsch and Robert Picard, Dale Tuck and Albert Deboer, Frances Robertson and Margaret Main and Marcia Harten.

We are also very grateful to the Bailie Family, who faithfully ensures that sufficient supplies and goodies are available for our fellowship time after the Worship Service.

Don Pestaluky

Sunday Night Bible Study

This group meets on alternate Sunday evenings at 8 p.m. in the Fireside Room. We have a regular attendance of 7 people. This year we have been studying the book of Isaiah. Members, who wish to, take turns in preparing the study, but there is no pressure to do so, and we would welcome new members.

Jean Sida

Men's Breakfast

Now in our 29th year, the Men's Breakfast has enjoyed a long history of interesting speakers from all walks of life. Twenty participants on average enjoyed the enriching topics presented by the following speakers this past year:

Jan. Layton Kerr from the MET
Feb. Don Hutchison, Evangelical Fellowship of Canada
Mar. Michel Lafleur, Reitred RCMP Officer
Apr Jose Fernadez, Immigrant from Cuba
May Arden Walthad, St Paul's Presbyterian Church, Ottawa
Sept. Dave Harder, A Church Planter from Vancouver
Oct. Mel Finlay, National Director of Nation at Prayer
Nov. Jeff Friesen, Director of Camp IAWAH

Gordon Walford, who so faithfully provides us with musical accompaniment, is greatly appreciated. We are very thankful to the Summerhays Restaurant on Baseline near Woodroffe which provides us with many breakfast delights.

Our meetings take place once a month (except June, July, August and December) on Saturday morning from 8:00 am. To 10:00 a.m. Women of the church are invited to our May breakfast and to special events.

For more information about our meetings please contact any of the following:

Tim Visser	- coordination, follow-up and speakers 613-224-3287 or 613-825-3434
Gord Walford	- music
Rev. James T. Hurd	- Chairperson
Stewart Reeves	- treasurer

We extend an invitation to all men and their friends to enjoy a wonderful two hours of food, fellowship and a blessed time in worshipful singing and spiritual nourishment.

Tim Visser

Ladies Breakfast

The ladies met at 8.30 a.m. at the church on the third Saturday of the month in March, April, October and November. Members take turns in preparing breakfast, sometimes cooked and sometimes muffins etc. and fruit. After breakfast, we sing songs, and share information about our recent activities. A Bible scripture is read, usually chosen by the speaker, and then our speaker brings us their message. Afterwards we close with prayer requests. Average attendance is 10-12.

This year we had speakers from Every Child is Sacred, Spectrum Intervention, a group which supports autistic children and their parents, and the Debra Dynes Family Home. We also welcomed Yetta Dekker, who gave a personal testimony of her two near-death experiences and how they changed her life.

Thanks to all those who have helped in preparing the food, setting up tables, music and prayers. We would like to have more women join with us on a Saturday morning; we would love to see you.

Jean Sida

Gracefield Retreat

The annual Gracefield Retreat was held the weekend of Sept 17th to 19th with 25 adults and 17 young people attending. The theme was "Facing the Unknown" and a Bible Study on this was held on Saturday morning for adults. The youth had their own study followed by canoeing. After lunch there was a hike followed by games and archery and a BBQ which was attended by 47 (some people came just for the day). There was also swimming for the hardy and a campfire in the evening.

On Sunday morning there was a worship service followed by lunch and a closing ceremony. Thanks to Floyd McPhee for leading the service.

The planning team members are Gerda deVries, Chuck Fraser, James and Karen Hurd, Kathy Newton and Jean Sida. Thanks to all of these and to all who helped in any way (preparing salads and BBQing, organizing games etc.), making this a very enjoyable weekend.

Inevitably it was not a financial success, losing a total of $214 which was covered in the budget.

Jean Sida

Koffee Klatch

Koffee Klatch is a social and spiritually-supportive ladies group of the church, which meets on Wednesdays from 2:00 until 4:00 p.m. from September to June. We share an hour of fellowship over refreshments, followed by an hour devoted to prayer and Bible study. The present study is entitled "Prayers of the New Testament" by Lynne Baab. We have a special pot-luck luncheon at Christmas, and again in June, when we close for a 2-month break.

Lorraine Widdis

Parkwood Book Club

The Book Club began in the fall of 2009. Since then, the participants have gathered to discuss a variety of books. We met on the second Monday of every other month. The books included non-fiction as well as fiction. So far, the books read and discussed were *The Guernsey Literary and Potato Peel Pie Society* by Mary Ann Shaffer and Annie Barrows, *At Home in Mitford* by Jan Karon, *Gracism* by David Anderson, *The Girl in the Picture* by Denise Chong, *The Red Tent* by Anita Diamant, *The Shack* by Wm. Paul Young, and *The Five People You Meet in Heaven* by Mitch Albom.

Marcia Harten

E. **Worship Co-ordination Team**

The Worship Co-ordination Team met on three occasions during 2010, in May, September, and November. In addition, the minister and the Director of Music Ministries met on a weekly basis except during June and July to select music for worship.

Worship was held each Lord's Day during the year at 10:00 a.m., with an average attendance of 131. Evening services were held on four Lord's Days during Lent, during the month of March, with an average attendance of 20 (ranging from 16-21).

Special services were also held on Maundy Thursday, Good Friday, and Christmas Eve.

On the warmest Easter in our experience, on April 4th, we celebrated a wonderful sunrise service, with 50 in attendance.

During the minister's absence in June and July on vacation and study leave, we welcomed as guests Cedric C. Pettigrew (June 6th), Robert Martin (June 13th), David C. Kettle (June 20th), and John Fair (who conducted worship on five occasions from June 27th through July 25th).

The Music and Drama Camp organized by Jennifer and Janet Hurd, held during the March break, contributed a dramatic musical to worship on March 21st.

The children and leaders in our mid-week children's programme, LOGOS, contributed special music to several services during the winter and spring, and also presented a Christmas dramatic musical on November 27th.

We were delighted to welcome the choir from the Ottawa Sarang Korean Presbyterian Church to worship on November 21st, and again on Christmas Eve, when a combined choir presented the anthem, "Silent Night For All The World" in five languages: German, Spanish, Korean, Zulu, and English.

In the spring, a gathering was convened of number of people with experience and interest in sound and video recording and the use of Web casting to explore ideas for future initiatives.

A new sound board was purchased and is awaiting installation, pending the completion of a new cabinet and platform at the rear of the sanctuary. This should aid in improving sound quality and facilitate more comfortable quarters for those operating the sound system and recording the services.

Several individuals attended a demonstration of the EasyWorship software at another local church in June. The team continues to explore this as a means of increasing flexibility and creative design in the preparation of PowerPoint projection materials for use in worship.

New candles were again procured for the Advent wreath, and these proved much better than the ones acquired the previous year. We were delighted to welcome the participation of several new families in the Advent liturgies this year.

We are grateful to contribute our gifts to enhance the worship we offer to God throughout the year. We continue to be thankful for the leadership and service of Dianne Smith as our Director of Music Ministry, and the many volunteers who contribute so many different gifts in so many different ways toward our goal to worship God in spirit and in truth, to His glory.

James T. Hurd, Team Leader.

Choir

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursday evenings, usually continuing until about 8:30. Average attendance during the past year has been very good, and new members with a love of music will be welcomed at any time. We welcome Lori Stewart, alto, as a new member, as well as the return of long-time member Ray Thompson, tenor. We appreciate Dianne Nickerson's assistance with the Christmas music.

The musical parts of the worship service are usually led by Dianne Smith at the organ or piano, with accompaniment by Gordon Walford, guitar, and Asuquo Eniang, bass guitar. Glenn Harder has pro-vided violin accompaniment on several occasions, and Susanne Finter has provided flute accompany-ment several times. Solos have been performed by Susanne Finter, Alta Macfie, Jean Pierre Bernard, and Lori Stewart. We thank all who have assisted in any way with the musical activities.

The choir had a barbecue and social evening in July at the home of Alta Macfie.

Stewart Reeves

F. **Christian Education Team**

Church School

Church school is provided for children ages 3 and up including high school students. The students are divided up between 5 classes and are taught by a team of dedicated teachers. The curriculum for the 2009/2010 school year was the "Show Me Jesus" series by the Great Commission Publications, while the curriculum for the 2010/2011 school year is from David C. Cook/Scripture Press. Church school numbers are increasing for which we would like to give thanks.

We would also like to give thanks to the following individuals who shared their gifts of teaching during 2010: Andrew and Sandra McPhee, Pamela Pestaluky, Holly MacDonald, Kathy Newton, Marjari Sutherland, Ann Marie Bernard, Genevieve Donaldson, Barbara Townsend, Susan McCullough, and Lothar Hopp

Nursery services were provided throughout the year by the parents/grandparents of the children involved. The use of an audio linkup to the worship service has been an added bonus to the nursery.

Pamela Pestaluky

Summer Sunday School

The theme for the Sunday School sessions this past summer was "The Parables of Jesus". The Christian Education Team purchased DVDs from Nest Learning which were very well received. The DVDs were accompanied by colouring pages and activities at differing levels of difficulty from which the children could choose. Thank you to all the teachers and assistants who ran the program. Many thanks also to Junior Akat, our technical assistant for the summer. Attendance averaged eight children per week.

Alta MacFie

Logos Program

The year 2010 has been another successful year for Parkwood's Logos program. Logos is Parkwood's mid-week activity for children in grades 1-8. As of December, we have 33 children registered. As well, we have up to 10 high school students who volunteer regularly with the Logos program. Space continues to be an issue and we continue to have our grades 5-8 children and many of our teen volunteers go to a local school for their games/recreation time. This September, we had to change schools and they now have their recreation at Elizabeth Wyn Wood Alternate School.

Among the highlights of 2010 was the Logos Christmas musical presentation, "Follow the Star". The children are enthusiastic singers and actors and their efforts paid off as our congregation was blessed with this Christmas message. Special thanks to Peter MacDonald, Holly MacDonald and Pamela Pestaluky for their efforts in this regard. As well, thanks to Regan Rambally for his help with the sound system and to the Logos parents and the congregation for their support with costuming, props and sets.

The Logos children also put on a benefit concert in April and raised several hundred dollars for Parkwood's Building Fund.

We also had a very successful guest night in October when we welcomed 12 guests on Logos Railroad Night.

Holly MacDonald has continued as director of Logos. Ann Marie Bernard and Jean Pierre Bernard are our head cooks. A special thanks for their hard work and dedication. As of September, Alta MacFie resigned as our worship coordinator. We are happy to have Peter MacDonald join us as a worship leader. Alta had been with the program since its beginnings at Parkwood (more than ten years), and we all thank her sincerely for her many years of dedication. We have a regular staff of 18 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook and serve theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

Holly MacDonald, Director

Youth Group

Rev. James Hurd, with the help of adult volunteers, has been organizing an outing once a month for youth in Grades 7 and up. Activities have included glow-in the dark mini-putt, bowling, laser quest, slot car racing, skating on the canal, sledding at Bruce Pit and a video games night. An end-of-school picnic was held at Sharbot Lake which was a great way to kick off the summer holidays. Even though the weather was cool, the swimming was great and there was room on the beach for a rousing game of volleyball.

The youth have remained actively involved in the Logos mid-week children's program as it is an excellent means by which to earn their community service hours needed for their high school diplomas. (Even after fulfilling this requirement, many continue to come and offer their services.)

The high school age youth who volunteer at Logos also attend a half-hour bible study and discussion group led by Rev. Hurd before heading out for gym night at a local school. We have up to 16 youth attending Logos and/or the once a month activity outing.

Many thanks to the adult volunteers (Jim and Holly MacDonald, Alta and Philip MacFie, Kathy and Bob Newton and Pamela Pestaluky) who help to support these programs.

Pamela Pestaluky

Young Adults

The Parkwood Young Adults Group met for lunch and study after worship on the second Sunday of each month, except in June, July, and August. Attendance varied from 6 to 10, with an average of 8.

We enjoy a meal together, a time of informal sharing, and then afterwards a period of study. Throughout the year, we have been studying the gospel of Mark, reading one chapter a week and discussing its content and application to our lives.

We are eager to invite other young adults to join us.

James T. Hurd

Mid-Week Summer Services

This group met on eight consecutive Wednesday evenings in July and August. The topic was ***Angels and Demons – Exploring Common Myths.*** It was an 8-part CD series by Dr. R.C. Sproul of Ligonier Ministries. Rev. John Fair led the first four studies and Rev. James T. Hurd took the last four in the series. A discussion and question/answer time followed each presentation. It was well-attended, with approximately 15-20 attending each week. Every second week we began with a B-B-Q, and those attending brought salads or desserts to accompany the hamburgers and hot dogs. We thank those who brought food and who organized and helped with the B-B-Q. It was a wonderful evening of fellowship and study each time.

In lectures 1 and 2, Dr. Sproul used Isaiah 6, Ezekiel 1-2 and Revelation 4-5 to describe the function of angels (***Angelos*** means "messenger") in heaven which is primarily to worship God and declare his holiness by what is called a ***trisagion*** which is a 3-fold repetition of the words – ***Holy, holy, holy.*** We also saw how they attend to God.

In lectures 3 and 4, the study shifted from the heavenly function of angels to that of earth. Here, Dr. Sproul used passages such as Genesis 3:22-24; Job 38:4-7; Psalm 104:4; Ephesians 6:10-18; Hebrews 1:7; 2 Kings 6:8-23; Matthew 4:1-11 to show how God used angels here on earth and in the lives of people.

In Lecture 5, the focus was on how angels were the voice of God on earth. Dr. Sproul used 2 passages – Joshua 5:13-15 and Luke 1:5-38.

In lecture 6, the objective was to understand why angels are not to be worshipped and why Jesus is to be worshipped. The scripture passages used were Colossians 1:15-23 and Hebrews 1.

The first 6 lectures dealt with angels while the last 2 lectures focused on demons with particular attention to Satan. These lectures looked at his deceitfulness and his role as tempter and accuser. The passages used were – Luke 22:31-34; Ephesians 4:26-27; James 4:7; 1 John 3:8; Job 1:16-22, 2:4-7; Matthew 4:3-10, 12:24; 2 Corinthians 11:14; Revelation 12:7-12.

The mid-week summer service provided a great learning opportunity that many took advantage of, and we trust they grew in their knowledge and understanding of God and his involvement in their lives through these heaven-based beings to the glory of God.

John Fair

Library

The library grew slightly in size but the usage did not. This year only thirteen books were signed out. However one can hope that more use was indeed made of it by people reading material while waiting for children to finish their programmes or finding the quiet of the library an incentive to read *in situ*.

Fifty-two books were discarded and fifty-seven new titles were added. Of these, seven were for the children.

Such little use of the library does make one wonder if the material being bought is not of value or interest to the congregation. Therefore suggestions of titles and/or subject matter of books to be purchased would be very welcome.

Margaret M. Main

G. **Mission Team**

Except for the summer months of June, July, and August, the Mission Team (MT) met regularly on the first Tuesday of the month at 18:30 at our Church in order to address and facilitate the work and witness of Christ's Church through Parkwood's local, national, and international mission outreach.

Throughout 2010, announcements were made by the MT in order to bring before our congregation the following participation opportunities: World Leprosy Day, Campaign for Life programme challenges of "40 Days for life" and "March for Life", the PWS&D "Chile Relief" fund, and the "Church Around the World" monthly Bulletin inserts.

The MT would like to thank those who financially and/or prayerfully supported our 2010 Special Appeals. In addition, we would also like to give specific thanks to Allan Pestaluky for his helpful assistance during our Appeal presentations. In 2010, $440 was raised for the King's Daughters – Ottawa Meals on Wheels program, $215 for Christian Hit Radio Inc., $375 for Mission Aviation Link, and $394 for the Kenora Fellowship Centre.

A highlight of the year 2010 for the MT, was the opportunity to meet and greet Mr. David Hall, the newly appointed President of the Carlington Community Chaplaincy Council (C.C.C.C.). Mr. Hall gave a general update on the work of the C.C.C.C. , shared their 3-year strategic plan, their aspirations and anticipated needs, and made suggestions of possible ways by which supportive churches might help.

Following a candid discussion, in which the MT expressed several of our specific concerns about the importance of establishing a clear and measurable Christian-based "Ministry of Presence" within the multi-faith community of Carlington, it was agreed that we would be supportive of them by the promotion and displaying of their C.C.C.C. fund-raising cards. It was clearly understood that Parkwood Church would not be responsible in any way for the handling or receipting of any donations being given by those who might obtain their supportive cards through the church display.

Another highlight of the year is our annual Christmas Shoe Box dedication Sunday. It is always a joy to watch the excitement with which our young children carry the Christmas gift boxes forward to the front of the church. This year we were fortunate to have Leah Hopp, our lay mission worker, present with us in time to be able to help out with the presentation. In 2010, there were 84 Christmas Shoe Boxes dedicated in this highly successful Christian outreach to needy children in third-world countries.

Earlier in the year, Leah Hopp sent Parkwood an update of her ministry which was published as an article in the September issue of the Pulse. The MT asks on her behalf for ongoing prayer by the Parkwood family for God's continual presence, protection, provision, and peace.
On December 14th, Parkwood was represented at Algonquin College through the ministry of the Algonquin College Pause Table. The students who came to enjoy the refreshments were extremely grateful. One staff member remarked that "this was a wonderful way of nurturing the students during

exam time when their stress levels were high". Printed invitations to the Christmas Services were provided. Many thanks to the countless volunteers who bought and baked refreshments. A big thanks.

Stewart Elder, Team Leader

H. **Pastoral Care Team**

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on the other person through active listening, with the goal of responding to concerns with offers of support and guidance. The members of Parkwood's Pastoral Care Team are: Dora Brown, Marianna Hopp, Laura Game (new member), James Hurd, Thelma Passmore, Margaret Roach, Linda Robinson, Jean Sida, Dale Tuck, Barbara and Duane Townsend. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The team met monthly, except in July and August, for counsel and prayer together. The Pastoral Care Training course is offered in Ottawa twice each year, in spring and fall. The course runs for ten weeks, and involves a two-hour session once a week. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in the hospitals, is encouraged to speak to any member of the Pastoral Care team. Continuing education courses are also available.

On April 27th and October 26th, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday Services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted five Lunch and Learn events, in February March, April, October, and November, with speakers on a variety of topics.

At Starwood Nursing Home, we conducted three Sunday morning worship services, in May, August, and October, assisted by several members of Parkwood's congregation. Worship services were also conducted at Grace Manor approximately once each quarter, sometimes including celebration of the Lord's Supper, with assistance from Thelma and Russ Passmore.

The Prayer Chain continued to function, co-ordinated by Jean Elder, interceding regularly for those who request prayer.

The Pastoral Care Team attempts to send cards on behalf of the congregation to members and adherents who are in hospital, or who have been bereaved; also to those who welcome the birth of children, mark "milestone" birthdays, or celebrate significant anniversaries. Laura Game has recently taken over from Linda Robinson in co-ordinating this ministry.

Anyone who is aware of any individual particularly in need of prayer or pastoral support is encouraged to contact the minister or one of the members of the Pastoral Care Team.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March, and at the Queensway Carleton Hospital throughout the year.

Dora Brown is an active volunteer at Peter D. Clarke Centre, and chairs the Spiritual Care Committee there. She also helps to plan regular worship services for the residents; the Presbyterian church holds a mid-week worship service once a month, usually led by Linda Robinson, and sometimes by James Hurd,

who also serves on the Spiritual Care Committee. We provide large-print "Today" devotional booklets to the Centre, and to individuals within Parkwood Church and beyond. "Today" booklets are also placed in the Narthex, available for pickup by any interested persons.

The team has expressed care for grieving families by providing contact and a series of books entitled "Journeying Through Grief". Pastoral Care has also been expressed in the sending of cards to "shut-ins" and others from time to time.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching Out to Isolated Seniors. The aim of the Network is to improve the health and well-being of seniors in need, and provide input into city and government policies affecting seniors. Isolated seniors may receive social, physical, and spiritual help by calling 613-562-6381. Faith communities are asked to provide spiritual support to those who are referred to them by the Network.

Dora Brown

9. **OTHER REPORTS**

A. **Leading With Care Team**

The Leading with Care Policy of The Presbyterian Church in Canada aims to ensure that all persons, and in particular all children, youth and vulnerable adults who participate in the denomination's programs and ministries, and/or use the denomination's facilities, will be cared for with Christian compassion and will be safe. This involves having good processes in place to prevent opportunities for abuse and harm; protecting the vulnerable, reporting incidents of abuse, neglect and harm; and training and supporting our teachers and leaders. The policy was implemented at Parkwood in June, 2006.

During 2010, policy and procedures were reviewed with leaders and teachers. Obtaining Police Records checks for new leaders and teachers and updating checks every five years, as required by PCC policy, is an ongoing process.

Roger MacPherson, Team Leader

B. **Fundraising Team**

The Fundraising Team reports that as of January 1, 2010 there was $50,197 in the Building Expansion Fund.

During the year, we received $91,852 in designated offerings for the Building Expansion Fund, and other fundraising receipts of $19,130, for a total of $110,982 in cash received.

Costs associated with planning and preparing for the facility expansion amounting to $16,334 were charged to the Building Expansion Fund, leaving a balance on hand as of December 31, 2010 of $144,845. This amount does not include pledges, nor contributions received after December 31, 2010.

A further report will be made at the annual meeting.

We would like to thank everyone who has participated, for without your support all our efforts would be in vain.

Jean Pierre Bernard, Team Leader

10. **NEW BUSINESS**

A. **Budget Team Report and Recommendations**

Overview for 2010

Total offerings and other income were $330,799 (see Budget Table 1). This was the fifth consecutive annual increase. The area with the largest increase from 2009 was the Building Expansion Fund where the donations for the year were over $91,000.

Offerings for local purposes were down slightly in 2010 (see Budget Table 2). Team expenditures were lower than in the previous year. This combination produced a deficit of $2,750 in 2010 compared with a deficit of $4,572 in 2009.

Offerings for Presbyterians Sharing were $31,005 which exceeded our target of $30,000.

Budget Table 1

Overview of Total Financial Inflows, 2007-2010

	2007	2008	2009	2010
Offerings for Local Purposes	190,656	174,054	178,142	177,377
Offerings for Presbyterians Sharing	26,327	24,555	34,240	31,005
Offerings for Special Appeals/Outreach	5,346	9,905	4,600	4,625
Sub-total	222,329	208,512	216,982	213,007
Offerings for Designated Funds *	27,255	58,109	45,348	96,942
Sub-total (total offerings)	249,584	266,623	262,330	309,949
Other income (rentals, etc.)	21,994	19,961	19,926	20,850
Total Offerings and Other Income	271,578	286,584	282,256	330,799

***** excludes interest earned and other contributions such as bequests and fundraising.

Budget for 2011

As a result of the deficit for local purposes in 2010, there is a need to transfer money to the Operating Fund Balance for 2011 so that the Treasurer begins the year with $15,000.

	Data	Balance
Balance December 31, 2009	11,916	
Transfer from Nekrassoff Fund (approved February 2010)	3,084	15,000
Deficit 2010	2,750	12,250
Recommended transfer from Nekrassoff Fund	2,750	15,000

Recommendation #1: Session recommends that $2,750 from the Nekrassoff Fund be transferred to the Operating Fund Balance for 2011.

In response to a request from the Budget Team, each team closely reviewed their proposed expenditures for areas where reductions might be made. Proposed total expenditures for local purposes in 2011 are lower than actual expenditures in 2010.

Recommendation #2: The Budget Team recommends that the congregation approve total team expenditures of $199,249 for 2011.

In order to show the congregation what increase in offerings for local purposes would be required to match the proposed expenditures and thus balance the budget for local purposes, the Budget Team calculated that offerings for local purposes would need to increase by 3.4 per cent to $183,449 in 2011.

Recommendation #3: The Budget Team recommends that the congregation approve a target for offerings for local purposes of $183,449 for 2011.

Budget Table 2

Overview of the Budget for Local Purposes

Receipts, Expenditures and Balance *

		2008	2009	2010	2011
		(actual)	(actual)	(actual)	(budget)
	Receipts				
1	Offering	174,054	178,142	177,377	183,449
2	Other income	19,961	19,926	20,850	15,800
3	Total	194,015	198,068	198,227	199,249
4	Expenditures	204,988	202,640	200,977	199,249
5	Deficit	(10,973)	(4,572)	(2,750)	0
	* Data same as in Statement of Operations except similar inflows and outflows for Special Appeals Outreach are excluded.				

For Presbyterians Sharing, the allocation to Parkwood in 2011 is $34,243. On average, the 12 largest congregations in the Presbytery accepted 66 per cent of their allocations in 2009 and 2010. The target proposed for Parkwood in 2011 is $31,000 which represents an acceptance of 90 per cent of our allocation, compared with 89 per cent in 2010. Givings to Presbyterians Sharing help meet the wider needs of the Presbyterian Church in Canada as opposed to the local needs and mission work of our congregation.

Recommendation #4: For Presbyterians Sharing, Session recommends that the congregation approve a target of $31,000 for 2011.

The various financial bequests received by Parkwood have not been explicitly approved to finance the building expansion. In order to proceed with the expansion, it will be necessary to know how the congregation will finance it. In particular, to obtain a mortgage, it will be necessary to present to the lending organization(s) a statement indicating the monies that the congregation has agreed to use for the expansion. The Budget Team suggests the funds be used, as necessary, in the following sequence.

Recommendation #5: The Budget Team recommends that the congregation agree to use the money in the Boyd Bequest Fund to help finance the expansion.

Recommendation #6: The Budget Team recommends that the congregation agree to use the money in the Hempstock-Huff Bequest Fund (formerly the Capital Projects Bequest Fund) to help finance the expansion.

As for the Mitchell-Hempstock Bequest Fund (formerly the Outreach Bequest Fund), a brief review would be appropriate. Initially, the fund began with a congregational decision to use 20 per cent of the original Mitchell bequest to establish the Outreach Bequest Fund. It was agreed to use the interest generated each year by this fund for outreach purposes. It was also agreed to review the terms of the fund every five years. The last five-year review was supposed to take place in February 2010 but through oversight it was not done. The Budget Team is of the view that the building expansion is a form of outreach into the community.

Recommendation #7: The Budget Team recommends that the congregation agree to use the money in the Mitchell-Hempstock Bequest Fund to help finance the expansion.

In late 2010, Parkwood received a financial bequest of $60,000 from the estate of the late Barbara Cairns, a former member of the congregation. Session asked the Budget Team to recommend to the congregation how this money might be used. The Budget Team is of the view that the congregation should tithe 10 per cent of the bequest for mission work just as it did with the two last bequests (Boyd and Nekrassoff).

Recommendation #8: The Budget Team recommends that $6,000 of the Cairns bequest be donated to the following mission work:

$2,500 to Sat-7 (Christian satellite TV service in Middle East and North Africa)
$2,500 in support of Lorne Likely with the Algonquin College Campus Ministry
$1,000 to the Rockland Mission (Church Planting, Presbytery of Ottawa)

The Budget Team also believes it would be appropriate to use the remainder of the Cairns bequest to help finance the expansion.

Recommendation #9: The Budget Team recommends that the congregation use the remaining money from the Cairns Bequest ($54,000) to help finance the expansion.

The amount of money in the **Mitchell-Hempstock Interest Fund** has accumulated to $7,948 as of the end of 2010. In the past, the Budget Team would recommend to the congregation how the money from this fund might be used. If the expansion goes forward in 2011, there may be a need to take on a mortgage and to begin monthly repayments of principal and interest. The repayments would likely begin

some time in the second half of the year. For 2011, the Budget Team suggests that the congregation leave the money in this fund in case it is needed to help meet the monthly repayments of principal and interest later in the year.

Recommendation #10

Session recommends that the congregation approve the use of up to $1,000 from the Mitchell-Hempstock Interest Fund to provide financial assistance for women from Parkwood to attend the first ever National Presbyterian Women's Gathering in Richmond Hill, Ontario in May 2011. The financial assistance would be a maximum of $200 per person up to $1,000 in total.

Dennis Featherstone, Team Leader

D. **Facility Planning Team**

Team Members:

Jean Pierre Bernard	Alta MacFie
Holly MacDonald	Dale Tuck
Shayla Fraser	Reverend James Hurd
Phillip Campbell	Terry McBurney

Based on the plan approved by the Congregation at the Annual General Meeting in February 2010, the Facility Planning Team invited three architectural firms to participate in a design competition to identify options for the renovation and expansion of Parkwood Presbyterian Church.

This competition has produced innovative ideas to renovate and develop Parkwood Church. The designs are based on the principle that the renovation is not just to replace the space lost in the demolition of the Mulvagh Wing but to address key needs of the Church. The priorities established include:

- The development of a fellowship area on the Main level;
- Christian education classrooms, nursery and pre-school area;
- Improved accessibility for people with limited mobility; and
- Improved storage.

Based on the Team's work during the Architectural competition, we added the following priorities, which were approved by the congregation in September, 2010:

- To provide an expanded and improved Narthex that is a welcoming entrance to the Church;
- To provide drive-up access to the Main Entrance; and
- To increase the Church's visibility from both Meadowlands Drive and Chesterton.

Since the Congregational meeting in September, the Facility Planning Team has focused on the following:

1. Preparation for submission of the application for site plan revision to the City of Ottawa Planning Department – to be submitted by 10 February, 2011.

2. Submission of a grant application to the Federal Government's Accessibility Enhancement Fund. The grant application requests approximately $900,000 in support from the fund to complete the Parkwood Church's redevelopment program. The application process closed on 13 January, 2011 and was open to municipalities and not-for-profit organizations that would renovate or retrofit facilities to increase the accessibility for people with handicaps.

The final decision in this competitive process will be known in June, 2011.

3. Refining the design drawings to address comments and concerns raised by members of the congregation. In this regard, the Facility Planning Team established Accessibility and Christian Education User groups to provide input to the design process.

   A key issue addressed by the Team and the Accessibility User Group, is the integration of a replacement for the current handicapped lift into the design of the Narthex. The Team has reviewed the feasibility of integrating an internal ramp into the design; the key barriers at this time are the space required and the cost.

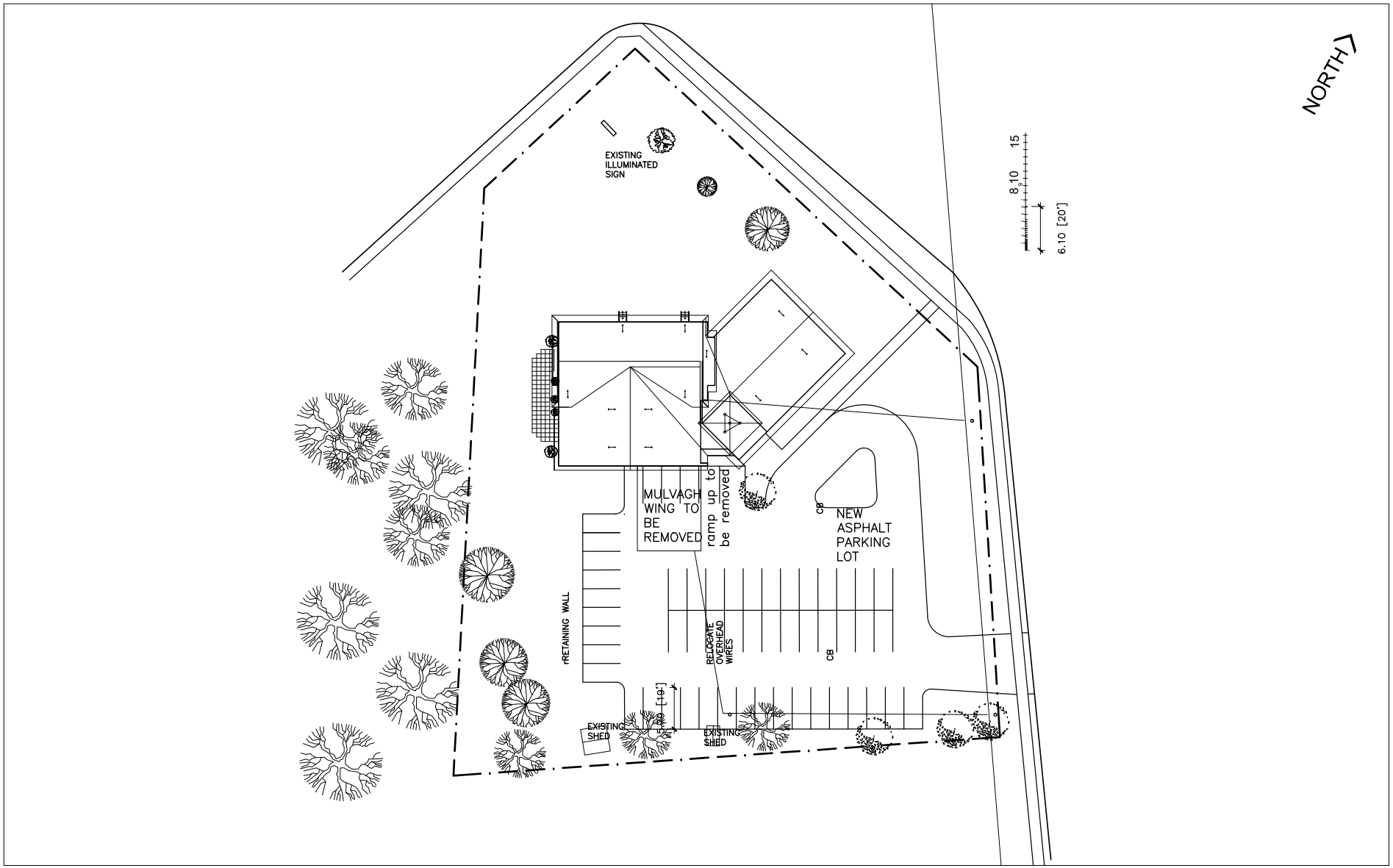
Please see Site Plan and the Floor Plans for the Main and lower levels that are attached (pages 45 to 47).

The decision to proceed and the scope of the project will be determined by the funding available. The original estimate for the design elected by the congregation was $550,000 and the Fund Raising Team will report separately on its success. The addition of the elevator replacement to the project will add approximately $50,000 to the projected cost. In addition, changes to the parking lot and site will add an additional $50-75,000 that was not contemplated.

Recommendations:

1. While planning may continue, it is recommended that any decision regarding the final scope of the project be delayed until the decision on the grant application is known, and that a final budget be established to direct further planning, in the event that the grant application is not successful.

Terry McBurney, Team Leader

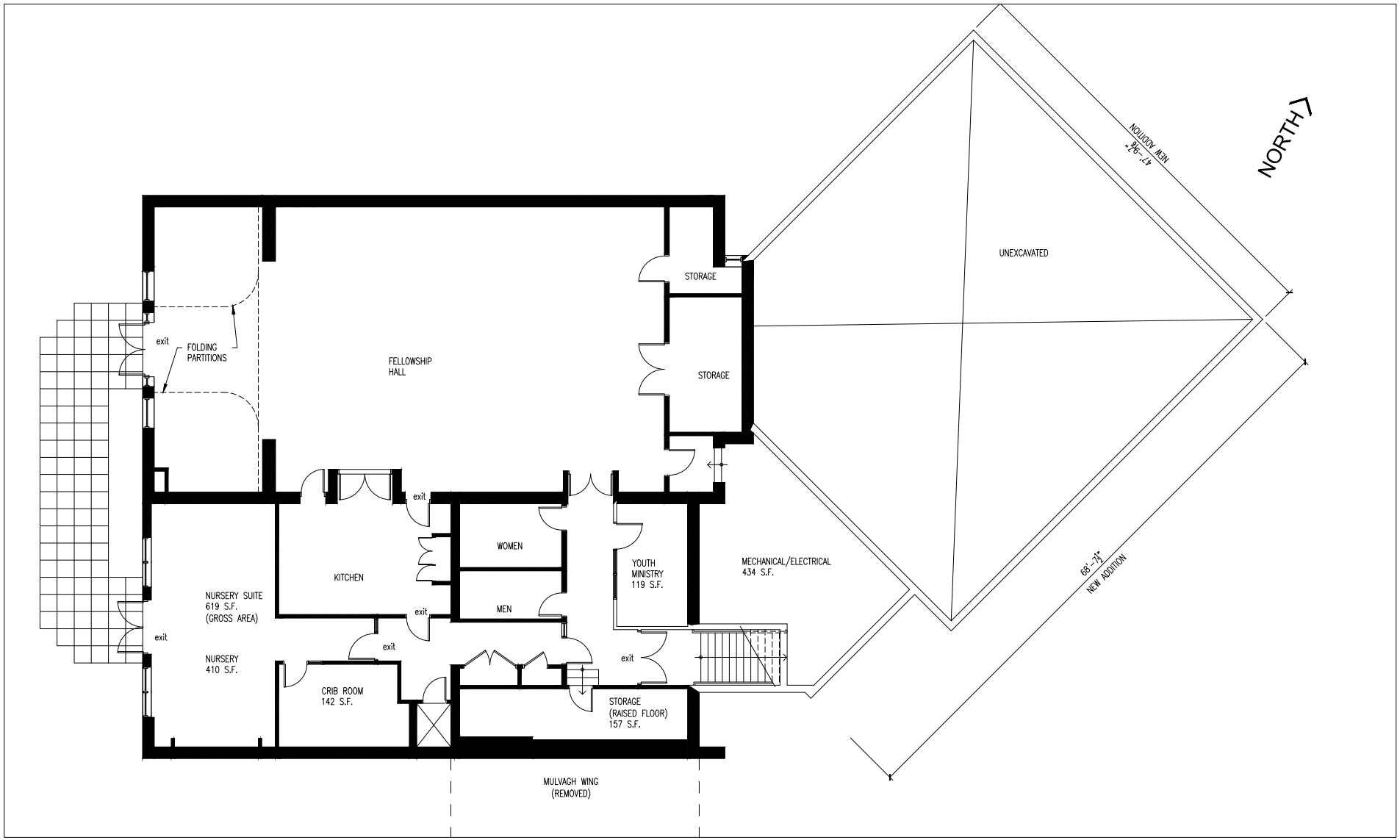


PARKWOOD PRESBYTERIAN CHURCH
10 CHESTERTON DRIVE
DECEMBER 17, 2010

PROPOSED SITE PLAN
SCALE: 1:500

Susan D. Smith Architect
1288 Kingston Avenue
Ottawa Ontario K1Z 8L2
613–722–5327

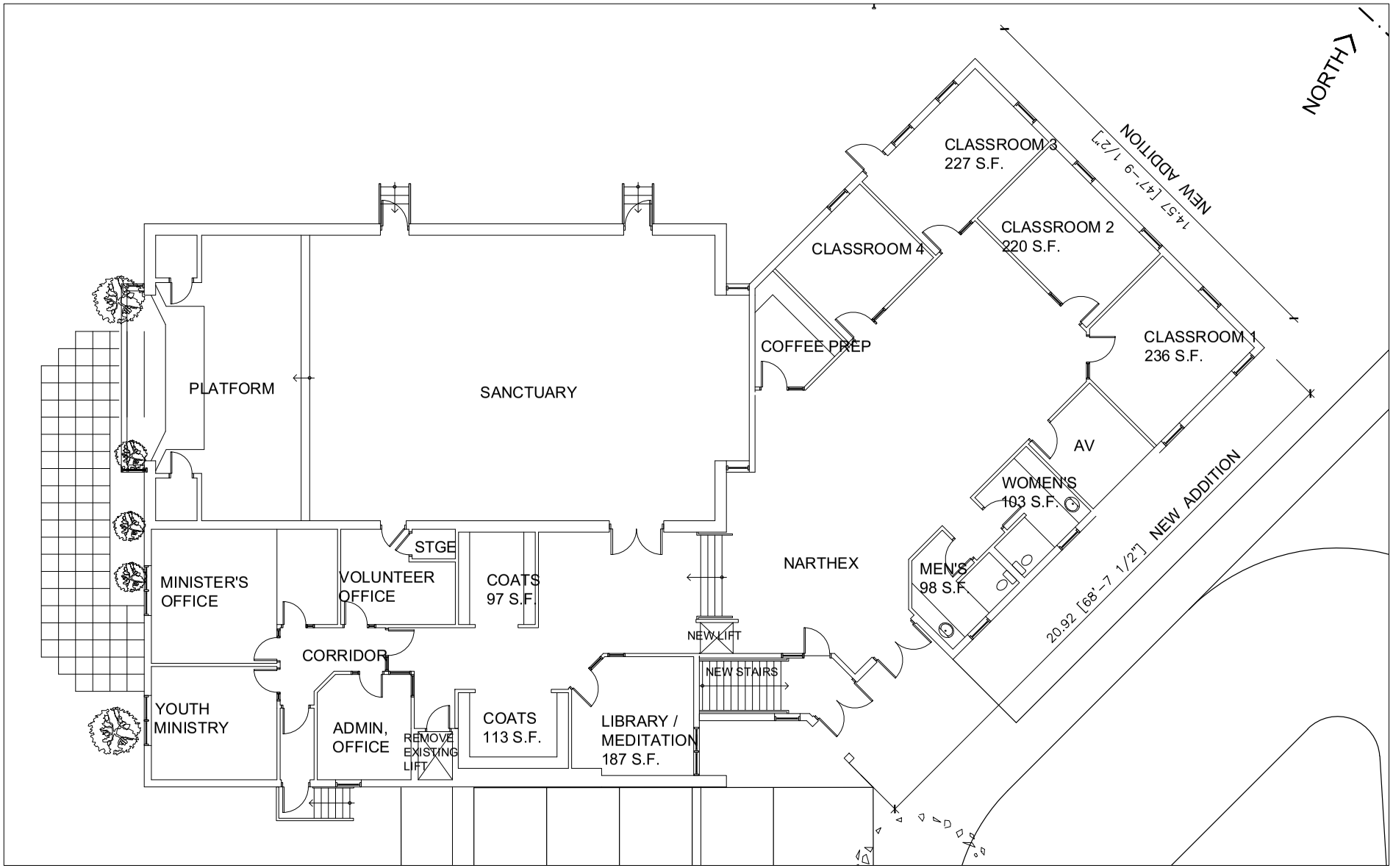
1



Susan D. Smith Architect
1288 Kingston Avenue
Ottawa, Ontario K1Z 8L2
613-722-5327

PARKWOOD PRESBYTERIAN CHURCH
10 CHESTERTON DRIVE

PROPOSED BASEMENT FLOOR
DECEMBER 17, 2010
SCALE : 3/32" = 1'-0"



PARKWOOD PRESBYTERIAN CHURCH

10 CHESTERTON DRIVE
DECEMBER 17, 2010

PROPOSED GROUND FLOOR

SCALE: $\frac{3}{32}$" = 1'-0"

Susan D. Smith Architect
1288 Kingston Avenue
Ottawa Ontario K1Z 8L2
613-722-5327

3

NOTE: the office in the lower right corner should be labelled 'MUSIC OFFICE"

E. **Membership of Ministry Teams 2011-2012**

Policy and Planning
1. **Dennis Featherstone**
2. Phil Campbell
3. Roger MacPherson
4. Stewart Reeves

Finance and Maintenance
1. **Dale Tuck**
2. Flora Brown
3. Jim Elder
4. Terry McBurney
5. Lorne Roach
6. Duane Townsend
7. Bill Zylstra

Outreach
1. **Tim Visser**
2. Jean Pierre Bernard
3. Dennis Featherstone
4. Nouha Nasser
5. Don Pestaluky
6. Linda Robinson
7. Dale Tuck
8. Alice Visser

Fellowship
1. **Don Pestaluky**
2. Danielle Akat
3. Flora Brown
4. Susanne Finter
5. Dianne Game
6. Jean Sida
7. Bill Zylstra

Worship Coordination
1. **James Hurd**
2. John Fair
3. Sibby Fennema
4. Dianne Nickerson
5. Dianne Smith (ex-officio)
6. Lori Stewart
7. Tim Visser
8. Gord Walford

Christian Education
1. **Dale Atkinson** (acting)
2. Holly MacDonald
3. Alta MacFie
4. Pam Pestaluky
5. Regan Rambally
6. Barbara Townsend

Mission
1. **Stewart Elder**
2. Edward Bukenya
3. Asuquo Eniang
4. Lothar Hopp
5. Linda Robinson

Pastoral Care
1. **James Hurd** (ex-officio)
2. Dora Brown
3. Laura Game
4. Marianna Hopp
5. Margaret Roach
6. Linda Robinson
7. Jean Sida
8. Barbara Townsend
9. Duane Townsend
10. Dale Tuck

This list incorporates changes made during the annual meeting.

F. **Other**

Meeting notes:

A) **a supplementary motion** numbered AA was inserted following the report of the Clerk of Session (7 A, page 12). In the minutes of the Annual Meeting of Feb. 20, 2010 (see page 7), in the paragraph beginning "The Kirk Session…" approval had been given by the session to spend $15,000 from the Building Expansion Fund to allow the engagement of architects and other consultants to prepare preliminary plans. During 2010 it was found that the expenditure might be more than $15,000, the additional amount to cover the cost of applying for a site plan. Session approved an additional amount of $15,000 (total: $30,000) and the congregation was asked to homologate the action of session. This motion was approved.

B) **an amendment** was made to recommendation # 7, page 42, adding the words "if necessary". It is possible that, should the application for a federal accessibility grant mentioned in the report of the Facility Planning Team (page 43, item 2) be successful, the money in the Mitchell-Hempstock Bequest Fund might not be needed for the building project. The amendment was approved. Note also that it was the suggestion of the Budget Team that the funds dealt with in recommendations 5 through 9 on page 42 be used <u>in sequence</u> (first paragraph at the top of page 42).

C) **a supplementary report** from the Fundraising Team in the form of a PowerPoint presentation was made during the meeting. It is included in the pages following these notes; a note has been added to slide 11, page 3 of the presentation based on actions taken at the annual meeting: i.e. approval was given in recommendation 9, page 42 to use $54,000 of the Cairns bequest to help finance the expansion.

D) subsequent to the meeting **an error** was found in the Ground Floor diagram on page 47: one of the offices was mislabeled - the office in the south corner previously allocated to the Youth Ministry has been reallocated as the Music Office. The Youth Ministry has been allocated space on the lower level where the library is currently; the library will move to the ground floor in the current narthex, in the corner where the stairs are presently, and the current Meeting Room and Music Office on the lower level will become a Nursery and Crib Room respectively.

E) subsequent to the meeting it was also found that the report of the webservant had been omitted from the annual report – it would have been reported with the other activities under the Outreach Team. It is now included at the end of the annual report, after the Fundraising Team's PowerPoint slides.

F) in December 2011 session decided to not publish e-mail addresses other than those of the minister and Parkwood staff; the Annual Report for 2010 has been subsequently revised (20-dec-11) to strip out the e-mail addresses of team leaders.

PARKWOOD PRESBYTERIAN CHURCH

Summary of building pledges & receipts
January 1, 2010 to February 16, 2011

From there to Eternity!

In the beginning…

1

Estimated cost of project: $550k

In the bank $200k + $50k* = $250k

* Project Phoenix: exactly $50,197

2

We decided to…

Borrow $125k
Fundraise $175k
$300k

3

Fundraising – How did we do so far?

Well…

4

So far we've raised…

A great amount of money!

More than what many thought possible!

Yes, it's a great amount of money!

Do you really want to know? Really?

5

$130,841.00

6

So let's add some numbers.

$130,841.00 - Fundraised
$7,190.00 - Unconditional Pledges
$23,000.00 - Conditional Pledges
$161,031.00 - Fundraised + Pledges

7

- $175,000.00 - Amount we needed to raise
- $161,031.00 - Potential total so far
- $13,969.00 - Additional amount to reach our goal

8

Additional Blessing

- The cost to tear down the Mulvagh Wing, haul away the debris and fill the hole is estimated to be around $50,000.
- Mr. Don Sutherland has offered to do the work at no cost to us.
- I believe that this would more than cover the $13,969.00 needed to reach our goal of $175,000.00

9

Additional Costs

- We need to replace the elevator at an estimated cost of $50,000
- We need to work the grading of the property to meet the city's regulations. Estimated cost: $75,000

10

Possibilities…

- Miss Barbara Cairns Bequest: $60,000 *
- Mr. Sutherland has offered to help with the grading.

* at the Annual Meeting the congregation voted to use $54,000 of the Cairns bequest for the building campaign (see rec.#8, p. 42 of the Annual Report)

11

Fundraising

- We still have until June to fundraise and we have several events still to come.
- To give thanks we are having a games night March 26, 2011.
  - Cookies, Cake, Tea, coffee etc.

12

Appendix: missed reports

Website (http://www.parkwoodchurch.ca)

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins are provided by the office admin folk (Laura Lea Macaulay up to December and Lynda Nesbitt), and Duane Mayo and/or the office admin provide the monthly Pulse and calendars, current versions of which are all available on the website. In previous years material not submitted in electronic format wasn't included in the web issue of the Pulse but that hasn't been the case in 2010. Thanks to all who contribute. We're frequently made aware of folk who have showed up at Parkwood after seeing what we're about on our website.

The traffic data for Parkwood's site indicate a decrease in 2010, particularly in the summer months, but recovered in the last quarter. Popular entry pages include the main page that contains our mission statements and basic information (28% of the top 25), comments (13%), news (7%), audio sermon, Leading with Care Policy and staff (4% each), map, history, youth and activities pages (3% each). Password protection was implemented on the page listing e-mail contacts during the year to protect e-mail addresses from being collected for use by spammers. October and November both had traffic over 20,000 hits, with October showing the highest hit count in the last five years.

Gord Walford, Webservant

Reflection:
Living out God's vision



Revelation 12:1-6 is one of the most well-known passages of the revelation of John. Most often we hear it at funerals, at the end of a person's life. In a way that makes sense. It is meant to provide hope and comfort to those grieving; reminding us that death is not the last word.

But John didn't write these words to speak about *death*. He wrote them to speak about *life*.

The early church was struggling against the power of the Roman Empire. In A.D. 70, Rome destroyed the Temple and occupied Jerusalem. Christianity was not welcome. Some people lost their lives because of their faith. Some lost their jobs. Some lost their homes. Others were getting discouraged, ready to give up.

So John wrote to encourage them, to instill confidence in them. He wanted more than anything else for them to keep going, and not to give up. And the most powerful way of doing that is through a vision. Not just any vision for the world, but God's vision for the world!

> And what a vision it is.
> A vision of the brokenness of the world, healed.
> A vision of the separation between ourselves and God, gone.
> A vision of the creation and Creator as one.
> A vision of a new heaven and a new earth.

There are few things more powerful than a vision. Talk to people who have made it through incredible odds and I guarantee you somewhere in the story was a vision that kept them going.

Some of you may remember the story about three fishermen from Mexico who were lost at sea. Time passed and everyone was sure that they were dead; in fact, the community had held memorials in their honour. But miraculously, after nine months, they were found off the coast of Australia. People couldn't believe that they survived that long. When a reporter asked them, "How did you keep going?" one of them answered, "We had a Bible and we read it every day and then we would look at pictures of our families and we knew we couldn't give up." A picture and a Bible reminded them who they were and gave them the power to keep going.



The amazing thing about vision is that it calls us to live our lives *backwards*; to see the end and decide how we will live our lives with that vision in sight. That's why John's words are not meant to be heard primarily at our funerals. It's too late then. They are meant to be heard *now*, so that they can give power and purpose to our lives today.

Listen again to John's vision: "I saw a new heaven and a new earth. There was no more death, no more mourning, no more crying, no more pain." On our own, we cannot see it. But here, for a moment, the future is shown to us. It's huge, expansive, cosmic, powerful and it is already at work. John says "Behold I am making all things new." It's in the present tense, not the future.

God's vision of a new heaven and a new earth is a vision we can't live without. Today, as we consider the mission and ministry we do together, we need to remember that the church is not called to sit around. We are called to live confidently, courageously. Not because we have figured out some vision of our own, but because we have been graciously invited to live out God's vision. Amen.

Part of a reflection given by Dr. Dale Woods at Stewards by Design, 2010.

Presbyterians Sharing

When we give to *Presbyterians Sharing* we are living out God's vision for the world. Working together through our church we are speaking out, acting in love, offering hope and proclaiming God's reign of justice to the world. Listen to what God is doing.



"Many of the children who were filled with aggression and anger are now singing Christian songs, standing up and giving their testimonies, and crying out their hurts to God. There is a healing going on in the community like no other time."

Rev. George Beals, St. David's Inner City Outreach Ministry, Hamilton



"I am grateful and happy that I can be a part of this spirited group and I hope we will have many more opportunities to bring light to places where the darkness of monotony and human loss of perspective has injured the spirits of the people."

Rad Andras-Laszlo, Theological student, Romania



"When our translation work is finished, the Bible Society in Taiwan will help us typeset and publish Taiwan's first-ever Hakka Old and New Testament Bible. Hakka churches are hoping that the complete Bible will help them share the Good News with Taiwan's four million Hakka people."

Paul McLean, Taiwan

"There is a great sense of excitement at Trinity, and a strong belief that God can use a small group of people to accomplish great things for the Kingdom."

Rev. Matthew Brough, Trinity Presbyterian Church, Winnipeg



The Presbyterian Church in Canada
50 Wynford Dr.
Toronto, ON M3C 1J7
www.presbyterian.ca

The goal for gifts to *Presbyterians Sharing* from congregations in 2011 is $8,515,000.

We are in this TOGETHER



2011 Annual Report

For we are God's servants, working together.

1 Corinthians 3:9

Parkwood
PRESBYTERIAN CHURCH
10 Chesterton Drive
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www.parkwoodchurch.ca

The Presbyterian Church in Canada
www.presbyterian.ca



A Worship Service

Celebrating the Ministry We Do Together

Call to Worship

Inspired by Micah 4:2 and Luke 1:79

One: Come, let us go up to the house of God.

All: God will teach us God's ways.
And we will walk in God's paths.

One: Come, let us draw near to God.

All: Even as God draws near to us,
gives hope to those who walk in despair,
grants courage to those who walk in fear
and guides our feet into the way of peace.

Source: KAIROS: Ecumenical Peace Service, 2008, www.kairoscanada.org





Opening Prayer

Holy God, our lives are so often measured and ruled by time. There never seems to be enough of it to accomplish the many things we want to do. As the world rushes past, help us to still our minds so that we might recognize holy, *kairos* moments. Draw us near at these times, Lord. Open our hearts to your presence. Show us your path, so that we might go and serve as we have been called to do.

Amen.

Hymns

Take time to be holy	**638**
Teach me O Lord your way of truth	**80**
Will you come and follow me	**634**
Those who wait on the Lord	**662**
God, whose giving knows no ending	**663**

Scripture: 2 Corinthians 5:20-6:2



Benediction

Go now, into a world that is full of holy, *kairos* moments, and know that God is with you.

May the grace of the Lord Jesus Christ, the love of God, and the communion of the Holy Spirit be with you always.

Amen.

In Memoriam

2011

Dick Wytsma
Marilyn Atkinson
Robert MacIntosh
Jean Polson
Dale Atkinson
Allan Lancaster

A word from the Minister ...

As we review the year 2011 in the life of Parkwood Church, three words come to mind: "commitment", "sharing", and "diversity".

The record of the various officers and ministry teams shows a commitment to Christ and a witness to our life and service for Him.

Together we have shared in worship, in learning, in fellowship, in caring, in reaching out, and in extending the kingdom of Christ. We have also shared in stewardship, maintaining what is and planning for what will be. We have sought to support staff and volunteers, and to encourage one another in our life and witness to Jesus Christ.

Our community of faith is diverse. We come from backgrounds and languages that have roots in many parts of the world. Our gifts and talents and learnings span the spectrum of human endeavour. We unite in our embrace of the love of God shown to us in Jesus Christ and in our desire to know Him and to make Him known.

Our review of what we have sought to do and what God has done among us and through us in 2011 gives us hope and anticipation of what we will do together in 2012 as Christ's church.

In partnership,

Your pastor,

James T. Hurd

Parkwood Presbyterian Church, Ottawa
Annual Congregational Meeting
Saturday, February 18, 2012 – 6:00 p.m.

Congregational Supper – 5:00 p.m.

Page

Proposed Agenda

1. Call to order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2011 Annual Meeting – February 19, 2011 ……. 4

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   C. Communion Clerk - M. Harten ……... 9
   D. Representative Elder - G. Walford …..……... 10
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   B. Appointment of Auditor
   C. Election of Treasurer
   D. Facility Planning Team …….….. 45
   E. Election of Trustee
   F. Membership of Ministry Teams …….. 48
   G. Other

10. Adjournment
11. Closing Prayer

5. MINUTES of the Annual Congregational Meeting, Saturday, February 19, 2011

In the Fellowship Hall at Parkwood Presbyterian Church, Ottawa the annual meeting of the congregation was held on Saturday February 19, 2011.

After an excellent and tasty potluck supper the Rev. James T. Hurd called the congregation together at 6:14 p.m. with hymns, prayer, and a devotion based on 1 Corinthians 12:12-27. We are all part of the body of Christ and we are all needed to bring to our Lord's service our many diverse gifts and talents. We uphold each other with care and support to the furtherance of God's kingdom on earth.

Attendance
In addition to the minister, fifty-one members and adherents were in attendance, as follows: Jean Pierre Bernard, Ann Marie Bernard, Dora Brown, Flora Brown, Phil Campbell, Marion Campbell, Stewart Elder, John Fair, Martha Fair, Dennis Featherstone, Brenda Featherstone, Peter Fennema, Sibby Fennema, Susanne Finter, Lothar Hopp, Marianna Hopp, Karen Hurd, Roberta Hurd, Ted Johnson, Carrie Kritsch, James Kritsch, Christina Kritsch, Holly MacDonald, Jim MacFie, Alta MacFie, Philip MacFie, Roger MacPherson, Terry McBurney, Floyd McPhee, Claire McPhee, Nouha Nasser, Dianne Nickerson, Scott Nickerson, Rose O'Connor, Don Pestaluky, Stewart Reeves, Judy Reeves, Marie Rempel, Lorne Roach, Margaret Roach, Linda Robinson, Jan Sheridan, Jean Sida, Duane Townsend, Barbara Townsend, Dale Tuck, Tim Visser, Alice Visser, Gord Walford, Diane Walford, David Watson.

Flora Brown was thanked for her kind assistance given to ensure an efficient presentation of the various foods provided, as well the other "many hands" that shared their potluck.

In Memoriam (p. 1)
A prayer of thanksgiving in memory of those who died during the past year and a prayer of support for their loved ones were offered by the Moderator.

Appointment of Secretary
The Moderator called for the election of a secretary for the meeting. Tim Visser moved, seconded by Sibby Fennema, that Linda Robinson be nominated as secretary. It was moved by Phil Campbell, seconded by Terry McBurney that nominations cease. Carried. Linda Robinson was declared secretary.

Approval of the Agenda
The proposed Agenda as printed on page 3 of the Annual Report was adopted on motion by Stewart Reeves, seconded by Brenda Featherstone.

Minutes of the 2010 Annual Meeting (pp. 4-8) and the Special Meeting of the Congregation held on Sunday, September 26, 2010 (pp. 9-11)
On motion by Phil Campbell, seconded by Tim Visser, the minutes of the 2010 annual meeting were adopted. The minutes of the special meeting of the congregation, September 26, 2010 were adopted on motion by Dale Tuck and Brenda Featherstone.

Homologation of Session Action
Moved by Dennis Featherstone, seconded by Jan Sheridan, that the congregation homologate the action of Session in authorizing the Building Planning Team to spend up to $30,000 for preparation of the site plan application which is charged against the Building Expansion Fund. Carried.

Reports of the Session Officers
On Motion by Gord Walford, seconded by Stewart Reeves, the Reports of Session Officers were received and considered. Carried.

Moved by Roger MacPherson, seconded by Dianne Nickerson, that the Reports of the Session Officers (pp. 12-13) which constitutes: the Clerk, Roll Clerk, Communion Clerk, Representative Elder, Memorials Clerk, and Benevolent Fund be adopted. Carried.

Reports of Ministry Teams
On motion by Dennis Featherstone, seconded by Roger MacPherson, the Reports of the Ministry Teams (pp. 14-17) were received and considered. Carried.

A. **Policy and Planning Team with the History of Financial Bequests to Parkwood Church** (pp. 14-16) – Moved by Dennis Featherstone, seconded by Roger MacPherson, that the report of the Policy and Planning Team with the History of Financial Bequests to Parkwood Church be adopted. Carried.

B. **Finance and Maintenance Team** – on Motion by Dale Tuck, seconded by Terry McBurney, the report of the Finance and Maintenance Team (pp. 16-17), the Auditors Report (p. 19), and the financial statements (not including the 2011 budget) (pp. 20-28) were adopted.

C. **Outreach** – Moved by Tim Visser, seconded by Brenda Featherstone that the report of the Outreach Team be adopted. Carried.

D. **Fellowship** – On motion by Don Pestaluky, seconded by Jean Sida the report of the Fellowship Team was adopted.

E. **Worship Coordination** – Dianne Nickerson moved, seconded by Gord Walford, that the report of the Worship Coordination Team be adopted. Carried.

F. **Christian Education** – Moved by Holly MacDonald, seconded by Don Pestaluky, that the report of the Worship Coordination Team be adopted. Carried.

G. **Mission** – On motion by Stewart Elder, seconded by Lothar Hopp, the report of the Mission Team was adopted.

H. **Pastoral Care** – Moved by Dora Brown, seconded by Margaret Roach, that the Pastoral Care Team report be adopted. Carried.

Other Reports
A. **Leading with Care** (p. 39) – On motion by Roger MacPherson, seconded by Stewart Reeves, the report of the Leading with Care Team was adopted.
B. **Fundraising Team** (p. 39) – Moved by Jean Pierre Bernard, seconded by Don Pestaluky, that the Report of the Fundraising Team including the following Supplementary Report from January 1st to February 16th, 2011 be adopted. Carried.

Supplementary Report of the Fundraising Team – January 1st to February 16th, 2011
So far we've raised….a great amount of money!
More than what many thought possible!

Yes, it's a great amount of money!
Do you really want to know? Really?
$130,841.00

So let's add some numbers
$ 130,841.00 – Fundraised
$ 7,190.00 – Unconditional Pledges
$ 23,000.00 – Conditional Pledges
$ 161,031.00 - Fundraised + Pledges

$ 175,000.00 - Amount we needed to raise
$ 161,031.00 - Potential total so far
$ 13,969.00 - Additional amount to reach our goal

Additional Blessing

- The costs to tear down the Mulvagh Wing, haul away the debris and fill the hole is estimated to be around $50,000.
- Mr. Don Sutherland has offered to do the work at no cost to us.
- I believe that this would more than cover the $13,969.00 needed to reach our goal of $175,000.00

Additional Costs

- We need to replace the elevator at an estimated cost of $50,000
- We need to work the grading of the property to meet the city's regulations – Estimated cost: $75,000

Possibilities…

- Miss Barbara Cairns Bequest: $60,000
- Mr. Sutherland has offered to help with the grading.

Fundraising

- We still have until June to fundraise and we have several events still to come.
- To give thanks we are having a games night March 26, 2011 (cookies, cake, tea, coffee, etc.).

It was clarified that the conditional pledges were in place as long the building project goes through, and the unconditional pledges are monies still to come.

The congregation's response as appreciation to the report of the Fundraising Team was a rousing handclap.

New Business

A. Budget Team Report and Recommendations (pp. 40-43)

On motion by Dennis Featherstone, seconded by Roger MacPherson, approved, the report of the Budget Team and its recommendations was received and considered.

Recommendation #1 (p. 41)

Moved by Dennis Featherstone, seconded by Dianne Nickerson, approved, that $2,750 from the Nekrassoff Fund be transferred to the Operating Fund Balance for 2011.

Recommendation #2 (p. 41)
On motion by Dennis Featherstone, seconded by Roger MacPherson, the congregation approved the total team expenditures (pp. 25-28) of $199,249 for 2011.

Recommendation #3 (p. 41)
Moved by Dennis Featherstone, seconded by Don Pestaluky, approved, the offerings for local purposes target is $183,449 for 2011.

Recommendation #4 (p. 42)
On motion by Dennis Featherstone, seconded by Diane Walford, approved, the Presbyterians Sharing target for 2011 is $31,000.

Recommendation #5 (p. 42)
Moved by Dennis Featherstone, seconded by Dianne Nickerson, approved, that money from the Boyd Bequest Fund be used to help finance the expansion.

Recommendation #6 (p. 42)
On motion by Dennis Featherstone, seconded by Roger MacPherson, approved, money from the Hemstock-Huff Bequest Fund (formerly the Capital Projects Bequest Fund) be used to help finance the expansion.

Recommendation #7 (p. 42)
Moved by Dennis Featherstone, seconded by Don Pestaluky, that money in the Mitchell-Hempstock Bequest Fund be used to help finance the expansion.

Amendment
Gord Walford moved, Sibby Fennema seconded, that the words "if necessary" be inserted at the end of Recommendation 7. Agreed.

Amendment Adopted - Recommendation #7
Recommendation #7 as amended was adopted as follows: That money in the Mitchell-Hempstock Bequest Fund be used to help finance the expansion, if necessary.

Recommendation #8 (p. 42)
On motion by Dennis Featherstone, Lothar Hopp seconded, approved, that $6,000 of the Cairns bequest be donated to the following mission work:
$2,500 to SAT-7 (Christian satellite TV service in Middle East and North Africa)
$2,500 in support of Lorne Likely with the Algonquin College Campus Ministry
$1,000 to the Rockland Mission (Church Planting, Presbytery of Ottawa).

Recommendation #9 (p. 42)
Moved by Dennis Featherstone, seconded by Roger MacPherson, approved, the remaining money from the Cairns Request ($54,000) be used to help finance the expansion.

Recommendation #10 (p. 43)
On motion by Dennis Featherstone, Jean Pierre Bernard seconded, approved, up to $1,000 from the Mitchell-Hempstock Interest Fund be used to provide financial assistance for women from Parkwood to attend the first ever National Presbyterian Women's Gathering in Richmond Hill,

Ontario in May 2011. The financial assistance would be a maximum of $200 per person up to $1,000 in total.

Report as a Whole
Dennis Featherstone moved, seconded by Phil Campbell, that the report as a whole be adopted. Carried.

The congregation's response to the Report of the Budget Team was "a job well done" expressed through handclap.

B. Appointment of an Auditor
On motion by Gord Walford, Phil Campbell seconded, approved; Brian D. Mulligan is retained to conduct the audit for 2011. Thanks were expressed to Kathy Newton for her preparatory work conducted to ensure that the Auditor had the necessary paperwork to complete his report.

C. Appointment of Treasurer
Moved by Roger MacPherson, seconded by Duane Townsend, approved, that Lorne Roach be appointed Treasurer.

Additional motion
Moved by Lorne Roach, Jan Sheridan seconded, approved, that thanks be expressed to the auditor and Kathy Newton for their diligent work.

D. Facility Planning Team Report (pp. 43-47)
On motion by Terry McBurney, seconded by Jean Pierre Bernard, approved, the Report of the Facility Planning Team and its recommendation was received and considered.

Recommendation #1 (p. 44)
Moved by Terry McBurney, Dale Tuck seconded, approved, while planning may continue any decision regarding the final scope of the project be delayed until the decision on the grant application is known, and that a final budget be established to direct further planning, in the event that the grant application is not successful.

Report as a Whole
On motion by Terry McBurney, seconded by Don Pestaluky, agreed, the report as a whole was adopted.

Appreciation for all their work in compiling the paperwork for the government grant application was expressed to Terry McBurney, Jean Pierre Bernard, Dale Tuck, Rev. James T. Hurd, and Martha Fair.

E. Membership of Ministry Teams 2011-2012 (p. 48)
On motion by Phil Campbell, seconded by Rose O'Connor, approved, the Membership of the Ministry Teams for 2011-2012 as amended be affirmed.

Amendments
Outreach Team – delete the number 2 beside the email address and adjust the sequence of numbers so that only 8 members are recorded.
Fellowship Team – change e-mail address for Don Pestaluky to donwp@live.ca, and add Daniella

Akat, totaling 7 members.
Worship Coordination – add Lori Stewart and John Fair.
Pastoral Care – add Laura Game.

Adjournment
The business being finished, motion by Terry McBurney, Tim Visser seconded, that the meeting be adjourned. Rev. James T. Hurd led in prayer, and the meeting was adjourned at 7:35 p.m.

Rev. James T. Hurd,	Linda E. Robinson,
Moderator.	Secretary.

6. REPORTS OF SESSION OFFICERS

A. Interim Clerk of Session

The Session is a court of the Church, a decision-making body consisting of the congregation's elders constituted corporately to exercise oversight over the congregation within its bounds.

As of December 31, 2011, the following are the Ruling Elders of Parkwood: Dennis Featherstone, Interim Clerk; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Marcia Harten; Lothar Hopp; John Huber; James Hurd, Minister; Roger MacPherson; Andrew McPhee; Dianne Nickerson; Judy Reeves; Stewart Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Tim Visser; and Gordon Walford. The following are on special leave: John deVries; Kristine Marion; Susan McCullough; and Harry VanDyk.

Dennis Featherstone, Interim Clerk of Session

B. Roll Clerk

Number of members on the roll, December 31, 2010			207
Number added during 2011 by			
Profession of faith	4		
Transfer certificate/Session action	1		
Total added		5	
Number removed during 2011 by			
Death	5		
Session action	3		
Total removed		8	
Number of members on the roll December 31, 2011			204

Phil Campbell, Roll Clerk

C. Communion Clerk

The following is a report of communion served in 2011:

Date	Number Served
March 6	54
April 21	57
June 5	97
October 2	98
December 4	127

Communion services were also arranged by the Pastoral Care Team.

Thank you to all who assisted with supplies and the preparation of communion. Thank you to the elders participating in serving communion.

Marcia Harten, Communion Clerk

D. **Representative Elder**

Phil Campbell attended meetings of the Presbytery of Ottawa as Parkwood's representative elder up to August 2011; Gord Walford was appointed by the session to fulfill this role from September on. During 2011, there were 16 scheduled meetings of the presbytery, including four services of induction (Scott Sinclair, St. Stephen's; Kelly Graham, Knox Manotick; Phil Kim as assistant minister at St. Paul's Ottawa; David Thom, Knox Ottawa), eight regular meetings, one meeting devoted to Christian-Muslim dialogue, and a couple of special meetings dealing with difficulties at St. Giles Church, Ottawa. The presbytery also oversees the operation of Gracefield Christian Camp & Retreat Centre through a Board of Directors; the camp has had significant struggles in the past few years. The presbytery consists of 19 congregations and one extension work, the Upper Room ministry in Rockland under Grace Church, Orleans. At the end of 2011, three of the 20 charges are "vacant": St. Andrew's Aylmer, St. Giles and Osgoode Church, Vernon. Our minister is the Presbytery Clerk; the position of Moderator, an annual appointment, is currently held by Brian Laughton, an elder at Trinity Church, Kanata. A number of Parkwood people sit on Presbytery committees.

Gord Walford, Representative Elder

E. **Memorials Clerk**

Over the course of the year, Parkwood received gifts directed to the Building, Memorial, and Pastoral Care Funds in memory of individuals and in honour of two special events. In 2011, funds were received in memory of Dale and Marilyn Atkinson, Allan Lancaster, Bob MacIntosh, Jim Moyes, Dina Penning, Wallace Robinson, Stocky Stockford, Tom Warburton, Joe Widdis and Dick Wytsma. Gifts were also received in honour of the safe delivery and baptism of Olivia Nasser, and the 50th wedding anniversary of Stewart and Jean Elder.

Donations are received by the Treasurer who reports the fund balance monthly to the Memorials Clerk, who in turn reports to the Session. A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the fund is reported in the table "CONTINUITY SCHEDULE

OF RESERVED FUNDS". All gifts are held in trust and used for the purpose stated. The Memorial Fund can be used as decided by Session, all for the glory of God and for use at Parkwood.

Gord Walford, Memorials Clerk

F. **Benevolent Fund**

The expressed needs this past year – mostly within the congregation, but also some in the community – exceeded the designated offerings. Fortunately, there were sufficient funds in the account from the previous year to meet the needs. Small but regular donations to the Benevolent Fund will ensure that Parkwood will be able to meet the needs in 2012. This account has been audited.

Jan Sheridan

7. REPORTS OF MINISTRY TEAMS

A. Policy and Planning Team

The Policy and Planning Team (P&P) is composed of elders appointed by the Session, with the Minister and Clerk of Session as *ex-officio* members. P&P assists Session in general planning and policy development on matters relating to the life and work of the congregation. The Team Leader of P&P normally chairs the Budget Team and P&P provides the secretary. P&P also provides one member of the Facility Planning Team, at present Phil Campbell.

During 2011, P&P made recommendations to Session with regard to a number of proposals referred for study or action by the General Assembly Council. Among the policies developed for Session were an Investment Policy and the establishment of an Investment Committee; a Policy on Christian Marriage at Parkwood; a recommendation that the Trustees establish a Book of Financial Bequests; and updates to the terms of reference of the Clerk of Session.

Major continuing projects include the development of a reference document and data base of updated Session policies and practices in electronic and text form; a review of the congregation's archives and the compilation of terms of reference for Session and Teams in electronic form. P&P has recently begun development of a policy concerning Overspending in the Budget for unforeseen situations; and an updated Policy on Benevolence.

In December, P&P was pleased to welcome two new members, Linda Robinson and Dianne Nickerson, to augment our rather depleted numbers. Unfortunately, in the same month, Dennis Featherstone stepped down as Team Leader as he has assumed the duties of Interim Clerk of Session. Dennis has chaired Policy and Planning for more years than he can recall and his contribution to the work of Session and the congregation in that time has been invaluable. Fortunately, Dennis will continue to attend meetings as an *ex-officio* member in his capacity as Interim Clerk of Session.

As of the end of December, 2011, P&P members are Roger MacPherson (Team Leader), Stewart Reeves, (Secretary), Phil Campbell, Dianne Nickerson, Linda Robinson, Dennis Featherstone (*ex-officio*), Rev. James Hurd (*ex-officio*).

Roger MacPherson, Secretary

B. **Finance and Maintenance Team**

The Finance and Maintenance Team (F&M) is responsible to Session for the management of the temporal and financial affairs of the congregation, and the care and maintenance of the church buildings and property. The F&M Team members are: Terry McBurney (resigned), Bill Zylstra, Duane Townsend, Flora Brown, Martha Fair, Lorne Roach, Jim Elder, James Hurd and Dale Tuck. The F&M Team meets regularly on the 1st Tuesday of the month (except during the summer months).

The chronological highlights of some of the issues dealt with during 2011 are as follows:

January: New building assumptions, the possible delay in the elevator replacement, and the requirements for a new Administrative Assistant were discussed. Provision of the necessary furnishings and equipment, including telecommunication and communication equipment, and management of the computer infrastructure, is the responsibility of F&M. It was discussed that we should have an information technology (IT) "director" to interface with the F&M group and other users.

February: A Job Description for the Administrative Assistant was created and a team was formed for the recruitment process. A proposal was received and accepted for a new photocopier.

March: The Administrative Assistant recruitment team identified a short list of candidates. An hourly rate to be offered to the candidate was suggested to Session. In the interim, Brenda Creighton and Linda Nesbitt provided these services, with others in the congregation filling in when necessary.

April: Penny McDowell was hired as the Administrative Assistant. It was agreed, and passed, to provide monies to Penny for medical insurance above and beyond her hourly pay. An agreement with Capital Maintenance was signed for yard maintenance.

May: The IT management and support was discussed and a number of people asked to participate. No consenting replies have been received to date. Mulvagh maintenance issues were discussed.

June: Martha Fair joined the Team. A path was completed to the lower level of the church building prior to a scheduled meeting in mid-June to improve access to the Fellowship Hall. Five hundred ($500) was authorized for the construction of a BBQ shed, which was completed in early summer. The AA group have supplied two cigarette disposal units for its members. Damage in the Mulvagh wing (probably from raccoons) was repaired. Jennifer Emery was hired as the Summer Office Assistant.

September: In August, Reid Heating and Cooling installed a Rheem Air Conditioner (replacing the Carrier unit, which had been in place for the last 15+ years); they had the best price and warranty term. Our Administrative Assistant, Penny McDowell, for family reasons, needed time to look after her children and husband, so she did not return to the office after the summer break. Brenda Creighton and Linda Nesbitt provided excellent replacement services for four months – our thanks to them.

October: The existing elevator was fully de-commissioned. The cost to place this unit back in service would require a complete re-wiring, costing approximately $20,000, while a new unit in the same location would cost between $25,000 and $30,000. It was decided not to proceed due to the anticipated building replacement currently under design. Fenna Zylstra resigned as room scheduler after some time at this position. Thank you very much, Fenna, for your help.

November: A schedule of fees study was performed by Martha Fair, analyzing the fees paid by a number of other Presbyterian congregations for weddings and receptions. It was determined that no changes would be required to the fees charged for the use of the building and facilities at Parkwood. The snow removal contract with Capital Maintenance was signed. Vandals destroyed the cross on the side of the sanctuary and it was replaced with the one removed during the previous construction. The lighting of the cross in being investigated. An extension to provide better access from the parking lot to the pathway to the Fellowship Hall was started and will be finished in the spring due to insufficient concrete slabs being available.

December: Carl Martin continues to provide snow removal from the walkways around the church, including access via the path to the Fellowship Hall. This must be maintained, as we do not have acceptable access otherwise.

Substantial effort was expended during the year with the hiring of our new Administrative Assistant and the summer student. Special thanks to everyone involved in these processes.

As a reminder, overflow parking can be obtained at both Chesterton Towers and Horizon House. Also, the parking lot behind the Zeller's Plaza is always empty and is only a short walk away, and can be used for overflow parking as well.

Some things never change. Again, our sincere thanks to all those who help us throughout the year, with special regard to our Caretaker, Flora Brown, and our Treasurer, Lorne Roach. Lorne maintains our financial records, arranges for two people to count and record the offering from each service of worship, ensures that bills are paid in a timely manner, and provides reports on the status of congregational income and expenditures relative to the annual budget. Also, Duane Townsend seems always to be busy around the church doing this and that. Our Team really does need additional help and IT expertise. We would appreciate hearing from anyone who has some available time.

May the Lord add his blessings to all work done in His name.

Dale Tuck, Team Leader

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2011

BRIAN D. MULLIGAN
CHARTERED ACCOUNTANTS

TEL: (613) 226-3606
FAX: (613) 226-8450

74 COLONNADE RD. NORTH
NEPEAN, ONT. K2E 7L2

INDEPENDENT AUDITOR'S REPORT

To the members of **PARKWOOD PRESBYTERIAN CHURCH**

Report on the Financial Statements

I have audited the accompanying financial statements of Parkwood Presbyterian Church, which comprise the statement of financial position as at December 31, 2011, and the statements of operations, cash flows and the continuity schedule of reserved funds for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

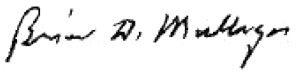
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for qualified opinion

In common with many charitable organizations, Parkwood Presbyterian Church derives revenue from donations the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amount recorded in the records of the Church and I was not able to determine whether any adjustments might be necessary to donations, excess of revenues over expenditures, assets and net assets.

Opinion

In my opinion, except for the possible effects of the matter described in the Basis for qualified opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Parkwood Presbyterian Church as at December 31, 2011, the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Brian D. Mulligan
Chartered Accountant, Licensed Public Accountant
Ottawa, Ontario
January 31, 2012

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2011

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets December 31, 2011	Net Assets December 31, 2010
Current assets:					
Cash on Hand and in Bank	$16,927	$0	$0	$16,927	$46,185
Short-term Investments - at cost	1,063	1,934	560,812	563,809	458,481
HST Recoverable	5,643	0	0	5,643	4,049
Loan Receivable	0	0	0	0	600
	23,633	1,934	560,812	586,379	509,315
Long-term investments - at cost	0	0	0	0	0
Church Building, Furnishings (note 1)	0	1,474,807	0	1,474,807	1,474,807
Land at Cost	0	45,000	0	45,000	45,000
Total Assets	$23,633	$1,521,741	$560,812	$2,106,186	$2,029,122
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
Current Liabilities	$0	$0	$0	$0	$0
Reserved Funds (see schedule)	0	1,934	560,812	562,746	497,065
Investment in Net Assets Balance	23,633	1,519,807	0	1,543,440	1,532,057
Total Liabilities, Reserved Funds and Net Assets	$23,633	$1,521,741	$560,812	$2,106,186	$2,029,122

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET (unaudited)	2012 BUDGET (unaudited)
RECEIPTS:				
OFFERING - Operations	$177,377	$190,887	$183,449	$200,462
OFFERING - Special Appeals Outreach	35,630	43,253	31,000	31,000
	213,007	234,140	214,449	231,462
OTHER INCOME - Interest	322	0	4,100	0
OTHER INCOME - Rentals	15,738	12,588	11,700	12,600
OTHER INCOME - Recoveries	4,790	5,001	0	0
	20,850	17,589	15,800	12,600
TOTAL RECEIPTS	$233,857	$251,729	$230,249	$244,062
EXPENDITURES:				
MISSION TEAM	$7,722	$7,341	$7,700	$8,420
OUTREACH TEAM	3,814	2,664	3,650	3,850
FELLOWSHIP TEAM	1,316	1,665	1,650	1,700
PASTORAL CARE TEAM	0	0	100	100
CHRISTIAN EDUCATION TEAM	4,472	3,671	5,700	11,275
WORSHIP COORDINATION TEAM	19,795	19,788	20,007	20,999
THE KIRK SESSION	6,693	7,668	7,917	7,272
FINANCE & MAINTENANCE TEAM	157,165	157,852	152,525	159,446
SPECIAL APPEALS OUTREACH	35,630	43,253	31,000	31,000
TOTAL EXPENDITURES	$236,607	$243,902	$230,249	$244,062
NET REVENUE (LOSS) FOR THE YEAR	-$2,750	$7,827	$0	$0
OPERATING FUND BALANCE BEGINNING OF YEAR	$11,916	$12,250	$12,250	$23,633
ADD: INTERFUND TRANSFERS FROM				
D.J. Nekrassoff Fund	3,084	2,750	0	0
Reserve for Capital Expenditures	0	806	0	0
OPERATING FUND BALANCE END OF YEAR	$12,250	$23,633	$12,250	$23,633

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec 31, 2011	Total Dec 31, 2010
Cash from operating activities					
Net revenue (loss) for the year	$7,827	$0	$69,237	$77,064	$146,168
Add items not involving cash					
Interfund transfers	3,556	-806	-2,750	0	0
	11,383	-806	66,487	77,064	146,168
Changes in non-cash working capital					
HST/GST recoverable	-1,594	0	0	-1,594	-1,634
Loan receivable	0	0	600	600	1,800
Net cash generated through operating activities	**9,789**	**-806**	**67,087**	**76,070**	**146,334**
Investing Activities					
(Increase) decrease in Investments (net)	-1063	806	-105,071	-105,328	-146,793
Net cash used in investing activities	**-1,063**	**806**	**-105,071**	**-105,328**	**-146,793**
Net increase (decrease) of cash during year	8,726	0	-37,984	-29,258	-459
Cash- beginning of year	8,201	0	37,984	46,185	46,643
Cash - end of year	**$16,927**	**$0**	**$0**	**$16,927**	**$46,185**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
For the Year ended December 31, 2011

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Interfund	-Deficit	Balance
Fund Description	January 01,2011	Offering	Contributions		Receipts	Equipment	Cost	Expenditures	Transactions	For the Year	December 30,2011
Team Programmes											
Christmas Dinner Fund	$714	$45	$20	$0	$65	$0	$0	$0	$0	$65	$779
Course Fees Fund	334				0			0		0	334
Flower Fund	259				0		95	95		-95	164
Key Deposit	92				0			0		0	92
Logos Program	2,424		2,637		2,637		3447	3,447		-810	1,614
Outreach Projects	1,845				0			0		0	1,845
Pastoral Care Fund	2,006	445	289		734		705	705		29	2,035
Special events	2				0			0		0	2
Youth Group Fund	1,417	180	160		340		900	900		-560	857
TOTAL	**$9,093**	**$670**	**$3,106**		**$3,776**		**$5,147**	**$5,147**		**-$1,371**	**$7,722**
Capital Expenditures											
Audio Visual Fund	$1,096	$50	$0	$0	$50	$531	$0	$531	$0	-$481	$615
Building Expansion Fund	144,845	52,553	3,327	2,195	58,075		14,993	14,993		43,082	187,927
Hymn Books, Bibles Fund	576				0		327	327		-327	249
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	2,740				0			0	-806	-806	1,934
TOTAL	**$164,511**	**$52,603**	**$3,327**	**$2,195**	**$58,125**	**$531**	**$15,320**	**$15,851**	**-$806**	**$41,468**	**$205,979**
Session											
Memorial Fund	$4,323	$95	$0	$0	$95	$207	$0	$207	$0	-$112	$4,211
Parkwoood Session Benevolent Fund	11,173	3,003		3	3,006		10,396	10,396		-7,390	3,783
Student Assistance Fund	494	103			103			0		103	597
TOTAL	**$15,990**	**$3,201**		**$3**	**$3,204**	**$207**	**$10,396**	**$10,603**		**-$7,399**	**$8,591**
Bequests											
Boyd Bequest fund	$92,964	$0	$0	$10,115	$10,115	$0	$0	$0	$0	$10,115	$103,079
Cairns Bequest	60,000		29,600	953	30,553		6,000	6,000		24,553	84,553
Hempstock-Huff Bequest Fund	35,554			472	472			0		472	36,026
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
MItchell-Hempstock Interest Fund	7,948			533	533		400	400		133	8,081
Nekrassoff Fund	36,005			460	460			0	-2,750	-2,290	33,715
TOTAL	**$307,471**		**$29,600**	**$12,533**	**$42,133**		**$6,400**	**$6,400**	**-$2,750**	**$32,983**	**$340,454**
Total Reserved Funds	$497,065	$56,474	$36,033	$14,731	$107,238	$738	$37,263	$38,001	-$3,556	$65,681	$562,746

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2011

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated January 2002.

The land is stated at historical cost.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

All short-term investments are classified as available-for-sale because management does not intend to trade the investments for short-term profit making and has not elected to classify the investments as held-for-trading.

Long-term investments are classified as held-to-maturity investments. They are classified as such because management has the positive intent and ability to hold the securities until maturity.

Both short-term and long-term investments are interest bearing guaranteed investment certificates which are recorded at cost, which approximates the market value of the investments.

Management is currently of the opinion that the investments are appropriately recorded and reported at cost.

Interest earned on both long and short term investments is recorded on a cash basis when received. In the event that earned interest is not received annually but is compounded with the investment, the interest will be allocated to the applicable fund(s) upon receipt in proportion to the value of the applicable funds. As at December 31, 2011, a total of $ 538,809 of the investments held are invested in 3 year cashable Guaranteed Investment Certificates with interest compounding to the maturity date or to the date the investment is cashed, whichever comes first.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, short-term investments, HST recoverable, loan receivable, and current liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

…2

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. INTERFUND TRANSFERS:

During the year ended December 31, 2011 $ 2,750 was transferred from the Nekrassoff Bequest Fund to the Operating Fund as approved at the February 19, 2011 Annual Congregational Meeting.

3. GOVERNMENT FUNDING:

During the year ended December 31, 2011, an amount of $ 4,458 (2010 - $ 4,420) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

4. PROPOSED BUILDING REDEVELOPMENT:

At the Congregational meeting held on February 20, 2010, the congregation received and approved a recommendation to proceed with establishing a financial plan with respect to the redevelopment and construction of the Mulvagh Wing of the Church. At that time, it was estimated that the project would cost approximately $ 550,000.

In January 2011, the Facility Planning Team was instrumental in preparing and submitting a Grant Application under the provisions of the Enabling Accessibility Fund. The Grant application was for a total of $ 1.2 million and included provisions to improve accessibility to the premises as well as expand the premises. At that time the Facility Planning Team recommended that the construction and planning process be delayed until the outcome of the Grant Application was known. Unfortunately, the Grant Application was not accepted.

As at December 31, 2011, funds designated and available in the building expansion fund was $ 187,927 (2010 - $ 144,845), net of $ 31,327 (2010 - $ 16,334) expended to cover architect and soft costs incurred.

At the annual Congregational meeting held on February 19, 2011, the congregation approved that the following Reserved Funds be earmarked to be used as part of the building expansion fund: Boyd Bequest Fund ($ 92,964); Hempstock-Huff Bequest Fund ($ 35,554); Cairns Bequest Fund ($ 54,000) and the Mitchell-Hempstock Bequest Fund ($ 75,000 - if necessary). During the fiscal year ended December 31, 2011, interest was allocated and added to the building expansion fund of $ 2,195.

As a result, total funds, designated and earmarked for the building expansion amount to $ 445,445 as at December 31, 2011.

The Facility Planning Team is currently reviewing the past cost estimates for clarity and potential updating. During the fiscal year ending December 31, 2012, it is anticipated that a formal plan and process will be presented and adopted for the commencement of the building expansion.

PARKWOOD PRESBYTERIAN CHURCH
MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Africa Inland Mission International (Canada)	$0	$0	$0	$0
Carlington Chaplaincy Fund	1,000	1,000	1,000	1,000
Covenant Orthodox Presbyterian Church	3,000	3,000	3,000	3,000
Gracefield Christian Camp & Retreat Centre	1,500	1,500	1,500	1,500
Inter-Varsity Christian Fellowship	1,000	1,000	1,000	1,000
Other Missions	1,222	841	1,200	1,920
Total	$7,722	$7,341	$7,700	$8,420

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Advertising-newspapers	$2,683	$2,378	$2,000	$2,200
Brochures for visitors	1,131	0	1,300	1,300
English Fellowship Evening	0	90	150	150
Kumon Outreach	0	196	200	200
Total	$3,814	$2,664	$3,650	$3,850

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Social Hour Supplies	$1,102	$1,452	$1,400	$1,450
Support for Gracefield Weekend	214	213	250	250
Total	$1,316	$1,665	$1,650	$1,700

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Pastoral Care	$0	$0	$100	$100
Total	$0	$0	$100	$100

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Adult Education	$299	$353	$450	$450
Church Library	651	397	400	400
Church School	1,418	1,308	2,700	2,000
Logos Program	600	472	600	800
Nursery Care	0	0	50	50
Summer Programming	0	0	0	100
Young Peoples Groups	1,504	1,141	1,500	2,000
Youth Facilitator	0	0	0	5,475
Total	$4,472	$3,671	$5,700	$11,275

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Audio- visual	$24	$0	$0	$100
CCLI Licence	456	456	475	506
Hymnals/Bibles repair/replace	0	0	25	25
Music	498	169	200	200
Director of Music Ministry	16,175	16,647	16,647	17,218
Continuing Education	0	575	250	250
Piano/organ maintenance	0	511	210	350
Organist/Pianist Supply	905	824	1,000	1,000
Pulpit supply	1,571	456	1,050	1,200
Reformation Sunday	150	150	150	150
Special Events	16	0	0	0
Total	$19,795	$19,788	$20,007	$20,999

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Conferences	$40	$81	$100	$100
Congregational Supplies	472	633	500	650
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	197	185	230	230
Presbytery Dues	5,588	6,562	6,562	5,842
Web Hosting	0	107	125	350
Microfilming	296	0	300	0
Total	$6,693	$7,668	$7,917	$7,272

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Bank Charges	$139	$90	$125	$100
Canada Pension Plan	3,259	3,237	3,182	3,456
Caretaker	7,850	7,850	7,850	7,850
Computer Hardware/Software	1,177	2,085	3,490	3,500
Congregational Administrative Assistant	9,606	9,197	10,300	13,007
Employment Insurance	2,003	2,065	1,982	2,164
Extended health care coverage	3,433	3,652	4,068	3,942
Fuel	2,372	2,237	2,500	2,500
Furniture&Equipment repairs/replacement	444	450	500	500
Insurance Church	3,188	3,050	3,500	4,600
Lighting	5,960	5,438	6,100	6,100
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,199	23,200	23,200	23,500
Minister's stipend	53,000	54,200	54,200	55,900
Presbyterian Church Pension Plan	5,615	5,716	5,728	6,227
Repairs,Replacements&Maintenance	15,292	15,161	10,000	10,000
Snow Removal,Salt,Sand	3,929	4,478	4,000	4,000
Stationery&Office Supplies	8,840	7,829	8,000	8,000
Students/Interns	4,160	4,213	0	0
Telephone	2,064	2,248	2,100	2,500
Water&Sewer Charges	1,035	856	1,100	1,000
Total	$157,165	$157,852	$152,525	$159,446

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Interest	$322	$0	$4,100	$0
Rentals	15,738	12,588	11,700	12,600
Sundry-HRDC Grant-Students/Interns	4,420	4,458	0	0
Grants/Recoveries	370	543	0	0
Total	$20,850	$17,589	$15,800	$12,600

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Canhave Children's Centre Inc.	$430	$3,070	$0	$0
Christian Counselling Ottawa	0	530	0	0
Christian Hit Radio Inc.	215	0	0	0
Gracefield Christian Camp & Retreat Centre	35	130	0	0
Kenora Fellowship Centre	394	0	0	0
Mission Aviation Fellowship Canada	375	0	0	0
Missionary Ventures Canada	0	270	0	0
Presbyterians Sharing	31,005	36,373	31,000	31,000
Presbyterian World Service & Development	2,686	1,998	0	0
SAT-7 Canada	0	277	0	0
SCA International	0	605	0	0
The Kings Daughters Dinner Wagon	440	0	0	0
The Leprosy Mission	50	0	0	0
Total	$35,630	$43,253	$31,000	$31,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2011

	2010 ACTUAL	2011 ACTUAL	2011 BUDGET	2012 BUDGET
			(unaudited)	(unaudited)
Canhave Children's Centre Inc.	$430	$3,070	$0	$0
Christian Counselling Ottawa	0	530	0	0
Christian Hit Radio Inc.	215	0	0	0
Gracefield Christian Camp & Retreat Centre	35	130	0	0
Kenora Fellowship Centre	394	0	0	0
Mission Aviation Fellowship Canada	375	0	0	0
Missionary Ventures Canada	0	270	0	0
Presbyterians Sharing	31,005	36,373	31,000	31,000
Presbyterian World Service & Development	2,686	1,998	0	0
SAT-7 Canada	0	277	0	0
SCA International	0	605	0	0
The Kings Daughters Dinner Wagon	440	0	0	0
The Leprosy Mission	50	0	0	0
Total	$35,630	$43,253	$31,000	$31,000

C. **Outreach Team**

The year 2011 presented many opportunities to plan and implement outreach that would introduce to our neighbours the love of God found in Jesus Christ; to demonstrate what we as a congregation have to offer as part of the body of Jesus Christ; and provide an opportunity to lead people to a deeper faith in God. The following activities witness to our purpose.

Neighbourhood Study – Know Our Neighbours

Rev. Hurd introduced the subject of a study approach on our neighbours, to become aware of neighbourhood demographics and values, especially in a post-Christian and secular society. To identify values, needs, and interests, would be helpful as Parkwood Teams develop programs. We considered a study prepared for the United Church of Canada in Erin Mills, Ontario, prepared by Environics Analytics. The purpose of the study was to help the congregation understand more about its local neighbourhood, and who the congregation was according to lifestyle clusters analysis. From this information, the congregation could develop supportive and appropriate outreach programs. Futhermore, refining communications strategies would help retain and grow our congregation. More inquiry is to take place as to what data we might be able to obtain through the federal government census data.

Parkwood Hills Stakeholders

A network has been created of service providers in the area which includes representatives from: police, city recreational programs, Minto, clergy, daycare, social housing, etc. The group is committed to identifying gaps in the community, and to take a look at ways to communicate resources available to people in need.

There are approximately 17 different languages in Parkwood Hills area. Other factors identified included demographics of children and seniors, a high portion of parents who were illiterate and lower income families. Invitations to visit daycares and recreational facilities have been extended to the Stakeholders.

Neighbourhood Outreach for Adults

Concerns were discussed regarding lack of outreach geared to adults, specifically, exploration of the Christian Faith. Rev. Hurd provided information on the Christianity Explored program:

- Began in John Stott's Anglican Church in England.
- It is an introduction to Jesus Christ, explores who Jesus is, why he came, and what it means to follow him.
- Based on Mark's Gospel.
- Comprises 7 sessions (7 weeks and 1 Saturday).
- Appeals to people not involved in the church.

The Outreach Team is currently reading the "Christianity Explored" material to become more familiarized with its potential as a tool for outreach.

Barrhaven Outreach – Home Bible Studies

The bible studies are a worthwhile endeavour. Tim Visser is exploring with the Seventh Day Adventists the availability of their church facilities to have Worship Services. We thank Rev. John and Martha Fair

for the hospitality they have provided and John's contribution to the excellent studies on the Book of Acts. The Mission Committee of Presbytery has asked for prayer in relation to a strategy for ministry in the Barrhaven area.

Outdoor Sign

Short sermons, consisting of one or two words that provide food for thought, have been created to be placed on the sign.

Pamphlets for 2011 (for door to door distribution)

Discussion settled around incorporating a few verses in 2 or more different languages; consultation with the Korean congregation to explore the option of their involvement; and having the pamphlets available to Algonquin College and Carleton University during their orientation week in September. Hopefully in 2012, we can further this project.

Visitors Information Package

Information was gathered to prepare a "visitors information package" with the participation of several ministry teams. We are presently awaiting modifications to the package and expect it to be available in the early part of 2012.

"Rock the River Tour" – Billy Graham Evangelistic Association of Canada

David Ingram from The Billy Graham Evangelistic Association of Canada (BGEAC) extended an invitation to attend the Evangelism Training Event to be held at Bethel Pentecostal Church on January 25, 2012 from 9:00 a.m. to 1:00 p.m. Will Graham is the speaker. He is the grandson of Billy Graham and the oldest son of Franklin Graham. This training event is a prelude to "Rock the River Tour" which will come to Ottawa on September 29th and 30th, 2012. The Evangelism Training Event will enable those who attend to partner with the BGEAC event in September of 2012, in proclaiming the Gospel of Jesus Christ to youth who would never go to church.

Tim Visser, Team Leader

KUMON Welcoming Outreach

Since 2003, Parkwood's outreach to the community has included welcoming KUMON students and their parents twice weekly after school. The team (Jean Sida, Rose O'Connor, Jan Sheridan) has slowly been building relationships based on love and respect for all. Sometimes this leads to questions about differences in culture and faith. Juice is provided, and activities include needlework and crafts, as well as a choice of games.

Jan Sheridan

Website **(http://www.parkwoodchurch.ca)**

Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins are provided by the office

administration folk (Penny McDowell, Lynda Nesbitt and Brenda Creighton). Duane Mayo and/or the Administrative Assistant provides the monthly Pulse and calendars, current versions of which are all available on the website. A one-year archive of newsletters is now available online. Two new pages have recently been added: one explaining how Parkwood works at www.parkwoodchurch.ca/governance.html and one for people with small devices and large fingers at www.parkwoodchurch.ca/mobile/. Thanks to all who contribute.

The traffic data for Parkwood's site indicates a decrease in the number of unique visitors in the first half of 2011, recovering in the second half to show a total increase of 8% year over year. Total number of visits was down slightly over last year, as was the number of "hits". Bandwidth usage increased significantly, however. Top downloads include weekly bulletins (27% of the top 25), monthly newsletter and audio sermons (17% each), and monthly calendar and Building to Serve information (10% each). Password protection was implemented on the page listing e-mail contacts during the year to protect e-mail addresses from being collected for use by spammers. Session also ruled that personal e-mail addresses other than those in bulletin announcements will no longer be posted in publicly-accessible areas of the site. Monthly information on the Building to Serve campaign is posted; also the list of team members published in the annual report, updated throughout the year.

Gord Walford, Webservant

D. **Fellowship Team**

The Fellowship Team had a successful congregational picnic this summer at General Burns Park. The weather was very good and everyone enjoyed the day. Thank you to everyone who brought food to this event, and special thanks to Duane Mayo who loaded and brought our barbeques to the park.

Thanks to Flora Brown and Frances Robertson for the strawberry treat after Sunday service on July 3rd.

The Fellowship Team also hosted a corn boil in the late summer and the corn, which was purchased from Dekok Farms, was enjoyed by everyone.

A Christmas potluck supper was held on Friday, December 16th, and was well attended. Thank you to Flora Brown who ensured that the evening was a success.

An important function of the Fellowship Team is to greet and welcome visitors and newcomers to our church, have them sign the guest book, and direct them downstairs for coffee to meet others from the congregation. In this regard, the congregation is grateful to Barbara Townsend, Jim Kritsch, Margaret Roach, Jean Sida, Bill Zylstra, Philip MacFie, Shayla Fraser, John Huber, Kristine Marion, Margaret Main, Dianne Game and Don Pestaluky. In 2012, Stella Akat will also be greeting our guests in place of Jim Kritsch.

The current members of the Fellowship Team are Bill Zylstra, Jean Sida, Dianne Game, Flora Brown, Susanne Finter, Junior Akat and Don Pestaluky. New members are welcome, and if you are interested in joining this Team, I would be delighted to speak with you. My telephone number is 613-224-3089.

Don Pestaluky, Team Leader

Refreshments and Ushering

The congregation is thankful to the following ushers who contributed to our worship services in 2011: Bob and Dianne Game, Stewart and Jean Elder, Andrew and Denise McGregor, Tim and Alice Visser, Robert, Sarah and Jason McCaughren, Peter and Betty Paul, Jim and Philip MacFie, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main and Junior Akat and Don Pestaluky. In 2012, Derek and Gregory Newton and Jean Sida and Marcia Harten will also be ushering at our Sunday services.

We are also grateful to the following coffee and tea hosts who make our fellowship time after Sunday service most enjoyable: Jim and Christina Kritsch, Duane and Barbara Townsend, John and Jean Kerr, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Carrie Kritsch and Robert Picard, Dale Tuck and Albert Deboer, Frances Roberson and Margaret Main and Marcia Harten. In 2012, Doug and Anne Alexander and Junior Akat and Don Pestaluky will also be hosting after the worship service.

We are also very grateful to the Bailie family who faithfully ensures that sufficient supplies and goodies are available for our fellowship time after Sunday worship service.

Don Pestaluky

Sunday Night Bible Study

This group meets on alternate Sunday evenings at 8:00 p.m. in the Fireside Room. We have a regular attendance of 7 people. This year we have been using a study book called "Guidance and God's Will". Members who wish to take turns in preparing the study, but there is no pressure to do so, and we would welcome new members.

Jean Sida

Men's Bible Studies

On the 1st and 3rd **Thursday evenings** of the month (except the summer months), we had an in-depth study on two books: *The Shack* (William P. Young) and *Crazy Love: Overwhelmed by a Relentless God* (Francis Chan). *The Shack* revealed God's desire to have a personal and loving relationship with each one of us and places us in situations where we can discover his grace and love. Oftentimes, God is with us and we are totally unaware of His presence. In *Crazy Love,* Francis Chan describes at length the sorry state of lukewarm Christians who strive for a life characterized by control, safety and an absence of suffering. In stark contrast, the book offers real-life accounts of believers who have given all – time, money, health, even their lives – in obedience to Christ's call. Chan also recounts his own attempts to live crazy by significantly downsizing his home and giving away his resources to the poor.

For 2012, DVD Men's Fraternity studies beginning with *The Quest for Authentic Manhood*, will be held every **Wednesday evening** from 7:30 to 9:00 p.m. Men's Fraternity provides men with an encouraging process that teaches them how to live lives of authentic manhood as modeled by Jesus Christ and directed by the Word of God.

On **Sunday mornings** from 11:45-12:45 a.m., our study group, comprised of women and men, have been using various topics of interest from the books *The Shack,* and *Crazy Love*. The 2012 study will consider

the DVD, from Power to Change, *Crave: The Documentary* and its theme question: What role do our deepest human cravings for intimacy, destiny, and meaning play in our search for God?

Tim Visser

Men's Breakfast

Now in our 30th year, the Men's Breakfast has enjoyed a long history of interesting speakers from all walks of life. Twenty participants on average enjoyed the enriching topics presented by the following speakers this past year:

January	Barry Finlay from Kilimanjaro Climb for Kids
February	Kari Yli-Renko
March	Mike Hogeterp
April	Bill Gamouras
May (combined with the Ladies Breakfast)	Diane Walford and Linda Robinson
September	George Desjardin
October	Ken Dekker
November	Paul Huggins

Gordon Walford, who so faithfully provides us with musical accompaniment, is greatly appreciated. We are very thankful to the Summerhays Restaurant on Baseline near Woodroffe which provides us with many breakfast delights.

Our meetings take place once a month (except June, July, August and December) on Saturday morning from 8:00-10:00 a.m. Women of the church are invited to our May breakfast and to special events.

For more information about our meetings please contact any of the following:

Tim Visser	- coordination, follow-up and speakers 613-224-3287 or 613-825-3434
Gord Walford	- music
Rev. James T. Hurd	- Chairperson
Stewart Reeves	- treasurer

We extend an invitation to all men and their friends to enjoy a wonderful two hours of food, fellowship and a blessed time in worshipful singing and spiritual nourishment.

Tim Visser

Ladies Breakfast

The ladies met at 8.30 a.m. at the church on the third Saturday of the month in March, April, October and November. Members take turns in preparing breakfast, sometimes cooked and sometimes muffins, etc. and fruit. After breakfast, we sing songs, and share information about our recent activities. A Bible scripture is read, usually chosen by the speaker, and then our speaker brings us their message. Afterwards we close with prayer requests. Average attendance is 10-12.

This year we had speakers from St. Joe's Women's Centre, Bruce House and Amethyst Women's Addiction Centre. We also welcomed Christina Kritsch, who showed us how to make mats from milk bags.

Thanks to all those who have helped in preparing the food, setting up tables, music and prayers. We would like to have more women join with us on a Saturday morning, we would love to see you.

Jean Sida

Gracefield Retreat

The annual Gracefield Retreat was held the weekend of September 16th to 18th with 31 adults and 20 young people attending. A total of 17 people came just for the day. The theme was "Team Work" and a Bible Study on this was held on Saturday morning for adults. The youth had a canoe trip followed by a short Bible study. After lunch there was a hike followed by games and time on the ropes course and a BBQ which was attended by 51 (some people came just for the day). There was also swimming for the hardy and 6 ORCKA badges were presented. A campfire was held in the evening. On Sunday morning, there was a worship service led by Floyd McPhee followed by lunch and a closing ceremony.

The planning committee members are Gerda deVries, James and Karen Hurd, Kathy Newton and Jean Sida. Thanks to all of these and to all others who helped in any way (preparing salads, BBQing, organizing games, etc.), making this a very enjoyable weekend.

Inevitably, it was not a financial success, losing a total of $484.55 which was covered by funds from the Youth Group Fund, Fellowship Fund, and funds already in the Gracefield Retreat account. The balance remaining in the Gracefield Retreat account is $188.45. See financial report below.

Jean Sida

GRACEFIELD RETREAT FINANCIAL REPORT		
	$ Received	$ Cost (incl. taxes)
Beaver Lodge		
Guests	498.00	655.07
Kitchen Fee		172.19
Cabins	474.00	683.55
Camp Sites	50.00	68.36
White Pine	129.87	129.87
Food	400.00	165.61
Canoes		47.85
Ropes Course		91.14
Firewood		22.78
Gracefield Retreat Fund	179.95	
Fellowship Fund	165.61	
Youth Group Fund	138.99	
Total	**2,036.42**	**2,036.42**

Koffee Klatch

The Koffee Klatch opened the year with a potluck lunch held at Jan Sheridan's home. We meet on Wednesdays from 2:00-4:00 p.m., September to June. We begin with a social time, and then have our Bible study session. The study book to January 2012 has been "Growing Older and Wiser". Our next study will be "Women of the Old Testament". We extend an invitation to all the ladies of the church to join us.

Lorraine Widdis

Parkwood Book Group

On the second Monday of alternate months, the Parkwood Church Book Group met for fellowship and discussion of selected novels and non-fiction books. The group met January, March, May, September, and November, from 7:30-9:00 p.m. The books discussed this year were *Three Cups of Tea*, by Greg Mortenson and David Oliver Relin;, *Mere Christianity*, by C.S. Lewis; *When Crickets Cry*, by Charles Martin; *The Language of God*, by Francis S. Collins; and *Still Alice*, by Lisa Genova.

Marcia Harten

E. **Worship Co-ordination Team**

The Worship Co-Ordination Team met five times during 2011, January, April, June, September and November. In addition, the Minister and the Director of Music Ministries met on a weekly basis to select music for worship.

Worship was held each Lord's Day during the year at 10:00 a.m., with the exception of the service on Christmas Day, which was held at 11:00 a.m. The average attendance was 126. Lenten evening services were held on four Lord's Days, during the months of March and April, with an average attendance of 20.

There were also special services conducted on Maundy Thursday, Good Friday and Christmas Eve.

On Easter morning, April 24th, there was a beautiful sunrise service, with 36 in attendance, followed by breakfast at the church.

Banners were mounted in the sanctuary for Easter, and have remained there since, as it has been agreed that they are a pleasing addition.

During the Minister's summer absence, we were blessed to have as guest preachers the Reverends Art Pattison and John Fair.

On Reformation Sunday, October 30th, there was a pulpit exchange and Ken Gehrels from the Calvin Christian Reformed Church replaced Reverend Hurd, who preached at Reverend Gehrels' church.

The children and leaders in our mid-week children's program, LOGOS, presented a Christmas musical drama on December 11th.

A new Christmas tree was purchased and set up in the sanctuary for the Advent season. Five families participated in the Advent readings and lighting of the Advent Candles.

The new sound board cabinet and platform was completed and installed, all under budget. The sound board was also replaced. A warm thank you to everyone who was involved in this improvement to the way we enjoy worship.

While Dianne Smith was taking a well-deserved break in March, Karen Hurd took over the direction of the choir, with Jennifer and Janet Hurd providing special music. For one week in July, Dianne Smith took education leave and attended the Summer Institute of Church Music in Whitby, Ontario, which she reported back was invaluable as a learning tool, both through the formal program and the informal fellowship with others involved in music within a church setting.

The Ottawa Christian School Brass Ensemble performed on February 20th, which was a wonderful musical gift that Sunday.

Repair on the hymn books began in 2011 and, although a slow process, has been proceeding steadily throughout the year.

As the year closed out, and after prayerful consideration, John Fair agreed to take over the leadership of the Worship Co-ordination Team.

As we continue to do God's work in the church, in the community, and in the world, may everything we do be a reflection of the glory and grace of God, our Father and our Redeemer.

Lori Stewart, Secretary

Choir

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursday evenings, usually ending around 8:30 p.m. The average attendance during the past year has been very good and new members with a love of music will be welcomed at any time. Dianne managed to choose a wide selection of music, with various styles, both traditional and more contemporary.

The musical parts of worship service are usually led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford, guitar, and Asuquo Eniang, bass guitar. On occasion, Janet Hurd, Karen Hurd or Janice Gray have filled in during Dianne's absence. Jennifer Hurd, Glenn Harder, John Harder, Diane Walford, Susanne Finter have all shared their musical talents with the congregation, through various musical instruments. In addition, solos and duets have been performed by members of the choir or the congregation, including Susanne Finter, Ted Johnson, Gord Walford, Jean Pierre Bernard, Marianna Hopp, Joseph and Térèse Kanku, Rebecca Yabadi, Placid Akat, Peter and Holly MacDonald, and Lori Stewart. Dianne Nickerson was a welcome addition to the choir with the Christmas music.

The choir met at the home of Lori and Hugh Stewart for the annual choir year-end party.

Lori Stewart

F. **Christian Education Team**

Church School

Church school is provided for children ages 2 ½ and up including high school students. The students are divided up between 6 classes and are taught by a team of dedicated teachers. The curriculum for the 2010/2011 was from David C. Cook/Scripture Press and the curriculum for the 2011/2012 school year is from the Faith Alive Christian Resources, the Walk with Me Series.

We would like to give thanks to the following individuals who shared their gifts of teaching during 2010/2011: Andrew and Sandra McPhee, Pamela Pestaluky, Margaret Roach, Holly MacDonald, Marjari Sutherland, Rev. Floyd and Claire McPhee, Syvelyn Gayle, Ann Marie Bernard, Genevieve Donaldson, Barbara Townsend, Susan McCullough, and Lothar Hopp.

We are in need of a part-time teacher for the Sr. Kindergarten to Grade 2 class. Anyone interested is asked to contact Pamela Pestaluky.

Our theme for the summer church school was "Christian Virtues". During the summer services, the children came together in the Fellowship Hall for a movie and activities. Thank you to all of the volunteers who stepped forward to lead one or more of the Sunday classes.

Nursery services were provided throughout the year by the parents/grandparents of the children involved.

Pamela Pestaluky

Logos Program

The year 2011 has been another successful year for Parkwood's Logos program. Logos is Parkwood's mid-week activity for children in grades 1-8. As of December, we have 28 children registered. As well, we have up to 10 high school students who volunteer regularly with the Logos program. Space continues to be an issue, and we continue to have our grades 5-8 children, and many of our teen volunteers, go to a local school for their games/recreation time. We have rented the Elizabeth Wyn Wood Alternate School gymnasium again his year.

Among the highlights of 2011 was the Logos Christmas musical presentation, "The Christmas Story as Told by the Shepherds". The children are enthusiastic singers and actors and their efforts paid off as our congregation was blessed with this Christmas message. Special thanks to Peter MacDonald, Holly MacDonald and Pamela Pestaluky for their efforts in this regard. As well, thanks to Regan Rambally for his help with the sound system, Dianne Smith for accompanying the children on piano, and to the Logos parents and the congregation for their support with costuming, props and sets.

Another highlight was the puppet play, "A Friend for Everyone", which was presented to the congregation in June by several of our older children. They created and performed this script to mirror the lessons they were studying in their Bible classes. It was very educational and entertaining to young and old alike.

Holly MacDonald has continued as director of Logos. Ann Marie Bernard and Jean Pierre Bernard are our head cooks. We have welcomed three new cooks to our staff in September, Kenzie and Theresa Sayers and Evelyn Bolduc. A special thanks for their hard work and dedication. We have a regular staff

of 20 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people from our congregation, cook and serve theme-based dinners, teach Bible and worship skills, and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

Holly MacDonald, Director

Youth Group

Building relationships and nurturing faith among youth (grades 7-12) is an exciting and challenging pursuit.

In addition to the leadership offered by the church School teachers on Sunday mornings, we offered opportunities for youth to gather in fellowship, fun, worship, study, and service.

On Wednesday evenings in the winter and the fall, several youth attended the LOGOS programme, volunteering time and talent to help with the programme for the younger children. Pastor James hosted a half-hour discussion and study after supper, with an average attendance of six to eight teens.

The second Friday evening of each month (except July and August) was the focus for a youth activity night, with six to fifteen participating. In January, May, and September, the locale was the Merivale Bowling Lanes. For the February meeting, held on the Saturday afternoon, we went skating on the Rideau Canal and enjoyed Beavertails. In March and October, we visited the Glow-in-the-dark Miniputt to try a little golf. In April, we had an exciting evening at the Altitude Climbing Gym in Gatineau, Quebec. In June, the challenge of Laser Quest kept us occupied. In November, we enjoyed a visit to the Kanata Wave Pool for some swimming and sliding. In December, we had a Christmas party in the Fellowship Hall. One of the activities at the Christmas party was to prepare fancy stocking-stuffers for the homeless aided by the Ottawa Innercity Ministries, consisting of soap and washcloths.

A special day was organized by Karen Hurd in August to help us hone our canoeing skills, commencing with the ORCKA (Ontario Recreational Canoeing and Kayaking Association) basic canoeing course, which was followed by a chance to complete the course in September at the Gracefield Christian Camp & Retreat Centre as part of the congregational retreat.

With the support of our Summer Office Assistant, Jennifer Emery, we held a planning meeting in July and a youth activity evening and worship time in August, which led to a youth-led evening worship service on the last Sunday of September, in which several youth participated, contributing their gifts in music, reading, and drama. A total of 32 persons (youth, adults, and children) attended the evening service. We hope to offer other similar opportunities in the future.

Several youth participated in the exploratory classes on professing faith offered in November for four weeks on Sundays over lunch. Three youth and one young adult were received as members upon profession of faith in early December.

James T. Hurd

Young Adults

The Young Adults group met for lunch, study and discussion on ten occasions during 2011, on the second Sunday of each month except July and August. Attendance averaged six in addition to the pastor.

For the period January through April, the gospel of Mark occupied our attention. Since then, our discussions have been topical in nature. In May, we had a lively discussion on "How can a Christian in Canada be a good citizen?" In December, we considered the subject of "News", asking questions like, "What is news?", "Where do we get our news?", "How can we be informed?" Always there is an opportunity to apply principles of Christian discipleship to everyday life in our contemporary world. There is also time for sharing prayer requests and for supporting one another in prayer.

Food is always important at these gatherings, and thanks is expressed to those who host the Fellowship Hour and put up with the pastor's untidy efforts at cooking in the kitchen on the Sundays when we meet.

James T. Hurd

Mid-Week Summer Fellowship

Our mid-week Summer Fellowship was held each Wednesday evening in July and August. This year, there were nine sessions, and we alternated between hosting a barbeque at 6:00 p.m. and offering cold drinks at 7:00 p.m., with the study beginning at 7:30 p.m. each time.

This year our focus was the book of Revelation, which was eagerly considered by those attending and participating. For the seven evenings for which a record was kept, attendance ranged between 16 and 24, and averaged 20.

Thanks is expressed to John C. Fair, Floyd R. McPhee, and Cedric C. Pettigrew, each of whom led one session, during the weeks when the pastor was on vacation.

Our Summer Office Assistant, Jennifer Emery, acted as hostess, arranging the preparations for the refreshments. The new shed constructed by J. Elder as commissioned by the Finance and Maintenance Team contributed to the ease of barbequing. Philip MacFie is to be commended for taking initiative in reaching out to some of the neighbourhood youth on the sports field on certain evenings.

The mid-week Summer Fellowship affords a good opportunity for fellowship during the summer, when many other activities and small groups are not meeting, and provides an opportunity for worship and study for those who may be away from the city on weekends.

James T. Hurd

Library

The Library did not grow this year as 89 books were discarded and 43 were added; however, the material is hopefully more relevant. Very mysteriously, two borrower/checkout registers have disappeared. A third has been bought, and I am keeping my fingers crossed that this one does not get "lost"! I am hopeful that these missing registers will be found somewhere on the shelves. I do not buy any fiction for the library, but do cheerfully add to the collection those novels that are received as gifts. It is interesting

to realize that a book in the library by Todd Burpo entitled "Heaven is for Real" has been recently made into a film. Gifts of books and suggestions for purchase are gratefully received.

Margaret M. Main

G. **Mission Team**

During 2011, the Mission Team engaged in many challenging situations. The following is a narrative and witness to what happens when we use our faith in challenging situations, depend on God, and see God at work in what is done. We then experience our faith in God being increased. Our joy overflows. Throughout our Mission opportunities, we develop an awareness of the needs in our local, national and international communities and co-ordinate resources to address those needs. Much of our work and support is not seen in the pages of our financial statements and so we show you the detail of that budgeted mission support:

Other Missions	**2011 Budget**
Algonquin College – Campus Ministry	$ 150.00
Algonquin College – Pause Table (student/staff outreach)	$ 200.00
Caldwell Family Centre Inc.	$ 100.00
CanHave Children's Centre	$ 100.00
CHRI (Christian Hit Radio Inc.)	$ 100.00
New Initiative Initial Support	$ 100.00
Renewal Fellowship (Eastern Ontario Outreach)	$ 200.00
Urbana Mission Conference (Inter-Varsity Christian Fellowship)	$ 250.00
Total Other Missions	$ 1,200.00

Two items on the above list were not expended: New Initiative Initial Support and Urbana Mission Conference. We are hopeful that someone, who is motivated toward a mission event or project, would be able to access this yearly resource. The Urbana Mission Conference with Inter-Varsity Christian Fellowship occurs every 3 years. We keep this Conference in the yearly budget as a means to keep this event in our sight and hope that young people in our congregation might be interested to participate.

Also, in the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This church is the channel through which our congregation supports the lay missionary work of Leah Hopp in Uganda. Additionally, the Inter-Varsity Christian Fellowship is the mission support for the IVCF minister at the University of Ottawa.

Transitions in Ministry

1) **Carlington Community Chaplaincy**

   Linton Worrall, the Chaplain at the Carlington Community Chaplaincy (CCC) resigned, along with his wife Darlene Brewer, Co-ordinator of the Mentoring Program. In September, the President of the CCC informed the Mission Team of the appointment of Rev. Jessica Heatherington as the new Chaplain. She is completing a PhD in Theology and is married with 3 children.

2) Algonquin College Campus Ministry and Inter-Varsity Christian Fellowship at the University of Ottawa

In January, we became aware of Lorne Likely's challenge with cancer. In May, we were notified that due to his illness, he was unable to continue working and was being placed on long-term disability. The worst news was yet to come. He departed this world on Saturday, October 8, 2011.

Lorne Likely 1952 – 2011

Lorne Likely served within the student ministry for 33 years. Lorne was a servant leader, and what was most impressive in his ministry was his desire to serve people and find means to love them. Students who met him knew and experienced his gentle care and steadfast support. Lorne's response to personal suffering "was to make an in-depth study of Job's life and relationship to the Lord of the universe, to plumb the depths of its mystery to gain genuine acceptance of God's love and kindness in the midst of it all. From a place of darkness and pain, he continued to speak the words of life to students and faculty. They listened because his words rang true" (Susan Norman, National Director of Graduate Student and Faculty Ministry, Inter-Varsity Christian Fellowship). We thank God for Lorne's ministry, his courage, his witness in proclaiming Jesus the Suffering Servant, and for sharing God's love and grace to all people he encountered.

During Lorne's illness and leave of absence, the Board of Directors of Algonquin College Campus Ministry appointed Rev. Chris McKelvey to the Chaplaincy. In December 2011, a city-wide advertisement invited applicants for the position. Lorne was also the Inter-Varsity staff worker at the University of Ottawa and a replacement was needed there as well.

3) Inter-Varsity Christian Fellowship at the University of Ottawa

The Rev. Jill Hamer-Wilson, IVCF Campus Minister to the Grad Students and Faculty at the University of Ottawa, at the invitation of the Mission Team, attended our meeting on November 1st. We had an opportunity to welcome Jill to her new ministry and then listened as she shared her expectations, challenges, hopes and vision for outreach to the graduate students and faculty at the University. Sometime in 2012, Jill will be invited to visit and share with the congregation the ministry in which she is serving.

Algonquin College –Pause Table – April and December

An extract of a letter from Jack Wilson, Vice Chair, Algonquin College Chaplaincy Ministry: "Thank you for your participation in our biennial Exam Week Pause Table in support of our students in a time of great stress. The food and drinks you provided were much appreciated as were your volunteers' kind words of encouragement. The support of volunteers such as yourselves from Parkwood Presbyterian Church helps to support the Christian presence of our campus ministry and the work of Chris McKelvey and his volunteers."

Special Appeals 2011

The Mission Team was greatly encouraged by the congregation's support and response to the four Special Appeals during 2011. Monies raised are as follows:

Christian Counselling Ottawa	$ 530
SAT-7	$ 277
Missionary Ventures	$ 729
Serving Christ Alone – Shantymen Ministry	$ 580

We are aware that there are many missions that we don't know about. We welcome suggestions about mission endeavours that witness and promote the love of Christ that we could bring before the congregation in the yearly Special Appeals. The suggestions can be voiced to any member of the Mission Team or be placed in the Mission mailbox in the narthex.

Presbyterians Sharing Target

Thanks to the congregation for the wonderful surprise in exceeding the target for Presbyterians Sharing. The goal had been set at $31,000 and donations amounted to $36,373 – an increase of $5,368 over the givings in 2010.

Operation Christmas Child

This year, the congregation contributed to 70 Operation Christmas Child Boxes which brings delight to children in third world countries.

White Gifts

On December 12th, gifts received were dedicated and distributed to the Ottawa Innercity Ministries, Ottawa Mission, family and friends of Parkwood congregation. Many thanks to all who participated. We are especially grateful for Christian Kim from the Korean congregation who helped in the distribution of some of the Christmas Food/Gift Hampers.

National Presbyterian Women's Gathering – May 20-23

Diane Walford and Linda Robinson attended this event which provided valuable information on community Christian outreach issues particularly in the midst of a multi-faith culture. At the May Men's Breakfast (combined with the Ladies Breakfast) Diane and Linda shared highlights of what they had learned from this event.

Haiti Update – Ben Hopp

The Rev. Benjamin K. Hopp, Missionary-evangelist to Haiti in the Orthodox Presbyterian Church, attended the September 25th worship service, and, afterward, shared some highlights and special aspects of his ministry in Haiti. Ben is the son of Lothar and Marianna Hopp.

Presbyterian World Service & Development (PWS&D) – A New Resource

"Super Friends!" is PWS&D's brand new children's resource that helps kids learn about how our church works with international partners in times of emergency. This fun and creative magazine includes games and activities for kids aged 7-14 years, plus stories from overseas mission.

"Super Friends!" comes with an online PDF guide with ideas for parents and Sunday School teachers using the resource. Free copies are available from the national church office or download it from the website **http://www.presbyterian.ca/searchresults?term=Super+Friends.**

Parkwood Mission Team Administrative Information File

Asuquo Eniang agreed to be our Mission Team Archive Co-ordinator (MTAC), and was congratulated for the excellent work of establishing and updating the electronic information file available to the Mission Team on Parkwood's website. Thanks also to Gord Walford for helping in this endeavour.

Canada Youth 2012

Canada Youth will gather at Brock University (St. Catherines, Ontario) during July 3rd to 8th, 2012. It is a five-day conference that focuses on youth and youth ministry in the Presbyterian Church in Canada. Youth from all across Canada will gather to laugh, play, and worship and celebrate together in a unified yet diverse community of faith.

The event has three branches, each with a separate focus:

1) Conference Branch – for high-school students (i.e. youth who have completed Grade 9 and those who have just graduated – as of July 2012).
2) Mission Branch – young adults (ages 18-25) will experience a new awareness of service and action.
3) Youth Ministry Branch – enabling youth leaders to inspire youth to become rooted in their faith so that they can grow in Christian maturity in the midst of today's culture.

Wouldn't it be exciting to see at least six of our young people attend? The Mission Team has budgeted so that some of the costs will be met to encourage attendance to Canada Youth 2012.

Linda Robinson, Secretary

H. **Pastoral Care Team**

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on the other person through active listening, with the goal of responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: Dora Brown, Marianna Hopp, Laura Game, James Hurd, Margaret Roach, Jean Sida, Dale Tuck, Barbara and Duane Townsend, and Roberta Hurd (new member). The team met monthly, except in July and August, for counsel and prayer together.

The Pastoral Care Training course is offered in Ottawa twice each year, in the spring and fall. The course runs for ten weeks, and involves a two-hour session once a week. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in the hospitals, is encouraged to speak to any member of the Pastoral Care team. Continuing education courses are also available.

On May 3rd and October 25th, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday Services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted five Lunch and Learn events, in February, March, April, October, and November, with speakers on a variety of topics.

Parkwood conducted four Sunday morning worship services at Starwood Nursing Home, in January, May, July and October, assisted by several members of the congregation. Worship services were conducted at Grace Manor approximately once each quarter, sometimes including celebration of the Lord's Supper, with assistance from Phil Campbell. The Presbyterian church held a mid-week worship service once a month at Peter D. Clarke Centre usually led by Linda Robinson, and as needed by James Hurd and John Fair. James Hurd also serves on the Spiritual Care Committee at the Centre.

Dora Brown is a spiritual care volunteer at Peter D. Clarke Centre, and chairs their Spiritual Care Committee. She helps to plan spiritual care visits and regular worship and memorial services for the residents.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March, and at the Queensway Carleton Hospital throughout the year.

We provided large-print "Today" devotional booklets to the Peter D. Clarke residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Narthex, available for pickup by any interested persons.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

The team expressed care and support for grieving families by providing contact and a series of books entitled "Journeying Through Grief". The Pastoral Care Team sent cards to "shut-ins", and for special events as indicated.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Inter-faith Network, Reaching out to Isolated Seniors. The aim of the Network is to improve the health and well-being of seniors in need, and provide input into city and government policies affecting seniors. Faith communities are asked to provide spiritual support to those who are referred to them by the Network. In June, Parkwood participated in organizing a strawberry social for seniors in our community. Isolated seniors may receive social, physical, and spiritual help by calling 613-562-6381.

Dora Brown

8. **OTHER REPORTS**

A. **Leading With Care Team**

The Leading with Care Policy of The Presbyterian Church in Canada aims to ensure that all persons, and in particular all children, youth and vulnerable adults who participate in the denomination's programs and ministries, and/or use the denomination's facilities, will be cared for with Christian compassion and will be safe. This involves having good processes in place to prevent opportunities for abuse and harm;

protecting the vulnerable, reporting incidents of abuse, neglect and harm; and training and supporting our teachers and leaders.

During 2011, policy and procedures were reviewed with leaders and teachers. Obtaining Police Records checks for new leaders and teachers and updating checks every five years, as required by PCC policy, is an ongoing process. This has been a busy year for renewals as the program began at Parkwood in 2006.

The Leading with Care Team in 2011 includes the LOGOS Director, Holly MacDonald; the Sunday School Co-ordinator, Pam Pestaluky; Pastoral Care Team Co-ordinator, Rev. James Hurd; Finance and Maintenance Team representative, Duane Townsend; and the undersigned. In addition, I must express my appreciation for the invaluable administrative support provided by the Administrative Assistant, Penny McDowell, and, in her absence, by Brenda Creighton and Lynda Nesbitt.

Roger MacPherson, Team Leader

9. **NEW BUSINESS**

A. **Budget Team Report and Recommendations**

Overview for 2011

Total offerings and other income were $308,203 (see Budget Table 1). This was the second consecutive year with inflows exceeding $300,000. For the year, there was a surplus of $7,827 on a local purpose basis (see Budget Table 2). This was an important improvement from the five previous years when there was a deficit each year.

Offerings for local purposes rose sharply by 7.6 per cent to $190,887. Offerings for Presbyterians Sharing were $36,373 which exceeded our target of $31,000.

Budget Table 1

Overview of Total Financial Inflows, 2007-2010

	2008	2009	2010	2011
Offerings for Local Purposes	174,054	178,142	177,377	190,887
Offerings for Presbyterians Sharing	24,555	34,240	31,005	36,373
Offerings for Special Appeals/Outreach	9,905	4,600	4,625	6,880
Sub-total	208,512	216,982	213,007	234,140
Offerings for Designated Funds *	58,109	45,348	96,942	56,474
Sub-total (total offerings)	266,623	262,330	309,949	290,614
Other income (rentals, etc.)	19,961	19,926	20,850	17,589
Total Offerings and Other Income	286,584	282,256	330,799	308,203

***** excludes interest earned and other contributions such as bequests and fund raising.

The Use of the Surplus for 2011

As indicated above, there was a surplus of $7,827 on a local purpose basis. This was an important turnaround from a deficit in each of the previous five years. At the three previous annual meetings, the congregation voted to use a total of $14,160 from the Nekrassoff fund to cover the deficits.

> **Recommendation #1**: The Budget Team recommends that the surplus for 2011 on a local purpose basis be returned to the Nekrassoff Fund.

Proposed Expenditures in 2012

Session approved a new initiative for the Christian Education Team. The initiative is to hire a part-time Youth Facilitator for the period from September 1 to June 30. The expected cost in 2012 for the period from September 1 to December 31 is $5,475.

Total requested expenditure by all teams on a local purpose basis in 2012 is $213,062. This amount is 6.2 per cent above actual expenditures in 2011.

> **Recommendation #2**: The Budget Team recommends that the congregation approve total team expenditures of $213,062 for 2012.

To Balance the Budget

The Budget Team calculated that offerings for local purposes would need to increase by 5.0 per cent to $200,462 in order to balance the budget for local purposes in 2012.

> **Recommendation #3**: The Budget Team recommends that the congregation approve a target for offerings for local purposes of $200,462 for 2012.

Budget Table 2
Overview of the Budget for Local Purposes
Receipts, Expenditures and Balance *

		2009	2010	2011	2012
		(actual)	(actual)	(actual)	(budget)
	Receipts				
1	Offering	178,142	177,377	190,887	200,462
2	Other income	19,926	20,850	17,589	12,600
3	Total	198,068	198,227	208,476	213,062
4	Expenditures	202,640	200,977	200,649	213,062
5	Deficit	(4,572)	(2,750)	7,827	0
	* Data same as in Statement of Operations except similar inflows and outflows for Special Appeals Outreach are excluded.				

Presbyterians Sharing

The allocation to Parkwood for Presbyterians Sharing in 2012 is $34,963. Session recommends that the congregation accept a target of $31,000 or the same as last year. The congregation would be accepting a target of 89 per cent of our allocation. For reference, in 2011, the 12 largest congregations in the Presbytery accepted 62 per cent of their allocations. Givings to Presbyterians Sharing help meet the wider needs of the Presbyterian Church in Canada as opposed to the local needs and mission work of our congregation.

> **Recommendation #4**: For Presbyterians Sharing, Session recommends that the congregation approve a target of $31,000 for 2012.

Cairns' Bequest

In 2011, Parkwood received two additional outflows of $20,000 and $9,600 from the Cairns' estate. (Barbara Cairns was a former member of the congregation.) Session asked the Budget Team to recommend to the congregation how this money might be used. The Budget Team is of the view that the congregation should tithe 10 per cent of the bequest for mission work just as it did with the earlier outflow to us of $60,000.

> **Recommendation #5**: The Budget Team recommends that $2,960 of the Cairns' bequest be donated to the following mission work:
>
> - $1,000 to Christian Counselling Ottawa
> - $653 to Mission Aviation
> - $653 to IVCF (Urbana Conference)
> - $654 to Gracefield Christian Camp & Retreat Centre

The Budget Team is of the view it would be appropriate to use the remainder of the Cairns' bequest to help finance the expansion.

> **Recommendation #6**: The Budget Team recommends that the congregation use the remaining money from the Cairns' Bequest ($26,640) to help finance the expansion.

Dennis Featherstone, Team Leader

D. **Facility Planning Team**

Overview

The team estimates that as of December 31, 2011, there is now roughly $521,000 available for the Expansion Construction. The first add-up of the estimated total project costs by major category suggests that the total cost would be in the neighbourhood of one million dollars. As a result, there is a significant gap between the funds available and the probable cost of the project as specified. The team is providing its observations on the project to date and a general outline of its intentions over the next few months.

Initial Priorities (for reference)

The initial priorities were:

- The development of a fellowship area on the Main level
- Christian education classrooms, nursery and pre-school area
- Improved accessibility for people with limited mobility, and
- Improved storage

When the initial drawings were shown at the Special Congregational Meeting in September 2010, the priorities were augmented because of the proposed siting of the expansion:

- an expanded and improved Narthex that is a welcoming entrance to the Church
- drive-up access to the Main Entrance
- an increase in the capacity of the parking lot, and
- an increase in the Church's visibility from both Meadowlands Drive and Chesterton.

Developments in 2011

There are three major reasons why there was a loss of momentum on the project. First, the congregation agreed to put on hold any further decisions on the project until the decision on the grant application became known. This decision was not only negative for Parkwood but also late in coming as it arrived in the summer months rather than in June as anticipated. Second, the Team Leader of the project accepted a consulting contract in a distant country and felt obliged to resign from his position on the project. Third, the sudden death of the Clerk of Session meant that Session became focused for a period of time on getting its records back in order and deciding on a replacement Clerk. This meant a delay in Session bringing focus to the team leadership issue.

In late November, Dennis Featherstone agreed to become Interim Leader of the project. Team meetings were held in December and January. The meetings were aimed at pulling together the various estimates that were available and reviewing their currency and completeness. The team shifted the focus of the costs from the basic construction to the total project costs.

The data in the table on Funds for Expansion Construction show that money available for construction increased during 2011. The pulling together of the estimate of total project costs, however, shows that there is a significant gap between the funds available and the probable cost of the project as currently specified. The cost estimate for entrance, parking and site work is clearly a "lightning rod" for further attention.

During the early part of 2012, the team plans to address three issues. First, it will try to pin down the reliability of the cost estimates. Second, it will determine what options might exist to revise the design to make it more affordable while still maintaining the priorities. Third, if necessary, the team might need to specify and evaluate changes in our priorities to bring about a significant reduction in the total project costs.

Depending on the results of the team's work in early 2012, there may be a need for a special congregational meeting to receive a detailed report and any possible recommendations for changes in the plans.

Funds for Expansion Construction		
	December 31, 2010	December 31, 2011
Building Expansion (net)	144,845	187,927
Boyd Bequest	92,964	103,079
Hempstock-Huff Bequest Fund	35,554	36,026
Mitchell-Hempstock Bequest Fund (1)	75,000	75,000
Cairns Bequest		54,953
Sub-total	348,363	456,985
Pledges, approx. (2)	30,000	30,000
Sub-total	378,363	486,985
Mitchell-Hempstock Interest Fund (3)		8,081
Additional Cairns Bequest (4)		26,640
Total	378,363	521,706

Notes:
(1) Congregation agreed to use this bequest for construction, if necessary.
(2) Assumes all pledges still available for construction in 2012 or later.
(3) In November, Session accepted a recommendation from the Investment Committee that interest accrued by the Building Fund is to be retained in the Building Fund.
(4) Assumes congregation agrees to use 90 per cent of bequest of $29,600.

Borrowing Funds

In the Annual Report for 2009, on page 42, there was a recommendation that the congregation should borrow no more than $125,000 because borrowing this amount would keep the required monthly loan repayment to a little less than $1,000. As well, given the revenue and expense history of the congregation over the past several years, it is unlikely that banks would consider a loan for a larger amount.

Current Project Cost Estimates

Estimate Total Project Costs by Major Category				
(Estimates are approximations on a pre-HST basis, as of January 2012)				
	Described to Congregation	ROJO Estimate of Construction	First Estimate for Total Project	
	(1)	(2)	(3)	
Demolish Mulvagh Wing		35,000	35,000	
New Construction				
Option 1	550,000			
Extended "footprint"		567,000	567,000	
Renovation of existing areas			27,000	
Elevator (lift)	50,000	49,000	49,000	
Entrance, parking and site work	75,000	254,000	254,000	
Fees			73,000	
Fundraising			3,000	
Total Project	675,000	905,000	1,008,000	

Column Notes:

(1) "The estimated cost of the project is $550,000." (September 2010). The cost to replace the elevator was subsequently included as were changes to the parking lot and site.
(2) ROJO is a construction project manager. ROJO was asked to estimate for extended footprint.
(3) The first addition of all components of the project with available cost estimate.

General:

(i) Part or all of the cost to demolish the Mulvagh Wing might be provided "free".
(ii) Costs related to construction have not been estimated by the tender process. They are approximations.
(iii) The estimate of legal fees is incomplete, especially the fees for obtaining a financial loan.

The current members of the Facility Planning Team are: Dennis Featherstone (Team Leader), Jean Pierre Bernard, Phil Campbell, James Hurd, Holly MacDonald, Alta MacFie and Dale Tuck.

Dennis Featherstone, Team Leader

F. **Membership of Ministry Teams 2012-2013** (including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Jean Pierre Bernard**
   classical25@hotmail.com
2. Holly MacDonald (*ex offFicio*)
3. Alta MacFie
4. Pam Pestaluky
5. Regan Rambally
6. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky**
   donwp@live.ca
2. Junior Akat
3. Flora Brown
4. Susanne Finter
5. Dianne Game
6. Jean Sida
7. Bill Zylstra

Finance and Maintenance (12 plus *ex officio*)

1. **Dale Tuck**
   dltuck@rogers.com
2. Flora Brown (*ex officio*)
3. Jim Elder
4. Martha Fair
5. Lorne Roach (*ex officio*)
6. Duane Townsend
7. Bill Zylstra
8. (Admin. Assistant – *ex officio*)

Mission (at least 6)

1. **Stewart Elder**
   stewartelder@sympatico.ca
2. Edward Bukenya
3. Asuquo Eniang
4. Lothar Hopp
5. Linda Robinson

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

Outreach (at least 6)

1. **Tim Visser**
   tvisser.vesata@bellnet.ca
2. Jean Pierre Bernard
3. Dennis Featherstone
4. Nouha Nasser
5. Don Pestaluky
6. Linda Robinson
7. Dale Tuck
8. Alice Visser

Pastoral Care (no set number)

1. **James Hurd** (*ex officio*)
   jthurd@sympatico.ca
2. Dora Brown
3. Laura Game
4. Marianna Hopp
5. Roberta Hurd
6. Margaret Roach
7. Jean Sida
8. Barbara Townsend
9. Duane Townsend
10. Dale Tuck

Policy and Planning (at least 6)

1. **Roger MacPherson**
   rogermacpherson@rogers.com
2. Phil Campbell
3. Dianne Nickerson
4. Stewart Reeves
5. Linda Robinson
6. Harry VanDyk
7. (Clerk of Session – *ex officio*)

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair**
   fairmj@magma.ca
2. Sibby Fennema
3. Dianne Nickerson
4. Dianne Smith (*ex officio*)
5. Lori Stewart
6. Tim Visser
7. Gord Walford

This list is subject to corrections and/or additions before and during the annual meeting.

Reflection: Kairos – God's Time



While studying at theological college, my classmates and I got to explore the importance of words and the intricacies of translating the Word from its original language. There were basic language courses, exegesis (exploring translation and interpretation), and hermeneutics (the study of the theory and practice of interpretation). During these courses ideas behind the translation of Greek words and phrases were debated. In particular we learned that the ancient Greeks had two words to describe time, *chronos* and *kairos*.

The first, *chronos*, refers to linear time, time with a beginning and ending, time which can be measured in seconds, minutes, hours, days, weeks and years.

Kairos time is more qualitative than quantitative. The Greeks used *kairos* to refer to a decisive moment in time – positive or negative.

Paul uses *chronos* and *kairos* frequently in his letters. Paul uses *karios* to refer to God's time, decisive events or moments which are divinely ordained. *Kairos* operates within chronological human time but mainly as the focus of the fulfillment of God's ultimate purposes. It is a time that is both the past, the present and the future, a time which stands still and a time which never ends. *Kairos* moments are teachable moments when we are open to God. II Corinthians 6:2 reminds us that God's time is occurring right now. With practice and intentionality we can glimpse – and even participate in – God's time, in *kairos*.

Think about those moments in our lives when time seems to stand still – those are God moments. It could be when you are amazed at the beauty of Creation, when you are praying fervently. It could be when you are holding a new born baby or saying good-bye to a loved one. It could even be when you are lost in thought brought on by a particularly good sermon! Regardless, all of us have experienced *kairos*. We simply may not have recognized it as such. I would encourage you to seek out and discern *kairos* time in your own lives and see it as the gift that it is.

I would like to share two recent *kairos* moments with you. I had a meeting early one morning with the new General Secretary of the Blantyre Synod. I left home in a flurry at 8:15am to walk over to the Synod offices, and as I exited my gate I was struck dumb by the carpet of purple-blue flowers on the road. I had been admiring the blooms on the jacaranda trees for the past few weeks, but the carpet of flowers was amazing. I stopped dead in my tracks and gazed in wonder, saying a quick prayer thanking God for the beauty of Creation.

The second *kairos* moment was at Tidzalerana Club – a place for those with disabilities. You can usually find me there every Tuesday afternoon from 2pm to 4pm but it had been on summer break and I had not seen or interacted with most of the children for three months.



My usual job at the Club is to do light physio work with many of the children with disabilities. I do not pretend to be an expert, but we have a list of exercises and stretches for each child and I have had some lessons from some amazing professional physiotherapists. It is pretty basic stuff, but in many ways it is more about getting to know the child and the caregiver (usually the mother). It is not an easy place to be – surrounded by children with disabilities that we simply do not see in Canada. Add in the chaos of upwards of 150 adults and children in a small space with craft time happening at the back, families visiting and eating in the middle, adults working out the past week's knitting payments, and one or two of us doing physio on our knees. That day, my first child was brought by his mother, and as she handed him to me I was rewarded with a big beautiful smile – he remembered and missed me! And I remembered and missed him.

As we work together with God, in mission and ministry, in our own congregations and communities, may we take time to stop and be aware of where and when God is speaking to us. In Malawi they say, "*Mulungu alinafe!*" which in Chichewa means "God is with us." God is indeed with us and we have but to stop and recognize and enter into *kairos*.

Rev. Mike Burns, St. James Presbyterian Church, Malawi

Presbyterians Sharing

TOGETHER IN MISSION

When we give to *Presbyterians Sharing* we are living out God's vision for the world. Working together through our church we are acting in love, offering hope and proclaiming God's reign of justice to the world. Listen to what God is doing, in God's time.



"There is no place in Malawi where the Church is not. So the Church has a unique opportunity to mobilize people in terms of their health and development needs."

– Rev. Glenn Inglis, Malawi

"Our successes are not written on grant applications or on evaluation reports. They are written on the hearts of our children."

– Rev. Paulette Brown, Flemingdon Gateway Mission, Toronto





"The remarkable women that we met in Guatemala taught me to celebrate our differences, to remember one another in our prayers and to remember that we must always act to promote social justice in our own communities and in the world. They taught me that mission is about building relationships and empowering each other by creating positive social change."

– Wendy Renault, Guatemala mission trip participant

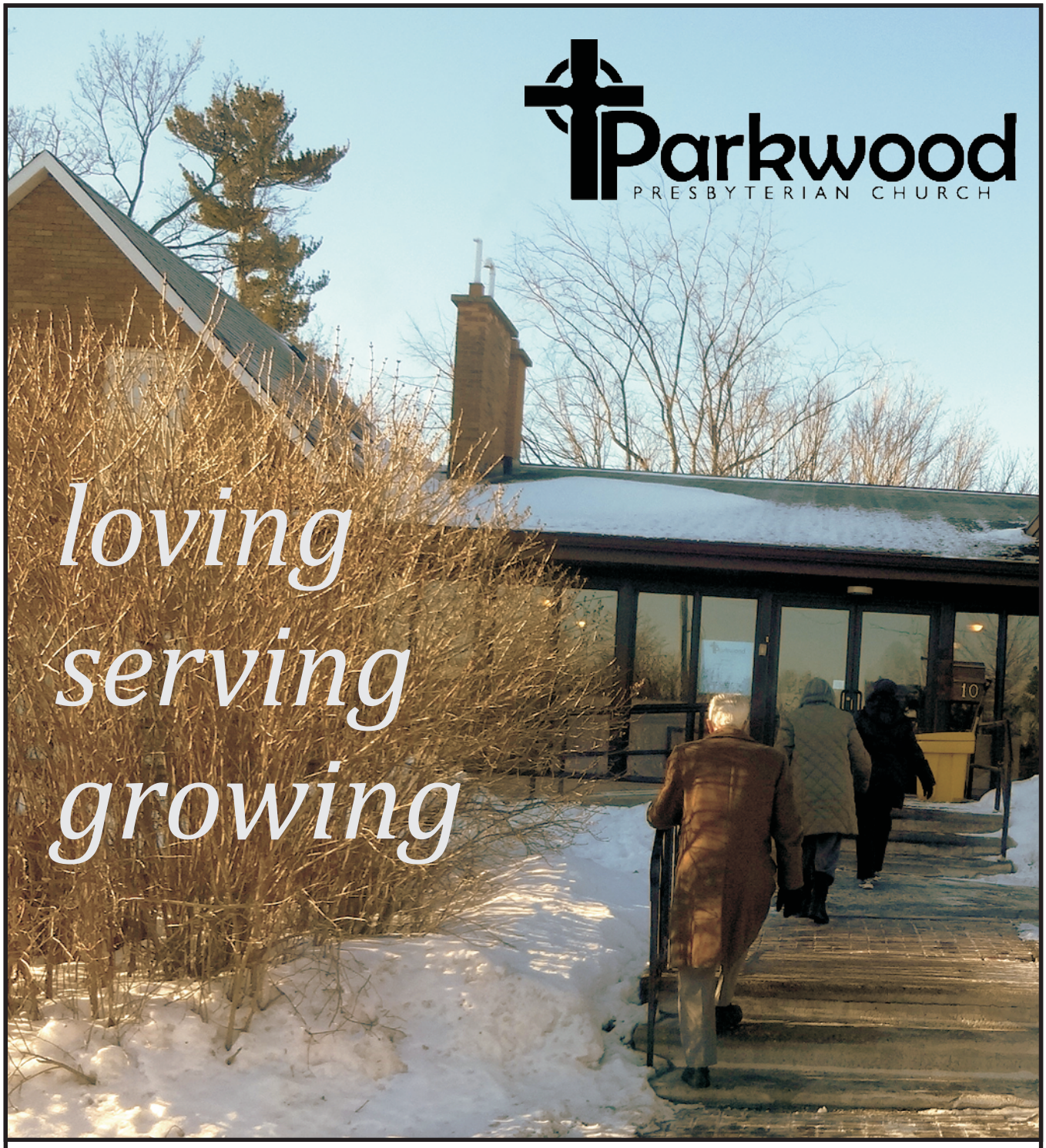
"These folks are doing mission and ministry all over the place, and all over the place is a big patch of ground in the Cariboo-Chilcotin region of BC."

– Rev. David Webber, Cariboo Church, BC



The Presbyterian Church in Canada
50 Wynford Dr.
Toronto, ON M3C 1J7
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The goal for gifts to *Presbyterians Sharing* from congregations in 2012 is $8,300,000.



2012 Annual Report

Parkwood Presbyterian Church

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E-mail: office@parkwoodchurch.ca | Website: parkwoodchurch.ca

In Memoriam

2012

Brian Holmes

Margaret Kavanagh

Agnes Larkin

Pauline Porter

Rowat Deeks

Muriel Lancaster

Ora Klyne

A word from the Minister...



◄ Rev. James T. Hurd
Minister

What you hold in your hands (or see before you on the screen) is a partial record of the life and witness of Parkwood Church, Ottawa in 2012. There are pictures and words which attempt to show and describe something of what we are as a congregation of disciples striving to serve Jesus Christ in and beyond our community.

We invite you to read and see and reflect on who we are, what we are doing, and what we might yet be as we go forward in faith together.

Having read the annual report, my response is one of gratitude. I am thankful for God's grace in our lives and in our life together as a congregation. I am thankful for the many and varied and complementary contributions of so many to our witness to Christ.

May God give us grace to become all that God has designed that we become.

"What does the Lord your God ask of you but to fear the Lord your God, to walk in all his ways, to love him, to serve the Lord your God with all your heart and with all your soul." (Deuteronomy 10: 12, NIV)

In Christ's service,

James T. Hurd,
Pastor, Parkwood Church, Ottawa.

Proposed Agenda

Parkwood Presbyterian Church, Ottawa

Annual Congregational Meeting

Saturday, February 16, 2013 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2012 Annual Meeting – February 18, 2012 4
6. **Reports of Session Officers**
   - A. Clerk of Session - D. Featherstone 8
   - B. Roll Clerk - W.P. Campbell 8
   - C. Communion Clerk - M. Harten 9
   - D. Representative Elder - G. Walford 9
   - E. Memorials Clerk - G. Walford 10
   - F. Benevolent Fund - J. Sheridan 10
7. **Reports of Ministry Teams**
   - A. Policy & Planning.....11
   - B. Finance & Maintenance 11
   - C. Outreach..... 25
   - D. Fellowship.....28
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   - F. Christian Education.....32
   - G. Mission 36
   - H. Pastoral Care.....37
8. **Other Reports**
   - A. Leading With Care Team 39
   - B. Personnel.....39
9. **New Business**
   - A. Budget Team Report and Recommendations 40
   - B. Audit Team Report 42
   - C. Appointment of Audit Team
   - D. Election of Treasurer
   - E. Facility Planning Team 42
   - F. Election of Trustee 44
   - G. Membership of Ministry Teams 45
   - H. Other
10. Adjournment
11. Closing Prayer

5. Minutes of the Annual Congregational Meeting, Saturday, February 18, 2012

On Saturday, February 18, 2012, at Parkwood Presbyterian Church, Ottawa, the annual meeting of the congregation was held within the Fellowship Hall.

A delicious potluck supper was enjoyed, and shortly thereafter the Rev. James T. Hurd called the congregation together at 6:00 p.m. with the hymn "God of grace and God of glory" and prayer. The scripture read from 2 Kings 7 related that in a calamity, on the cusp of disaster, the solution is not of our design. Victory is won at the very point of despair. Trusting in God's sovereign grace and provision enables the church, God's people, to go and tell, to go and show the good news of God's salvation.

In addition to the minister, forty members and adherents of the congregation were present: Ann Marie Bernard, Jean Pierre Bernard, Dora Brown, Flora Brown, Marion Campbell, W. P. Campbell, Brenda Featherstone, Dennis Featherstone, Susanne Finter, Lothar Hopp, John Huber, Janet Hurd, Roberta Hurd, Ted Johnson, Chris Kritsch, Jim Kritsch, Alta MacFie, Jim MacFie, Philip MacFie, Roger MacPherson, Duane Mayo, Claire McPhee, Floyd McPhee, Kathy Newton, Dianne Nickerson, Scott Nickerson, Regan Rambally, Lorne Roach, Margaret Roach, Linda Robinson, Jan Sheridan, Jean Sida, Dianne Smith, Dale Tuck, Duane Townsend, Alice Visser, Tim Visser, Diane Walford, Gord Walford, and David Watson.

Regrets were registered by John Fair, Martha Fair, Marianna Hopp, Karen Hurd, Judy Reeves, and Stewart Reeves.

Glenn Harder and Louise Read were present for the supper preceding the meeting.

In Memoriam (p.1)
A remembrance prayer for those who died during the past year and a prayer of support for their loved ones were offered by the Moderator.

Appointment of Secretary
The Moderator called for the election of a secretary for the meeting. Jean Sida moved, seconded by Chris Kritsch, that Linda Robinson be nominated as secretary. It was moved by Tim Visser, seconded by Phil Campbell that nominations cease. Carried. Linda Robinson was declared secretary.

Thanks
Flora Brown was thanked for her organization of the various potluck contributions, and Dianne Nickerson was thanked for the collation of the 2011 Annual Report. Also, thanks was given to the Mission Team for providing the Presbyterian World Service and Development placemats used during the potluck supper.

Approval of the Agenda (p.3)
It was duly moved, seconded by Roberta Hurd, that the proposed agenda as printed be adopted. Carried.

Note and Corrections of the 2011 Annual Report
p. 15, Kathy Newton noted that the Auditors Report was signed, however, the signed copy was not incorporated into the printed copies of the Annual Report.

p. 28, Fellowship Team Report: change the telephone number for Don Pestaluky from 224-3089 to 613-226-3089.

p. 37, Mission Team Report – under Other Missions – omit (Eastern Ontario Outreach).

p. 38, #3 – omit The Rev.

p. 44 – under Recommendation #5 – add the words Fellowship of Canada which would now read Mission Aviation Fellowship of Canada.

Minutes of the 2011 Annual Meeting (pp. 4-9)
Dianne Nickerson moved, seconded by Chris Kritsch, carried, that the minutes of the 2011 Annual Meeting be adopted.

Reports of the Session Officers
On motion by Gord Walford, seconded by Jan Sheridan, the Reports of Session Officers (pp. 9-11) which constitutes: the Clerk, Roll Clerk, Communion Clerk, Representative Elder, Memorials Clerk, and Benevolent Fund were received, considered, and adopted.

Reports of the Ministry Teams
It was moved by Roger MacPherson, seconded by Dianne Nickerson, that the reports of the Ministry Teams (pp. 14-41) be received and considered. Carried.

A. **Policy and Planning** (p. 11) — On motion by Roger MacPherson, seconded by Dianne Nickerson the report of the Policy and Planning Team was adopted.

B. **Finance and Maintenance** — Moved by Dale Tuck, seconded by Duane Townsend, that the Report of the Finance and Maintenance Team (pp. 12-13), the Auditor's Report (pp. 15-21), and the financial statements (pp. 22-25), not including the 2012 budget, be adopted. Carried.

C. **Outreach** (pp. 26-28) — On motion by Tim Visser, seconded by Jean Pierre Bernard, the report of the Outreach Team was adopted.

D. **Fellowship** (pp. 28-32) — Moved by Jean Sida, seconded by Scott Nickerson that the report of the Fellowship Team be adopted. Carried.

E. **Worship Coordination** (pp. 32-33) – On motion of Gord Walford, seconded by Tim Visser, the report of the Worship Coordination Team was adopted.

F. **Christian Education** (pp. 34-36) — Jean Pierre Bernard moved, seconded by Duane Mayo, that the report of the Christian Education Team be adopted. Carried.

G. **Mission** (pp. 37-40) — On motion by Lothar Hopp, seconded by Linda Robinson, the report of the Mission Team was adopted.

H. **Pastoral Care** (pp. 40-41) — Moved by Dora Brown, seconded by Margaret Roach, that the report of the Pastoral Care Team be adopted. Carried.

Other Reports

A. **Leading with Care** (pp. 41-42)
Roger MacPherson moved, seconded by Scott Nickerson, that the report of the Leading with Care Team be adopted. Carried.

New Business

A. **Budget Team Report and Recommendations** (pp. 42-44)
Moved by Dennis Featherstone, seconded by Roger MacPherson that the report of the Budget Team be received and its recommendations considered. Carried.

Recommendation #1 (p. 43)
On motion by Dennis Featherstone, seconded by Roger MacPherson, approved, that the surplus for 2011 on a local purpose basis be returned to the Nekrassoff Fund.

Recommendation #2 (p. 43)
Dennis Featherstone moved, seconded by Roger MacPherson, that the congregation approve total team expenditures of $213,062 for 2012. Carried.

Recommendation #3 (p. 43)
Moved by Dennis Featherstone, seconded by Roger MacPherson, that the congregation approve a target for offerings for local purposes of $200,463 for 2012. Carried.

Recommendation #4 (p. 44)
Moved by Dennis Featherstone, seconded by Roger MacPherson, that the congregation approve a target for Presbyterians Sharing of $31,000 for 2012.

Recommendation #4 as Amended
Gord Walford moved, seconded by Jim MacFie, in amendment that the congregation approve a target for Presbyterians Sharing of $32,000 for 2012. Carried.

Recommendation #4 as amended was adopted.

Recommendation #5 (p. 44)
On motion by Dennis Featherstone, seconded by Lothar Hopp, the congregation approved that $2,960 of the Cairns' bequest be donated to the following mission work:

- $1,000 to Christian Counselling Ottawa
- $653 to Mission Aviation Fellowship of Canada
- $653 to IVCF (Urbana Conference)
- $654 to Gracefield Christian Camp and Retreat Centre.

Recommendation #6 (p. 44)
Moved by Dennis Featherstone, seconded by Roger MacPherson, that the congregation use the remaining money from the Cairns' Bequest ($26,640) to help finance the expansion. Carried.

Report as a whole with gratitude
It was moved by Dennis Featherstone, seconded by Dale Tuck, that the report as a whole be adopted.

Amendment
It was duly moved and seconded in amendment that the report as a whole be adopted and the congregation expressed its gratitude for a clear and cogent report. Carried.

The motion as amended was adopted.

B. Appointment of an Auditor
Brian Mulligan is unable to continue with auditing the financial statements of the congregation. The Moderator informed the congregation that three options are available:

1) an audit by an external, licensed, public accountant
2) a review by an external, licensed, public accountant
3) an independent and diligent scrutiny of the financial records by volunteers.

There is no legal requirement for congregations to have an external audit nor does Canada Revenue Agency require one. The Treasurer's Handbook for the Presbyterian Church in Canada outlines pertinent steps for volunteers to examine the accounts of the church.

Motion by Roger MacPherson, seconded by Dianne Nickerson, that an Audit Review Team be formed to conduct an independent and diligent scrutiny of the financial records for 2012, to ensure that income and donations received and disbursements made are accurately recorded and documented. The Team is to include Kathryn Newton, Harry VanDyk, Ray Thompson, Stewart Elder, Mary MacPherson. The Team is granted power to issue to add members if required. Carried.

On a motion by Roger MacPherson, seconded by Dale Tuck, approved, the congregation expressed thanks to Brian Mulligan, the auditor for 2011, and also thanks to Kathy Newton for organizing all the paperwork related to the audit.

The Moderator informed the congregation that a gift was personally presented to and well received by Brian Mulligan last year.

C. Election of Treasurer
On motion by Duane Townsend, seconded by Janet Hurd, approved, the current treasurer Lorne Roach was re-elected to his position with thanks.

D. Report of the Facility Planning Team (pp. 45-47)

Moved by Dennis Featherstone, seconded by Duane Townsend, that the report of the Facility Planning Team be received and considered. Carried.

Dennis Featherstone informed the congregation on the loss of momentum on the building project due to many factors as outlined in his report. After much discussion, the congregation encouraged the Facility Planning Team to explore ways to design any necessary changes to the parking lot to minimize lost space.

Other suggestions raised included:

1) the possibility of a portable building being placed on the foundation of the Mulvagh Wing
2) alter the parking lot entrance
3) rent-geared-to-income housing, or seniors' housing.

The Facility Planning Team will take all these considerations under advisement and present a report to the congregation before the end of June at a special meeting of the congregation.

On a motion of Dianne Nickerson, seconded by Jean Pierre Bernard, the report of the Facility Planning Team was adopted.

E. Election of a Trustee

Jan Sheridan and Roger MacPherson are the current Trustees. One more Trustee is needed. Moved by Dennis Featherstone, seconded by Phil Campbell, that Stewart Reeves be appointed Trustee. Carried.

F. Membership of Ministry Teams 2012-2013 (p. 48)

The list of Ministry Teams was adopted on a motion by Dianne Nickerson, seconded by Jean Sida with the understanding that the Teams could add more members during the year.

It was indicated that at least three teams are below the maximum team strength:

- Christian Education and Mission each need one more member
- Finance and Maintenance is short seven members

Other Business

A. Congregational Historian

Evelyn Warburton was the Congregational Historian. A person interested in serving in this position needs to be found. The 50th anniversary of the congregation will be in the year 2014 and it would be helpful to have a Historian to gather information for this event.

B. Presbyterians Sharing — Correspondence

A letter dated February 7, 2012 was received from the Stewardship Office of the Presbyterian Church in Toronto. Karen Plater and Heather Chappell expressed thanks to the congregation for the generous donation to Presbyterians Sharing.

Adjournment

The business being finished, it was moved by Dianne Nickerson, seconded by Brenda Featherstone, and approved the meeting of the congregation was adjourned with prayer by the Moderator at 7:55 p.m.

_____

Rev. James T. Hurd,
Moderator.

_____

Linda E. Robinson,
Secretary.

6. Reports of Session Officers



◄ Dennis Featherstone
Clerk of Session

A. Clerk of Session report

The Session is a court of the Church, a decision-making body consisting of the congregation's elders constituted corporately to exercise oversight over the congregation within its bounds.

As of December 31, 2012, the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Marcia Harten; Ivan Hooper; Lothar Hopp; John Huber; James Hurd, Minister; Alta MacFie; Kristine Marion; Andrew McPhee; Dianne Nickerson; Judy Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Harry VanDyk; Tim Visser; Gordon Walford; and Bill Zylstra. The following is on special leave: Susan McCullough.

Four new elders were elected and joined Session during 2012: Ivan Hooper; Alta MacFie; Dale Tuck; and Bill Zylstra.

Unfortunately, three long-serving elders demitted during the year. **John deVries** became an elder in June 1978. John served on the Worship and Nurture Committee and the Policy and Planning Committee. He was on special leave for the past few years. **Stewart Reeves** became an elder at Parkwood in September 1979. Stewart served on the Worship and Nurture Committee and more recently on the Policy and Planning Team.

Roger MacPherson became an elder at Parkwood in September 1989. Roger was Superintendent of the Church School, a member of the Worship and Nurture Committee, the chief drafter of our Leading with Care policy, long-time secretary of the Policy and Planning Team, and most recently the team leader of the Policy and Planning Team. Stewart is still a Trustee, and Roger was a Trustee before he demitted. As a congregation, we are very thankful for the service of John, Stewart and Roger.

— *Dennis Featherstone*



◄ Phil Campbell
Roll Clerk

B. Roll Clerk

Number of members on the roll, December 31, 2011		204
Number added during 2012		
by profession of faith	6	
by certificate of transfer	1	
by resolution of session	3	
Total added	10	
Subtotal		214
Number removed during 2012		
by death	4	
by transfer	2	
by resolution of session	3	
Total removed	9	
Number of members on the roll, December 31, 2012		205

— *Phil Campbell*



◄ Marcia Harten
Communion Clerk

C. Communion Clerk

The record of communion for 2012 is as follows:

- March 4 – 120 served
- April 5 (Maundy Thursday) – 42 served
- June 3 – 109 served
- October 7 – 98 served
- December 2 – 125 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

— *Marcia Harten*



◄ Gord Walford
Representative Elder

D. Representative Elder

The Presbytery of Ottawa consists of 19 churches and two extension works, one in Rockland, under the direction of Grace Church that has been operating since the fall of 2009, and one in Barrhaven that started in October 2012 (which is under the guidance of the Presbytery Missions Committee; three local ministers are providing the preaching: James Hurd, John Fair and Cedric Pettigrew).

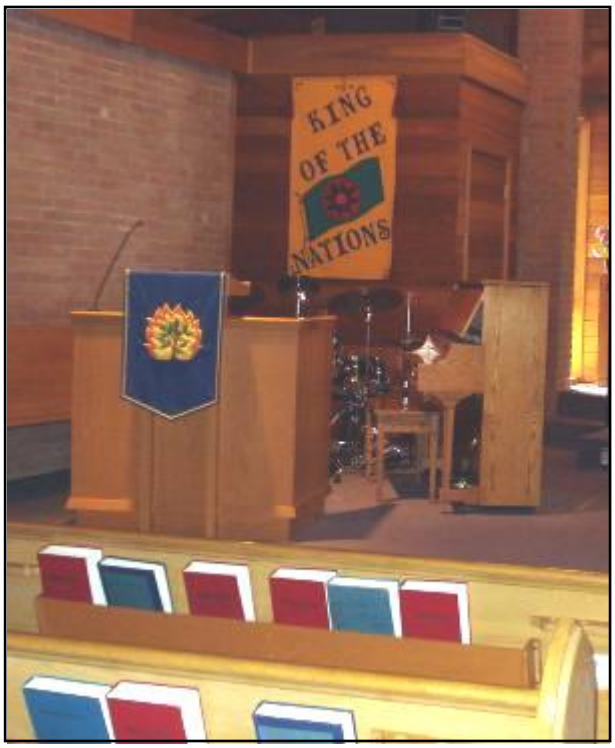
The Presbytery also oversees the operation of Gracefield Christian Camp and Retreat Centre through a Board of Directors.

Four churches are vacant: St. Andrew's, Aylmer; St. Giles, Ottawa; St. Andrew's, Richmond; and Vernon Church, Osgoode. The Aylmer and Vernon churches are operating under longer term supply arrangements. St. Andrew's, Richmond became vacant in mid-2012.

The Presbytery met nine times in 2012, eight "regular meetings" and one special meeting regarding the situation at St. Giles Church.

Our minister is the Presbytery Clerk; the position of Moderator, an annual appointment commencing in September, is currently held by William Ball, the minister at Westminster Church, Ottawa. A number of Parkwood people sit on Presbytery committees. Presbytery, from time to time, has had a paid youth worker with a variety of job descriptions, the last being an "Animator of Youth and Young Adult Ministry" until June 2011. At present, they are considering hiring someone to maintain a Presbytery presence in social media.

— *Gord Walford*





◄ Gord Walford
Memorials Clerk

E. Memorials Clerk

Over the course of the year, in memory of individuals, Parkwood received gifts directed to the Building, Memorial, Pastoral Care and Session Benevolent Funds. In 2012, funds were received in memory of Rowat Deeks, Joe Widdis, Allan and Muriel Lancaster, Shirley Brown, Doris Waugh, and Ross Brown.

Donations are received by the Treasurer, who reports the fund balance monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the fund are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of undesignated gifts is decided by Session, all for the glory of God and for use at Parkwood.
— *Gord Walford*

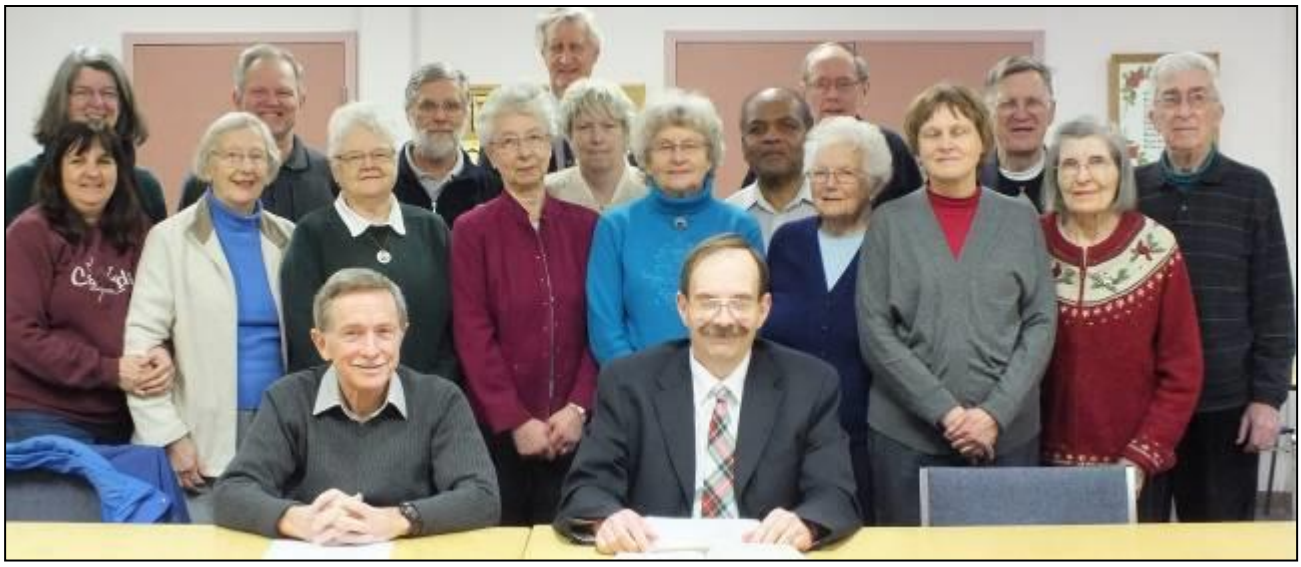


◄ Jan Sheridan
Benevolent Fund
Coordinator

F. Benevolent Fund

Due to increasing needs, mostly within the congregation, the resources of the Benevolent Fund were challenged during 2012. In the fall, an urgent request for funds was responded to and all the needs were met by the end of the year. Following the donations on Christmas Eve, the current amount in the Benevolent Fund is approximately $3,000. This is unlikely to meet the needs within 2013. Frequent smaller donations throughout the year will ensure that the legitimate needs are met (and will save the sanity of the Coordinator).
— *Jan Sheridan*

Elders at the January 2013 Session meeting
Back row: Marcia Harten, Dale Tuck, John Huber, Tim Visser, Linda Robinson, Ivan Hooper, Gord Walford, Duane Townsend, Phil Campbell.
Front row: Kristine Marion, Jan Sheridan, Dianne Nickerson, Judy Reeves, Flora Brown, Jean Sida, Alta MacFie, Marion Campbell.
Seated: Dennis Featherstone and Rev. Hurd.



7. Reports of Ministry Teams



◄ Stewart Reeves
Interim Team Leader

A. **Policy and Planning Team**
The Policy and Planning Team (P&P) is composed of elders appointed by the Session, with the Minister and Clerk of Session as *ex-officio* members. P&P assists Session in general planning and policy development on matters related to the life and work of the congregation. In past years, the Team Leader of P&P has chaired the Budget Team; for the year 2013, Linda Robinson volunteered to chair the Budget Team.

During the year, the P&P Team made several recommendations to Session, which were subsequently approved. They included the appointment of an Audit Review Team, recommendations on the use of e-mail addresses, a policy on storage of team minutes and correspondence, the appointment of a church historian, a policy on overspending in the budget in emergencies, and a Benevolence Ministry Policy.

The year began with Roger MacPherson as Team Leader, and he continued until June. Harry VanDyk was re-appointed to the Team following his leave of absence. Ivan Hooper joined the team in November. Stewart Reeves acted as Interim Team Leader for meetings in October and November.

As of December 31, 2012, the P&P Team members are Phil Campbell, Ivan Hooper, Dianne Nickerson, Linda Robinson, Harry VanDyk, Dennis Featherstone *(ex-officio)* and Rev. James Hurd *(ex-officio).* The position of Team Leader is vacant.
— *Stewart Reeves*



◄ Dale Tuck
Team Leader

B. **Finance and Maintenance Team**
The Finance and Maintenance Team (F&M) is responsible to Session for the management of the temporal and financial affairs of the congregation, and the care and maintenance of church buildings and property. The F&M Team members are: Bill Zylstra, Duane Townsend, Flora Brown, Martha Fair, Lorne Roach, Jim Elder, James Hurd and Dale Tuck. The F&M Team meets regularly on the first Tuesday of the month except during the summer.

Chronological highlights of the issues dealt with during 2012 are as follows:

January: Penny returned to work after her leave to support her husband during his illness. Door locks were repaired.

February/March: The Photo Album of church members has been completed and distributed.

February/March *(continued)*: F&M needed additional support, and individuals were suggested to be asked to join or assist the group. Support was given on request but no one actually joined the group on a formal basis. Maximum expenditure for emergencies was discussed for F&M with the Policy and Planning Team (P&P). F&M agreed to provide help for emergency and Fellowship Hall access for "World Day of Prayer". A "Building Use Agreement" draft was prepared for discussion and revision.

April: Carpenter ants were noticed in wood at the front of the church. The maintenance contract was renewed with Jim Elder. Bell Canada offered reduced rates for a three-year agreement, which was accepted. There is a broken seal on the front door. A raised toilet was requested and installed. The large furnace failed and was not replaceable as a single unit, so alternatives were considered.

May: The furnace replacement was expanded to include separate zoning of the sanctuary and Fellowship Hall for each of the two required furnaces as well as the replacement of the water heater and the possible delivery of air conditioning to the narthex. An engineer was employed to set the bid requirements.

June: Jim Elder was authorized to complete the walkway to the rear of the church. The cross on the side of the church was broken again by vandals and Jim Elder was authorized to repair. The controller failed on the sign and was replaced.

September/October: No report.

November: Eavestrough was installed at rear of church to reduce the damage caused by water. Furnace was in operation but not accepted. Electronic sign paint is sheeting off, and request for repairs are in progress with repainting to take place in the spring — Wintle Signs commitment. Many minor repairs around the church were undertaken by Jim Elder.

December: Carl Martin continues to provide snow removal from the walkways around the church, including the path to the Fellowship Hall. This must be maintained as we do not have acceptable access otherwise. The furnace and ducting installation was completed for acceptance. Fire protection analysis was completed.



As a reminder, overflow parking can be obtained at both Chesterton Towers and at Horizon House. Also, the parking lot behind the Zellers Plaza is always empty and is only a short walk away. We could use this for overflow also.

Again, our sincere thanks to all those who help us throughout the year, with special regards to our caretaker, Flora Brown, our diligent booking co-ordinator, Brenda Creighton, and our treasurer, Lorne Roach. Lorne maintains our financial records, arranges for two people to count and record the offering from each service of worship, ensures that bills are paid in a timely manner, and provides reports on the status of congregational income and expenditures relative to the annual budget. Our Team really does need additional help and IT expertise is thin. We would appreciate hearing from anyone who has some available time.

May the Lord add His blessings to all work done in His Name.
— *Dale Tuck*

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2012

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2012

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets December 31, 2012	Net Assets December 31, 2011
Current assets:					
Cash on Hand and in Bank	$ 926	$ 0	$ 25,320	$ 26,246	$ 16,927
Short-term Investments - at cost		1,934	513,127	$ 515,061	563,809
HST Recoverable	8,996	0	0	8,996	5,643
Loan Receivable	0	0	0	0	0
	9,922	1,934	538,447	550,303	586,379
Long-term investments - at cost	0	0	0	0	0
Church Building, Furnishings (note 1)	0	1,474,807	0	1,474,807	1,474,807
Land at Cost	0	45,000	0	45,000	45,000
Total Assets	$ 9,922	$ 1,521,741	$ 538,447	$ 2,070,110	$ 2,106,186
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
Current Liabilities	$ 0	$ 0	$ 0	$ 0	$ 0
Reserved Funds (see schedule)	0	1,934	538,447	540,381	562,746
Investment in Net Assets Balance	9,922	1,519,807	0	1,529,729	1,543,440
Total Liabilities, Reserved Funds and Net Assets	$ 9,922	$ 1,521,741	$ 538,447	$ 2,070,110	$ 2,106,186

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
RECEIPTS:				
OFFERING - Operations	$ 190,887	$ 189,813	$ 200,462	$ 214,409
OFFERING - Special Appeals Outreach	43,253	30,543	32,000	31,000
	234,140	220,356	232,462	245,409
OTHER INCOME - Interest	0	0	0	0
OTHER INCOME - Rentals	12,588	13,180	12,600	13,055
OTHER INCOME - Other Charities	0	208	0	0
OTHER INCOME - Recoveries	5,001	4,452	0	1,500
	17,589	17,840	12,600	14,555
TOTAL RECEIPTS	$ 251,729	$ 238,196	$ 245,062	$ 259,964
EXPENDITURES:				
MISSION TEAM	$ 7,341	$ 7,509	$ 8,420	$ 8,240
OUTREACH TEAM	2,664	1,643	3,850	2,050
FELLOWSHIP TEAM	1,665	1,238	1,700	1,750
PASTORAL CARE TEAM	0	0	100	100
CHRISTIAN EDUCATION TEAM	3,671	8,903	11,275	19,464
WORSHIP COORDINATION TEAM	19,788	20,174	20,999	21,401
THE KIRK SESSION	7,668	7,079	7,272	7,285
FINANCE & MAINTENANCE TEAM	157,852	166,991	159,446	168,674
SPECIAL APPEALS OUTREACH	43,253	30,543	32,000	31,000
TOTAL EXPENDITURES	$ 243,902	$ 244,080	$ 245,062	$ 259,964
NET REVENUE (LOSS) FOR THE YEAR	$ 7,827	-$ 5,884	$ 0	$ 0
OPERATING FUND BALANCE BEGINNING OF YEAR	$ 12,250	$ 23,633	$ 23,633	$ 9,922
ADD: TRANSFERS TO OPERATING FUND	3,556	0	0	0
DEDUCT: TRANSFERS FROM OPERATING FUND	0	-7,827	0	0
OPERATING FUND BALANCE END OF YEAR	$ 23,633	$ 9,922	$ 23,633	$ 9,922

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2012

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec 31, 2012	Total Dec 31, 2011
Cash from operating activities					
Net revenue (loss) for the year	-$ 5,884	$ 0	-$ 30,192	-$ 36,076	$ 77,064
Add items not involving cash					
Interfund transfers	-7,827		7,827	0	0
	-13,711	0	-22,365	-36,076	77,064
Changes in non-cash working capital					
HST/GST recoverable	-3,353	0	0	-3,353	-1,594
Loan receivable	0	0	0	0	600
Net cash generated through operating activities	**-17,064**	**0**	**-22,365**	**-39,429**	**76,070**
Investing Activities					
(Increase) decrease in Investments (net)	1063	0	47,685	48,748	-105,328
Net cash used in investing activities	**1,063**	**0**	**47,685**	**48,748**	**-105,328**
Net increase (decrease) of cash during year	-16,001	0	25,320	9,319	-29,258
Cash- beginning of year	16,927	0	0	16,927	46,185
Cash - end of year	**$ 926**	**$ 0**	**$ 25,320**	**$ 26,246**	**$ 16,927**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
For the Year ended December 31, 2012

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Interfund	-Deficit	Balance
Fund Description	January 01, 2012	Offering	Contributions		Receipts	Equipment	Cost	Expenditures	Transactions	For the Year	December 31,2012
Team Programmes											
Christmas Dinner Fund	$ 779	$ 100			$ 100			$ 0	$ 0	100	$ 879
Course Fees Fund	334				0			0		0	334
Flower Fund	164				0		85	85		-85	79
Key Deposit	92				0			0		0	92
Logos Program	1,614	500	2,952		3,452		3934	3,934		-482	1,132
Outreach Projects	1,845				0			0		0	1,845
Pastoral Care Fund	2,035	535	270		805		804	804		1	2,036
Special events	2				0			0		0	2
Youth Group Fund	857	841	966		1,807		2,241	2,241		-434	423
TOTAL	**$ 7,722**	**$ 1,976**	**$ 4,188**		**$ 6,164**		**$ 7,064**	**$ 7,064**		**-$ 900**	**$ 6,822**
Capital Expenditures											
Audio Visual Fund	$ 615	$ 1,020	$ 450		$ 1,470		$ 714	$ 714	$ 0	$ 756	$ 1,371
Building Expansion Fund	187,927	12,255		2,455	14,710		12,399	12,399		2,311	190,238
Hymn Books, Bibles Fund	249				0			0		0	249
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	1,934				0			0		0	1,934
TOTAL	**$ 205,979**	**$ 13,275**	**$ 450**	**$ 2,455**	**$ 16,180**	**$ 0**	**$ 13,113**	**$ 13,113**	**$ 0**	**$ 3,067**	**$ 209,046**
Session											
Memorial Fund	$ 4,211	$ 150			$ 150			$ 0	$ 0	$ 150	$ 4,361
Parkwoood Session Benevolent Fund	3,783	5,925		1	5,926		6,630	6,630		-704	3,079
Student Assistance Fund	597	20	140		160		500	500		-340	257
TOTAL	**$ 8,591**	**$ 6,095**		**$ 1**	**$ 6,236**	**$ 0**	**$ 7,130**	**$ 7,130**		**-$ 894**	**$ 7,697**
Bequests											
Boyd Bequest Fund	$ 103,079			$ 1,339	$ 1,339			$ 0	$ 0	$ 1,339	$ 104,418
Cairns Bequest Fund	84,553			1,079	1,079		2,960	2,960		-1,881	82,672
Hempstock-Huff Bequest Fund	36,026			468	468			0		468	36,494
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
MItchell-Hempstock Interest Fund	8,081			1,080	1,080			0		1,080	9,161
Lancaster Bequest Fund			5,000	32	5,032			0		5,032	5,032
Nekrassoff Fund	33,715			244	244		37,747	37,747	7,827	-29,676	4,039
TOTAL	**$ 340,454**		**$ 5,000**	**$ 4,242**	**$ 9,242**		**$ 40,707**	**$ 40,707**	**$ 7,827**	**-$ 23,638**	**$ 316,816**
Total Reserved Funds	$ 562,746	$ 21,346	$ 9,638	$ 6,698	$ 37,822	$ 0	$ 68,014	$ 68,014	$ 7,827	-$ 22,365	$ 540,381

Funds earmarked for expansion:

Building Expansion Fund		$ 190,238
Boyd Bequest Fund		104,418
Cairns Bequest Fund		82,672
Hempstock-Huff Bequest Fund		36,494
Mitchell-Hempstock Bequest Fund	*(if necessary)*	75,000
TOTAL		**$ 488,822**

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2012

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated January 2002.

The land is stated at historical cost.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

All short-term investments are classified as available-for-sale because management does not intend to trade the investments for short-term profit making and has not elected to classify the investments as held-for-trading.

Long-term investments are classified as held-to-maturity investments. They are classified as such because management has the positive intent and ability to hold the securities until maturity.

Both short-term and long-term investments are interest bearing guaranteed investment certificates which are recorded at cost, which approximates the market value of the investments.

Management is currently of the opinion that the investments are appropriately recorded and reported at cost.

Interest earned on both long and short term investments is recorded on a cash basis when received. In the event that earned interest is not received annually but is compounded with the investment, the interest will be allocated to the applicable fund(s) upon receipt in proportion to the value of the applicable funds. As at December 31, 2012, a total of $ 515,061 of the investments held are invested in 3 year cashable Guaranteed Investment Certificates with interest compounding to the maturity date or to the date the investment is cashed, whichever comes first.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, short-term investments, HST recoverable, loan receivable, and current liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. INTERFUND TRANSFERS:

During the year ended December 31, 2012 $ 7,827 was transferred to the Nekrassoff Bequest Fund from the Operating Fund as approved at the February 18, 2012 Annual Congregational Meeting.

3. GOVERNMENT FUNDING:

During the year ended December 31, 2012, an amount of $ 3,910 (2011-$4458) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

4. PROPOSED BUILDING REDEVELOPMENT:

During the early part of 2012, the Facility Planning Team undertook to discuss with the architect and construction manager how a significant reduction in the estimated cost of constructing the building might be achieved. The cost estimate for the external sitework part of the plan was reduced by $100,000 to $150,000. The discussions, however, did not give rise to design options which might lead to an additional significant reduction in the cost estimate.

Arising from the difficulty the team experienced in obtaining revised plans and cost estimates, Session proposed that the team discuss a possible arrangement with the architect working with St. Andrew's Presbyterian in Stittsville.

In September, Session approved the expenditure of up to $20,000 from the Construction Fund to hire architect David Mailing and his recommended construction manager to do a feasibility study of building on the Mulvagh footprint and to propose schematics based on our stated space needs.

As of December 31, the Facility Planning Team has received and reviewed several proposed schematics for the proposed building. Current efforts are focused on trying to obtain a proposal which incorporates all of our space needs and is accompanied by somewhat detailed cost estimates for both the building and the overall project. The plan and projected cost would be presented to the congregation at the Annual Meeting in February 2013.

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Carlington Chaplaincy Fund	$ 1,000	$ 1,000	$ 1,000	$ 500
Covenant Orthodox Presbyterian Church	3,000	3,000	3,000	3,000
Gracefield Christian Camp & Retreat Centre	1,500	1,500	1,500	1,500
Inter-Varsity Christian Fellowship	1,000	1,000	1,000	1,000
Other Missions	841	1,009	1,920	2,240
Total	$ 7,341	$ 7,509	$ 8,420	$ 8,240

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Advertising-newspapers	$ 2,378	$ 1,063	$ 2,200	$ 1,100
Brochures for visitors	0	243	1,300	500
English Fellowship Evening	90	146	150	200
Kumon Outreach	196	191	200	250
Total	$ 2,664	$ 1,643	$ 3,850	$ 2,050

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Social Hour Supplies	$ 1,452	$ 1,104	$ 1,450	$ 1,500
Support for Gracefield Weekend	213	134	250	250
Total	$ 1,665	$ 1,238	$ 1,700	$ 1,750

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Pastoral Care	$ 0	$ 0	$ 100	$ 100
Total	$ 0	$ 0	$ 100	$ 100

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CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Adult Education	$ 353	$ 0	$ 450	$ 450
Church Library	397	483	400	400
Church School	1,308	1,536	2,000	2,000
Logos Program	472	1,337	800	800
Nursery Care	0		50	50
Summer Programming	0	98	100	100
Young Adults	0	0	0	400
Youth Group	1,141	1,972	2,000	2,000
Youth Facilitator	0	3,477	5,475	13,264
Total	$ 3,671	$ 8,903	$ 11,275	$ 19,464

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Audio- visual	$ 0	$ 0	$ 100	$ 100
CCLI Licence	456	506	506	506
Hymnals/Bibles repair/replace	0	0	25	25
Music	169	79	200	200
Director of Music Ministry	16,647	17,218	17,218	17,770
Continuing Education	575	0	250	250
Piano/organ maintenance	511	327	350	350
Organist/Pianist Supply	824	820	1,000	1,000
Pulpit supply	456	1,224	1,200	1,050
Reformation Sunday	150	0	150	150
Total	$ 19,788	$ 20,174	$ 20,999	$ 21,401

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Conferences	$ 81	$ 64	$ 100	$ 500
Congregational Supplies	633	781	650	500
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	185	185	230	200
Presbytery Dues	6,562	5,842	5,842	5,860
Web Hosting	107	107	350	125
Microfilming	0	0	0	0
Total	$ 7,668	$ 7,079	$ 7,272	$ 7,285

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FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Bank Charges	$ 90	$ 109	$ 100	$ 125
Canada Pension Plan	3,237	3,829	3,456	4,127
Caretaker	7,850	7,850	7,850	8,000
Computer Hardware/Software	2,085	1,556	3,500	5320
Congregational Administrative Assistant	9,197	15,188	13,007	13,500
Employment Insurance	2,065	2,421	2,164	2,656
Extended health care coverage	3,652	3,998	3,942	3,945
Fuel	2,237	2,323	2,500	2,400
Furniture&Equipment repairs/replacement	450	0	500	500
Insurance Church	3,050	3038	4,600	3,500
Lighting	5,438	5,376	6,100	5,400
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,200	23,500	23,500	23,500
Minister's stipend	54,200	55,900	55,900	57,150
Presbyterian Church Pension Plan	5,716	6,041	6,227	6,151
Repairs,Replacements&Maintenance	15,161	13,026	10,000	13,500
Snow Removal,Salt,Sand	4,478	5,431	4,000	5,500
Stationery&Office Supplies	7,829	9,487	8,000	9,000
Students/Interns	4,213	3,720	0	0
Telephone	2,248	2,623	2,500	2,800
Water&Sewer Charges	856	975	1,000	1,000
Total	$ 157,852	$ 166,991	$ 159,446	$ 168,674

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Interest	$ 0	$ 0	$ 0	$ 0
Rentals	12,588	13,180	12,600	13,055
Other Charities	0	208	0	0
Sundry-HRDC Grant-Students/Interns	4,458	3,910	0	0
Grants/Recoveries	543	542	0	1,500
Total	$ 17,589	$ 17,840	$ 12,600	$ 14,555

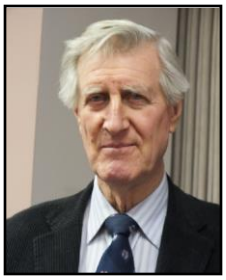
SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Amethyst Women's Addiction Centre	$ 0	$ 530	$ 0	$ 0
Canhave Children's Centre Inc.	3,070	0	0	0
Christian Counselling Ottawa	530	0	0	0
Gideons International	0	50	0	0
Gracefield Christian Camp & Retreat Centre	130	0	0	0
Hakka Bible Publication & Distribution	0	610	0	0
Missionary Ventures Canada	270	0	0	0
Ottawa Innercity Ministries	0	100	0	0
Presbyterians Sharing	36,373	26,718	32,000	31,000
Presbyterian World Service & Development	1,998	1,710	0	0
SAT-7 Canada	277	0	0	0
SCA International	605	0	0	0
Sola Scriptura Ministries International	0	585	0	0
The Voice of the Martyrs		140	0	0
Union Mission for Men		100	0	0
Total	$ 43,253	$ 30,543	$ 32,000	$ 31,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2012

	2011 ACTUAL	2012 ACTUAL	2012 BUDGET	2013 BUDGET
Amethyst Women's Addiction Centre	$ 0	$ 530	$ 0	$ 0
Canhave Children's Centre Inc.	3070	0	0	0
Christian Counselling Ottawa	530	0	0	0
Gideons International	0	50	0	0
Gracefield Christian Camp & Retreat Centre	130	0	0	0
Hakka Bible Publication & Distribution	0	610	0	0
Missionary Ventures Canada	270	0	0	0
Ottawa Innercity Ministries	0	100	0	0
Presbyterians Sharing	36,373	26,718	32,000	31,000
Presbyterian World Service & Development	1,998	1,710	0	0
SAT-7 Canada	277	0	0	0
SCA International	605	0	0	0
Sola Scriptura Ministries International	0	585	0	0
The Voice of the Martyrs	0	140	0	0
Union Missiion for Men	0	100	0	0
Total	$ 43,253	$ 30,543	$ 32,000	$ 31,000

NOTES



◄ Tim Visser
Team Leader

C. **Outreach Team**

Many opportunities occurred in 2012 to plan and implement outreach that would introduce our neighbours to the love of God found in Jesus Christ; to demonstrate what we as a congregation could offer as part of the body of Jesus Christ; and to provide opportunities individually and corporately which enabled our faith in God to grow.

Parkwood Hills Stakeholders Committee

This committee is a group of representatives of community service organizations, churches and schools in the Parkwood Hills area who have been drawn together during the past three years. This endeavour was a result of an initiative from the Nepean, Rideau, and Osgoode Community Resource Centre. Initially the group met monthly (except July and August). During 2012, the group decided to meet every other month. Meetings were held on a weekday morning for about an hour or an hour and a half. About 15 to 20 persons attended. Parkwood Church has been represented by our pastor.

Aihua Chinese (Mandarin) Language School

For the past year, Parkwood Church has provided space to Aihua Hu, who has operated a Chinese (Mandarin) language school on Saturday afternoons in the Meeting Room. Designed to help families with one parent who is Chinese and one parent who is not Chinese, this program assists in ensuring Chinese language instruction for their children. It has met a need in the community.

The instructor, Aihua Hu, is a Christian who is affiliated with the Metropolitan Bible Church. She is eager to provide opportunities for children to encounter Jesus Christ. In the winter of 2011-12, Aihua approached the session of Parkwood Church with a proposal to offer a joint Day Camp program for children ages 7-12 during the month of July.

In the mornings, she and a team of instructors provided instruction in Mandarin and mathematics. In the early afternoon, a team of volunteers, arranged by Parkwood Church, provided a Bible lesson and craft. A time of recreation, arranged by Aihua and her team, was held either in the green space behind the church or across the road in the field at Sir Winston Churchill School.

Mikaela Berg, our summer office assistant, provided help with hosting arrangements, and led a short period of singing with the children immediately after lunch each day.

Thanks is expressed to Katherine Bretzlaff (for two weeks) and Floyd McPhee (for one week) who assisted the minister in providing the Bible story instruction, based on selected parables of Jesus. Flora Brown and her granddaughter Valerie also assisted with the program.

Approximately 40 children attended each week (mornings and afternoons). Many children came for all four weeks, while others attended for only one of the weeks during the Day Camp.

Aihua Hu handled the publicity and registration for the camp. A fee was charged to cover the cost of the language and mathematics instruction and to provide a snack. Proceeds after expenses were donated to Parkwood Church.

Men's Breakfast

For thirty-one years, the Men's Breakfast has enjoyed a slate of interesting speakers from all walks of life. On average this year, 20 men have enjoyed the enriching, inspiring topics presented by the following speakers:

January	Kevin Cuz
February	Rick Patch
March	Jim Beaulne
April	Stewart Elder
May	Mary Cook (combined with the Ladies' Breakfast)
September	Stephen Rolston
October	Jim Meuse
November	Frank Allan

We greatly appreciate Gordon Walford, who so graciously shares his talent in music accompanying us in a blessed time of worshipful singing.

We were thankful to the folks at Summerhays Restaurant which provided us with many breakfast delights up until April. We then moved to the Local Heroes Bar and Grill in the Bleeker Mall.

Our Saturday morning breakfasts take place once a month (except June, July, August and December) from 8:00 to 10:00 a.m. Women of the church are invited to our May breakfast and to special events.

For more information about our meetings, please contact any of the following people:

Tim Visser	Coordination, follow-up and speakers 613-224-3287 or 613-825-3434
Gordon Walford	Music
Rev. James T. Hurd	Chairperson
Stewart Reeves	Treasurer

We extend an invitation to all men and their friends to enjoy a time of fellowship, worship-filled singing and soul nourishment.

Visitors' Information Package

Linda Robinson gathered information from the various ministry teams at Parkwood Church and prepared a draft of the Visitors' Information package.

The Outreach Team reviewed the information, and a final package of information for visitors was made available. Printing of the information was done in-house, which saved printing costs.

Men's Fraternity — "The Quest for Authentic Manhood"

Every Tuesday evening from 7:30 to 9:00 p.m., from January to June, men gathered to view and discuss a DVD series by Dr. Robert Lewis, pastor-at-large for Fellowship Bible Church in Little Rock, Arkansas.

Many of the men who attended shared their experiences of this DVD series with their wives and interest was increased, so from September to December, the Men's Fraternity welcomed women.

In the sessions, we learned how our past history and our wounds held us back, and, most importantly, through Jesus, how those wounds can be healed. We discovered the importance of mentors for encouragement, being a supportive father and husband, and how to plan and implement, with God's help, the true biblical definition of a man. It proved to be challenging, soul-searching and insightful. Please feel free to come. Everyone is invited.

Barrhaven Bible Study Group

This group of 10-12 people has been meeting together on a weekly basis at the home of Martha and John Fair for two years. This initiative began with a detailed study of the book of Acts with the intent of possibly starting a new church in the growing community of Barrhaven.

The Presbytery of Ottawa, which approved of this mission venture, has undertaken mission work in Barrhaven. The first church service took place on Sunday, October 21, 2012. Every Sunday at 5:00 p.m., a potluck supper is held and a Worship Service follows at 6:00 p.m. This is held at the Seventh Day Adventist Church at 4010 Strandherd Drive in Barrhaven.

The original Barrhaven Bible Study Group continues to meet on Sunday evenings at the Fair residence. Our current study, started in the autumn of 2012, is the classic book *The Holiness of God* by Dr. R.C. Sproul and is ongoing. We welcome you to join us on Sundays at 7:30 p.m.
— *Tim Visser*

KUMON Welcoming Outreach

Working twice weekly in the narthex under the banner proclaiming Parkwood's purpose ("to enable individuals and families to discover, grow in and share the love of God found in Jesus Christ"), the Welcoming Team of Rose O'Connor, Jean Sida and Jan Sheridan interact with the KUMON children and their families.

While offering drinks, crafts and needlework projects, we try to show love and respect to everyone, regardless of their culture or faith.

We have been joined on the team by Krystal Wilson and Graham Walford, who faithfully set up tables and prepare the drinks each Monday and Thursday, and Suzanne McBurney who shops for the drinks regularly. Continuing friendships are being developed.
— *Jan Sheridan*

Website

http://www.parkwoodchurch.ca

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files.

Weekly bulletins, monthly calendars and occasional *PULSE* newsletters are provided by the office administration folk. A one-year archive of newsletters is available online. Thanks to all who contribute.

The traffic data for Parkwood's site indicate a decrease in the number of unique visitors of 3% year over year. Total number of visits was down 5% over last year, as was the number of "hits". Bandwidth usage increased signify-cantly, however — over 80% (mainly audio sermons).

Top downloads include weekly bulletins (43% of the top 100), monthly newsletter (13%), and calendar (12%), audio sermons (4%). Other popular documents include various forms and brochures as well as Building to Serve information. The most popular pages include the main page, news, map, services, Building to Serve, audio sermons and staff/ contact us pages. Over the year, the site had almost 6,300 unique visitors and over 11,000 visits. We continue to receive comments on how useful our site is.
— *Gord Walford, Webservant*



◄ Don Pestaluky
Team Leader

D. **Fellowship Team**

The Fellowship Team hosted a very successful International Potluck Dinner on Saturday, May 12th. About 70 people attended and shared their food, customs and culture. Special thanks to Penny McDowell, our administrative assistant, who printed over 50 flags which were used to decorate the Fellowship Hall.



The Fellowship Team also planned a successful congregational picnic this summer which was held on June 24th at General Burns Park. The weather was very good with only a slight sprinkling of rain. Everyone enjoyed the day. Thank you to those who brought food to this event and special thanks to Duane Mayo who loaded and brought our barbecues to the park.

Thanks to Flora Brown and the Akat family for the strawberry treat after the Sunday Worship Service on June 17th.

The Fellowship Team also hosted a corn boil on September 9th. The corn, which was purchased from Miller's Farm, was enjoyed by everyone. Special thanks to Junior Akat for his help in the kitchen.

A Christmas potluck supper was held on Saturday, December 15th with over 90 people in attendance. Thank you to all who participated in bringing food to this event. Also, thank you to those who helped out in the kitchen and to those who helped put away the tables after the supper. Special thanks to Rev. Hurd who was emcee for the evening and to those who provided music and song.

An important function of the Fellowship Team is to greet and welcome visitors and newcomers to our church, have them sign the guest book and direct them downstairs for coffee and to meet others from the congregation. In this regard, the congregation is grateful to Barbara Townsend, Margaret Roach, Jean Sida, Bill Zylstra, Philip MacFie, Flora Brown, John Huber, Kristine Marion, Margaret Main, Dianne Game, Stella Akat and Don Pestaluky. In 2013, Placid Akat will also be greeting our guests in place of Philip MacFie.

The current members of the Fellowship Team are Bill Zylstra, Jean Sida, Dianne Game, Flora Brown, Susanne Finter, Junior Akat and Don Pestaluky. New members are welcomed and if you are interested in joining this Team, I would be delighted to speak with you. You may call me at 613-226-3089.
— *Don Pestaluky*

Refreshments and Ushering

This year the congregation is thankful to the following ushers who contributed during our Sunday Worship Services: Bob and Dianne Game, Stewart and Jean Elder, Andrew and Denise McGregor, Tim and Alice Visser, Robert and Sarah McCaughern, Peter and Betty Paul, Jim and Philip MacFie, Derek and Gregory Newton, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main, and Jean Sida and Marcia Harten and Junior Akat and Don Pestaluky. In 2013, Flora Brown and John Huber will also be ushering at our Sunday Worship Services in place of Jim and Philip MacFie.

This year, we are also grateful to the following coffee and tea hosts who make our fellowship time after Sunday Service most enjoyable: James and Christina Kritsch, Duane and Barbara Townsend, John and Jean Kerr, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Doug and Anne Alexander, Carrie Kritsch and Robert Picard, Dale Tuck and Albert Deboer, Frances Robertson and Margaret Main, Junior Akat and Don Pestaluky and Marcia Harten. In 2013, Ed and Vicki Steenhorst will also be hosting after the Sunday Worship Service in place of John and Jean Kerr.

We are also very grateful to the Bailie Family who for many years ensured that sufficient supplies and goodies were available for our fellowship time after the Sunday Worship Service. In the fall, the Bailie family moved to Kanata and therefore were no longer able to provide this service. If you are interested or think that you would be able to help with this service, the congregation would be most grateful and I ask that you contact me for further details.
— *Don Pestaluky*

Sunday Night Bible Study
This group meets on alternate Sunday evenings at 8:00 p.m. in the Fireside Room. We have a regular attendance of seven people. This year we have been studying the book of James. Members who wish to take turns in preparing the study, but there is no pressure to do so, and we always welcome new members.
— *Jean Sida*

Ladies' Breakfast
The ladies met at 8:30 a.m. at the church on the third Saturday of the month in March and May of this year. In March, we had a talk from the co-ordinator of the Guatemala stove project and, in May, John Donaldson of our own congregation spoke to us about his work with the Foster Care Council of Canada.

In May, I decided that I was no longer able to continue as co-ordinator of the breakfast, and since no one else has come forward to take over, the group has closed.

Thanks to all those who have helped in preparing the food, setting up tables, music and prayers in the past seven years that I have been the leader. If anyone is interested in reviving the group, I would be happy to assist them in starting it up again.
— *Jean Sida*

Gracefield Retreat
The annual Gracefield Retreat was held from September 14th to 16th with 22 adults, 11 young people and one baby attending. Six additional people came just for the day.



The theme was "Exploring God's Wor(l)d and a Bible Study on this was held on Saturday morning for adults. This was led by Floyd McPhee as Rev. Hurd was conducting a funeral that morning.

The youth prepared a skit which was performed before the BBQ supper and was very well received. They also received instruction in orienteering from Karen and Janet Hurd. This was put to good use after lunch when a treasure hunt was held for teams finding and following clues from compass directions. This took so long that the planned hike was cancelled.

It was followed by time on the ropes course and the traditional BBQ. A campfire was held in the evening.

On Sunday morning, there was a worship service led by Floyd McPhee followed by lunch and a closing ceremony.

The planning committee members are Gerda deVries, James and Karen Hurd, Kathy Newton and Jean Sida. Thanks to these and to all who helped in any way (preparing salads and BBQing, organizing games, etc.), making this a very enjoyable weekend.

Because of concessions made to us by the Gracefield staff, we were able to come away this year with a small profit, for which we are very grateful.

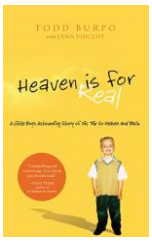
Gracefield Financial Report		
	$ Received	$ Cost (incl. taxes)
Beaver Lodge		
Guests	523.00	661.11
Kitchen Fee		0
Cabins	400.00	459.90
Camp Sites	110.00	160.96
White Pine meals	453.58	453.58
Food	296.00	167.39
Canoes, firewood and ropes course		50.00
Fellowship Fund	167.39	
Donation	17.75	
Total	**1,967.72**	**1,952.94**

This results in a profit of $14.78 which has been deposited in the Gracefield Fund.

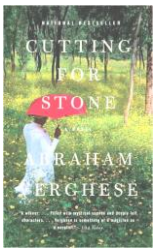
The committee also wishes to express thanks to David Goldsmith for the improved cleanliness of the camp and the warm welcome in Beaver Lodge on Friday evening, with a roaring fire going, and for coffee supplied at the Saturday morning Bible study. These thoughtful gestures helped to make the weekend a happy experience.
— *Jean Sida*

Koffee Klatch
Koffee Klatch is a group of Parkwood ladies who meet for a social and study time at 2:00 p.m. on Wednesdays. After an hour of social time, we turn to prayer and study. Our present study book is "Distorted Images of God" (Restoring Our Vision). At Christmas and June, when we adjourn until September, we enjoy a potluck lunch. We invite all interested ladies to join us.
— *Lorraine Widdis*

Parkwood Book Group







This year, the group gathered to discuss a variety of books. The group met on a Monday evening in alternate months. The list included non-fiction as well as fiction. The Parkwood Book Group met January 9, 2012 for a discussion on the book ***Have a Little Faith***, by Mitch Albom. In March, we discussed ***Heaven is for Real,*** authored by Todd Burpo with Lynn Vincent. May's meeting discussed ***Son of Hamas***, by Mosab Hassan Yousef. ***Cutting for Stone***, by Abraham Verghese was the book discussed at the September gathering. The final book discussed in 2012 was ***Jonathan Livingston Seagull***, written by Richard Bach.
— *Marcia Harten*



◄ John Fair
Team Leader

E. **Worship Co-ordination Team**

The Worship Co-ordination Team (WCT) consists of six members plus *ex officio*, per our terms of reference. Rev. James Hurd was our Team Leader until John Fair was appointed this past year. We thank James for his leadership and for his continued availability to the WCT. We also thank Lori Stewart for stepping in to act as secretary as Gord Walford stepped down from that task. We thank Gord for his work in that role and for his continuing service to the WCT.

The team met five times during 2012, January, March, May, September and November. In addition, the Minister and the Director of Music Ministries met on a weekly basis to select music for worship.

Worship was held each Lord's Day during the year at 10:00 a.m., with the exception of the service on Christmas Day, which was held at 11:00 a.m. The average attendance was 120.



One of our first tasks was to establish the dates concerning Lent and Easter and to see that the Easter sunrise service and breakfast were organized. Lenten evening services were held on four Lord's Days, during the months of March and April, with an average attendance of 20. On Easter morning, April 8th, there was a beautiful sunrise service, followed by breakfast at the church.

There were also special services conducted on Maundy Thursday and Good Friday. We thank all those who participated in the services and put on the Easter breakfast.

The children and leaders in our mid-week children's programme, LOGOS, presented a Christmas musical drama, "Christmas Silhouette", on December 9th.

The Christmas tree was set up in the sanctuary and beautifully decorated by Holly MacDonald for the Advent season. Five different groups/families within the church participated in the Advent readings and lighting of the Advent Candles. Flora Brown arranged the set-up of our Advent wreath and candles.

On Christmas Eve, we were blessed to be joined by the Korean Presbyterian Church Choir, who sang a beautiful Korean rendition of "Angels We Have Heard on High", as well as performing with the Parkwood Choir. Thanks to all who organized readers, decorations, and the music for Advent, Christmas Eve and Christmas Day.

During the Minister's absences, we were blessed to have as guest preachers Rev. Art Pattison, Rev. John Fair and Rev. Fred Stewart, Executive Director of the Renewal Fellowship within The Presbyterian Church in Canada.

Over the course of this past year, the WCT looked at trying to improve the lighting and the sound in the sanctuary. We thank Gord and Asuquo for their continuing efforts. The new sound board cabinet and platform was completed and installed, all under budget. The sound board was also repaired. A warm thank you to everyone who was involved in this improvement to the way we enjoy worship. We also investigated Easy Worship, a software program that is MAC and PC compatible, which may be available soon.

Thanks to Lorne Roach for renewing our CCLI licence, which allows us to use a great variety of hymns and songs for Sunday morning worship.

As we continue to do God's work in the church, in the community and in the world, may everything we do be a reflection of the glory and grace of God, our Father and our Redeemer.

— *John Fair*
Lori Stewart, Secretary

Choir

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursdays, usually ending around 8:30 p.m. The average attendance during the past year has been very good and new members with a love of music will be welcomed at any time. Dianne managed to choose a wide selection of music, with various styles, both traditional and more contemporary.

The musical parts of the worship service are usually led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford, guitar, and Asuquo Eniang, bass guitar.

The Parkwood Youth Band performed this year and it is hoped that they will continue to bless us with their talents in the future.

On occasion, Karen Hurd or Diane Walford have filled in during Dianne's absence. Jennifer Hurd, John Harder, Asuquo Eniang, Diane Walford, Susanne Johnson have all shared their musical talents with the congregation, through various musical instruments. In addition, solos and duets have been performed by members of the choir or the congregation, including Susanne Johnson, Ted Johnson, Gord Walford, Jean Pierre Bernard, Marianna Hopp, Joseph and Térèse Kanku, Rebecca Yabadi, Placid Akat, Dianne Nickerson and Lori Stewart. Dianne Nickerson was a welcome addition to the choir at Christmas.

The choir's annual year-end party was hosted by Susanne and Ted Johnson, following their wedding at the church on June 1st.

— *Lori Stewart*



◄ Alta MacFie
Christian Education
Session Liaison

F. **Christian Education Team**

Church School

Church school is provided for children ages 2½ and up, including high school students. At the present time, we have approximately 40 students in our church school program. The students were divided among six classes from January to June, and among five classes from September to December, 2012, and are taught by a team of dedicated teachers.

The curriculum that we are using is from the Faith Alive Christian Resource, the Walk with Me series.

We would like to give thanks to the following individuals who shared their gifts of teaching during the 2011/2012 school year: Pamela Pestaluky, Margaret Roach, Holly MacDonald, Marjari Sutherland, Rev. Floyd and Claire McPhee, Syvelyn Gayle, Ann Marie Bernard, Genevieve Donaldson, Barbara Townsend, Susan McCullough, Lothar Hopp and Michael Morris.

Regular church school classes were not held during the summer months; instead, the children came together in the Fellowship Hall for a movie and activities. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes.

In September, in memory of Rowat Deeks (a long-standing member of the Gideon Society, an elder and long-time member of Parkwood), a copy of the Life Application Study Bible was given to each of the high school students. It is our prayer that Rowat's love of God's Word will continue to grow in their hearts.

On December 23rd, the church school children joined with the senior choir to sing "Star Led and Wonder Bound" as part of a Christmas presentation. We would like to thank Lori Stewart, from the choir, for teaching the song to the children.
— *Pamela Pestaluky, Team Leader*

Logos Program
The year 2012 has been another successful year for Parkwood's Logos program. Logos is Parkwood's mid-week activity for children in grades 1-8. As of December, we have 25 children registered. As well, we have up to ten high school students who volunteer regularly with the Logos program.

Space continues to be an issue, and we continue to have our grades 5-8 children and many of our teen volunteers go to a local school for their games/recreation time. We have rented the Elizabeth Wyn Wood Alternate School gymnasium again this year.

Among the highlights of 2012 was the Logos Christmas musical presentation, "The Christmas Story in Silhouette". The children are enthusiastic singers, and their unique performance of the birth of Jesus through shadows and readings from the scriptures paid off, as our congregation was blessed with this Christmas message. Special thanks to Peter MacDonald, Holly MacDonald and Pamela Pestaluky for their efforts in this regard.

As well, thanks to Regan Rambally for his help with the sound system, Dianne Smith for accompanying the children on piano, and to the Logos parents and the congregation for their support with costuming, props and sets.

Another highlight was their performance of "Fast Forward Old Testament" in May 2012. Every child had a speaking part in this play. Special thanks to St. Paul's Presbyterian for lending us risers for this play.

Our teen volunteers at Logos embarked on a journey this fall, in our study time, as we began the "Road Trip through the Bible." If you haven't seen the road map, drop by the Youth Office and check out the whiteboard! God left us a "map" by which we can see the solution He has for fallen humanity, to bring us back to His plan of fellowship with Him in Paradise.

In 2012, we headed up through the five stops in the Old Testament and learned about God's Paradise for Man, Satan's entrance (along with sin), why Noah's people were destroyed by the Flood, the formation of the first One World Government at the Tower of Babel, and how the 12 tribes of Israel came about, all on our way to the trip's turning point: Jesus. Our road trip continues in 2013, as we head into the New Testament and Daniel's prophecies about the future beyond our time.

Holly MacDonald has continued as director of Logos. Ann Marie Bernard and Jean Pierre Bernard have resigned as our head cooks as of December 2012. We appreciate their many years of service cooking for Logos.

We have a regular staff of 20 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook and serve theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community.

Thank you to all members of the congregation who have supported Logos with their gifts and prayers.
— *Holly MacDonald, Director*

Youth Group
The Youth Group (for those in grades 7 through 12) met regularly throughout 2012. For the first nine months, activities were arranged by Pastor James with a team of volunteers assisting. Meetings were usually held on the second Friday evening of the month, with some exceptions.

In January, we went to Merivale Bowling Lanes to bowl a couple of games, and returned to the church hall for pizza together.

In February, several youth attended a retreat organized by Camp Iawah on the weekend of February 3rd to 5th. Thanks is expressed to Anna MacDonald and Holly MacDonald who were the adult leaders on this exciting weekend away.

On the second Saturday afternoon in February, the activity was skating on the Rideau Canal, after which we gathered at Knox Presbyterian Church, 120 Lisgar Street, with youth from other congregations in the presbytery for a pizza supper.

In March, we enjoyed an exciting evening of LaserQuest, and, yes, more pizza!

The April meeting was held on the third Friday, and featured slot car racing at Scale Slot Racers of Ottawa club room which is located at Dynamic Hobbies, 21 Concourse Gate, Unit 6, Ottawa, ON. Jim MacDonald's help in booking and co-ordinating this evening was much appreciated. Afterwards, we returned to the church hall, where we enjoyed refreshments organized by Alta MacFie, and music practice. Led by some of our own great musicians, preparations were made for our youth to help lead worship at a presbytery youth service in May.

In May, we joined in the Presbytery of Ottawa youth gathering in the afternoon of Sunday, May 6th at Westminster Church, Ottawa, where the youth contributed music in leading worship in a service organized by Christine Ball, the synod regional staff worker for the eastern Ontario presbyteries. This was also an opportunity to hear about the national church's Canada Youth event which was planned (and held) in July in St. Catharines, ON.

On Friday, May 11th, we enjoyed another night of bowling at Merivale Lanes.

In June, we had an evening of fun at the glow-in-the-dark MiniPutt Golf, and refreshments at the church afterwards.

In September, three youth attended the Rock the River Youth Concert in Britannia Park, at which Franklin Graham and a number of Christian bands and singers presented challenges and testimonies. This was a very meaningful evening for those who attended and affirmed commitments to Jesus Christ. Thanks is expressed to Pamela Pestaluky and the Christian Education Team for facilitating the attendance of our youth at this event.

In October of 2012, the Youth Group began meeting more frequently on the second and fourth Friday evenings of the month. The first outing was to the Merivale Bowling Lanes, where the group of 20 or so played two games on the darkened half of the upper level, having fun with silly names and the glow-in-the-dark black lights. Afterwards everyone relaxed in the Fellowship Hall with ice cream sundaes, and the group was officially introduced to Michael Morris as the new Youth Facilitator, along with his wife Carrie.



A lower-key event took place two weeks later as the youth got comfy in the Fellowship Hall (with whatever church cushions they could find) for a movie night. We had some tasty snacks and watched "The Incredibles" on the projector screen.

We began November with an Open Mic Night, setting the stage up in the sanctuary, and inviting anyone with a talent to perform. It was encouraging to see so many of the youth join in and very cool to hear their musical gifts, see their dancing prowess, or simply enjoy their senses of humour. We also appreciated the audience who came out to have some fun with us and join in learning some songs during the worship set at the end of the evening.

Our second Friday meeting in November was Make-Your-Own-Pizza-and-Games-Night — also a lot of fun! Crusts were cut in half and toppings lined up down the middle of the

church kitchen's island for everyone to make the rounds, dressing their pizza as they liked. Requests for particular toppings were made over Facebook, but the usuals were made available, too. While the food was in the oven, the youth divided into teams to play ping-pong, arcade-style basketball, and beanbag toss. The teams also put their heads together to solve some mixed-up Bible verses and did a great job!

In December, the Presbytery held a gathering at St. Andrew's downtown, bringing together youth groups from around the city to celebrate Advent. Each group prepared an offering for the evening's worship service; Parkwood performed two pieces of music. The other churches brought music and dramatic readings to share and, after the service, anyone interested was treated to an eyes-only tour of the choir loft and close-up look at the beautiful organ at St. Andrew's. Their people also served up a delicious spaghetti supper to start off the night, along with salads, cake, and gracious hospitality.



To finish the year, the Youth Christmas Party was held on December 14th in the Fellowship Hall, and we were delighted to welcome 26 guests to celebrate together with a Swiss Chalet meal for supper! After the meal, everyone broke into groups to work hard at decorating a gingerbread house. After some vying to get icing bags first, each team produced a fantastic house, which the Fellowship Team put out on display throughout the rest of the Christmas season. The gift exchange was a blast — everyone brought a $10 (or less) gift, wrapped up mysteriously and ready to be eyed, nabbed, switched, swapped, and finally opened; gag gifts and chocolate vied for being the most enjoyable. Before going home, we took candle lights into the sanctuary to sing some Christmas carols and worship the Lord with our voices, in thanks for the fun we've had all year and to look ahead to future goals of serving in His name.

— *James T. Hurd, Minister*
Michael Morris, Youth Ministry Facilitator

Young Adults

The Young Adults group continued to meet on the second Sunday of each month, after worship, for lunch and discussion, facilitated through October by the pastor, and in November and December by Michael Morris, who was appointed by the session in October as Youth Ministry Facilitator.

In January, our discussion focused on discernment with respect to "news". What is news? Where do you get news? What sources of news should Christians actively be receiving? How can we be informed? Why be informed? What should we do with news?

In February, we had a round-table discussion on the question, "Which book of the Bible is the most important?"

In March, we commenced, by request and consensus of the group, a study on the book of Hebrews, and this continued, a chapter a month, through the balance of the year. We did not meet in July and August.

At the October meeting, we welcomed Michael and Carrie Morris and, from the November meeting onwards, they have facilitated the lunch and Michael has taken the lead on the studies.

Attendance has varied from two to eight, with an average of six, plus the pastor; and since October, plus Michael and Carrie.

— *James T. Hurd, Minister*

Mid-week Summer Fellowship

Rev. James Hurd organized the mid-week summer services on Wednesday evenings in the lower hall. It was a time of study with the theme "Leadership in the Old Testament". It was well attended over nine weeks with 20 or more in attendance most evenings.

It alternated each week with a BBQ or dessert prior to the study. James led five of the sessions, and Jean Pierre Bernard, Katherine Bretzlaff, John Huber and John Fair each led one study while the Minister was on vacation. Those who attended found it to be a very worthwhile program.
— *John Fair*

Library
The Library has seen a slight increase in usage this year — 20 books were borrowed, 85 books were discarded, and 95 books were added to the collection.

I am told that when parents are waiting for their children's programmes to finish, they browse the shelves. I have on occasion lent Bible stories to them for their children.

This lack of usage does make me wonder if what is bought is not what is wanted by the congregants. If this is the case, then I must say that I am very willing to get suggestions of subjects and titles of books to purchase.

I wish to thank those who have donated books for the collection.
— *Margaret M. Main*



◀ Lothar Hopp
Session Liaison

G. **Mission Team**
We give thanks to our Lord and Saviour for the many opportunities of Kingdom witness that have been presented to Parkwood through mission service in 2012. As much of our local work is not reflected in the pages of our financial statements, we bring itemized details forward for your information and perusal through our end-of-year annual report.

Other Missions	***2012 Budget***
Algonquin College – Campus Ministry	$ 150
Algonquin College – Pause Table	$ 200
Caldwell Family Centre Inc.	$ 100
Canada Youth 2012 — for Parkwood Youth participation	$ 500
CANHAVE Children's Centre	$ 100
CHRI (Christian Hit Radio Inc.)	$ 100
Christian Week (Fellowship for Print Witness Inc.)	$ 100
New Initiative Initial Support	$ 100
Renewal Fellowship (Eastern Ontario Outreach)	$ 200
Serving Christ Alone Ministry	$ 120
Urbana Mission Conference (IVCF)	$ 250
Other Missions Sub Total	$ 1,920

Two items on the above list were not expended: $500 for the Canada Youth 2012 conference and $100 for the New Initiative Initial Support.

We were fortunate to have Janet Hurd represent Parkwood Church at the Urbana Mission Conference this year. Inter-Varsity Christian Fellowship organizes this important event every three years. We retain this conference in our yearly budget as a means to keep this event in our sight and hope that young people in our congregation might be encouraged to participate.

In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This church is the channel through which our congregation supports the lay missionary work of Leah Hopp. Additionally, the Inter-Varsity Christian Fellowship is the mission support for Jill Hamer-Wilson, the IVCF minister to the Graduate Students and Faculty at the University of Ottawa.

The Mission Team appreciates the generous support shown by the congregation to the four Special Appeals in 2012:

Date	Appeal	Amount Received
11 March	Hakka Bible Publication and Distribution	$610
10 June	Amethyst Women's Addiction Centre	$530
23 Sept.	Voice of the Martyrs	$140
18 Nov.	Sola Scriptura Ministries International	$585

A recent contact has been made once again with an Ottawa area collector for Christian Salvage Mission. A collection box is available in the foyer for used, but un-abused, Christian literature. The Christian Salvage organization collects and sends the recycled Christian literature to third-world countries for use as outreach and resource ministry material.

On April 14th and December 14th of 2012, Linda Robinson successfully organized the Parkwood Church outreach at the Algonquin College "Pause Table". The "Pause Table" provides an opportunity for Ottawa area churches to come together and let students know we care for them as they face the stress of examinations. Once again, all went well with well-supplied refreshments and enthusiastic receptions from students and staff who momentarily "paused to visit at the table".

In 2012, Parkwood Church contributed 60 "Shoe Boxes" to the Operation Christmas Child project. These donations combine with many others and bring joy, love and the spirit of Christmas to many children in various third world countries.

Many thanks to all who participated in the White Gift program in 2012. After being dedicated at the Church, the white gifts are then distributed to the Ottawa Mission, the Ottawa Inner-city Ministries, and to individuals and families at Parkwood. They are always well appreciated.
— *Lothar Hopp*



◄ Dora Brown
Secretary

H. **Pastoral Care Team**

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: Marianna Hopp, Laura Game, James Hurd, Margaret Roach, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and Thelma Passmore. The team met monthly, except in July and August, for counsel and prayer together.

The ten-week Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall. The course involves a two-hour session once a week over ten weeks. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals, is encouraged to speak to any member of the Pastoral Care Team. Continuing education and advanced courses are also presented each year. Several members of Parkwood Pastoral Care Team attended the continuing education workshops.

On May 1st and October 23rd, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday Services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted five Lunch and Learn events on the third Monday of the month, in February, March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, and dessert were provided by volunteer members of the congregation who attended. The volunteers also helped to set up before and clear up after the event.

Dora Brown is a spiritual care volunteer at Peter D. Clarke Long Term Care Home, and chaired their Spiritual Care Committees. She helped to plan spiritual care visits and regular worship and memorial services for the residents.

A Presbyterian mid-week worship service was held once a month at the Peter D. Clarke ome. Linda Robinson, John Fair and Katherine Bretzlaff volunteered to conduct the services. James Hurd served on the Spiritual Care Advisory Committee at the Home and conducted a memorial service for families of residents who had passed away at the Home. Roberta Hurd carried out spiritual care visiting to the residents.

Parkwood conducted Sunday morning worship services at Starwood Nursing Home, in January, April, July, September and December, assisted by several members of the congregation. Worship services were also conducted at Grace Manor approximately once each quarter, sometimes including the celebration of the Lord's Supper, with assistance from Elder, Phil Campbell.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March and for the first two weeks of November, and at the Queensway Carleton Hospital throughout the year.

We provided large-print *Today* devotional booklets to the Peter D. Clarke residents, and to individuals within Parkwood Church and beyond. *Today* booklets were also placed in the narthex, available for pick up by those interested.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

The Team expressed care and support for grieving families by providing contact and a series of books entitled "Journeying Through Grief". Marianna Hopp co-ordinated the distribution of the booklets. In addition to cards and notes of sympathy to those who experienced the loss of loved ones, Laura Game, on behalf of the Team, also sent cards during the Christmas season expressing greetings to a number of folk not always able to attend worship. She also sent cards to express appropriate congratulations for special birthday or anniversary celebrations, and cards assuring those ill or recovering from illness or injury of our prayers for health and healing.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching Out to Isolated Seniors. Network members met monthly at Parkwood Church. The aim of the Network is to improve the health and well-being of seniors in need, and to provide input into city and government policies affecting seniors. Members helped to organize a day conference in February at St. Paul University on spirituality and aging. Parkwood participated with local faith groups in organizing social events for seniors in our community.

— *Dora Brown*

8. Other reports

A. **Leading With Care Team**
No report.



◄ Gord Walford
Team Leader

B. **Personnel Team**
The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. Through the year they have assisted in drawing up and updating contracts for the Director of Music Ministries, the Administrative Assistant and the Youth Ministry Facilitator. They have also provided assistance in the setting of salaries and advising on the "cost of living". The team currently consists of four persons: Gord Walford (team leader), Duane Townsend, Ron Conboy and Terry McBurney.
— *Gord Walford*

9. New Business



◄ Linda Robinson
Team Leader

A. **Budget Team Report and Recommendations**

Overview of 2012

Total offerings and other income were $259,542 (see *Budget Table 1,* below). Expenditures exceeded offerings and other income by $5,884 (see *Budget Table 2,* p. 41).

Offerings for local purposes declined slightly from 2011 by $1,074. Offerings for Presbyterians Sharing were $26,718.

Furnace Repairs — 2012

The Finance and Maintenance Team anticipates an invoice for the Engineer's fee to be $1,000.

Session approved the payment of the Engineer's fee of up to $1,000 to be charged to the Reserve for Capital Expenditures in 2013.

To balance the budget

Proposed Expenditures and Income in 2013

Total requested expenditure by all teams on a local-purpose basis in 2013 is $228,964 which is an increase of $15,427 over actual expenditures in 2012.

Table 2 indicates that a balanced budget is anticipated with the current projections of income and expenditures.

Session approved a request to the Presbytery of Ottawa for $1,500 in support of increased duties laid upon Parkwood's Administrative Assistant as a result of Rev. James T. Hurd's duties as Clerk of Presbytery. The Presbytery of Ottawa has budgeted for this expenditure.

Budget Table 1
Overview of Total Financial Inflows, 2009-2012

	2009 Actuals	2010 Actuals	2011 Actuals	2012 Actuals
Offerings for Local Purposes	$178,142	$177,377	$190,887	$189,813
Offerings for Presbyterians Sharing	34,240	31,005	36,373	26,718
Offerings for Special Appeals/Outreach	4,600	4,625	6,880	3,825
Sub-total	**$216,982**	**$213,007**	**$234,140**	**$220,356**
Offerings for Designated Funds*	45,348	96,942	56,474	21,346
Sub-total (total offerings)	**$262,330**	**$309,949**	**$290,614**	**$241,702**
Other income (rentals, etc.)	19,926	20,850	17,589	17,840
Total Offerings and Other Income	**$282,256**	**$330,799**	**$308,203**	**$259,542**

*excludes interest earned and other contributions such as bequests and fundraising.

Recommendation 1
Session recommends that the congregation approve total team expenditures of $228,964 for 2013.

Recommendation 2
Session recommends that the congregation approve a target of $214,409 for offering for local purposes for 2013.

Presbyterians Sharing
The 2012 target for Presbyterians Sharing experienced a shortfall of $9,655 (26.54%). The Budget Team affirms the efforts of the congregation in their desire to continue to meet the wider needs of the Presbyterian Church in Canada.

Recommendation 3
For Presbyterians Sharing, Session recommends that the congregation approve a target of $31,000 for 2013.

Lancaster Bequest Fund
In 2012, Parkwood received $5,000 from the Muriel Lancaster Estate. Interest accrued was an additional $32.00. The Budget Team asked the Mission Team for suggestions for how a ten percent tithe might be used.

Recommendation 4
The Budget Team, in consultation with the Mission Team, recommends that $500.00 of the Muriel Lancaster Bequest be donated to the following mission work:

1. Gracefield Christian Camp and Retreat Centre	$ 250.00
2. Christian Hit Radio Inc.	$ 250.00

Topping Up the Operating Fund Balance
Each year the Operating Fund requires a minimum of $15,000 in order to have enough cash on hand to meet expenses in the slow months of the summer. This minimizes the possibility of having to borrow funds to pay bills, salaries, etc. Last year $2,750 was transferred from the Nekrasoff Fund to top-up the Operating Fund.

This year the Operating Fund balance at the end of 2012 was $9,922. The top-up required is $5,078.

Recommendation 5
Session recommends that the congregation approve the required top-up of the Operating Fund by taking funds from:

Lancaster Bequest Fund	$ 4,532
Nekrasoff Bequest Fund	$ 46
Reserve for Capital Expenditures	$ 500
Total	$ 5,078

(see next page for Recommendation 6)

Budget Table 2
Overview of the Budget for Local Purposes
Receipts, Expenditures and Balance*

	2009 Actuals	2010 Actuals	2011 Actuals	2012 Actuals	2013 Budget
Receipts					
Offerings	$178,142	$177,377	$190,887	$189,813	$214,409
Other income	19,926	20,850	17,589	17,840	14,555
Total	$198,068	$198,227	$208,476	$207,653	$228,964
Expenditures	$202,640	$200,977	$200,649	$213,537	$228,964
Surplus/Deficit	($4,572)	($2,750)	$7,827	($5,884)	$0

* Data same as in Statement of Operations except similar inflows and outflows for Special Appeals/Outreach are excluded

Recommendation 6

That the 2013 budget item of the Worship Coordination Team budget on page 21 in this Annual Report be amended to read

Reformation Sunday	0
Other	150

— *Linda Robinson*



◄ Kathryn Newton
Team Leader

B. **Report of the Parkwood Audit Team for the year ended December 31, 2012**

The Parkwood Audit team was appointed at the February 2012 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, Stewart Elder and Ray Thompson.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the *Book of Forms* Section 170 that *…a congregation may seek volunteers to provide an independent and diligent scrutiny of the records.* The team's mandate is set out in this same section of the *Book of Forms*.

The team began its review during the fall of 2012 and will be completing its review of the financial records in January 2013 with a report to be given at the February 16, 2013 annual meeting.

— *Kathryn Newton*



◄ Dennis Featherstone
Interim Team Leader

E. **Facility Planning Team**

The report for 2012 will be in two parts. In the first part, the progress towards the goals the Team set out in the Annual Report for 2011 will be reviewed. As well, there are the responses to the questions raised by the congregation at the annual meeting in February. In the second part of the report, there will be a description of Team activity in the latter part of the year which is leading to the presentation of a second option to the replacement of the Mulvagh Wing.

Early plans and questions

The plan for the early part of 2012 was to try to pin down the reliability of the previous cost estimate, determine what options might exist to revise the design to make it more affordable and to consider changes in our priorities which might make the option more affordable. The total project cost for the building proposed in late 2011 was over $1 million or nearly double the pre-borrowing funds available. The Team found it difficult to arrange discussions with the architect and construction manager to discuss revisions. Eventually, the cost estimate for the external site work part of the plan was reduced by $100,000 to $150,000. The discussions, however, did not give rise to design options which might lead to an additional significant reduction in the cost estimate. The Team decided at this point there was no need to change our space priorities because the "problem" component of the project cost was the external site work which the architect and construction manager said was essential. To reduce our internal space requirements in order to finance a substantial external site work did not make sense to the Team.

The question raised by the congregation about the possible use of a portable was discussed in the April *PULSE*. There did not seem to be an overwhelming case to pursue this route, mainly due to the logistics of its purchase and use.

The suggestion from the congregation to alter the parking lot entrance would not reduce the cost of the external site work accompanying the proposed building. Moreover, historically, the entrance was further north on Chesterton and for reasons of driver visibility the city suggested/agreed we move it to its current location.

The suggestion to build rent-geared-to-income housing or senior housing was part of a general discussion in a series of meetings with building planners and developers which Tim Visser organized and led. The purposes of the meetings were to learn more about how some congregations sold part of their land to obtain revenue and what sort of properties were planners and builders primarily interested in developing. For Parkwood, the two potential options identified were to build in one of the corners of our property or to tear down the present church building and put up a new church building elsewhere. Every builder and consultant we met with said these ideas did not make a lot of financial sense. (We were told that the selling price for land to be used for apartments or condos is primarily related to the number of units you can put on a piece of land. As well, developers prefer main locations or streets, easy to get desired zoning and straightforward construction.) For a corner building, the slope of the land and the need for substantial space for the foundation of a large building means that a six-story building might be the maximum which would not command a substantial price. Moreover, there would likely be logistical problems such as providing the required number of parking spots. Builders today have lots of opportunity to build large towers on easy to access land which is much more profitable than smaller towers. The current church building is located in the ideal spot to build a larger tower but this would require the church building to be torn down. If the congregation still wanted a stand-alone church building, then it would need to use the proceeds from the sale of the land to find a new location and build there. The Team had no interest in pursuing these possibilities.

Recent developments

Session was aware of the difficulty the Team had to obtain the requested revised plans and cost estimate from the architect and construction manager. Session proposed that the Team discuss with St. Andrew's Presbyterian Church in Stittsville their experience in choosing an architect and construction manager. A discussion with their Clerk of Session indicated the congregation's satisfaction and confidence with the architect. Our Team met with their architect and was favourably impressed with his ability and approach. In September, Session approved the expenditure of up to $20,000 from the Construction Fund to hire architect David Mailing and his recommended construction manager to do a feasibility study of building on the Mulvagh footprint and to propose schematics based on our stated space needs.

The Team met twice with the architect in October. The meetings involved the presentation of our needs and subsequently his estimate of the size requirements. More importantly, the architect indicated he had met with a city planner to discuss the threshold size of a replacement building which would trigger the need to submit a new site plan for approval. The architect said that based on this meeting, a replacement building of 2,000 square feet or less would not trigger a need for changes to the external site. Moreover, any renovation to the existing building (e.g., narthex) would not count towards the 2,000 square feet threshold.

In November and early December, there were more meetings at which the architect presented plans which were reviewed by

the Team. During discussions, alternate suggestions were made by the Team and by the architect. It was then agreed to lock-up a particular drawing (Concept #4) so that the construction manager could use it to prepare an estimate of both the construction and total project cost.

The proposal in Concept #4 to replace the Mulvagh Wing is the following: an enlarged gathering space to replace the narthex; a single entrance (lobby) to the south of the gathering space; a meeting room with the library included; three classrooms; a nursery; and a pre-school room. A lift and stairs would be located off the lobby and there would be a washroom with wheelchair access on the entrance level. The offices for the Minister and Administrative Assistant would not move but a new volunteer's office with photocopy machine would be located on the south side of the Administrative Assistant's office. This would free up the current photocopy room for some storage but the room would continue to provide an access way to the sanctuary. The basement would be in two parts, one with a relatively low ceiling as it would be under the ground level access and the second with a regular ceiling. The second area would be left for future development.

The proposal is the closest so far in terms of replacing the current rooms we use in the Mulvagh Wing as well as providing spacious "more ideal" classrooms and improved nursery and pre-school facilities. It provides much more usable space than the proposal which was considered in 2011. While the estimated cost of the new proposal is lower than the estimate for the 2011 proposal, it is probably still too high for the current financial resources at Parkwood. This is very unfortunate because the proposal avoids expensive external site work and provides space for a variety of rooms. In this sense, it is a marked improvement over the building proposed in 2011.

Subsequently, the Team worked with the architect to sketch out Concept #5 with the goal of reducing the proposed building footprint and developing the space in the second part of the basement with the goal of reducing the cost of the project. Other changes are also being introduced. The Team plans to have the architect join the annual meeting to make a presentation on Concept #5.

In 2012, the Team consisted of Alta MacFie, Dale Tuck and Dennis Featherstone. Rev. Hurd attended several of our meetings.
— *Dennis Featherstone*



◀ Dennis Featherstone
Clerk of Session

F. **Election of Trustee**
Session recommends that the congregation approve the appointment of Dianne Nickerson as our third Trustee.
— *Dennis Featherstone*

G. **Membership of Ministry Teams 2013-2014** (including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky**
   pamelapestaluky@live.ca
2. Holly MacDonald (*ex officio*)
3. Alta MacFie
4. Michael Morris (*ex officio)*
5. Regan Rambally
6. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky**
   donwp@live.ca
2. Junior Akat
3. Flora Brown
4. Susanne Johnson
5. Dianne Game
6. Jean Sida
7. Bill Zylstra

Finance and Maintenance (12 plus *ex officio*)

1. **Dan Moffet**
   daniel.moffet@rogers.com
2. Flora Brown (*ex officio*)
3. Jim Elder
4. Martha Fair
5. Lorne Roach (*ex officio*)
6. Duane Townsend
7. Dale Tuck
8. Bill Zylstra
9. Admin. Assistant (*ex officio*)

Mission (at least 6)

1. **Stewart Elder**
   stewartelder@sympatico.ca
2. Asuquo Eniang
3. Lothar Hopp
4. John Huber
5. Andrew McRae
6. Linda Robinson

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

Outreach (at least 6)

1. Michael Morris
   parkwoodyouth@yahoo.ca
2. Dennis Featherstone
3. Ivan Hooper
4. Kristine Marion
5. Carrie Morris
6. Dale Tuck

Pastoral Care (no set number)

1. James Hurd (*ex officio*)
   jthurd@sympatico.ca
2. Dora Brown
3. Laura Game
4. Marianna Hopp
5. Roberta Hurd
6. Margaret Roach
7. Linda Robinson
8. Jean Sida
9. Barbara Townsend
10. Duane Townsend
11. Dale Tuck

Policy and Planning (at least 6)

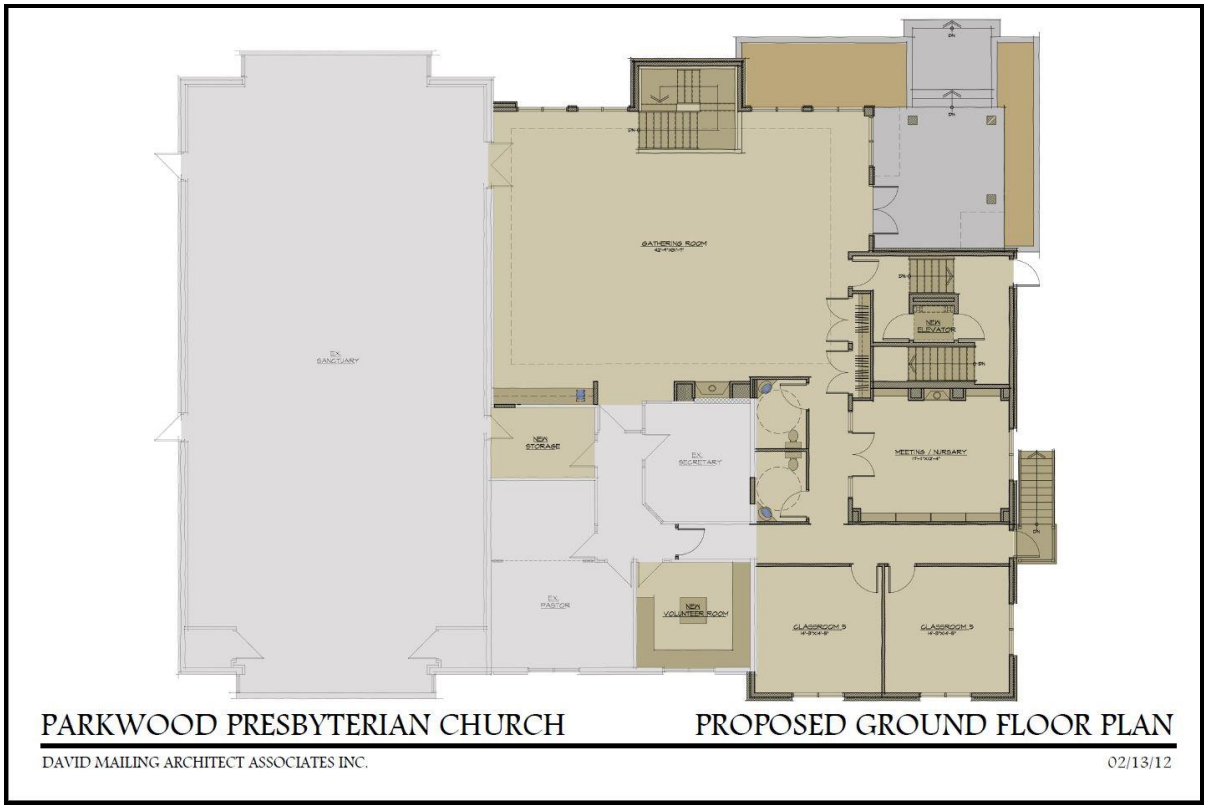
1. Phil Campbell
2. Dennis Featherstone (*ex officio*)
3. Ivan Hooper
4. Dianne Nickerson
5. Linda Robinson
6. Harry VanDyk

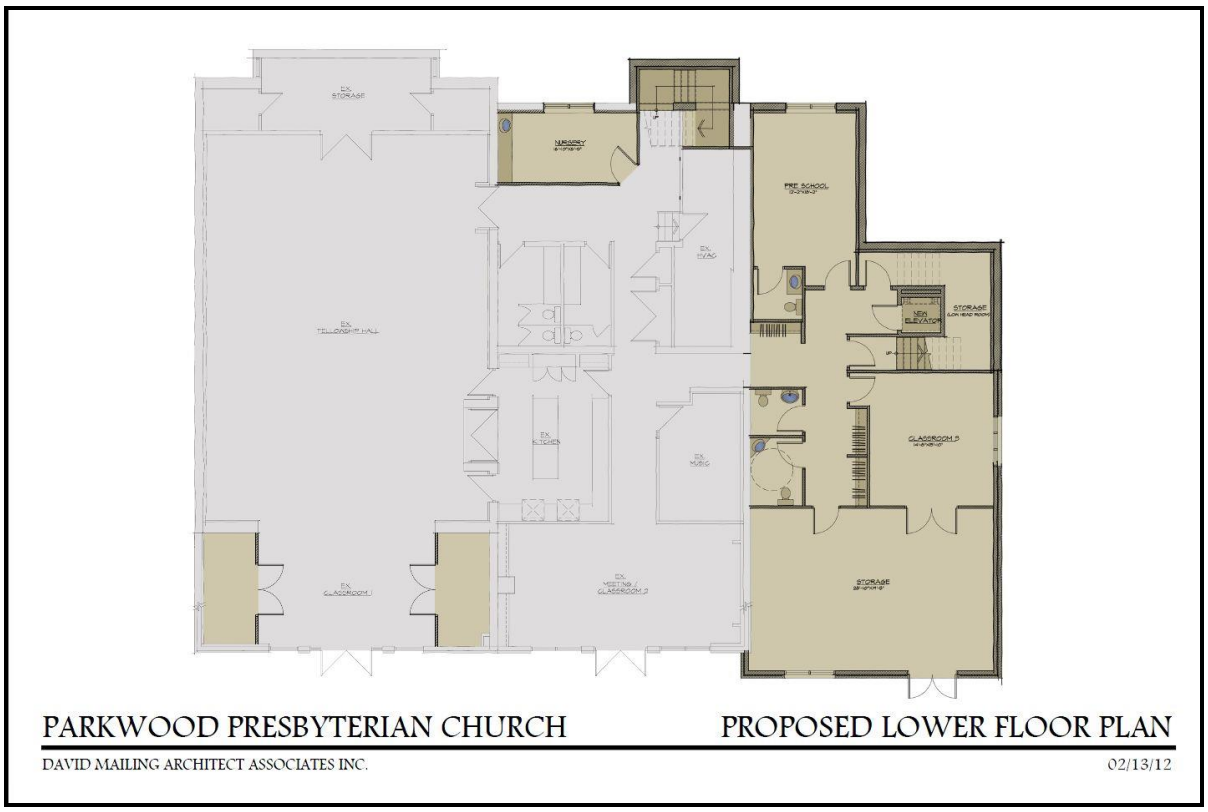
Worship Co-ordination (6 plus *ex officio*)

1. John Fair
   fairmj@magma.ca
2. Sibby Fennema
3. Dianne Nickerson
4. Dianne Smith (*ex officio*)
5. Lori Stewart
6. Tim Visser
7. Gord Walford

As revised at annual congregational meeting, February 16, 2013.

Material presented during the Facility Planning Team's report…

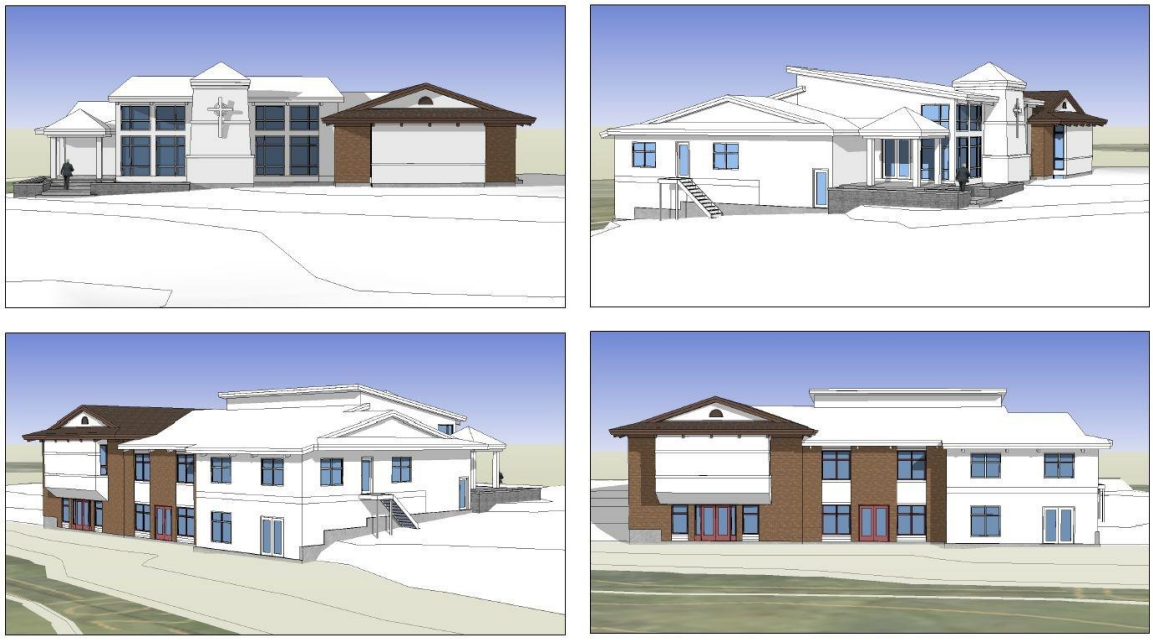






PARKWOOD PRESBYTERIAN CHURCH — PROPOSED SITE PLAN

DAVID MAILING ARCHITECT ASSOCIATES INC. 02/13/12



PARKWOOD PRESBYTERIAN CHURCH — PROPOSED ELEVATION PERSPECTIVES

DAVID MAILING ARCHITECT ASSOCIATES INC. 02/13/12

Estimated Project Cost for Concept #5

	Lower	Mid-range	Upper
Design Schematic and Site Engineering	20,000		20,000
Working Drawings, Site Plan Approval +	60,000		80,000
Construction			
Permit and Development Costs	6,500		7,500
Site Work and Site Services	34,650		41,000
Building Foundation	59,900		69,200
Building Envelope	132,500		151,300
Interior Building Works	331,700		367,700
General Conditions	32,000		39,000
Sub-total	597,250		675,700
TOTAL	677,250	725,000	775,700
Legal Fees	5,000	5,000	5,000
Contingency	60,000	60,000	60,000
Sub-total	742,250	790,000	840,700
HST (13%)	96,493	102,700	109,291
Total Outlays	838,743	892,700	949,991
HST Refund	-67248	-71574	-76167
NET OUTLAYS	771,495	821,126	873,824

Notes:
(1) Until final designs are complete, budget ranges are provided for planning purposes.
(2) Assumptions underlying estimates are included in document prepared by Tri-Tec Construction Ltd.
(3) For Interior Building Works, basic or standard equipment is assumed.
(4) For demolition of current Mulvagh Wing, assumed there are no environmental issues (e.g., asbestos)
(5) Costs for interior furnishings, computers, phones and equipment are not included.

Funds for Expansion/Construction

	Dec. 31, 2011		Dec. 31, 2012
Building Expansion (net)	187,927		190,238
Boyd Bequest	103,079		104,418
Hempstock-Huff Bequest Fund	36,026		36,494
Mitchell-Hempstock Bequest Fund (1)	75,000		75,000
Cairns Bequest (2)	81,593		82,672
Sub-total (cash)	483,625		488,822
Pledges, approx. (3)	30,000		30,000
Sub-total (cash plus Pledges)	513,625		518,822
Mitchell-Hempstock Interest Fund (4)	8,081		9,161
TOTAL (Parkwood)	521,706		527,983
Agreed to apply to borrow (5)	125,000		125,000
TOTAL "AVAILABLE"	646,706		652,983

Notes:
(1) Congregation agreed to use this bequest for construction, if necessary.
(2) 2011 amount adusted for the tithe agreed to at the Feb. 2012 annual congregational meeting
(3) Assumes all pledges still available for construction.
(4) Use of this fund for construction not yet approved by congregation
(5) Approved at annual meeting in February 2010. Application does not guarantee approval.

Variations from print version:

page numbers refer to printed version…

1) p. 3, Agenda: insert "Appointment of Auditor or Audit Team" as item C under New Business, following Audit Team's report;
2) p. 8: title s/b plural - "Reports of Session Officers"
3) p. 10, col 1: Gord Walford's title here should be "Memorials Clerk"
4) p. 12, col. 1, 2nd last line "repairs"
5) p. 19 (p. 2 of notes to financial statements), section 3 line 2 – "process"
6) p. 21, Worship Coordination budget 2013: change "Reformation Sunday" to zero; add line item "Other" with amount $150 (no change in total)
7) p. 25, col. 2: change date to "winter of 2011-12" for clarification
8) p. 36: put in Lothar Hopp's position on Mission Team – session liaison
9) p. 37 – Dora Brown's title should read "Secretary"
10) p. 40, col 1: change $285,255 to $259,542; change $1,274 to $1,074; col 2: change "surplus of $1,167" to "balanced budget"; replace Budget Table 1 with one that has correct Offerings for Designated Funds: '09: 45,348, '10: 96,942, '11: 56,474 and '12: 21,346; correct two sums that follow accordingly
11) p. 41, col 2, in Recommendation 4: change "Lancaster Estate" to "Lancaster Bequest"; change amounts for both Gracefield and CHRI from $200.00 to $250.00
12) p. 45, Membership of Ministry Teams: remove Pam Pestaluky as #5 in C.E. Team (duplicate); in Fellowship Team, change Susanne Finter to Susanne Johnson; in F & M Team, add Dan Moffet as team leader (Dale Tuck remains a team member); remove Stewart Reeves' name from P&P Team (NOTE: see p.46 for changes subsequent to the Annual Meeting)
13) pp 46-47 contain diagrams presented during the Facility Planning Team's report, which featured a presentation by architect David Mailing and construction manager Peter Willemsen; page 48 contains two tables circulated by the Facility Planning Team at the meeting: three cost estimates for Concept #5 of the new building proposal, plus a list of "Funds for Expansion/Construction"

    (NOTE: subsequent to the annual meeting the Fundraising Team have decided to ask those who submitted pledges previously to resubmit them, since there has been a significant "change in direction" re: the building plan. Therefore the amounts in the second table should now be reduced by $30,000, the amount of pledges previously received)

Parkwood
PRESBYTERIAN CHURCH

Whatever you do, do it all for the glory of God.

- 1 Corinthians 10: 31, NIV

Joy **Commitment** **Passion**







2013 Annual Report

Parkwood Presbyterian Church

10 Chesterton Dr., Ottawa, ON K2E 5S9 | Tel: 613-225-6648 | Fax: 613-225-8535
E-mail: office@parkwoodchurch.ca | Website: parkwoodchurch.ca

In Memoriam: 2013

Lena Bretzlaff

Gloria Collings

Sheila Deeks

Lois Harris

Gwen Joy

Melrose Longley

Harold Raynes

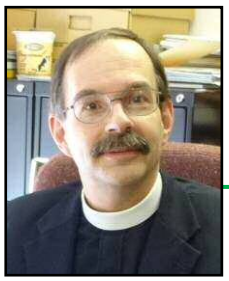
Mary Rempel

Arthur Spoerri

Don Sutherland

Margaret Williams

A word from the Minister



James T. Hurd
Minister

Reading the annual report of Parkwood Church for 2013, two words come to mind: **passion** and **commitment**.

Here is a record of the passionate commitment of many people to Jesus, expressed and lived out in the life of Parkwood Church.

Here we find the passion of people to nurture young and old in the school of Christ: teachers mentoring children and youth, and hospital visitors encouraging and supporting the sick.

Here we find a record of tithes and offerings faithfully and sacrificially given, to support both ministry and mission in and through our present facilities, and to replace the old and decaying Mulvagh Wing with new, usable space. Here we find the record of much energy and devotion and expertise expended in planning for the future.

Here we find a record of partnerships and contributions for the wider mission of Christ's church to make disciples of all nations: in reaching out to students at nearby Algonquin College, and in supporting front-line health care and discipleship of mothers and children in Uganda.

All of this excites me, and I hope spurs us on to further love and good deeds. Two brief passages from the Bible come to mind as encouragement and inspiration:

Paul writes in Colossians 1: 28-29: "We proclaim him, admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ. To this end I labour, struggling with all his energy, which so powerfully works in me." (NIV)

In Jesus' name, Paul also exhorts us: "Whether you eat or drink or whatever you do, do it all for the glory of God." (1 Corinthians 10: 31, NIV)

Let us give thanks for the passion and energy given to us by Christ to enable our life and service together for Him, and give ourselves afresh to the work to which He calls us in the new year ahead. To God alone be the glory!

In Christ,

James T. Hurd,
Pastor, Parkwood Church, Ottawa.

On our cover (left to right): Jan Sheridan with one of the Kumon children; mothers of LOGOS students and valued LOGOS helpers Jueun Kim, Inae Lee and Hye Sook An; and Leah Hopp with mother of twins in Uganda.

Proposed Agenda

Annual Congregational Meeting

Saturday, February 22, 2014 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2013 Annual Meeting – February 16, 2013 3
6. Minutes of the Congregational Meeting – November 24, 2013 8
7. **Reports of Session Officers**
   - A. Clerk of Session - D. Featherstone 10
   - B. Roll Clerk - J. Sida 11
   - C. Communion Clerk - M. Harten 11
   - D. Representative Elder - G. Walford 11
   - E. Memorials Clerk - J. Huber 12
   - F. Benevolent Fund Co-ordinator - J. Sheridan 12
8. **Reports of Ministry Teams**
   - A. Policy & Planning 13
   - B. Finance & Maintenance 14
   - C. Outreach 29
   - D. Fellowship 31
   - E. Worship Co-ordination 33
   - F. Christian Education 35
   - G. Mission 40
   - H. Pastoral Care 41
9. **Other Reports**
   - A. Leading With Care Team 43
   - B. Personnel 43
10. **New Business**
    - A. Budget Team Report and Recommendations 44
    - B. Audit Team Report 46
    - C. Election of Treasurer
    - D. Facility Planning Team 46
    - E. Fundraising and Project Balances as of December 31, 2013 48
    - F. Membership of Ministry Teams 50
    - G. Other
11. Adjournment
12. Closing Prayer

5 Minutes of the Annual Congregational Meeting
Saturday, February 16, 2013

The annual congregational meeting of Parkwood Presbyterian Church was held on February 16, 2013. A potluck supper was served in the Fellowship Hall at 5:00 p.m. Following the supper, Rev. James T. Hurd led the congregation in a devotional period. The congregation sang the hymn "Give to our God Immortal Praise." The scripture was taken from Luke 9: 12-17. The description of the feeding of the thousands with only a few loaves and fish suggests to us we can use our faith and prayer to turn our small resources into large achievements. The meeting was then called to order at 6:15 p.m. by Rev. Hurd.

In addition to the minister, fifty-six members and adherents were in attendance, as follows: Flora Brown, Marion Campbell, Phil Campbell, Jean Elder, Stewart Elder, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Ivan Hooper, Lothar Hopp, Marianna Hopp, John Huber, Karen Hurd, Roberta Hurd, Ted Johnson, Carrie Kritsch, Christina Kritsch, Jim Kritsch, Anna MacDonald, Holly MacDonald, Alta MacFie, Margaret Main, Kris Marion, Claire McPhee, Floyd McPhee, Dan Moffet, Carrie Morris, Michael Morris, Marion Moyes, Kathy Newton, Dianne Nickerson, Scott Nickerson, Don Pestaluky, Pamela Pestaluky, Robert Picard, Judy Reeves, Stewart Reeves, Lorne Roach, Margaret Roach, Linda Robinson, Jan Sheridan, Jean Sida, Dianne Smith, Ed Steenhorst, Vicki Steenhorst, Don Sutherland, Majari Sutherland, Barbara Townsend, Duane Townsend, Dale Tuck, Alice Visser, Tim Visser, Diane Walford, Gord Walford, and David Watson.

Those present at the supper before the meeting also included: Katherine Finter, André Marion, Duane Mayo, and James Wiens, and five children.

Regrets were registered by Jim MacFie, Dora Brown, Harry VanDyk and Janet Hurd.

The Moderator indicated that the new business section of the proposed agenda should include the appointment of the audit team. Also, there is to be a stated hour at 7 p.m. to receive a presentation on the proposed construction. A motion to adopt the revised agenda was sustained. *(Dianne Nickerson/Duane Townsend)*

A prayer of remembrance for the seven people who died during the past year and a prayer of support for their loved ones were offered by the Moderator. (The names are listed on the inside front cover of the 2012 Annual Report.)

The Moderator thanked Flora Brown for organizing the various potluck contributions. A round of applause was given to Flora.

It was moved that Dennis Featherstone act as secretary for the meeting. *(Lorne Roach/ Dianne Nickerson)* It was moved and duly seconded that nominations cease. The motion to appoint the secretary was sustained.

Minutes of the 2012 Annual Meeting (pages 4-7)
A motion to adopt the minutes of the 2012 Annual Meeting was sustained. *(Linda Robinson/ Jean Sida)*

Reports of Session Officers (pages 8-10)
A motion to receive and consider all the reports of the Session Officers was sustained. *(Dianne Nickerson/Brenda Featherstone)*

Jean Sida asked if attendance at the pastoral care communion could be included in the future report of the Communion Clerk. The Moderator agreed to ask the Communion Clerk to include these numbers.

A motion to receive for information the reports of the Session Officers was sustained. *(Brenda Featherstone/Dan Moffet)*. The reports were: Clerk of Session (page 8); Roll Clerk (page 8); Communion Clerk (page 9); Representative Elder (page 9); Memorials Clerk (page 10); and Benevolent Fund Co-ordinator (page 10).

A motion to receive and consider all the ministry team reports was sustained. *(Gord Walford/Don Pestaluky)*

Policy and Planning (page 11)
A motion to adopt the report of the Policy and Planning Team was sustained. *(Stewart Reeves/Linda Robinson)*

Dan Moffet asked if "elders" meant active elders or included inactive elders. The Moderator took the question under advisement.

Finance and Maintenance (pages 11-24)
A motion to adopt the report of the Finance and Maintenance Team was adopted. *(Dale Tuck/Duane Townsend)*

A motion to adopt the Financial Statements was sustained. *(Dianne Nickerson/Dale Tuck)*

Outreach (pages 25-27)
A motion to adopt the report of the Outreach Team was sustained. *(Tim Visser/Michael Morris)*

Fellowship (pages 28-30)
A motion to adopt the report of the Fellowship Team was sustained. *(Don Pestaluky/John Fair)*

Worship Co-ordination (pages 31-32)
A motion to adopt the report of the Worship Co-ordination Team was sustained. *(John Fair/ Duane Townsend)*

Christian Education (pages 32-36)
A motion to adopt the report of the Christian Education Team was sustained. *(Alta MacFie/ Don Pestaluky)*

Mission (pages 36-37)
A motion to adopt the report of the Mission Team was sustained. *(Stewart Elder/Lothar Hopp)*

Pastoral Care (pages 37-38)
A motion to adopt the report of the Pastoral Care Team was sustained. *(Margaret Roach/ Dale Tuck)*

Stewart Elder commended the Team for making a Team member available for praying with anyone after the Sunday worship service.

Personnel Team (page 39)
A motion to adopt the report of the Personnel Team was sustained. *(Gord Walford/Duane Townsend)*

New Business

A. Budget Team Report and Recommendations (pages 40-41)
A motion to receive the report along with circulated printed errata and amendments was sustained. *(Linda Robinson/Dale Tuck)*

The errata were:

I. In the *Overview for 2012*, change $285,255 to $259,542 and change $1,274 to $1,074.

II. In *To balance the budget*, change "surplus of $1,167" to "balanced budget".

The amendments were:

I. In Recommendation 4, change $200 to $250 for both groups

II. Add Recommendation 6, "That the 2013 budget of the Worship Co-ordination Team on page 2 of the team budgets be amended to Reformation Sunday $0 and Other $150."

A motion to consider the report with corrections and amendments was sustained. *(Dale Tuck/Stewart Elder)*

Recommendation 1 (page 41)
A motion that the congregation approve total team expenditures of $228,964 for 2013 was sustained. *(Linda Robinson/ Dale Tuck)*

Recommendation 2 (page 41)
A motion that the congregation approve a target of $214,409 for offering for local purposes in 2013 was put forward. *(Linda Robinson/Dale Tuck)*

Several people made comments on this motion. Brenda Featherstone said the proposed amount represented a huge jump from what was received in 2012. Lothar Hopp asked how the Budget Team is going to encourage members and adherents to meet the proposed increase. Dennis Featherstone reviewed the history of a roughly comparable period in 2002 when the congregation agreed to restrict actual expenditures to better match the flow of givings. Jean Sida said that we should put more effort into increasing givings than to decreasing expenditures. Jan Sheridan said we should carefully distinguish between needs and wants. Kathy Newton suggested we need a Stewardship Group to make suggestions on how we can increase givings. Linda Robinson said we should give prayerful consideration to how we can increase our givings. The Moderator called for a vote on the motion and it was sustained.

The stated hour having been reached, further discussion on the report of the Budget Team was deferred.

B. **Facility Planning Team**

Prior to the presentation of the proposed new construction plans, Dennis Featherstone provided a brief summary of developments during 2012. At the beginning of the work with the new architect, the Facility Planning Team requested several goals to be included in preparing a proposed layout: lower costs than with previous proposal; no requirement for major external sitework; leave parking lot as is; provide an appealing gathering space to expand/replace the narthex; appropriate space for Christian Education and wheelchair accessibility.

Dennis introduced David Mailing, architect, and Peter Willemsen, construction manager. David made a computer presentation of the proposed construction, answered questions from the floor and provided four sets of drawings on boards 24 inches by 48 inches. The questions included:

- would there be sufficient coat racks;
- why two sets of stairs out of the basement;
- could the entrance steps be brought into the building to avoid ice issues;
- is the proposed lift in the best location for access by a wheelchair and a person assisting;
- would there be a problem with the accumulation of snow on the proposed roof design;
- would the proposed large windows create a significant heat-loss problem;
- would the gathering space be air-conditioned;
- are the fireplaces really necessary and how much would be saved without them;
- where would the mechanical room be located;
- would the new building have bricks that match the existing building

The Team circulated a summary of the costs as estimated by Peter Willemsen. The net outlays ranged from a lower bound of $771,495 to an upper bound of $873,824 with a mid-range estimate of $821,126. While these estimates are for the total construction project, they do not include the costs for interior furnishings, computers, phone and equipment.

David Mailing indicated he would provide computer files of the proposed layout which could be put on Parkwood's website.

Dennis Featherstone thanked David and Peter for giving up their Saturday night to provide a presentation to Parkwood. A round of applause followed.

A motion that the congregation shift its planning for the replacement of the Mulvagh Wing to a building basically on the current Mulvagh footprint was sustained. *(Dennis Featherstone/Dale Tuck)*

There was an open discussion of the affordability of the project. The Team circulated a sheet with a summary of the project costs in the upper table and the funds available for expansion in the lower table. The available funds include an assumption of pledges of $30,000 and a loan of $125,000. The total of cash funds plus pledges plus the assumed loan means the total available for construction is $653,000. This amount, however, is about $170,000 short of the mid-range cost estimate of $821,126.

A motion to establish a Fundraising Team was sustained. *(Dan Moffet/Kris Marion)* There were several volunteers to serve on the committee: Kathy Newton, Tim Visser; Holly MacDonald; Stewart Elder; Diane Walford; Roberta Hurd; and Dennis Featherstone as a contact person with the Facility Planning Team. Stewart Elder volunteered to be the convenor of the Team. A motion that the above people be on the Team and that Stewart Elder be the convenor was sustained. *(Tim Visser/ Dan Moffet)*

A motion to adopt the report of the Team as a whole was sustained. *(Dennis Featherstone/Alta MacFie)*

A motion to provide a vote of thanks to the Team for their work in providing the presentation of the proposed construction was sustained. *(Don Pestaluky/Holly MacDonald)*

Consideration of the report of the Budget Team was resumed.

Recommendation 3 (page 41)
A recommendation by Session that the congregation approve a target of $31,000 for givings to Presbyterians Sharing was sustained. *(Linda Robinson/Dale Tuck)*

Recommendation 4 (page 41)
The congregation approved a motion to use 10 per cent of the Lancaster bequest for the groups suggested by the Mission Team. *(Linda Robinson/Dale Tuck)*

- $250 to Gracefield Christian Camp and Retreat Centre
- $250 to Christian Hit Radio Inc.

Recommendation 5 (page 41)
A motion that the congregation approve the required top-up of the Operating Fund by transferring funds was sustained. *(Linda Robinson/Dale Tuck)*

- $4,532 from the Lancaster bequest fund
- $46 from the Nekrassoff bequest fund
- $500 from the Reserve for Capital Expenditures

Recommendation 6
A motion that the congregation approve two changes to the 2013 budget for the Worship Co-ordination Team was sustained. *(Linda Robinson/Dale Tuck)*

- Reformation Sunday to become $0
- Other to become $150

A motion to adopt the amended report as a whole was sustained. *(Linda Robinson/ Dale Tuck)*

C. Audit Team Report (page 42)
A motion to receive and consider the report of the Audit Team was sustained. *(Kathy Newton/Kris Marion)*

Kathy reported that the Team had used scrutiny tests and procedures normally included in an official audit. Based on the tests and procedures, the financial books are in good and proper order. She commended Lorne Roach, our treasurer, for the high quality of his record keeping.

A motion to adopt the report as received was sustained. *(Dianne Nickerson/Judy Reeves)*

D. Appointment of Audit Team for 2013
A motion to re-appoint the same Team (Kathy Newton, Ray Thompson, Harry VanDyk and Stewart Elder) was sustained. (*Brenda Featherstone/Jean Sida*)

E. Election of a Treasurer for 2013
A motion to re-appoint Lorne Roach as Treasurer was sustained. (*Duane Townsend/Brenda Featherstone*)
A round of applause was given to Lorne for his continued work as our Treasurer.

F. Election of Trustee
A motion to appoint Dianne Nickerson as a Trustee was sustained. (*Dennis Featherstone/Phil Campbell*)

G. Membership of Ministry Teams
(page 45)
The Moderator indicated that Dan Moffet is willing to serve as leader of Finance and Maintenance and Dale Tuck is willing to continue as a member of the Team. The Finance and Maintenance Team is short of their suggested team complement. Two suggestions were made to help with this gap: we establish a list of non-team helpers and a list of needs be posted to which people might volunteer to do specific work. A motion to appoint the listed teams along with the noted changes was sustained. *(Phil Campbell/Brenda Featherstone)*

H. Other
Several items were raised. It was suggested that the annual meeting in 2014 be held on a weekend other than the Family Weekend. The Moderator reminded everyone that the 50th Anniversary of the congregation is in September 2014 and that planning for that event should begin now. One suggestion was that "ribbon cutting" for the new building would be a great event. Anna MacDonald, our new historian, is looking for articles, pictures, notes or whatever on congregational events over the past five years or so. Some old pictures were located in storage by Flora Brown who gave them to Robert Blanchard for "repairs" and reproduction.

Adjournment
A motion to adjourn was sustained.
(Roberta Hurd/David Watson)

Closing Prayer
The Moderator closed the meeting with prayer, at 9:30 p.m.

_____
Rev. James T. Hurd,
Moderator.

_____
Dennis Featherstone,
Secretary.

6 Minutes of the Congregational Meeting
Sunday, November 24, 2013

The meeting was held in the Fellowship Hall, following the morning worship service, at 11:30 a.m. The minister, Rev. James Hurd, opened the meeting with prayer. He then asked for nominations for a secretary. It was moved by Dianne Nickerson, seconded by Diane Walford, that Stewart Reeves be appointed secretary. There were no further nominations and the motion was carried.

The minister asked Dennis Featherstone to present a report on behalf of the Facility Planning Team. It was moved by Gordon Walford, seconded by Judy Reeves, that the report be received. Motion carried.

The Facility Planning Team showed schematic diagrams which had been revised since they were last shown at the annual congregational meeting in February, at which a fundraising program was approved.

Dennis reported that starting with about $500,000, the fundraising program raised $110,000 (including some in conditional pledges) and $60,000 has come from the Presbytery Extension Fund, making a total of $670,000, still $180,000 short of the target of $850,000.

He also reported that the architect advised the Team that the revised schematic plans would cost about the same as the cost estimate previously shown to the congregation.

There was a proposal a few years ago that the congregation borrow no more than $125,000 for a building project. But the Team does not think this would be a good idea at this time because it would put the congregation in debt at a time when it would be difficult to repay as we have difficulty meeting the normal operational expenses.

He suggested two alternatives on how to proceed:

(1) Wait until we have sufficient money to build the proposed schematic. The inflation of construction costs would approximate the interest earned on the existing funds, and givings or further fundraising might raise the remaining $180,000. In the meantime, there is a risk that the Mulvagh Wing might become completely unusable.

(2) Downsize the proposed schematic so that the cost approximates the funds available. Downsizing would mean reducing the amount of space and some of our goals might be unattainable.

Responding to a question from Jim MacFie, Dan Moffet reported that in the Mulvagh Wing the roof, brickwork, access ramp, carpets and plumbing are all in poor condition. Even if the building is not used, heating must be maintained. Also, the upstairs rooms are isolated, which does not meet the requirements of our *Leading With Care* policy.

Discussion continued, and several points were brought out. There was general agreement to proceed if possible with some type of construction within the available finances.

If additional fundraising is to proceed, the momentum to do so must be continued. A suggestion for further fundraising would be dinners with a high ticket price.

If construction proceeds, funds would be spent within a few months. The cost of demolishing the Mulvagh Wing is estimated at $35,000 which is included in the estimated project costs.

If there is further discussion with the architect, there will be additional professional fees.

Some say the congregation has been "tapped out", fundraising has already been done as well as possible, we must spend according to the funds available.

If the building "footprint" is reduced, there is less space for classrooms and storage, and overall capability to conduct programs could be adversely affected.

Is it possible to do reconstruction only on the Mulvagh Wing? Is it possible to raise funds by renting the building facilities?

Accessibility is important. The neighbourhood demographics have changed since the congregation was established and are continuing to change. The congregational history started with a small group in a school, followed by construction of a building, expansion to include the Mulvagh Wing, renovation of the sanctuary and basement, etc.

All of these issues require careful consideration of the finances. The church is not only a building, it is also a community of people. Much prayer is needed as we look at the context of the ministry. We don't know the future, but there are opportunities.

Moved by Dianne Nickerson, seconded by Andrew McGregor, that the Facility Planning Team be directed to return to the architect, asking for plans with total project costs of no more than $700,000, with all basic needs as defined by the Facility Planning Team to be included, and that the Facility Planning Team is to report to the annual congregational meeting in February 2014.

Amendment moved by Gordon Walford, seconded by Stewart Elder, that the plans should also have options for the future including facilities which may have been lost in the scaled-down version.

During the brief discussion, several points were repeated. John Huber read from Luke 14: 28, "Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?"

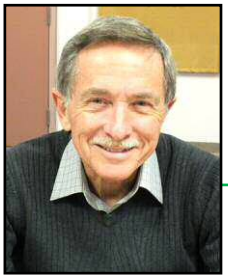
The amendment was carried, the original motion was carried.

The motion as amended is that the Facility Planning Team be directed to return to the architect, asking for plans with total project costs of no more than $700,000, with all basic needs as defined by the Facility Planning Team to be included, and also options for the future including facilities which may have been lost in the scaled-down version are to be included and the Facility Planning Team is to report to the annual congregational meeting in February.

Moved by Suzanne McBurney, seconded by Harry VanDyk, that the meeting be adjourned. Motion carried. The minister closed with prayer at 1:15 p.m.

Submitted by Stewart Reeves, Secretary

7 Report of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

Challenges for 2014...

Parkwood was blessed with several "success" stories in 2013. Our various outreach programs continued to serve many people. Our youth group continued to increase in numbers and the range of activities. The cultural diversity of our congregation continued to grow. Financially, the congregational givings for all purposes in 2013 were the highest in our history.

In our fast-changing world, Parkwood cannot afford to rest on its recent success. There are some major challenges facing the congregation in 2014:

- To approve the design of the replacement building and to provide the final $30,000 to reach the target of $700,000
- To make strides in facilitating a transition in our leadership by calling and nurturing new leaders
- To improve our effort to reach out to our neighbourhood and community by better embracing God's mission to bear a fruitful and effective witness
- To achieve a balanced budget in our local purposes account
- To introduce adult education classes, possibly oriented towards improving our outreach.

Last fall, several members from Session attended the Synod Conference "Sing a New Song". The main message from the speaker was a challenge to churches to be intentional in embracing God's mission to bear a fruitful and effective witness and to reach out to their neighbours and communities in a cheerful and courageous spirit. This is a challenge for all churches, especially Parkwood as our neighbourhood has a growing number of people with a non-Christian background. Session will be discussing the main message and several other ideas which were presented at the conference to develop a plan of action.



Elders Jan Sheridan and Jean Sida read to one of the children at Parkwood's Kumon Welcoming Outreach.

As of December 31, 2013, the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Marcia Harten; Ivan Hooper; Lothar Hopp; John Huber; James Hurd, Minister and Moderator; Alta MacFie; Kristine Marion; Andrew McPhee; Dianne Nickerson; Judy Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Harry VanDyk; Tim Visser; Gordon Walford; and Bill Zylstra. Susan McCullough is on special leave.

— *Dennis Featherstone*



Jean Sida
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2012	205
Number added during 2013	
by profession of faith	5
Number removed during 2013	
by death	3
by resolution of Session	3
Total removed	6
Number of members on the roll, December 31, 2013	204

— *Jean Sida*



Marcia Harten
Communion Clerk

C. Communion Clerk Report

The record of communion for 2013 is as follows:

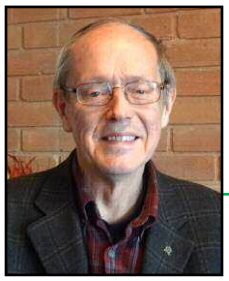
- March 3: 97 served
- March 28 (Maundy Thursday): 46 served
- June 2: 84 served
- October 6: 109 served
- December 1: 108 served

Pastoral Care Communion

- April 30: 26 served
- October 22: 26 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

— *Marcia Harten*



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of 19 churches and two extension works, one in Rockland, under the direction of Grace church that has been operating since the fall of 2009 and one in Barrhaven that started in October 2012 under the guidance of the Presbytery Missions Committee. A student in his "in ministry" year at Presbyterian College, Chris Clarke, provides the teaching the majority of weeks, while three local ministers (James Hurd, John Fair and Cedric Pettigrew) cover the rest of the time. The Presbytery also oversees the operation of Gracefield camp through a Board of Directors. Six churches are vacant: St. Andrew's Aylmer, Knox Ottawa, St. Andrew's Ottawa, St. Giles, St. Paul's and Vernon Church, Osgoode. The Aylmer and Vernon churches are operating under longer term supply arrangements.

The Presbytery met 13 times in 2013, eight "regular meetings", one special meeting involving the examination for certification for ordination of a theological student, two involving problems within certain congregations, one to reopen the sanctuary at St. Giles church and one induction service at St. Andrew's Richmond.

Our minister is the Presbytery Clerk; the position of Moderator, an annual appointment commencing in September, is currently held by David Brittain, the representative elder from St. Stephen's church. Christine Ball is our regional staff person, working 2/3 time with the three Eastern Ontario Presbyteries supporting Children and Youth Ministry, Leadership Development, Mission, Elder and Teacher Training and Congregational Development.

A number of Parkwood people sit on Presbytery committees; also, Junior Akat helps to maintain a Presbytery youth presence in social media.

In June, I attended the 139th General Assembly of the Presbyterian Church in Canada, held in Toronto. There were no controversial decisions made at this assembly. One issue being discussed presently at various levels of the PCC is the idea of reducing the frequency of General Assemblies to once every two years.

As representative elder, I also attended the annual fall meeting of the Synod of Québec and Eastern Ontario. This year, it was held in Cornwall, Ontario, using a new conference format. The theme speaker was the Rev. Dr. Gary Nelson, President of Tyndale Seminary, Toronto. The conference was attended by several Parkwood elders and has formed the basis for some discussion on future direction for Parkwood. It is the intention of Synod to use the conference format once every three years.
— *Gord Walford*



John Huber
Memorials Clerk

E. Memorials Clerk Report

Over the course of the year, in memory of individuals, Parkwood received gifts directed to the Building, Memorial, Pastoral Care and Session Benevolent Funds. In 2013, funds were received in memory of Sheila Deeks, Ron and Gloria Collings, Wesley Shortt, Mary Narraway, Marcelle de Boer, Tom Warburton, Rosalind Duong, Jos. L. Widdis, Dale Atkinson, Margaret Williams, Nabil Nasser, Marion Scott, Don Sutherland, Bob and May Chase, Reid and Annie MacPherson, Laura S. Nightingale, Mary Rempel, Lois Harris, Dorothy Nekrassoff, Neils and Dorothy Lund, and Ross Brown.

Donations are received by the Treasurer, who reports the fund balance monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the fund are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of undesignated gifts is decided by Session, all for the glory of God and for use at Parkwood.
— *John Huber and Gord Walford*



Jan Sheridan
Benevolent Fund
Co-ordinator

F. Benevolent Fund Report

The congregation of Parkwood has been changing over recent years and so have the pressures on the Session Benevolent Fund. In 2009, we received a huge donation that we have been drawing upon ever since.

After delivery of the Christmas gifts and hampers (so well organized by Linda Robinson), the fund reached rock bottom.

Please note that the designated offerings during that season will provide only about half of the money distributed in 2013. So, in 2014, we will require many smaller gifts throughout the year to maintain the fund to meet the needs, primarily within the church family. This fund is audited yearly.
— *Jan Sheridan*

8 Report of Ministry Teams



Dianne Nickerson
Team Leader

A. **Policy and Planning Team**

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation.

P&P got off to a slow start in 2013 due to the fact that Interim Leader, Stewart Reeves, retired from active service on Session and P&P at the end of 2012. In April, Dianne Nickerson was appointed as Team Leader, and Ivan Hooper as Secretary.

In May of 2013, it was recommended to Session that the Terms of Reference for P&P be amended to include permission to solicit advice from inactive elders with special knowledge in appropriate circumstances. It was also recommended to Session that the Leader of the Personnel Team be added to the Budget Team. These recommendations were approved by Session at its meeting on May 27, 2013.

After an extensive and intensive review, and with the invaluable help of Martha Fair of the Finance and Maintenance Team, and Brenda Creighton, Room Bookings Co-ordinator, policies and forms were revised and updated with respect to the use of Parkwood Church facilities. A recommendation to amend and/or add the following documents was presented to Session and approval was given at its meeting on September 23, 2013: Policy on Use of Parkwood Presbyterian Church Facilities; Facility Use Application Form and Agreement, with attached paragraph from our Leading With Care Policy; Parkwood Facilities Checklist; and Dishwasher Instructions. Room Bookings Workflow for Outside Requests was also presented to Session for information only.

The Team Leader of P&P normally chairs the Budget Team. P&P also provides another member to act as Secretary of the Budget Team. However, due to the inexperience of the new P&P Team Leader, Dennis Featherstone chaired the Budget Team, and Dianne Nickerson acted as Secretary in 2013.

As of December 31, 2013, the following are members of P&P: Phil Campbell; Harry VanDyk; Linda Robinson; Ivan Hooper, Secretary; Dianne Nickerson, Team Leader; Dennis Featherstone, Clerk of Session (*ex officio*); Rev. James Hurd, Minister (*ex officio*).
— *Dianne Nickerson*



Dianne Smith and Brenda Creighton confer on the music for a Sunday worship service.



Dan Moffet
Team Leader

B. **Finance and Maintenance Team**

This being my first report as Team Leader, I looked back at how previous reports were done. Not surprisingly some issues continue to apply:

From 2007:

- Painting requirements were not dealt with this year
- Fire safety equipment was updated and inspected
- Maintenance work included rodent control, work on walkways, washrooms, eavestrough and storage rooms
- We still hope the Mulvagh Wing will be replaced...

From 2009:

- Thermostats, toilets and telephones
- Mice and Mulvagh Wing

From 2011:

- Job descriptions
- Elevator decommissioned pending replacement of the Mulvagh Wing
- Some other maintenance and repairs deferred for the replacement of the Mulvagh Wing

From 2012:

- Toilets and furnaces
- Walks and eavestroughs
- Minor repairs
- Electronic sign programming and paint finish problems
- (No mention of the Mulvagh Wing!)

So, here we are looking back on 2013. All of the above continue to be a part of our work. Here are the highlights of other work:

January/February:

- Mulvagh Wing plumbing problems.
- Mulvagh Wing storage problems.
- Sanctuary audio system speakers to be replaced.

March:

- Renovations to heating system completed.
- Material stored in basement of Mulvagh Wing removed to alleviate a possible fire hazard.
- Mulvagh sewer pipe patched by Jim Elder.
- Excessive snowfall removal from walks pose a challenge.
- Volunteer computer was replaced.
- Duane Townsend appointed official clock keeper.
- New Team Leader accepts the (hot seat) chair.
- More front door keys purchased.
- Session calls for a report on uses of Mulvagh Wing and how they might be accommodated during renovations.

April:

- Presbytery Visitation includes an interview with F&M Team.
- Accepted donation of kindergarten tables from Liying Qi (Kumon proprietor).
- Sanctuary light fixtures needed repair, including one held together by a shoe-string (literally!).
- Fax machine and telephone service problems resolved.
- Review of workload of Administrative Assistant and Caretaker positions begun.
- Printing and photocopying costs reviewed. Economy measures implemented.

May:

- Telephone system "TalkSwitch" died. New model purchased for $1,463.35. Regan Rambally programmed and installed the new system. Thanks, Regan!
- Report delivered to Session on Mulvagh Wing uses and contingency plans.
- Programmable sign problems reported.
- Mugo Pine and lilacs in front garden pruned by Peter Paul and Phil Campbell. Everyone appreciates your efforts!

June, July & August:



- Large maple tree near Mulvagh Wing found to be rotting and splitting. Campbell Tree Experts Inc. were contracted to remove the tree on an emergency basis which included an arborist's report and City permit, for a cost of $1,864.50.
- Storm water run-off near the entrance was leaking into the basement at the Library. The rain barrel was relocated farther away from the building.
- Session calls for a report on furniture and equipment in the Mulvagh Wing in anticipation of its possible re-use. This work is in progress pending confirmation of the final layout of the new addition.
- Repairs and/or replacement of some windows needing attention was deferred pending replacement of the Mulvagh Wing.
- Repairs to the finish on the programmable sign were completed and a replacement circuit board was installed to correct programming problems.
- In the work of the Facility Planning Team and with the report on existing uses of the Mulvagh Wing, it was discovered that the needs for CE, LOGOS and general church storage had not been adequately addressed in the planning process to date. It also brought to light that the needs of F&M and building maintenance and caretaking had been overlooked.

September/October:

- Extra timber railway ties were removed from along the walk to stop vehicles from knocking them onto the walk.
- Jim Elder and crew removed and re-set the brick pavers in the ramp to alleviate tipping hazards. He reported that salt has eaten away the underside of the bricks, making the job very difficult and a temporary solution. The timber walls are also beginning to fail. Major repairs are deferred pending replacement of the Mulvagh Wing.
- In the Mulvagh Wing ground floor washroom, it was reported that the sound of running water could be heard when one turned on the light. It was discovered that the light fixture was full of water and would sizzle when the light was turned on. The roof was repaired by Jim Elder and the light fixture drained and replaced.
- Mold was discovered in the CE storage room in the corner of the Fellowship Hall. A plan of action to vacate and repair was implemented.
- Session referred to the leaders of F&M, the Personnel Team and P&P and the Clerk the issue of type of employment agreement between Parkwood and the Administrative Assistant.
- During planning work of the Facility Planning Team, it was discovered that the minister's bookcases were not stable and posed a risk. Rev. Hurd was advised and arranged for the bookcases to be properly anchored. Thanks, James!

- The steel handrail of front entrance lower steps was patched pending replacement of the Mulvagh Wing.
- The form of contract for the Administrative Assistant was updated and delivered to P. McDowell.

November/December:

- A draft outline of the workload of the Caretaker was prepared and delivered to Flora Brown. Even she was surprised at how much she actually does.
- The Emergency Plan and Fire Safety Plan were found to be in need of updating. The Emergency Plan was referred to Policy and Planning for action. The Fire Safety Plan was updated, issued to the Fire department and posted as required.
- New evacuation plans were prepared and posted.
- The annual fire alarm system and equipment inspection was performed and repairs carried out. Signs indicating extinguisher locations as required by Code were installed.
- Heavy snow and freezing rain during the Christmas season challenged our efforts to keep walks and steps fully cleared. They seemed to occur just before worship services.

The work of 2013 was like other years, only different! There are many people to thank: my fellow Team members for guiding and supporting me, especially former chairs Duane Townsend and Dale Tuck; Jim Elder for all his work outside and inside; Carl Martin for the 'heavy lifting' of snow and ice clearing; Phil and Peter for the cut-and-thrust of pruning; Michael and Carrie Morris for the closet repairs and the sound system work; all the CE Team for their patience and understanding while the repairs were taking place; Regan Rambally for keeping the phone system performing and Brenda Creighton for the behind-the-scenes work supporting the office operations and as Booking Co-ordinator.

I especially want to extend our thanks and appreciation to the three key people who keep our church operations humming along: Lorne Roach, our ever-vigilant Treasurer, Penny McDowell, our ever-faithful Administrative Assistant and to Flora Brown, our long-suffering Caretaker.

— *Dan Moffet*

Room bookings

Parkwood uses Church Windows™ software to keep track of church activities that appear on the "This Week" page of the weekly Bulletin, as well as in the monthly "Pulse" calendar and on the website.



In addition to scheduling times and rooms for Parkwood activities, I also make arrangements for the Sarang Presbyterian Church, Kumon, AA and many other groups who use our facilities on a regular or irregular basis.

I continue to answer inquiries from many individuals and groups outside of Parkwood who are looking for space to meet. Some do end up using a room or rooms, while others do not, because we can't accommodate their requests or their request does not meet our usage policies. To help us with this process, Session approved work completed under the direction of the Policy & Planning Team. They have revised the "Facility Use Application Form and Agreement" and "Conditions of Use" document. This also includes the requirement for outside groups to have their own liability insurance.

— *Brenda Creighton,*
Room Bookings Co-ordinator

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2013

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2013

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets Dec. 31, 2013	Net Assets Dec. 31, 2012
Current assets:					
Cash on Hand and in Bank	$ 5,711	$ 0	$ 48,179	$ 53,890	$ 26,246
Short-term Investments - at cost		499	550,200	550,699	515,061
HST Recoverable	6,650	0	0	6,650	8,996
Loan Receivable	0	0	0	0	0
	12,361	499	598,379	611,239	550,303
Long-term investments - at cost	0	0	0	0	0
Church Building, Furnishings (note 1)	0	1,474,807	0	1,474,807	1,474,807
Land at Cost	0	45,000	0	45,000	45,000
Total Assets	$ 12,361	$ 1,520,306	$ 598,379	$ 2,131,046	$ 2,070,110
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
Current Liabilities	$ 0	$ 0	$ 0	$ 0	$ 0
Reserved Funds (see schedule)	0	499	598,379	598,878	540,381
Investment in Net Assets Balance	12,361	1,519,807	0	1,532,168	1,529,729
Total Liabilities, Reserved Funds and Net Assets	$ 12,361	$ 1,520,306	$ 598,379	$ 2,131,046	$ 2,070,110

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
RECEIPTS:				
OFFERING - Operations	$ 189,813	$ 202,196	$ 214,409	$ 209,350
OFFERING - Special Appeals Outreach	30,543	31,732	31,000	26,000
	220,356	233,928	245,409	235,350
OTHER INCOME - Interest	0	0	0	0
OTHER INCOME - Rentals	13,180	13,500	13,055	14,000
OTHER INCOME - Other Charities	208	312	0	0
OTHER INCOME - Recoveries	4,452	6,820	1,500	1,500
	17,840	20,632	14,555	15,500
TOTAL RECEIPTS	$ 238,196	$ 254,560	$ 259,964	$ 250,850
EXPENDITURES:				
MISSION TEAM	$ 7,509	$ 7,041	$ 8,240	$ 7,500
OUTREACH TEAM	1,643	601	2,050	1,785
FELLOWSHIP TEAM	1,238	1,344	1,750	1,650
PASTORAL CARE TEAM	0	0	100	100
CHRISTIAN EDUCATION TEAM	8,903	17,676	19,464	18,414
WORSHIP COORDINATION TEAM	20,174	20,071	21,401	21,096
THE KIRK SESSION	7,079	6,851	7,285	6,153
FINANCE & MAINTENANCE TEAM	166,991	171,883	168,674	168,152
SPECIAL APPEALS OUTREACH	30,543	31,732	31,000	26,000
TOTAL EXPENDITURES	$ 244,080	$ 257,199	$ 259,964	$ 250,850
NET REVENUE (LOSS) FOR THE YEAR	-$ 5,884	-$ 2,639	$ 0	$ 0
OPERATING FUND BALANCE BEGINNING OF YEAR	$ 23,633	$ 9,922	$ 9,922	$ 12,361
TRANSFERS FROM (TO) OPERATING FUND	-7,827	5,078	0	0
OPERATING FUND BALANCE END OF YEAR	$ 9,922	$ 12,361	$ 9,922	$ 12,361

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec. 31, 2013	Total Dec. 31, 2012
Cash from operating activities					
Net revenue (loss) for the year	-$ 2,639	-$ 935	$ 64,510	$ 60,936	-$ 36,076
Add items not involving cash:					
Interfund transfers	5,078	-500	-4,578	0	0
	2,439	-1,435	59,932	60,936	-36,076
Changes in non-cash working capital					
HST/GST recoverable	2,346			2,346	-3,353
Loan receivable			0	0	0
Net cash generated through operating activities	4,785	-1,435	59,932	63,282	-39,429
Investing Activities					
(Increase) decrease in investments	0	1,435	-37,073	-35,638	48,748
Net cash used in investing activities	0	1,435	-37,073	-35,638	48,748
Net increase (decrease) of cash during year	4,785	0	22,859	27,644	9,319
Cash- beginning of year	926	0	25,320	26,246	16,927
Cash - end of year	$ 5,711	$ 0	$ 48,179	$ 53,890	$ 26,246

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
For the Year ended December 31, 2013

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
Fund Description	Balance Jan. 01, 2013	Designated Offering	Other Contributions	Interest	Total Receipts	Repair/Replace Equipment	Program Cost	Total Expenditures	Interfund Transactions	-Deficit For the Year	Balance Dec. 31, 2013
Team Programmes											
Christmas Dinner Fund	$ 879				$ 0		$ 0	$ 0	$ 0	0	$ 879
Course Fees Fund	334				0			0		0	334
Flower Fund	79				0		76	76		-76	3
Key Deposit	92				0			0		0	92
Logos Program	1,132	1,452	2,209		3,661		2,849	2,849		812	1,944
Outreach Projects	1,845				0			0		0	1,845
Pastoral Care Fund	2,036	187	182		369		803	803		-434	1,602
Special events	2				0			0		0	2
Youth Group Fund	423	1,320	306		1,626		1,124	1,124		502	925
TOTAL	**$ 6,822**	**$ 2,959**	**$ 2,697**		**$ 5,656**		**$ 4,852**	**$ 4,852**		**$ 804**	**$ 7,626**
Capital Expenditures											
Audio Visual Fund	$ 1,371				$ 0		$ 1,016	$ 1,016	$ 0	-$ 1,016	$ 355
Building Expansion Fund	190,238	83,671	1,992	2,100	87,763		21,238	21,238		66,525	256,763
Hymn Books, Bibles Fund	249				0			0		0	249
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	1,934				0		935	935	-500	-1,435	499
TOTAL	**$ 209,046**	**$ 83,671**	**$ 1,992**	**$ 2,100**	**$ 87,763**	**$ 0**	**$ 23,189**	**$ 23,189**	**-$ 500**	**$ 64,074**	**$ 273,120**
Session											
Memorial Fund	$ 4,361	$ 100			$ 100			$ 0	$ 0	$ 100	$ 4,461
Parkwood Session Benevolent Fund	3,079	4,188			4,188		4,865	4,865		-677	2,402
Student Assistance Fund	257	40	152		192			0		192	449
TOTAL	**$ 7,697**	**$ 4,328**		**$ 0**	**$ 4,480**	**$ 0**	**$ 4,865**	**$ 4,865**		**-$ 385**	**$ 7,312**
Bequests											
Boyd Bequest Fund	$ 104,418			$ 981	$ 981			$ 0	$ 0	$ 981	$ 105,399
Cairns Bequest Fund	82,672			776	776			0		776	83,448
Hempstock-Huff Bequest Fund	36,494			343	343			0		343	36,837
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
MItchell-Hempstock Interest Fund	9,161			790	790			0		790	9,951
Unallocated Interest Fund	0				0			0		0	0
Lancaster Bequest Fund	5,032			24	24		500	500	-4,532	-5,008	24
Nekrassoff Fund	4,039			20	20		3,852	3,852	-46	-3,878	161
TOTAL	**$ 316,816**		**$ 0**	**$ 2,934**	**$ 2,934**		**$ 4,352**	**$ 4,352**	**-$ 4,578**	**-$ 5,996**	**$ 310,820**
Total Reserved Funds	$ 540,381	$ 90,958	$ 4,689	$ 5,034	$ 100,833	$ 0	$ 37,258	$ 37,258	-$ 5,078	$ 58,497	$ 598,878

Funds earmarked for expansion

Building Expansion Fund		$ 256,763
Boyd Bequest Fund		$ 105,399
Cairns Bequest Fund		$ 83,448
Hempstock-Huff Bequest Fund		$ 36,837
Mitchell-Hempstock Bequest Fund	(If Necessary)	$ 75,000
TOTAL		$ 557,447

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2013

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated January 2002.

The land is stated at historical cost.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

All short-term investments are classified as available-for-sale because management does not intend to trade the investments for short-term profit making and has not elected to classify the investments as held-for-trading.

Long-term investments are classified as held-to-maturity investments. They are classified as such because management has the positive intent and ability to hold the securities until maturity.

Both short-term and long-term investments are interest bearing guaranteed investment certificates which are recorded at cost, which approximates the market value of the investments.

Management is currently of the opinion that the investments are appropriately recorded and reported at cost.

Interest earned on both long and short term investments is recorded on a cash basis when received. In the event that earned interest is not received annually but is compounded with the investment, the interest will be allocated to the applicable fund(s) upon receipt in proportion to the value of the applicable funds. As at December 31, 2013, a total of $ 590,699 of the investments held are invested in 3 year cashable Guaranteed Investment Certificates with interest compounding to the maturity date or to the date the investment is cashed, whichever comes first.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, short-term investments, HST recoverable, loan receivable, and current liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's

opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. INTERFUND TRANSFERS:

During the year ended December 31, 2013, $46 was transferred from the Nekrassoff Bequest Fund, and $4,532 was transferred from the Lancaster Bequest Fund to the Operating Fund as approved at the February 16, 2013 Annual Congregational Meeting.

3. GOVERNMENT FUNDING:

During the year ended December 31, 2013 an amount of $3,745 (2012 - $3,910) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

4. PROPOSED BUILDING REDEVELOPMENT:

At the Annual Meeting in February 2013, David Mailing, architect, made a computer presentation of the proposed construction. Peter Willemsen, construction manager, provided estimates of the proposed construction. The outlays ranged from a lower bound of about $775,000 to an upper bound of about $875,000 with a mid-range estimate of $825,000.

The congregation voted to shift its planning for the replacement of the Mulvagh Wing to the building proposed by the architect. This building is basically on the current Mulvagh footprint which means that the previous goal to build an extension running outward from the rear of the sanctuary towards Chesterton was abandoned.

In February, the total of cash funds plus pledges plus an assumed loan of $125,000 would mean the total available for construction is $653,000 or about $170,000 short of the mid-range cost estimate of $825,000. To address this financing gap, it was agreed to establish a Fundraising Team. The team decided on a Campaign Target of $225,000 in order to bring total funds to $850,000. ($500,000 cash plus $125,000 loan plus $225,000; existing pledges for previous plan not included). Considerable effort went into Fundraising, including sending pledge forms to all members and adherents of the congregation, organizing several fundraising events and updating financial progress via notes in the bulletin and Pulse. Despite the strong efforts at fundraising, it became clear by summer that the congregation would be unlikely to meet the campaign goal.

At the October Session meeting, it was agreed that it would not be a wise stewardship idea to try to borrow money for construction at this time because of the added monthly burden of repaying the loan. Session also decided to have a congregational meeting on Sunday November 24, 2013 immediately following the worship service to review the building project in the light of our current financial situation.

At the meeting on November 24, the Facility Planning Team showed schematic diagrams which reflected the revisions from the previous versions shown in February. The architect advised the team that the revised schematic plans would cost about the same as the cost estimate previously shown to the congregation. Also, it was reported that the fundraising program raised $110,000 including some in conditional pledges. An additional $60,000 has been promised from the Presbytery Extension Fund. Unfortunately, the new monies of $170,000

added to the starting balance of $500,000 bring the available funds to $670,000 or still $180,000 short of the target of $850,000.

The congregation decided to ask the Facility Planning Team to work with the architect to prepare a revised schematic for presentation at the annual congregational meeting in February. The revised schematic is to contain plans to meet the basic needs as defined by the Team and to include options for the future to include facilities which may have been lost in the shift from the November schematic to the new scaled-down version. The total project costs are to be a maximum of $700,000. The Team is to present a revised schematic to the congregation at the Annual Meeting on February 22, 2014.

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Carlington Chaplaincy Fund	$ 1,000	$ 500	$ 500	$ 500
Covenant Orthodox Presbyterian Church	3,000	3,000	3,000	3,000
Gracefield Christian Camp & Retreat Centre	1,500	1,500	1,500	1,500
Inter-Varsity Christian Fellowship	1,000	500	1,000	900
Other Missions	1,009	1,541	2,240	1,600
Total	$ 7,509	$ 7,041	$ 8,240	$ 7,500

OUTREACH TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Advertising-newspapers	$ 1,063	$ 557	$ 1,100	$ 600
Brochures for visitors	243	0	500	100
English as a second language (ESL)	146	0	200	200
Kumon Outreach	191	44	250	100
Other Outreach	0	0	0	785
Total	$ 1,643	$ 601	$ 2,050	$ 1,785

FELLOWSHIP TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Social Hour Supplies	$ 1,104	$ 1,304	$ 1,500	$ 1,500
Support for Gracefield Weekend	134	40	250	150
Total	$ 1,238	$ 1,344	$ 1,750	$ 1,650

PASTORAL CARE TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Pastoral Care	$ 0	$ 0	$ 100	$ 100
Total	$ 0	$ 0	$ 100	$ 100

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

CHRISTIAN EDUCATION TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Adult Education	$ 0	$ 227	$ 450	$ 300
Church Library	483	209	400	300
Church School	1,536	1,077	2,000	1,500
Logos Program	1,337	952	800	800
Nursery Care	0	0	50	50
Summer Programming	98	45	100	100
Young Adults	0	290	400	350
Youth Group	1,972	1,302	2,000	1,750
Youth Facilitator	3,477	13,574	13,264	13,264
Total	$ 8,903	$ 17,676	$ 19,464	$ 18,414

WORSHIP COORDINATION TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Audio-visual	$ 0	$ 115	$ 100	$ 0
CCLI Licence	506	501	506	501
Hymnals/Bibles repair/replace	0	0	25	25
Music	79	6	200	200
Director of Music Ministry	17,218	17,978	17,770	17,770
Continuing Education	0	0	250	250
Piano/organ maintenance	327	349	350	350
Organist/Pianist Supply	820	404	1,000	750
Pulpit supply	1,224	618	1,050	1,000
Reformation Sunday	0	0	0	0
Other	0	100	150	250
Total	$ 20,174	$ 20,071	$ 21,401	$ 21,096

THE KIRK SESSION
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Conferences	$ 64	$ 250	$ 500	$ 100
Congregational Supplies	781	349	500	400
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	185	185	200	200
Presbytery Dues	5,842	5,860	5,860	5,228
Web Hosting	107	107	125	125
Microfilming	0	0	0	0
Total	$ 7,079	$ 6,851	$ 7,285	$ 6,153

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

FINANCE AND MAINTENANCE TEAM
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Bank Charges	$ 109	$ 267	$ 125	$ 125
Canada Pension Plan	3,829	4,263	4,127	4,121
Caretaker	7,850	8,000	8,000	8,000
Computer Hardware/Software	1,556	2,870	5,320	2,950
Congregational Administrative Assistant	15,188	13,886	13,500	13,500
Employment Insurance	2,421	2,407	2,656	2,661
Extended health care coverage	3,998	4,002	3,945	4,200
Fuel	2,323	2,409	2,400	2,400
Furniture & Equipment repairs/replacement	0	548	500	500
Insurance Church	3,038	2,995	3,500	3,000
Lighting	5,376	5,214	5,400	5,400
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,500	23,500	23,500	23,500
Minister's stipend	55,900	57,150	57,150	57,150
Presbyterian Church Pension Plan	6,041	9,864	6,151	10,745
Repairs, Replacements & Maintenance	13,026	11,806	13,500	12,000
Snow Removal, Salt, Sand	5,431	3,555	5,500	4,500
Stationery & Office Supplies	9,487	9,848	9,000	9,000
Students/Interns	3,720	3,541	0	0
Telephone	2,623	4,200	2,800	2,800
Water & Sewer Charges	975	958	1,000	1,000
Total	$ 166,991	$ 171,883	$ 168,674	$ 168,152

OTHER INCOME DETAILS
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Interest	$ 0	$ 0	$ 0	$ 0
Rentals	13,180	13,500	13,055	14,000
Other Charities	208	312	0	0
Sundry-HRDC Grant-Students/Interns	3,910	3,745	0	0
Grants/Recoveries	542	3,075	1,500	1,500
Total	$ 17,840	$ 20,632	$ 14,555	$ 15,500

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Amethyst Women's Addiction Centre	$ 530	$ 0	$ 0	$ 0
Canadian Bible Society	0	100	0	0
Canhave Children's Centre Inc.	0	140	0	0
Covenant Orthodox Presbyterian Church	0	400	0	0
Georgian Native & Outreach Ministries	0	715	0	0
Gideons International	50	0	0	0
Gracefield Christian Camp & Retreat Centre	0	310	0	0
Hakka Bible Publication & Distribution	610	0	0	0
Ottawa Innercity Ministries	100	0	0	0
Presbyterians Sharing	26,718	25,737	31,000	26,000
Presbyterian World Service & Development	1,710	2,830	0	0
Sola Scriptura Ministries International	585	0	0	0
The Voice of the Martyrs	140	0	0	0
Union Mission for Men	100	985	0	0
Urban Christian Outreach	0	515	0	0
Total	$ 30,543	$ 31,732	$ 31,000	$ 26,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE YEAR ENDED DECEMBER 31, 2013

	2012 ACTUAL	2013 ACTUAL	2013 BUDGET	2014 BUDGET
Amethyst Women's Addiction Centre	$ 530	$ 0	$ 0	$ 0
Canadian Bible Society	$ 0	$ 100	$ 0	$ 0
Canhave Children's Centre Inc.	0	140	0	0
Covenant Orthodox Presbyterian Church	0	400	0	0
Georgian Native & Outreach Ministries	0	715	0	0
Gideons International	50		0	0
Gracefield Christian Camp & Retreat Centre	0	310	0	0
Hakka Bible Publication & Distribution	610	0	0	0
Ottawa Innercity Ministries	100	0	0	0
Presbyterians Sharing	26,718	25,737	31,000	26,000
Presbyterian World Service & Development	1,710	2,830	0	0
Sola Scriptura Ministries International	585	0	0	0
The Voice of the Martyrs	140	0	0	0
Union Mission for Men	100	985	0	0
Urban Christian Outreach	0	515	0	0
Total	$ 30,543	$ 31,732	$ 31,000	$ 26,000



Michael Morris
Team Leader

C. **Outreach Team**
We had a slow year in regards to Outreach this past year. Our Team met a few times early in the year and had some good conversations about how to be an effective Outreach Team. Ideas like a BBQ for the neighbourhood, the use of the electronic sign on the church lawn, and how to retain people once they have decided to worship with us were considered.

Men's Fraternity took a break this year, and will hopefully start again in the fall of 2014. We look forward to the next installment from the series. I believe that everyone who has participated in this study has found that our lives were enriched and changed from the knowledge that we gained.

In regards to advertising, we tried to evaluate to whom and where we are advertising. Unfortunately the costs of advertising to the age group 25-35 is prohibitive, to say the least.

Parkwood partnered with the Aihua Chinese Language School (which uses our facilities to offer Mandarin lessons for children on Saturday afternoons during the school year) to offer a Day Camp for five weeks in the summer. Parkwood provided the facilities and with the assistance of our summer student, Carrington White, offered a Bible lesson in the afternoons. We did not have the turnout we had hoped for from volunteers to assist with the teaching and crafts. There were a few teens who helped out our summer student.
— *Michael Morris*

Barrhaven Bible Study Group
The Barrhaven Bible Study meets weekly on Wednesday evenings at the home of Martha and John Fair. Since it began on January 16, 2011, we have undertaken a detailed study of the Book of Acts followed by an in-depth examination of Dr. R.C. Sproul's book and DVD teaching series on *The Holiness of God* in the fall 2012/spring 2013.

This past October, we began a study of the Book of Hebrews. We have nine people in regular attendance including Martha and John. All are members of Parkwood with the exception of one who comes from Aylmer, Québec. One couple also drive from Aylmer.

We very much appreciate the dedication, interest, support and commitment of all who attend. Martha continues to provide refreshments each week which are also much appreciated. We begin at 7:30 p.m. and finish at 9:00 p.m. This study is open to anyone; it is never too late to start, and you don't have to be from Barrhaven to join us!
— *John Fair*

English as a second language (ESL)
The English as a second language (ESL) conversation group met on Monday evenings throughout the year, excepting July and August and certain statutory holidays. Facilitated by John Huber and J. T. Hurd, and with occasional assistance from Peter Paul, the group offers newcomers to Canada and others desiring to learn English or to improve their knowledge and conversation skill in English an opportunity to do so in a relaxed and welcoming setting.

We continue to use *The first thousand words in English*, published by Usborne, as a basic text and picture book for those who are relative beginners, and an assortment of prepared pronunciation exercises and readings on topics of interest to newcomers to Canada as the basis for the more advanced group.

Attendance varies, but we have recently had an average of six in the beginning class and four to six in the more advanced group. Participants this year have including people from Afghanistan, Bangladesh, China, Columbia, India, Korea, Libya, Russia, Syria, Ukraine, and Yemen, almost all of whom live within the Parkwood Hills neighbourhood.

It is a privilege to help our neighbours gain skill and confidence in conversing in the language needed to share a new life in our community.

We would welcome further volunteers to help in facilitating the conversations. Please speak to John Huber or the minister if you are interested.

In past centuries, Christian missionaries who went out to foreign lands often began by learning the local language, in order to build relationships with those natives with whom they desired to share the good news of Jesus Christ. Today, we have people from every nation arriving on our doorstep. Let us embrace the challenge to build bridges to help them, and facilitate communication. In both word and action, we can share the gospel and the love of Christ with them.
— *James T. Hurd*

KUMON Welcoming Outreach
The KUMON Welcoming project has been a little known, but valuable, outreach to our community for the past 11 years. KUMON uses the lower hall for math and English tutorials after school twice weekly. The students (Grades 1 – 12) represent the diversity in ethnic and religious backgrounds in our neighbourhood. A map in a drawer in the kiosk has pins showing some of their origins. It is used this year to plan crafts from other countries.

Parkwood provides a choice of drinks, which is a starting point for "getting to know you" conversations. Parents and younger siblings wait for students, students wait for drives home. There are new crafts each Monday and needlework on Thursdays, as well as games and toys for younger children.

Relationships are continuing to develop (e.g., both children and adults still ask about Rose O'Connor.) Jean Sida has served hospitality and drinks for many years.

This year, the team has expanded: Suzanne McBurney purchases and sorts the drinks; Graham Walford and Krystal Wilson set up the tables and chairs and prepare the drinks; Mark Easey puts the tables and chairs away and vacuums the carpet. Our thanks for their faithful service, as well as that of others who have substituted as needed.
— *Jan Sheridan*

Men's Breakfast
From January to May and from September to November, we have had eight fantastic speakers at Parkwood's Men's Breakfast. On average, 22 men join us for a great breakfast and listen to the speakers talk about their walk in life with Jesus Christ and how they apply their faith on a daily basis.

We meet at 8:00 a.m. on the last Saturday of the month (except June, July, August and December) at Local Heroes Bar and Grill on Clyde Ave. Come and join us! Call Tim Visser (613-825-3434) for more information.
— *Tim Visser*

Website **(http://www.parkwoodchurch.ca)**



Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins, monthly calendars and *Pulse* newsletters are provided by the office admin folk and the *Pulse* editor. A one-year archive of newsletters is available online. Thanks to all who contribute.

The traffic data for Parkwood's site indicate an increase in the number of unique visitors of 4.4% year over year. Total number of visits was up 14.1% over last year; total number of "hits" was up 22.9%; total number of pages was up 17.2% and bandwidth usage increased 25.2%. The most popular "entry page" is the home page; other popular entry pages include the resources page, congregational profile, map, building2serve and staff/contact us pages. Top downloads include the weekly bulletins, monthly *Pulse* and monthly calendar; other popular downloads this year included building2serve documents and those related to our summer program. Over the year, the site had over 6,500 unique visitors and almost 13,000 visits.
— *Gord Walford, Webservant*



Don Pestaluky
Team Leader

D. **Fellowship Team**

The Fellowship Team planned a successful congregational picnic this summer which was held on June 23, 2013 at General Burns Park. The weather was very good, especially since the weatherman had forecasted rain. Everyone enjoyed the day. Thank you to those who brought food to this event and special thanks to James Kritsch who loaded and brought our barbeques to the park.

Regrettably, in response to our church's operating deficit, the annual strawberry dessert and corn boil events were cancelled.

A Christmas potluck supper was held on Saturday, December 14, 2013 with over 100 people (102) attending. Thank you to all who participated in bringing food to this event. Also, thank you to those who helped out in the kitchen and to those who helped set up and put away the tables for the supper. Special thanks to Rev. Hurd who was emcee for the evening and to those who provided music and song.

An important function of the Fellowship Team is to greet and welcome visitors and newcomers to our church, have he or she sign the guest book and direct them downstairs for coffee and to meet others from our congregation. In this regard, the congregation is grateful to Barbara Townsend, Margaret Roach, Jean Sida, Bill Zylstra, Placid Akat, Flora Brown, John Huber, Kristine Marion, Margaret Main, Dianne Game, Stella Akat and Don Pestaluky. In 2014, Daniella Akat and Kathryn Newton will be greeting our guests in place of Kristine Marion and Flora Brown.

The current members of the Fellowship Team are Bill Zylstra, Jean Sida, Dianne Game, Flora Brown, Susanne Johnson, Junior Akat and Don Pestaluky. New members are welcome and, if you are interested in joining this Team, I would be delighted to speak with you.
— *Don Pestaluky* (613-226-3089)

Refreshments and Ushering

This year, the congregation is thankful to the following ushers who contributed during our Sunday Worship services: Derek, Gregory and Bob Newton, Bob and Dianne Game, Stewart and Jean Elder, Andrew and Denise McGregor, Tim and Alice Visser, Robert and Sarah McCaughern, Peter and Betty Paul, Flora Brown and John Huber, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main, Jean Sida and Marcia Harten, and Junior Akat and Don Pestaluky. In 2014, Helen Prime will be ushering at our Sunday Worship services in place of Flora Brown.

This year, we are also grateful to the following coffee and tea hosts who made our fellowship time after Sunday service most enjoyable: James and Christina Kritsch, Duane and Barbara Townsend, Ed and Vicki Steenhorst, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Doug and Anne Alexander, Carrie Kritsch and Robert Picard, Dale Tuck and Albert Deboer, Frances Robertson and Margaret Main, Junior Akat and Don Pestaluky and Marcia Harten. In 2014, Helen Prime and Don Pestaluky will be hosting after the Sunday Worship service in place of James and Christina Kritsch.

If you are interested or think that you would be able to help in ensuring that sufficient supplies and goodies are available for our fellowship time after the Sunday Worship service, the congregation would be most grateful and I ask that you contact me for further details.
— *Don Pestaluky* (613-226-3089)



Gracefield Retreat

The annual Gracefield Retreat was held from September 13 to 15 with 26 adults and seven young people and 14 children attending.

The theme was "The Power of Prayer" and a Bible Study on this was held on Saturday morning for adults. This was led by Rev. Hurd. Michael Morris and Karen Hurd prepared a skit for the youth and children which was performed before the BBQ supper and was very well received.

Karen organised a hike and canoeing in the afternoon and the traditional BBQ was held at 5:30 p.m. A campfire was held in the evening.

On Sunday morning, there was a worship service led by Floyd McPhee. This was held in White Pine lodge because of windy weather. The service was followed by lunch.



The planning committee members were Gerda deVries, James and Karen Hurd, Kathy Newton and Jean Sida. Since September, Gerda has resigned from the committee but Dianne Nickerson has joined it. Thanks to these and to all who helped in any way (preparing salads and BBQing, organizing games, etc.), making this a very enjoyable weekend.

Gracefield Financial Report		
	$ Received	$ Cost (incl. taxes)
Beaver Lodge		
Guests	504.00	661.11
Kitchen Fee		0
Cabins	300.00	459.90
Camp Sites	55.00	160.96
White Pine meals	296.35	352.97
Food for BBQ	464.00	124.01
Canoes, firewood and ropes course		
Fellowship Fund	39.60	
Gift certificate	100.00	
Total	**1,758.95**	**1,758.95**

Because of concessions made to us by the Gracefield staff, we were able to come away this year with a small surplus, for which we are very grateful.

— *Jean Sida*

Koffee Klatch

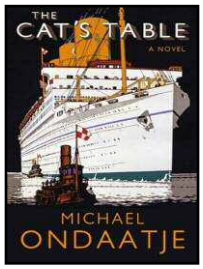
Koffee Klatch meets on Wednesdays from 2:00 – 4:00 p.m. Our first get-together hour is spent in conversation and visiting over a cup of tea or coffee and refreshments.

The Bible Study hour continues, with members sharing leadership and the topics and books chosen for study selected by vote. We are currently studying the Book of Matthew.

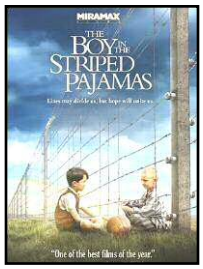
Twice a year (June and December), we enjoy potluck luncheons. Our group is open and welcoming to all newcomers.

— *Lorraine Widdis*

Parkwood Book Group



This year, the Parkwood Book Group gathered to discuss a variety of books. We met on a Monday evening in January, March, May, September and November.



The books we discussed included non-fiction as well as fiction literature.

In January, we discussed ***The Devil in Pew Number Seven***, by Rebecca Nichols Alonzo. In March, we discussed ***The Cat's Table,*** by Michael Ondaatje. At May's meeting, we talked about ***The Immortal Life of Henrietta Lacks***, by Rebecca Skloot. In September, Taylor Caldwell's ***Captains and The Kings*** was discussed. ***The Boy in the Striped Pajamas***, by John Boyne was the book discussed at the November gathering.

— *Marcia Harten*

Sunday Night Bible Study

This group meets on alternate Sundays at 8:00 p.m. in the Fireside Room. We have a regular attendance of six people. This year, we have been studying the Book of James. Members take turns in preparing the study, but there is no pressure to do so, and we always welcome new members.

— *Jean Sida*



John Fair
Team Leader

E. **Worship Co-ordination Team**

The Worship Co-ordination Team (WCT) consists of six members plus *ex officio*, as per our terms of reference. John Fair is the Team Leader of this group, which met five times this year, namely February, April, June, September and November. We thank Rev. James Hurd for his support and continued availability to the WCT. In addition, the Minister and the Director of Music Ministries met on a weekly basis to select music for worship.

Worship was held each Lord's Day during the year at 10:00 a.m., with the exception of the service on Christmas Day, which was held at 11:00 a.m. The average attendance was 120.

Some of the major responsibilities of this Team are to establish the dates concerning Lent and Easter and to ensure that the Easter sunrise service and breakfast are organized. Lenten evening services, led by either Rev. Hurd or Rev. McPhee, were held on four Lord's Days, during the months of February and March, with an average attendance of 20. On Easter morning, March 31st, there was a beautiful sunrise service, followed by breakfast at the church. There were also special services conducted on Maundy Thursday and Good Friday. We thank all those who participated in the services and put on the Easter breakfast.

The children and leaders in our mid-week children's programme, LOGOS, presented an entertaining Christmas musical drama, "A Night in Bethlehem", on November 24th.

The Christmas tree was set up in the sanctuary and beautifully decorated by Holly MacDonald for the Advent season. Five different families within the church participated in the Advent readings and lighting of the Advent candles.

Continued thanks to Flora Brown for arranging the set-up of our Advent wreath and candles.

On Christmas Eve, we were blessed to have a service filled with music performed by a variety of musicians and singers, as well as the participation of the Parkwood Choir. Thanks to all who organized readers, decorations, and the music for Advent, Christmas Eve and Christmas Day.

During the Minister's absences this year, we were fortunate to have as guest preachers Rev. John Fair and the student minister of the Barrhaven mission, Christopher Clarke. In addition, we were pleased to celebrate the 50th year of ordination of our *Minister Emeritus* and current member of Parkwood, Rev. Floyd McPhee, who commemorated this wonderful milestone by assisting with the celebration of the Sacrament of the Lord's Supper on December 1st.

Over the course of this past year, the WCT looked at the issue of whether the congregation should sit or stand during the singing of praise songs and hymns. It was a complex discussion as the Team tried to take into consideration the desires and concerns of all. An agreement was reached that Rev. Hurd would indicate whether to stand or sit, with the default being to stand. It is also understood that those who have difficulty or are unable to stand may choose to sit.

Thanks to Lorne Roach for once again renewing our CCLI licence, which allows us to use a great variety of hymns and songs for Sunday morning worship.

The WCT continues to monitor the status of Easy Worship, a software program which the church is interested in obtaining once the Mac version is released.

We have also looked for additional people to operate the microphones and the PowerPoint presentations during Sunday services, as there are some Sundays when our regular operators are not available to provide these services for the church.

As we continue to do God's work in the church, in the community and in the world, may everything we do be a reflection of the glory and grace of God, our Father and our Redeemer.

— *John Fair, Team Leader*
Lori Stewart, Secretary



Dianne Smith
Director of
Music Ministry

Choir

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursdays, usually ending around 8:30 p.m. The average attendance during the past year has been very good and new members with a love of music will be welcomed at any time. Dianne managed to choose a wide selection of music, with various styles, both traditional and more contemporary.

The musical parts of worship service are usually led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford on guitar, and Asuquo Eniang on bass guitar. The Parkwood Concert Band performed this year and it is hoped that they will continue to bless us with their talents in the future. Members include Junior Akat, Asuquo Eniang, John Harder, Brent MacDonald, Erynn McPhee, Matthew McPhee, Greg Newton and Dianne Smith both directing and on piano.

On occasion, Diane Walford has filled in during Dianne's absence. Jennifer Hurd, John Harder, Asuquo Eniang, Diane Walford, Susanne Johnson, Samantha Sutherland and Erynne McPhee have all shared their musical talents with the congregation, through various musical instruments. In addition, solos and duets have been performed by members of the choir or the congregation, including Ted Johnson, Susanne Johnson, Gord Walford, Diane Walford, Stewart Reeves, Brenda Creighton, Dan Moffet, Jean Pierre Bernard, Joseph and Térèse Kanku,

Marianna Hopp, Rebecca Yabadi, Placid Akat, Dianne Nickerson and Lori Stewart.

We were also blessed to have the Sunday School children and youth join with the adult choir to perform "The Little Drummer Boy" in December. We hope to make this a semi-regular occurrence, under the direction of Lori Stewart with assistance from Dianne Smith.

In May, we had a gifted pianist, Evangeline Keeley, who performed a concert with net proceeds going to the church's building fund.

This year Dianne introduced a sign-up sheet as a way for congregational members to offer their musical talents during our worship services. It has been well received and we hope to continue to enjoy the gifts of our people through this method.
— *Lori Stewart*

Parkwood Concert Band
The Parkwood Concert Band is in its second year of existence. Our players are Greg Newton and John Harder (alto saxophones); Asuquo Eniang and Dakota Copeland (tenor saxophones); Matthew McPhee (trumpet); Brent MacDonald and Erynne McPhee (trombones); and Junior Akat (percussion).

The band played "Above All" during Parkwood's morning worship service on Sunday, November 17. Practices were held after the worship service over the previous four weeks.

This performance was so well received that the "band" made a repeat appearance at the congregational Christmas potluck supper on Saturday, December 14.

> *"The band gives us a chance to expand our horizons and enhance our relationship as well as the worship services."*
> ***— Greg Newton***

The band is looking forward to playing at the Easter Sunday worship service.

This is a great group of people to work with. Thank you all for your musical contributions to Parkwood. We're always accepting new members and no audition is required :)
– *Dianne Smith*



Pamela Pestaluky
Team Leader

F. **Christian Education Team**
Church School
Church school is provided for children ages 2½ and up, including high school students. 46 students were registered for the 2012-2013 school year. The students were divided into five classes and continue to be taught by a team of dedicated teachers.

The approved curriculum continues to be from Faith Alive Christian Resource, the "Walk with Me" series.

I would like to give thanks to the following individuals who shared their gifts of teaching during the 2012-2013 school year: Margaret Roach, Alta MacFie, Duane Mayo, Majari Sutherland, Susan McCullough, Rev. Floyd and Claire McPhee, Ann Marie Bernard, Barbara Townsend and Michael & Carrie Morris.

I have included in this year's reports a brief summary of the teachers' goals, thoughts and impressions that they have gathered from their classes.

Preschool, JK and SK: It is my goal that the children learn that the stories that we read in the Bible "really did happen", that God made the whole world and everything in it and that God loves each and every one of them. The Bible stories are reinforced through songs, crafts, experiments, and dressing up.
(Pamela Pestaluky)

Grades 1, 2 and 3: In class the children learn lessons and stories from the Bible. Each lesson typically has a different focus. To engage the children in learning, we provide a variety of activities and learning experiences to make the lessons enjoyable. Crafts are a simple way to incorporate Bible truths and subjects into concrete learning. Word searches, fill-in-

the-blanks, true/false statements, and questionnaires encourage the children to be more attentive to the lesson. Discussion engages children and gets them to think about issues for themselves. The curriculum is awesome. Kids enjoy learning and have fun at the same time. I love to teach and get involved with them at their level. I love how their little creative minds work. *(Majari Sutherland)*

Grades 4 and 5: Parkwood has a delightful group of Gr. 4 & 5 students. We ended 2013 learning about Abraham and what it means to be part of God's family. It is wonderful to spend time with these children and develop with them as we learn to walk with our God. *(Susan McCullough)*

"Consequently, faith comes from hearing the message, and the message is heard through the word of Christ." (*Romans 10: 17, NIV*) It is the highlight of our week to gather with our class to teach Biblical truths. This is done through explanation of the Word, discussion, reading scripture, praying, games, puzzles, skits and crafts. Sunday school has to be fun, interesting, engaging, interactive and transforming. Speaking about young children, a well-known researcher had this to say: "It is during these crucial years that lifelong habits, values, beliefs and attitudes are formed." It is our privilege to be part of that process. *(Floyd and Claire McPhee)*

Grades 6, 7 and 8: Each class starts with piano music, played by a student, a prayer of thanksgiving and requests from students for others in need.

Discussion on Epiphany, Ukrainian Christmas, 1 Corinthians 2: 4-7 and "You and All God's children are gifted" took place and memory challenges continued on the 23rd Psalm and Apostle's Creed. The February unit was on Obedience and Pentecost, Acts 1 & 2. "Saul Sees the Light" skit reinforced the lesson. In March, Marianna Hopp visited the class to talk about her Easter plans to go to Uganda to visit her daughter, Leah. The class did individual letters to Leah which were delivered to her by her parents.

In preparation for Easter, the class painted a banner "Because He Lives" which was displayed in the Fellowship Hall. In April, the lessons included "tough choices", Bible readings, building relationships, sexuality and diversity. May and June lessons included symbols of the Old Testament and a Seder meal was sampled. In June, we reviewed memory work and a study of "The Lord's Prayer" and the unit "Talking with God". Also in June, one of the students from the class joined the Pastoral Care Team at Starwood Nursing Home.

September opened with a unit on "Steward-ship" and readings from Psalm 8 by each student. In December, posters on Advent and Christmas joy were completed and posted in the Fellowship Hall. It is our pleasure to serve the Lord by working with and enjoying the company of the six to nine preteens each Sunday. *(Barbara Townsend and Ann Marie Bernard)*

High School: In Sunday School, we touched on various elements of Christian faith through the spring and summer: notably taking a look at Lent and spending a few weeks on a series looking at the life of Paul in the book of Acts.

We ran a Facebook trivia contest through 2013, with gift card prizes at the end of every round — questions related to all areas of youth activities, so the more involved the teens were, the better their chances of getting the right answers. In September, we began a free curriculum called Faith Explorer, a teen Bible study that explains and explores the key tenets of the faith through scenario discussion questions and solid teachings. *(Michael and Carrie Morris)*

Regular church school classes were not held during the summer months; instead, the children came together in the Fellowship Hall for a movie and activities. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes. Thanks as well to Alta MacFie who helped me put together the packages for the volunteers' use.

On December 22, the church school children joined with the senior choir to sing "The Little Drummer Boy". We would like to thank Lori Stewart, from the choir, for rehearsing this song with the children.
— *Pamela Pestaluky*



Holly MacDonald
Director

LOGOS Program

The year 2013 has been another successful year for Parkwood's LOGOS program. LOGOS is Parkwood's mid-week activity for children in Grades 1-8. As of December, we have 30 children registered. As well, we have up to eight high school students who volunteer regularly with the LOGOS program. Space continues to be an issue and we continue to have our Grades 5-8 children and many of our teen volunteers go to a local school for their games/recreation time. We have rented the Elizabeth Wyn Wood Alternate School gymnasium again this year.

Among the highlights of 2013 was the LOGOS Christmas musical presentation, "A Night in Bethlehem". The children are enthusiastic singers and actors and our congregation was blessed with this Christmas message. Special thanks to Peter MacDonald, Holly MacDonald and Pamela Pestaluky for their efforts in this regard. As well, thanks to Regan Rambally for his help with the sound system, Dianne Smith for accompanying the children on piano and to the LOGOS parents and the congregation for their support with costuming, props and sets. A DVD was created of the play with some of the children's personal comments included.

Another highlight was the LOGOS Talent Show on April 27, 2013. A freewill offering was collected and over $600 was raised towards Parkwood's building fund.



Holly MacDonald has continued as director of LOGOS. We have a regular staff of 20 adult volunteers at LOGOS, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook and serve theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. Thank you to all members of the congregation who have supported Logos with their gifts and prayers.
— *Holly MacDonald*

In LOGOS, the teens finished up our Road Trip Through The Bible in the spring, which was a phenomenal exploration of God's plan for humanity.



In the fall, the focus shifted from setting up and decorating the Fellowship Hall to the teens helping out the LOGOS teachers in their classrooms, with the after-dinner time as social time. Volunteers have varied week to week, often depending on homework workload, but most are regulars who attend three to four times a month to gain high school volunteer hours.
— *Michael Morris*

Youth Group

In 2013, Parkwood's Youth Group (Grades 7 to 12) met twice a month for a variety of events with a broad spectrum of experiences in mind.

We sought to engage the teens with issues of homelessness in the city last year in some of our events. Fundraising for Jericho Road in the Coldest Night of the Year walk in February was a great success — thanks to many generous donations from our Parkwood family, we raised over $1,000 — and the teens had the experience of walking the downtown Ottawa streets in cold weather. We purchased hygiene items at our Pizza and Service event in March: these were donated to the Ottawa Mission during June's Hands and Feet event, which also took the teens on a guided tour of the downtown men's mission.

To serve our church, the youth group spent a number of weeks working on the model church/coin collector that you've seen in the narthex, during our 'Building A Building For The Building We're Building' event, which took up most of our Spring Cleaning time as well.



The teens also helped bake pies on Pie Night in October, which they served after the Sunday service, to everyone's enjoyment.



To cultivate friendships with teens outside of Parkwood, we attended events that brought different youth groups together: the Presbytery's Worshiplude and Lock-In in February took us skating with other teens and ended in a sleepover at Parkwood, with a worship music set the next morning. May's long weekend Gracefield trip was another exciting larger group event, with Hélène Campbell as the guest speaker. In May, we joined a range of ages for the Toby Mac concert at Woodvale Pentecostal Church, then made our way into the larger crowd of mostly teens at Rock the River II, held in September at The Metropolitan Bible Church. In December, we headed down to Knox Manotick for the Olde Fashioned Christmas scavenger hunt and worship night, where everyone participated in a Scrooge-type drama.

For some lower-key fun, we held a Hawaiian BBQ dinner and a Video Games Night in the cold evenings of January. March had a movie night, showing *Wreck-It Ralph*, and our Hallowe'en Costume Party and Laser Quest events in the fall brought some of the teens' friends from outside our church into the mix.



Celebrating the friendships within our group, we held a smaller sleepover event to close out June and then brought back the mystery gift exchange at the Christmas party for another fun time. Open Mic Night in November led into the formation of a youth band, which began practicing in the fall and continues to do so into 2014, with the goal of playing during the Sunday service in the near future.

In September at the Answering The Call concert, our teen volunteers chose a child to sponsor through Compassion Canada — five-year old Cinta, from Indonesia. We officially began sponsoring her in December, and fundraising under the Christian Education Team oversight will begin in early 2014.

Young Adults

In 2013, the Young Adults' group continued to meet on the second Sunday for lunch and discussion of the Book of Hebrews, with a break in July and August. Attendance began falling in the latter half of the year and in December, in lieu of lunch, the young adults were invited to join the Youth Christmas Party.

As our Young Adults' group is quite small, we have endeavoured to encourage them to participate in larger group events with the Presbytery. Philip MacFie began heading up some of these initiatives in the fall, including the Bridgehead Coffee and Conversation meeting in December, with more events in the works for the coming year.

— *Michael Morris, Youth Ministry Facilitator*

Mid-week Summer Fellowship

The Summer Mid-week Fellowship met on Wednesday evenings during July and August.

This year, we used as the basis for our study a video teaching series by R. C. Sproul, produced by Ligonier Ministries, entitled, "Moses and the Burning Bush", which examined in a close and compelling ten-part series Moses' encounter with God in the burning bush, and various parallel revelations or self-disclosures of God's glory.

Thanks to the Fellowship Team, and with the assistance of our summer student assistant Carrington White, we enjoyed a barbeque on the opening and closing evenings. On the other evenings, cold drinks and snacks were served, ahead of the studies, with the hospitality facilitated by the summer student, who also provided technical help in running the videos. Between fifteen and twenty people attended most evenings.

Thanks is expressed to John Fair and to various elders who facilitated the discussion following the video studies on those evenings when the minister was absent on holiday.

— *James T. Hurd*

Library

The library has not grown this year at all as fifty-four (54) books were discarded or declared lost and only thirty-three (33) books were added. Hopefully this makes the collection a little more relevant to the users. However, I would like to see the usage increased. The subject catalogue should help to find a subject and I can always be asked to help find things. Suggestions to specific subjects and books are always welcome.

— *Margaret M. Main*





Stewart Elder
Team Leader

G. **Mission Team**

Parkwood's Mission Team continues to give praise and thanks to our Lord and Saviour for the numerous opportunities of Kingdom service and witness presented to our Church throughout the year 2013. As much of our local work is not reflected in the pages of our financial statements, we bring itemized details forward for your information and perusal through our end of year annual report.

Other Missions	***2013 Budget***
Algonquin College – Campus Ministry	$ 150
Algonquin College – Pause Table	$ 200
Caldwell Family Centre Inc.	$ 100
CANHAVE Children's Centre	$ 100
Christian Blind Mission International	$ 100
CHRI (Christian Hit Radio Inc.)	$ 100
Fellowship for Print Witness Inc. (Christian Week)	$ 100
Ottawa Innercity Ministries	$ 350
Renewal Fellowship (Eastern Ontario Outreach)	$ 180
Serving Christ Alone Ministry	$ 120
Other Missions Sub Total	$ 1,500



In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This church is the channel through which our congregation supports the lay missionary work of Leah Hopp.



Additionally, the Inter-Varsity Christian Fellowship is the mission support for Alaina Johnston, the IVCF Ottawa Team Leader to the students and faculty of Carleton and Ottawa Universities.

The Mission Team appreciates the generous support shown by the congregation to the four Special Appeals held in 2013:

Date	**Appeal**	**Amount Received**
10 March	The Ottawa Mission	$985
9 June	The Georgian Native & Outreach Ministries	$715
22 Sept.	Ottawa Urban Christian Outreach	$515
24 Nov.	The PWS&D Typhoon Haiyan Emergency Appeal	$580

The Mission Team would also like to thank members of the Parkwood family who took time to respond to our 2013 Mission Team Survey. No doubt, the results received will be very helpful in the planning, preparation, and presentation of various Mission opportunities and challenges being promoted throughout 2014.

Some comments received from our 2013 Mission Team survey:

- Survey respondents mostly obtain Mission information by reading the weekly bulletin insert and/or reading the Mission Team bulletin board across from the Library downstairs.
- The Presbyterians Sharing Thermometer, located on the downstairs Mission Team Bulletin Board, is considered to be easy to read, effective, and worthwhile.
- Used eye glasses placed in the foyer drawer (located just below the Visitor Book) are delivered by Stewart Elder on behalf of Parkwood Church to Nelm's Optometrists on Bank St. The glasses are then sent to places in South America where glasses are not easily available or where people simply are unable to afford them. Over the years, with the encouragement of the Optometrists, Stewart has had many opportunities to distribute used eyeglasses in third world countries where they are gratefully received.

On Tuesday, December 10, Linda Robinson successfully organized the Parkwood Church outreach at the Algonquin College "Pause Table". The "Pause Table" provides an opportunity for Ottawa area churches to come together and let students know we care for them as they face the stress of examinations. Once again, all went well with plenty of refreshments and enthusiastic receptions from students and staff who "Paused to visit at the table".



In 2013, Parkwood Church contributed 53 "Shoe Boxes" to Operation Christmas Child. These donations combine with many others and bring joy, love and the spirit of Christmas to many children in various third world countries.

Many thanks to all who participated in the White Gift program in 2013. After being dedicated at the Church, the white gifts were then distributed to the Ottawa Mission, The Ottawa Innercity Ministries, and to individuals and families at Parkwood. They are always well appreciated.
— *Stewart Elder*



Dora Brown
Secretary

H. **Pastoral Care Team**

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: Marianna Hopp, Laura Game, James Hurd, Margaret Roach, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and Thelma Passmore.

The Team met monthly, except in July and August, for counsel and prayer together.

The ten-week Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall. The course involves a two-hour session once a week over ten weeks. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals, is encouraged to speak to any member of the Pastoral Care Team. Continuing education and advanced courses are also presented each year. Several members of Parkwood's Pastoral Care Team attended the continuing education workshops.

On April 30th and October 22nd, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted five Lunch and Learn events on the third Monday of the month, in February March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, dessert and help to set up and clear up were provided by members of the congregation who attended.

Dora Brown is a spiritual care volunteer at Peter D. Clark Long Term Care Home, and chaired their Spiritual Care Committees. She helped to plan spiritual care visits and regular worship and memorial services for the residents.

A Presbyterian mid-week worship service was held once a month at the Peter D. Clark Home. John Fair conducted the monthly Presbyterian services. James Hurd served on the Spiritual Care Advisory Committee at the Home and Roberta Hurd and Laura Game carried out spiritual care visiting to the residents.

Parkwood conducted Sunday morning worship services at Starwood Nursing Home, in March, June, September and December, assisted by several members of the congregation.

Visits to residents at Starwood were also made. Worship services were conducted at Grace Manor approximately once each quarter, sometimes including celebration of the Lord's Supper.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March and November, and at the Queensway Carleton Hospital weekly throughout the year.

We provided large-print *Today* devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. *Today* booklets were also placed in the narthex, available for pick up by any interested persons.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

The Team expressed care and support for grieving families by providing contact and Marianna Hopp continued to coordinate the distribution of the booklets "Journeying Through Grief". Laura Game on behalf of the Pastoral Care Team sent cards to "shut-ins" and to mark special occasions.

The Pastoral Care Team has designated one of their members be present at the back of the Sanctuary after church each Sunday to give support or to hear concerns or to pray with anyone requesting prayer.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching out to Isolated Seniors. Network members met monthly at Parkwood Church. The aim of the Network is to improve the health and well-being of seniors in need, and provide input into city and government policies affecting seniors. Members helped to organize a conference on spirituality and aging in June at the Council On Aging.

Parkwood participated with local faith groups in organizing social events for seniors in our community.

We were saddened this past year by the death of our Presbyterian Co-ordinator for Pastoral Care Visitors at the Ottawa hospitals and chaplain Marlene du Charme. She will be missed.

A Lunch and Learn survey asking for input from the congregation was circulated in November. It asked if we should continue with Lunch and Learn and if so what topics or format they wished. Very few surveys have been returned. Please return or ask for another copy if you are interested.
— *Dora Brown*

9 Other reports



Jean Pierre Bernard
Team Leader

A. **Leading With Care Team**
"*It is the policy of The Presbyterian Church in Canada that all persons, and in particular all children, youth and vulnerable adults, who participate in the denomination's programs/ ministries and/or use the denomination's facilities will be cared for with Christian compassion and will be safe*." (LWC Policy)

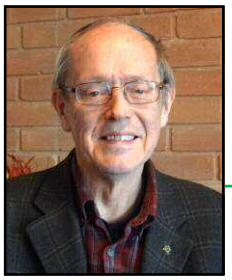
Out of the 266 people listed in our church's phone book, 52 need to secure a police check in order to satisfy the regulations of the Leading With Care (LWC) policy. This testifies to the seriousness of the position they hold and the work they do; it also hints at the responsibilities resting on their shoulders. But we also have those whose work is as important, and who provide no less of their time, energy and possessions to make this community we call Parkwood, work.

On behalf of my wife Ann Marie and myself, I thank you for what you do and how you make Parkwood our home church.

A. Numbers
As mentioned above, we have 52 people who need a police check. Out of those, we have 29 individuals who have a valid check; a police check is valid for five years from the date of issuance. The other 23 individuals either need to renew their police check or are new and need to get their very first check. In both cases the procedure is the same.

B. How we will proceed
By Friday, February 7, 2014, letters will be provided to the 23 remaining volunteers, explaining what to do and what to bring to get the police check. Included in the letter, will be a letter to the police, from Parkwood, explaining that Parkwood Presbyterian Church needs these checks for our programs; this will ensure no charges will be requested from the volunteer for the service provided.

Please do not hesitate to contact me if you have any concerns or need additional information.
— *Jean Pierre Bernard*



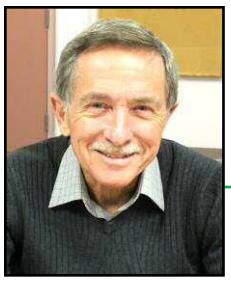
Gord Walford
Team Leader

B. **Personnel Team**
The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers.

Through the year 2013, they have assisted in drawing up and/or updating contracts and job descriptions for the Administrative Assistant and the Director of Music Ministry.

They have also provided assistance in the setting of salaries and advising on the "cost of living". The Team currently consists of four persons: Gord Walford (Team Leader), Duane Townsend, Ron Conboy and Terry McBurney.
— *Gord Walford*

10 New Business



Dennis Featherstone
Team Leader

A. **Budget Team Report and Recommendations**

Overview of 2013

Total offerings and other income were $340,218. (See *Budget Table 1*, below.) This was the largest annual amount in Parkwood's history. Offerings for local purposes were in excess of $200,000 for the first time in Parkwood's history. Offerings for the Building Expansion Fund were over $78,000. Offerings for Presbyterians Sharing were in excess of $25,000 marking the fifth consecutive year over $25,000.

On a local purpose basis, there was a deficit of $2,639. While it was disappointing to end the year with a deficit, it should be noted that there were significant donations in December which helped reduce the magnitude of the deficit in the fall to the final amount for the year. (See *Budget Table 2*, page 45.)

The Financing of the Deficit for 2013

As indicated above, there was a deficit of $2,639 on a local purpose basis. It was agreed several years ago that the Treasurer should start the year with a working cash balance of $15,000. In order to achieve this target, the deficit for 2013 must be financed with a transfer of money from one of the funds.

Recommendation #1

Session recommends that the deficit for 2013 on a local purpose basis be financed by a transfer of $2,639 from the Mitchell-Hempstock Interest Fund.

Budget Table 1
Overview of Total Financial Inflows, 2010-2013

	2010	2011	2012	2013
Offerings for Local Purposes	177,377	190,887	189,813	202,196
Offerings for Presbyterians Sharing	31,605	36,373	26,718	25,737
Offerings for Special Appeals/Outreach	4,025	6,880	3,825	5,995
Sub-total	213,007	234,140	220,356	233,928
Offerings for Designated Funds *	96,942	56,474	21,346	85,658
Sub-total (total offerings)	309,949	290,614	241,702	319,586
Other income (rentals, etc.)	21,250	17,589	17,840	20,632
Total Offerings and Other Income	331,199	308,203	259,542	340,218

* excludes interest earned and other contributions such as bequests and fundraising.

Proposed Expenditures in 2014

Each of the teams has tried to minimize any increase in expenditures. The Budget Team further trimmed proposed expenditures so that expenditures would be slightly less (0.3 per cent) than in 2013.

Recommendation #2

The Budget Team recommends that the congregation approve total team expenditures of $224,850 for 2014.

To Balance the Budget

Session directed the Budget Team to propose a balanced budget to the congregation. The Team calculated that offerings for local purposes plus other income would need to increase by 1.0 per cent to $224,850 in order to balance the budget for local purposes in 2014. The offerings component of this total would need to increase by 3.6 per cent in 2014. Other income for 2014 is lower than in 2013, in large part because the government grant for the summer student is not included in the forecast for 2014.

Recommendation #3

The Budget Team recommends that the congregation approve a target for offerings for local purposes of $209,350 for 2014 which is an increase of 3.5 per cent from 2013.

Presbyterians Sharing

There is a major change in how the target for congregational donations to Presbyterians Sharing is calculated. Starting in 2014, the congregational target is 10 per cent of the dollar base from two years ago (2012). For Parkwood, the new formula generates a target of $19,727.

The Associate Secretary for Stewardship wrote to thank Parkwood for our historical givings in excess of the revised goal of 10 per cent of our dollar base and to express the hope we would continue this practice. Parkwood has given in excess of $24,000 since at least 2004. Parkwood gave $26,718 in 2012 and $25,737 in 2013.

Givings to Presbyterians Sharing help meet the wider needs of the Presbyterian Church in Canada as opposed to the local needs and mission work of our congregation.

Recommendation #4

For Presbyterians Sharing, Session recommends that the congregation approve a target of $26,000 for 2014 which is 13 per cent of our dollar base two years ago.

Budget Table 2
Overview of the Budget for Local Purposes
Receipts, Expenditures and Balance *

		2011 (actual)	2012 (actual)	2013 (actual)	2014 (budget)
	Receipts				
1	Offering	190,887	189,813	202,196	209,350
2	Other income	17,589	17,840	20,632	15,500
3	Total	208,476	207,653	222,828	224,850
4	Expenditures	200,649	213,537	225,467	224,850
5	Balance	7,827	-5,884	-2,639	0
	* Data same as in Statement of Operations except similar inflows and outflows for Special Appeals Outreach are excluded.				

Further Use of Funds from Mitchell-Hempstock Interest Fund

The National Presbyterian Women's Gathering 2014 will be held May 16-19 in Toronto. In 2011, two women from Parkwood attended the first such conference and found it to provide uplifting worship, special speakers and discussion of ideas for church work. The congregation agreed to provide partial funding for women to attend the conference in 2011.

Recommendation #5

Session recommends that up to $1,000 be made available from the Mitchell-Hempstock Interest Fund for women from Parkwood to attend the conference, subject to a maximum of $200 per woman (same conditions as in 2011).

— *Dennis Featherstone*



Kathryn Newton
Team Leader

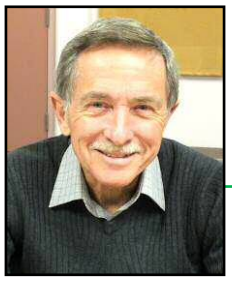
B. **Report of the Parkwood Audit Team for the year ended December 31, 2013**

The Parkwood Audit Team was appointed at the February 2013 annual congregational meeting. The Team consists of Kathryn Newton, Harry VanDyk, Stewart Elder and Ray Thompson.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the *Book of Forms* Section 170 that *…a congregation may seek volunteers to provide an independent and diligent scrutiny of the records.* The Team's mandate is set out in this same section of the *Book of Forms*.

The Team began its review of the financial records during the fall of 2013 and will complete its review of the financial records in January 2014 with a report to be given at the February 2014 annual meeting.

— *Kathryn Newton*



Dennis Featherstone
Team Leader

D. **Facility Planning Team**

The Facility Planning Team arranged for David Mailing, architect, and Peter Willemsen, construction manager, to make a presentation at the Annual Meeting in February 2013.

At the stated hour, David made a computer presentation of the proposed construction, answered questions from the floor and provided a set of four drawings on presentation boards 24 inches by 36 inches. Peter provided estimates of the proposed construction which were circulated to those present. The net outlays for construction ranged from a lower bound of $771,495 to an upper bound of $873,824 with a mid-range estimate of $821,126. The presentation by our guests concluded with a question and answer period.



Inside entrance to the Mulvagh Wing.

The congregational vote to shift its planning for the replacement of the Mulvagh Wing to a building basically on the current Mulvagh footprint was sustained. This meant that the previous goal to build an extension running outward from the rear of the sanctuary towards Chesterton was abandoned.

There was an open discussion of the affordability of the project. The total of cash funds plus pledges plus an assumed loan of $125,000 would mean the total available for construction is $653,000 or about $170,000 short of the mid-range cost estimate.

To address this financing gap, it was agreed to establish a Fundraising Team. Stewart Elder volunteered to be the convenor of the Team and several people volunteered to serve on the Team.

The Facility Planning Team continued through the summer to fine tune the building schematic, in part to reflect suggestions made by the congregation, in part to improve the efficiency of the proposed layout and also to hopefully reduce the likely cost to construct the building.

During the summer, it also became clear that the congregation was running a significant deficit in its local purposes account. At the October 2013 Session meeting, it was agreed that it would not be a wise stewardship idea to try to borrow money for construction at this time because of the added monthly burden of repaying the loan. Session also decided to have a congregational meeting on Sunday November 24, 2013, immediately following the worship service to review the building project in the light of our current financial situation.

At the meeting on November 24, the Facility Planning Team showed schematic diagrams which reflected the revisions from the previous versions shown in February. The architect had advised the Team that the revised schematic plans would unfortunately cost about the same as the cost estimate previously shown to the congregation.

It was reported that the fundraising program raised $110,000 including some in conditional pledges. An additional grant of $60,000 has been promised from the Presbytery Extension Fund once the project officially begins.

The new monies of $170,000 added to the starting balance of $500,000 brings the available funds to $670,000 but disappointingly still $180,000 short of the target of $850,000.

There was a review of the possibility of borrowing $125,000 to help fund the project. A few years ago the congregation agreed to borrow no more than this amount for a building project. But with the difficulty in meeting our budget for local purposes, the congregation agreed that borrowing would not be a good idea at this time because there would be a significant repayment amount each month which would add to our overall financial challenge.

The report presented two alternative courses of action. One was to wait until we have sufficient money to build the proposed schematic. The second was to downsize the proposed schematic so that the cost approximates the funds available. It was pointed out that downsizing would mean reducing the amount of space and some of our goals might be unattainable. Various questions about the state of the Mulvagh Wing and possible approaches to fundraising were raised and the Team sought to answer them.

The congregation decided to ask the Facility Planning Team to work with the architect to prepare a revised schematic for presentation at the annual congregational meeting in February 2014. The revised schematic is to contain plans to meet the basic needs as defined by the Team and to include options for the future to include facilities which may have been lost in the shift from the November schematic to the new scaled-down version. The total project costs are to be a maximum of $700,000.

In December 2013, the Team met with the architect who indicated various changes to the existing schematic that would need to be made to bring down the total project costs to $700,000.

The main change with respect to space is a reduction of roughly one-third of the floor space from the schematic presented at the congregational meeting in November. The Team then set to work to review all the previously stated needs and then to develop various cuts and alterations with the hope that the revised total project costs would fit within the constraints imposed by the budget constraint of $700,000 and as recommended by the architect.

— *Dennis Featherstone*

E. Fundraising and Project Balance as of December 31, 2013

At the Annual Meeting in February, the congregation agreed to establish a Fundraising Team to address the financing gap between the probable cost of building the design and the amount of funds currently available.

Stewart Elder volunteered to be the convenor of the Team and several people volunteered to serve on the Team. The volunteers included: Kathy Newton; Tim Visser; Holly MacDonald; Diane Walford; Roberta Hurd; and Dennis Featherstone as a contact person with the Facility Planning Team.

Some of our fundraising projects





Winnipeg pianist Evangeline G. Keeley presented *Songs and Stories of Faith: Exploring the Music of Worship* on May 26, 2013. An offering was taken in support of our building project.

As the Team began its work, several other volunteers came forward, including: Jean Elder; Marcia Harten; Carrie Morris; Dianne Nickerson; Duane Townsend; and Gord Walford. Many in the congregation helped out by supporting the various fundraising activities.

The Fundraising Team decided on a Campaign Target of $225,000 which was the gap between $500,000 on hand plus a $125,000 loan and the assumed cost of $850,000. Considerable effort went into fundraising, including sending pledge forms to all members and adherents of the congregation, organizing several fundraising events and updating financial progress in the bulletin and *Pulse* as well as on the website. Despite the strong efforts at fundraising, it became clear by summer that the flow of funds would be unlikely to meet the campaign goal.

At the November 24, 2013 congregational meeting, the congregation decided to reduce the scope of the project so that the total project costs would be no more than $700,000.

The following table shows the flow of actual cash into and out of the Building Expansion Fund. The program cost was mostly architectural and estimation fees incurred before November. This amount is being subtracted from the fund because the initial project as approved in February was abandoned in November.

Building Expansion Fund, Receipts and Costs, 2013	
Balance, January 1, 2013	$190,238
Receipts	
Designated Offering	83,671
Fundraising Activities	1,992
Interest on Funds	2,100
Total Receipts	87,763
Less: Program Cost	21,238
Balance, December 31, 2013	$256,763

The table below sets out all the funds available for the building project as of December 31, 2013. The grant and conditional pledges are expected once the project is approved.

Cooke's Trust Fund

Session has recently become aware of the Cooke's Trust Fund that may provide a grant of up to $20,000 to Presbyterian churches towards the cost of building new or updating older facilities. There are several conditions which must be met to become eligible for a grant. The first condition is approval of the congregation to apply for such a grant.

Other conditions include a description of the project, a copy of the construction budget, the 2013 financial statement of the congregation and approval of our Presbytery to make the request to Cooke's.

Recommendation: Session recommends that the congregation approve the initiation of the process to meet the conditions to apply for a grant of $20,000 from the Cooke's Trust Fund.

— *Dennis Featherstone*

Funds Available for the Building Project, December 31, 2013		
	Details	**Overview**
Building Expansion Fund	$256,763	
Cairns Bequest Fund	83,448	
Mitchell-Hempstock Bequest Fund (1)	75,000	
Hempstock-Huff Bequest Fund	36,837	
Boyd Bequest Fund	105,399	
Sub-total	557,447	
Pledges Outstanding (2)	41,487	
Grant from Presbytery Extension Fund (3)	60,000	
Total Available	$658,934	$658,934
Budget Constraint		700,000
Financing Gap		$41,066
Notes:		
(1) Congregation agreed to use this bequest for construction, if necessary		
(2) Pledges received after February 16, 2013		
(3) Grant to become available after project officially begins.		

F. **Membership of Ministry Teams 2014-2015** (including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Holly MacDonald (*ex officio*)
3. Alta MacFie
4. Michael Morris (*ex officio)*
5. Regan Rambally
6. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky** (donwp@live.ca)
2. Junior Akat
3. Flora Brown
4. Dianne Game
5. Susanne Johnson
6. Jean Sida
7. Bill Zylstra

Finance and Maintenance (12 plus *ex officio*)

1. **Dan Moffet** (daniel.moffet@rogers.com)
2. Flora Brown (*ex officio*)
3. Jim Elder
4. Martha Fair
5. Duane Mayo
6. Lorne Roach (*ex officio*)
7. Duane Townsend
8. Dale Tuck
9. Admin. Assistant (*ex officio*)

Mission (at least 6)

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Lothar Hopp
4. John Huber
5. Andrew McRae
6. Linda Robinson

Outreach (at least 6)

1. **Michael Morris** (parkwoodyouth@yahoo.ca)
2. Dennis Featherstone
3. Ivan Hooper
4. Kristine Marion
5. Carrie Morris
6. Dale Tuck

Pastoral Care (no set number)

1. **James Hurd** (*ex officio*) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game
4. Marianna Hopp
5. Roberta Hurd
6. Margaret Roach
7. Jean Sida
8. Barbara Townsend
9. Duane Townsend
10. Dale Tuck

Policy and Planning (at least 6 plus *ex officio*)

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Phil Campbell
3. Dennis Featherstone (*ex officio*)
4. Ivan Hooper
5. Linda Robinson
6. Harry VanDyk

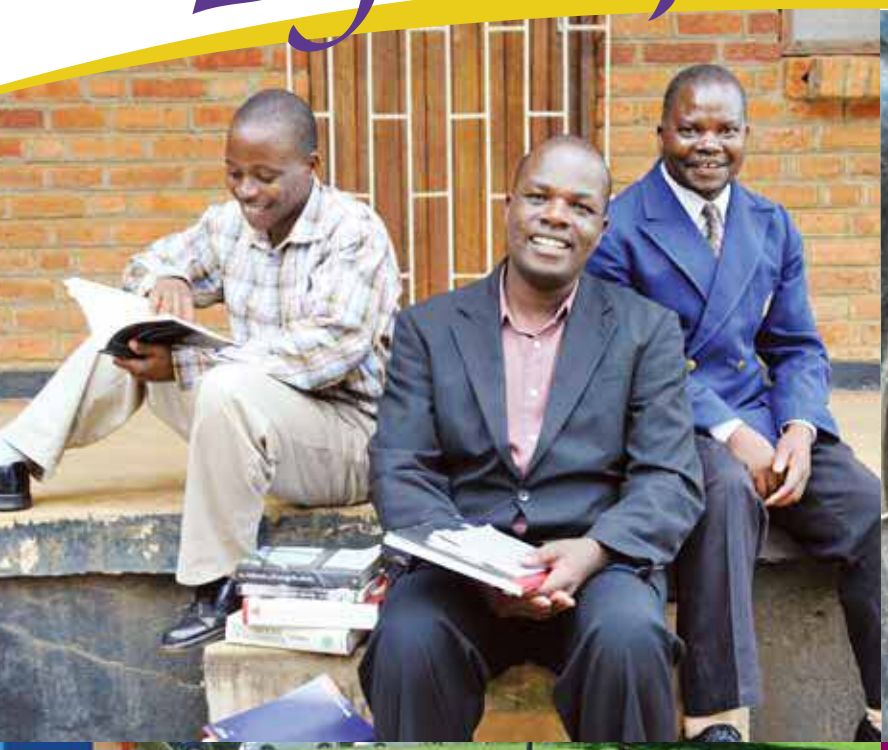
Worship Co-ordination (6 plus *ex officio*)

1. **John Fair** (fairmj@magma.ca)
2. Sibby Fennema
3. Dianne Nickerson
4. Dianne Smith (*ex officio*)
5. Lori Stewart
6. Gord Walford

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

This list is subject to corrections and/or additions before and during the annual meeting.

Light of the World







2014 Annual Report

Parkwood
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office@parkwoodchurch.ca
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The Presbyterian Church in Canada
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Presbyterians from across Canada joined together at the 2014 General Assembly under the theme, *Light of the World*. Together we discussed important issues and planned for the future. We passed the *Presbyterians Sharing* budget with the hopes and dreams of what we will accomplish. We committed to sharing in a wide range of ministries — from encouraging and equipping congregations to supporting inner city, native, refugee, urban, and remote ministries to sending people to work with international partners. Together we are shining Christ's light.



"Each day we are blessed to be able to see God's transformative power at work in all who come through our doors."

— Jen de Combe, Tyndale St-Georges, Montreal, QC

"ARISE Ministry prays that seeds of hope will be planted in the lives of all involved in prostitution and human trafficking; that they may know that change is possible, and that they are loved. Thank you for your prayers, support and kindness as together we sow seeds of hope."

— Rev. Deb Rapport, ARISE Ministry, Toronto ON





"We live in mission as a community of faith, not as individuals separate from one another. Our hope is to grow a healthy community of disciples who live to be faithfully present agents of God's mission in the world. We will learn as we go, open to the new things God is doing through Christ's body in the world."

— Rev. Glenn Soderholm, Two Rivers Church, Guelph, ON

In Memoriam: 2014

Rev. Cal Chambers

William Gray

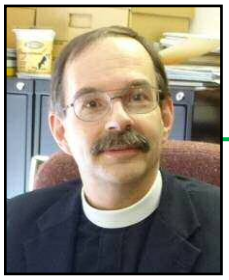
Vi Torrance

Wendy Watson

Loretta Wigney

Ethel Williams

A word from the Minister



James T. Hurd
Minister

The New Testament gives us evidence that in the early years of the Christian church, followers and servants of Jesus were encouraged and directed through reading letters and reports of God's presence in the lives of fellow pilgrims, and stories of the Spirit's empowering of other disciples in serving faithfully and fruitfully in challenging times and places.

The annual report of Parkwood Church gives us an opportunity to read about individuals and teams who have been inspired and empowered for service, and to reflect on how together as a congregation we are able to advance the mission we believe God has entrusted to us: to enable people in our community and others throughout the world to discover, grow in, and share the love of God found in Jesus Christ.

Paul wrote to the church in Thessalonica: "Encourage one another and build each other up, just as in fact you are doing." (1 Thessalonians 5: 11, NIV)

As we turn over the pages of the record of the year 2014, may we be thankful for dedicated and inspiring service, and may we be spurred to serve in the year ahead in faithful partnership, as together we anticipate sharing in new blessings.

In Christ's service,

James T. Hurd,
Pastor, Parkwood Church, Ottawa.

Proposed Agenda

Annual Congregational Meeting

Saturday, February 21, 2015 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2014 Annual Meeting – February 22, 2014 3
6. **Reports of Session Officers**
   - A. Clerk of Session - D. Featherstone 7
   - B. Roll Clerk - J. Sida 8
   - C. Communion Clerk - M. Harten & K. Marion 8
   - D. Representative Elder - G. Walford 8
   - E. Memorials Clerk - J. Huber 9
   - F. Benevolent Fund Co-ordinator - J. Sheridan 10
7. **Reports of Ministry Teams**
   - A. Policy & Planning.....11
   - B. Finance & Maintenance 11
   - C. Outreach..... 26
   - D. Fellowship.....28
   - E. Worship Co-ordination 30
   - F. Christian Education.....32
   - G. Mission 36
   - H. Pastoral Care.....38
8. **Other Reports**
   - A. Leading With Care Team 40
   - B. Personnel.....40
9. **New Business**
   - A. Budget Team Report and Recommendations 41
   - B. Audit Team Report 43
   - C. Election of Treasurer
   - D. Facility Planning Team 43
   - E. Fundraising and Project Balances as of December 31, 2014.....46
   - F. Membership of Ministry Teams 47
   - G. Other
10. Adjournment
11. Closing Prayer

5 Minutes of the Annual Congregational Meeting
Saturday, February 22, 2014

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 22, 2014 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, shortly after 6 p.m., following a congregational potluck supper. The minister led in prayer, and thereafter the congregation sang Psalm 40: 1-3, 5, "I waited for the Lord my God". The minister read Colossians 2: 1-7 and offered a brief exposition and comment thereon, following which he again led in prayer.

Attendance
In addition to the minister, fifty-two members and adherents were present, as follows: Ann Marie Bernard, Dora Brown, Marion Campbell, Phil Campbell, Brenda Creighton, Jean Elder, Stewart Elder, John Fair, Martha Fair, Dennis Featherstone, Sibby Fennema, Marcia Harten, Ivan Hooper, John Huber, Karen Hurd, Roberta Hurd, Susanne Johnson, Ted Johnson, Holly MacDonald, Alta MacFie, Margaret Main, Kris Marion, Suzanne McBurney, Terry McBurney, Fran McKenny, Claire McPhee, Floyd McPhee, Dan Moffet, Carrie Morris, Michael Morris, Kathy Newton, Dianne Nickerson, Scott Nickerson, Betty Paul, Peter Paul, Don Pestaluky, Pamela Pestaluky, Regan Rambally, Lorne Roach, Margaret Roach, Jan Sheridan, Jean Sida, Ed Steenhorst, Vicki Steenhorst, Barbara Townsend, Duane Townsend, Dale Tuck, Alice Visser, Tim Visser, Diane Walford, Gord Walford, and David Watson.

Those present at the supper before the meeting also included: André Marion, James Wiens, and Katherine Wiens, and seven children.

Memorial Minute
The minister invited the congregation to stand, and he read the names of the members, adherents, and friends of the congregation who had been called to higher service during the year 2013, and led in a prayer of thanksgiving for their lives and service.

Election of Secretary
The chair called for the election of a secretary for the meeting.

Don Pestaluky nominated Dianne Nickerson. Dianne Nickerson declined to allow her name to stand.

Kris Marion nominated John Huber. John Huber declined to allow his name to stand.

Duane Townsend nominated Dennis Featherstone. The nomination was seconded by Lorne Roach. Dennis Featherstone indicated he was willing to accept the nomination.

The chair called for further nominations. None were forthcoming.

On motion of Phil Campbell, seconded by Dan Moffet, it was agreed that nominations cease.

The chair declared Dennis Featherstone elected secretary by acclamation.

Minutes of the 2013 Annual Meeting (page 3-7)
It was agreed to replace "four sets of drawings on boards 24 inches by 48 inches" on page 5 with "one set of four drawings on boards 24 inches by 36 inches".

Dan Moffet asked for the response to the question of whether "elders" meant active elders or included inactive elders. The Moderator replied that the response had been included in a note in the Pulse in 2013 and that "inactive" is to be interpreted as an elder not on Session.

A motion to adopt the corrected minutes of the 2013 meeting was sustained.
(Scott Nickerson/Roberta Hurd)

Minutes of the Congregational Meeting on November 24, 2013 (pages 8-9)
A motion to adopt the minutes of the Congregational Meeting was sustained.
(Dan Moffet/Michael Morris)

Reports of Session Officers (pages 10-12)
A motion to receive and consider the report of the Clerk of Session was sustained.
(Dennis Featherstone/Dianne Nickerson)

Brenda Creighton asked whether the statement "nurturing new leaders" meant that there would be an election of elders. Dennis replied that at this time the focus was on nurturing new leaders for the various teams. A motion to adopt the report was sustained.
(Dennis Featherstone/Dianne Nickerson)

A motion to receive and consider the reports of the Roll Clerk, the Communion Clerk, the Representative Elder, the Memorials Clerk and the Benevolent Fund Co-ordinator was sustained. (Jan Sheridan/Jean Sida) It was agreed to correct the spelling of Neils to Niels near the bottom of page 12. A motion to receive for information these six reports was sustained. *(Jan Sheridan/Jean Sida)*

A motion to receive and consider all the ministry team reports was sustained.
(Dennis Featherstone/Dianne Nickerson)

Policy and Planning (page 13)
The words "appointed by" were corrected to read "active on" near the top of page 13. A motion to adopt the corrected report was sustained. *(Dianne Nickerson/Dan Moffet)*

Finance and Maintenance (pages 14-28)
A motion to adopt the report of the Finance and Maintenance Team was sustained.
(Dan Moffet/Dianne Nickerson)

Outreach (pages 29-30)
A motion to adopt the report of the Outreach Team was sustained.
(Michael Morris/Don Pestaluky)

Fellowship (page 31)
A motion to adopt the report of the Fellowship Team was sustained.
(Don Pestaluky/Jean Sida)

Worship Co-ordination (pages 33-35)
A motion to adopt the report of the Worship Co-ordination Team was sustained.
(John Fair/Ed Steenhorst)

The average attendance was corrected to read 112 as is being reported in the Statistical Report.

John Fair indicated there is a need for volunteers to help with the power point presentation used during the worship service.

Christian Education (pages 35-39)
A motion to adopt the report of the Christian Education Team was sustained.
(Ann Marie Bernard/Don Pestaluky)

In response to a question, there is no information available on average weekly attendance at church school.

Mission (page 40)
A motion to adopt the report of the Mission Team was sustained.
(Stewart Elder/Dale Tuck)

Pastoral Care (page 41-42)
A motion to adopt the report of the Pastoral Care Team was sustained.
(Dora Brown/Dale Tuck)

Dan Moffet complimented the team on the extent of the work the team does.

Leading with Care (page 43)
A motion to adopt the report of the Leading with Care Team was sustained.
(Gord Walford/Ed Steenhorst)

Personnel (page 43)
A motion to adopt the report of the Personnel Team was sustained.
(Gord Walford/Duane Townsend)

Gord indicated there is a need for volunteers to serve on the team.

New Business

Budget Team Report and Recommendations (pages 44 -46)
A motion to receive the report was sustained.
(Dennis Featherstone/Dianne Nickerson)

In Budget Table 1, errata for 2013 are: 85,658 should read 90,988; 319,586 should read 324,886; and 340,218 should read 345,518.

Recommendation 1 (page 44)
A motion by Session that the deficit for 2013 on a local purpose basis be financed by a transfer of $2,639 from the Mitchell-Hempstock Interest Fund was sustained.
(Dennis Featherstone/Dianne Nickerson)

Recommendation 2 (page 45)
A recommendation that the congregation approve total team expenditures of $224,850 for 2014 was sustained.
(Dennis Featherstone/Dianne Nickerson)

Recommendation 3 (page 45)
A recommendation that the congregation approve a target for offerings for local purposes of $209,350 for 2014, which is an increase of 3.5 per cent from 2013, was sustained.
(Dennis Featherstone/Dianne Nickerson)

Recommendation 4 (page 45)
A recommendation by Session that the congregation approve a target of $26,000 for 2014, which is 13 per cent of our dollar base two years ago, was sustained.
(Dennis Featherstone/Dianne Nickerson)

Recommendation 5 (page 46)
A recommendation by Session that up to $1,000 be made available from the Mitchell-Hempstock Interest Fund for women from Parkwood to attend the National Presbyterian Women's Gathering (May 16-19 in Toronto), subject to a maximum of $200 per woman was sustained.
(Dennis Featherstone/Dianne Nickerson)

A motion to adopt the corrected report as a whole was sustained.
(Dennis Featherstone/Dianne Nickerson)

Audit Team Report (page 46)
A motion to receive the report was sustained.
(Dan Moffet/Dale Tuck)

As indicated in the report, Kathy Newton is providing a verbal report: "As indicated in the report of the audit team in the annual report, the team conducted an independent scrutiny of the records of Parkwood Presbyterian for the year ended December 31, 2013. The work was started in November 2013 and completed by the last week of January 2014. This scrutiny was performed in accordance with the procedures set out in the *Book of Forms*. The books of accounts and supporting documentation were reviewed on a test basis as is acceptable in performing an audit. During this process no irregularities came to the attention of the team".

Kathy indicated to the meeting that the Treasurer keeps a clear and detailed set of records which facilitates an audit. She commended Lorne on his outstanding work as Treasurer. There was a sustained round of applause for Lorne.

A motion to receive the report of the Audit Team and to adopt the Financial Statements was sustained. *(Dan Moffet/Dale Tuck)*

Election of Treasurer for 2014
A motion to re-appoint Lorne Roach as Treasurer was sustained.
(Duane Townsend/Dan Moffet)

Facility Planning Team and Fundraising (pages 46-49)
A motion to adopt the report of the Facility Planning Team was sustained.
(Dennis Featherstone/Dianne Nickerson)

Dennis Featherstone provided a verbal progress report for the project. To fit the revised construction plan within a total project budget constraint of $700,000 the architect indicated that we would need to cut $100,000 out of construction costs. This could be achieved by reducing the new building footprint to 1/3 the size of that shown in November, by not raising the ceiling/roof over the new gathering space and by avoiding further renovation to the existing building. To

fit within the reduced space, the team set the general priorities as continuing to improve the CE facilities and trying to match the storage space now available in the Mulvagh Wing. There should be no change to the initial primary priorities of including a lift, having a new entrance which is covered and at parking lot level and having an inviting gathering space.

It became clear to the team that to achieve the goals for CE and maintaining storage space there would be a need to consider adding renovation to the existing building. The team knew that adding further internal renovations to the project would push costs above our goal but were optimistic that these changes would not be very costly. Moreover, the architect and team had an imaginative plan that captured our basic priorities.

Using the mid-range of the estimates provided by the construction manager, the basic reduction in the footprint and avoiding the higher ceiling is estimated to save $84,000 not the $100,000 the architect had initially estimated. The proposed additional renovations have added $40,000. So the net reduction is $44,000. In other words, we fell $56,000 short of target reduction of $100,000. These estimates are all for construction costs. For total net outlays, the estimate is now $765,000 which includes construction, contingency, legal fees and net taxes.

The current status is that the goal set in November has not yet been achieved. There are some options (not recommendations) which the congregation might consider: save money by moving accessible wash room from the existing building to the new building which would cut the space available for CE and/or storage; consider increasing the budget constraint to $725,000 and request the team to find some further cost reduction to meet this target; and, consider having Parkwood try to provide some of the labour to generate a minor reduction in costs.

A motion to commend the Facility Planning team for their work in preparing the proposed schematic for the building expansion, to approve in principal the schematic design at the cost estimate presented ($765,000) and to request the team to continue to pursue appropriate ways to reduce the probable cost of the project was unanimously sustained. *(Terry McBurney/Phil Campbell)*

It was moved the congregation authorize the borrowing of up to $65,000 for the building expansion. More than two-thirds of those in attendance voted in favour of the motion. *(Gord Walford/Don Pestaluky)*

A motion by Session that the congregation approve the initiation of the process to meet the conditions to apply for a grant of $20,000 from the Cooke's Trust Fund was sustained. *(Diane Walford/Kris Marion)*

A motion to adopt the report as verbally extended was sustained. *(John Huber/Phil Campbell)*

Election of Auditor
A motion to re-appoint the same team as for 2013 under the leadership of Kathy Newton was sustained. *(Dan Moffet/Phil Campbell)*

Membership of Ministry Teams for 2014-2015 (page 50)
A motion to approve the listed membership for the various teams was sustained. *(Ed Steenhorst/Diane Walford)*

Adjournment
A motion to adjourn was sustained. *(Terry McBurney/Ann Marie Bernard)*

Closing Prayer
The Moderator closed the meeting with prayer at 9:00 p.m.

_____

Dennis Featherstone,

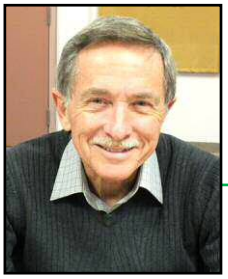
Secretary

_____

Rev. James T. Hurd,

Moderator

6 Report of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

During 2014, Parkwood continued to serve people in many ways, especially:

- Our various outreach programs serve many people
- Our youth groups provide an opportunity for young people to undertake Christian activities with friends
- Our welcoming attitude is encouraging the cultural diversity of our congregation to grow
- The sharing of our facilities with outside groups
- Assistance provided by the Benevolent Fund for specific situations of need

There were some specific challenges the congregation faced during 2014 but which were not fully met:

- While the design of the replacement building was approved, donations to reach the target of $700,000 fell short by $18,000
- The Facility Planning Team sought to begin construction in September, but the considerable time spent dealing with the City for approvals led Session to delay the start until April of 2015
- While our current team leaders are doing excellent work, there is an important need to consider different approaches to develop new leaders for the future
- Despite smaller increases approved for both givings and expenditures in 2014, a balanced budget was not achieved
- While work was begun on developing adult education classes, the introduction of these classes will not take place until 2015.

One of the challenges faced by Session in 2014 was how to apply information and new ideas from conferences and elsewhere to the specific challenges and goals of Parkwood. Several members from Session had attended the Synod Conference "Sing a New Song" in late 2013 and brought back ideas for consideration. Session held a retreat in late October to review a range of issues and to make decisions on implementing some initiatives. Then in November, several elders attended the Roots and Wings Conference held at the new Trinity Church in Kanata and more new ideas were presented. Session's goal is to use what we learn to develop new initiatives in a prayerful, thoughtful way.

One specific action was asking the Christian Education Team to choose an initial topic of study for Adult Education and introduce this in 2015. Several possible topics were suggested. A second action was to ask the Fellowship Team to try to organize a first meeting of an Adult Social Group in 2015. A third action was to ask the Outreach Team to develop a short course (Christianity 101) which would provide outreach through a general introduction to Christianity.

As of December 31, 2014 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Marcia Harten; Ivan Hooper; John Huber; James Hurd, Minister and Moderator; Alta MacFie; Kristine Marion; Andrew McPhee; Dianne Nickerson; Judy Reeves; Linda

Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Harry VanDyk; Tim Visser; Gordon Walford; and Bill Zylstra. Susan McCullough is on special leave.

In the summer of 2014, Lother Hopp moved to London and his request for a demit from Session was accepted with regret. Session misses his thoughtful observations and suggestions. Parkwood will miss the many contributions made by Lother and Marianna to life at Parkwood.

— *Dennis Featherstone*



Jean Sida
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2013		204
Number added during 2014		
by transfer	1	
Number removed during 2014		
by transfer	4	
by death	2	
by resolution of Session	2	
Total removed	8	
Number of members on the roll, December 31, 2014		197

— *Jean Sida*



Marcia Harten and Kristine Marion,
Co-Communion Clerks

C. Communion Clerk Report

The record of communion for 2014 is as follows:

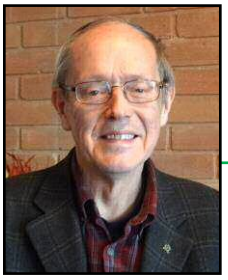
- March 2: 88 served
- April 17 (Maundy Thursday): 53 served
- June 1: 95 served
- October 7: 98 served
- December 7: 99 served

Pastoral Care Communion

- May 13: 23 served
- October 28: 25 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

— *Marcia Harten and Kristine Marion*



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of 20 churches and one extension work, the Barrhaven Mission. During 2014 the extension work in Rockland that had been under the direction of Grace church became an official congregation of the PCC. The Barrhaven mission, started in October 2012; it is under the guidance of the Presbytery Missions Committee. This work had a student

minister assigned to it up to April 2014. The congregation moved to morning services in the fall of 2014 and is being supplied mainly by retired ministers and lay people. The Presbytery also oversees the operation of Gracefield camp through a Board of Directors. Seven churches are vacant: St. Andrew's Aylmer, Knox Ottawa, St. Giles, St. Stephen's, St. Timothy's, The Upper Room (Rockland) and Vernon Church, Osgoode. Three of the vacant churches are operating with interim ministers: Knox, St. Giles and St. Timothy's; the Aylmer and Vernon congregations are operating under longer term supply arrangements.

The Presbytery met 18 times in 2014, eight "regular meetings", four services of recognition, two inductions (Grant Wilson, St. Paul's and Karen Dimock, St. Andrew's), one ordination (Peter Rombeek), one service constituting a new congregation (Upper Room, Rockland), one consideration of a call and one dedication of a new building (Trinity).

Our minister is the Presbytery Clerk; the position of Moderator was held by David Brittain, the representative elder from St. Stephen's church up to September and will be held on a rotating basis by former moderators during the first half of 2015. The Regional Staff position previously held by Christine Ball was eliminated by the Synod of Quebec & Eastern Ontario as of September 30, 2014 due mainly to funding cuts at the national level, although it is hoped that an agreement can be reached between the Presbyteries of Ottawa and Seaway-Glengarry to create a similar position in the future. A number of Parkwood people sit on Presbytery committees.

As representative elder I also attended the annual fall meeting of the Synod of Quebec and Eastern Ontario in October. This year it was held in Ottawa at Gloucester church. At this meeting I was installed as the Moderator of Synod. One hot-button topic of discussion was the Optional Elimination of Synods, a subject currently under study by the national church.

The Presbytery's Mission Committee hosted a conference at Trinity church in November with speaker John Bowen, director of the Institute of Evangelism at Wycliffe College, part of the Toronto School of Theology and a sister college to our Knox College. John's theme was Roots & Wings: Being Church in the 21st Century. Several Parkwood folk attended and the content of John's talks has provided food for an ongoing discussion of Parkwood's future direction.

— *Gord Walford*



John Huber
Memorials Clerk

E. Memorials Clerk Report

Over the course of the year, in memory of individuals, Parkwood received gifts directed to the Building, Memorial, Pastoral Care and Session Benevolent Funds. In 2014, funds were received in memory of Wendy Watson, Lois Harris, Gwen Joy, Joe Widdis, Ethel Williams, William Gray, Francis Johnson, Mary Rempel, Bob & Mary Chase, Reid & Annie MacPherson.

Donations are received by the Treasurer, who reports the fund balance monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept.

In the financial statements, the amounts received, spent and the balance in the fund are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of undesignated gifts is decided by Session, all for the glory of God and for use at Parkwood.

— *John Huber*



Jan Sheridan
Benevolent Fund
Co-ordinator

F. Benevolent Fund Report

The Session Benevolent Fund exists to help folks in our congregation and also a few in the neighbourhood past unexpected financial challenges in a confidential way.

This includes Christmas White Gifts (with thanks this year to Marcia Harten, Kris Marion and Dale Tuck), Gracefield camperships, as well as food vouchers and bus tickets.

Thanks to many small monthly donations, we were able to meet all requests. The fund is audited yearly.

— *Jan Sheridan*

7 Report of Ministry Teams



Dianne Nickerson
Team Leader

A. **Policy and Planning Team**

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation.

A notice, dated August 13, 2013, was received by Session from the Principal Clerk, Presbyterian Church in Canada, which was passed to P&P for consideration. The notice included a request for Sessions to study and report back by January 31, 2014 on a proposal to hold General Assembly every other year. It was decided that P&P would endorse and adopt the report prepared the Presbytery of Eastern Ontario and Quebec on this issue speaking against the proposal. A response was prepared and sent to General Assembly.

P&P continued to struggle throughout the year to bring before Session a chart of recommended charges for the use of our church facilities. It is a very complicated task, as we need to be mindful of government regulations concerning such issues. It is hoped that we will come up with satisfactory guidelines in the near future.

The team was charged with investigating the cost and acquisition of a defibrillator for our church. A defibrillator (Powerheart AED G3) was installed in December 2014, having been paid for through the Memorial Funds. Karen Hurd, a certified instructor, has graciously offered her time and talents towards CPR and AED training, which will take place in March 2015.

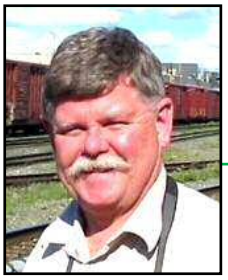
In April, Dianne met with Dan Moffet and Duane Mayo of the F&M Team to help in the process of preparing revised Emergency and Fire Safety Plans.

In preparation for our Session retreat at the end of October, P&P considered the questions prepared by Session, and considered our objectives and aspirations for the future.

P&P considered and prepared Terms of Reference for the Budget Team. The Terms were approved and adopted by Session in October.

As of December 31, 2014, the following are members of P&P: Dianne Nickerson, Team Leader; Ivan Hooper, Secretary; Harry VanDyk; Phil Campbell; Linda Robinson; Dennis Featherstone, Clerk of Session (*ex officio*); Rev. James Hurd, Minister (*ex officio*).

— *Dianne Nickerson*



Dan Moffet
Team Leader

B. **Finance and Maintenance Team**

The work of the Finance and Maintenance Team goes on mostly behind the scenes, and if all goes well, unnoticed. Despite appearing to have the largest budget (about 67% of the entire operating budget) there is very little we have any real control over.

We therefore seek what tiny economies we can take advantage of. Those are mostly found in energy conservation (efficient lights and programmed heating), purchasing of

stationery and office supplies (buying paper etc. on sale at places like Walmart or fluorescent tubes at Lowes), fixing things rather than buying new ones and especially relying on volunteers rather than paying contractors or trades-persons.

It is disheartening to the staff and team members when lights are left on, printing is wasted when more copies than needed are made then recycled, or furniture or equipment is not used with care. We are modestly pleased that spending for 2014 is about $2,800 below budget, about $4,400 below 2013 spending (a hard year) and only about $400 above 2012!

Below is a list of some of the issues that faced us in 2014. Some are on-going and others have been put to rest.

- Update of Emergency Plan and Fire Safety Plan documents ongoing
- Toilet repairs in accessible, Men's and Women's washrooms
- Ice build-up on roof over entrance causing hazardous conditions on porch and ramp and flooding in the Library area
- Review of workload and job description for Caretaker position started
- Fire Alarm inspection and testing were completed: minor repairs done
- Signage for fire extinguisher locations installed
- Large stack of chairs sent for re-welding and other repairs
- Light bulb replacements
- Admin Assistant contract updated
- Roof leaks in Narthex
- Sanctuary lights cleaned and relamped with stronger CFL lamps and metal shades removed
- Drywall in kitchen at refrigerator alcove completed and finished by Suzanne and Terry McBurney
- Building Security: exterior doors, Volunteer Office left unlocked when unattended
- Proposals to renovate the existing washrooms were received, deferred until main renovations are complete.
- Water leak at basement A/V closet window
- Sanctuary window at sound control booth sealed due to deteriorating wood and hardware
- Storage shed cleaned up and reorganized, with help of CE team
- Building keyholder records reviewed and updated
- Recently purchased toilets and furnace in Mulvagh Wing earmarked for salvage and possible re-use in renovations
- BBQ shed door hinges repaired
- Mulvagh Wing storm window broken by stray ball. Patched until demolition
- Roofing shingles over Sanctuary, Narthex and offices found to be crumbling and could no longer be deferred until renovations. Re-roofed as an initial part of the renovations project
- Plants and shrubs along front of Mulvagh Wing and Narthex removed and relocated in preparation for spring demolition



A few of the garden crew…

- Responded to questions for Session retreat. Primary need identified is for volunteers to do odd jobs for maintenance and repairs.

- Summer Camp posed maintenance and safety/security problems, attributed mainly due to insufficient supervision of campers. F&M questions whether camp is viable during construction when interior and exterior space will be restricted
- Garbage shed raised and levelled. Rotted floor replaced with concrete patio slabs donated by Peter Paul
- Work term of Administrative Assistant extended by 2 weeks to cover shortfall in weeks funded for Summer Office Assistant. Budget amount will be adjusted to cover weeks that have been filled by temporary office staff
- Resignation received of Penny McDowell as Administrative Assistant. Brenda Creighton providing temporary service until job is filled.
- Job audit being performed of Administrative Assistant position to assess if job description fits work currently done and time allotted is appropriate. Results will be used to update the job description, prepare advertising and update the office procedures manual.

I wish to express our thanks to those who worked so hard to keep us warm, safe, dry, informed, protected, supported (and sometime in line!).

- Lorne Roach, the Church Treasurer who keeps us on-track financially;
- Flora Brown our (very) long-serving Caretaker, her nephew Justin, her regular helper and chair repair-man extra-ordinaire, and her sister Nancy who filled in during Flora's illnesses;
- June Elliott, who assists Flora by coming in between times to make sure Parkwood is presentable;
- Penny McDowell our former Administrative Assistant, whose care and dedication were well beyond what the job called for;
- Brenda Creighton for filling in as Administrative Assistant during Penny's illness and until a new candidate can be appointed, for being so diligent in seeking out the office supply and other bargains, and especially for being F&M's eyes and ears and sometimes hands around the place when we cannot be at Parkwood;
- Brenda Creighton (in her coordinator's hat) for keeping Parkwood running smoothly managing Parkwood Events (formerly Room Bookings);
- Jim Elder, our grounds maintenance contractor who tends our grounds in summer and our parking lots in winter;
- Carl Martin who shovels the snow and ice off the steps, ramp and walkways keeping Parkwood accessible;
- the IT Team (Andrew McGregor, Brenda Creighton and Gord Walford) and our Phone System Manager Regan Rambally for keeping Parkwood connected;
- For the many volunteers who assist operations by folding bulletins, counting offering, stuffing envelopes, tidying up snow between shovelings, caring for the gardens, and doing many other 'unseen' works.

2015 no doubt will throw some new challenges our way. The biggest will be coping with a building in heavy use while being under construction. No doubt there will also be some unexpected work and expenses. But we do look forward to a new building that should eliminate some of our maintenance and operational headaches.

— *Dan Moffet*

Parkwood Events *(formerly Room Bookings)*

2014 continued to be a busy year at Parkwood with many activities scheduled throughout the year. More Parkwood groups used our scheduling to determine when would be the best time to have an event.

I also continue to track Parkwood Church Activities that appear on the "This Week" page of the weekly Bulletin, as well as in the monthly "Pulse" calendar, the calendar on the Kiosk in the Narthex and on the website. The full calendars are always available on the wall in the Volunteer Office for 5 months into the future. Each calendar has the month followed by the date when it was printed. (e.g. Parkwood Events March 2015 – rev Jan 14). I am hoping that the new Volunteer Office will have more wall space that will allow more months to be displayed.

In 2013, the Policy and Planning Team implemented the new "Facility Use Application Form and Agreement**"** and the "Conditions of Use" documents. With new requirements for liability insurance coverage for all outside groups that use our building, I contacted each group to ensure that their forms are updated yearly on the anniversary of their insurance coverage being renewed and/or a new term starting. As implementing new policies always are, this has been a challenging process.

Did you know that we have 2 schools that have designated Parkwood as their Emergency Site if something should happen to their building and the children need to vacate their classes?

In addition to the regular booking of space, some time is spent communicating with the various groups who use our building about problems that occur with the building and sometimes their use of it. They need to be kept informed when major maintenance occurs such as the replacement of the roof. Most communications are related to properly securing the building and proper use of the kitchen, including the dishwasher and food safety. Initial planning for the use of the building during construction was also completed and will be implemented beginning in April.

How can you help? Please book all your meetings. If there is an issue with the building and we are trying to determine who might be able to help Finance & Maintenance shed info on the problem, it would be easier to investigate if we knew who has been in the building.

If your meeting does not occur, or you need to cancel or reschedule and event, please let me know as well. Someone may be waiting for a space to meet. This is especially true for the Meeting Room and Fellowship Hall.

— *Brenda Creighton,*
Parkwood Events Co-ordinator
(e-mail: parkwoodevents@yahoo.ca)

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2014

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets Dec. 31,2014	Net Assets Dec. 31, 2013
Current assets:					
Cash on Hand and in Bank	-$ 2,463	$ 0	$ 43,302	$ 40,839	$ 53,890
Short-term Investments - at cost		499	508,088	$ 508,587	550,699
HST Recoverable	11,458	0	0	11,458	6,650
Loan Receivable	0	0	0	0	0
	8,995	499	551,390	560,884	611,239
Long-term investments - at cost	0	0	0	0	0
Church Building, Furnishings (note 1)	0	1,474,807	0	1,474,807	1,474,807
Land at Cost	0	45,000	0	45,000	45,000
Total Assets	$ 8,995	$ 1,520,306	$ 551,390	$ 2,080,691	$ 2,131,046
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
Current Liabilities	$ 0	$ 0	$ 0	$ 0	$ 0
Reserved Funds (see schedule)	0	499	551,390	551,889	598,878
Investment in Net Assets Balance	8,995	1,519,807	0	1,528,802	1,532,168
Total Liabilities, Reserved Funds and Net Assets	$ 8,995	$ 1,520,306	$ 551,390	$ 2,080,691	$ 2,131,046

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2014

	2013 ACTUAL 12 MONTHS	2014 ACTUAL 12 MONTHS	2014 BUDGET 12 MONTHS	2015 BUDGET 12 MONTHS
RECEIPTS:				
OFFERING - Operations	$ 202,196	$ 196,172	$ 209,350	$ 200,000
OFFERING - Special Appeals Outreach	31,732	26,389	26,000	21,515
	233,928	222,561	235,350	221,515
OTHER INCOME - Rentals	13,500	13,897	14,000	13,000
OTHER INCOME - Other Charities	312	3,004	0	0
OTHER INCOME - Recoveries	6,820	5,747	1,500	2,000
	20,632	22,648	15,500	15,000
TOTAL RECEIPTS	$ 254,560	$ 245,209	$ 250,850	$ 236,515
EXPENDITURES:				
MISSION TEAM	$ 7,041	$ 7,499	$ 7,500	$ 6,200
OUTREACH TEAM	601	789	1,785	1,300
FELLOWSHIP TEAM	1,344	1,390	1,650	1,150
PASTORAL CARE TEAM	0	0	100	0
CHRISTIAN EDUCATION TEAM	17,676	17,607	18,414	14,575
WORSHIP COORDINATION TEAM	20,071	21,229	21,096	20,395
THE KIRK SESSION	6,851	6,112	6,153	7,500
FINANCE & MAINTENANCE TEAM	171,883	167,905	168,152	167,596
SPECIAL APPEALS OUTREACH	31,732	28,683	26,000	21,515
TOTAL EXPENDITURES	$ 257,199	$ 251,214	$ 250,850	$ 240,231
NET REVENUE (LOSS) FOR THE YEAR	-$ 2,639	-$ 6,005	$ 0	-$ 3,716
OPERATING FUND BALANCE BEGINNING OF YEAR	$ 9,922	$ 12,361	$ 12,361	$ 8,995
ADD: TRANSFERS TO OPERATING FUND	5,078	2,639	2639	
DEDUCT: TRANSFERS FROM OPERATING FUND			0	
OPERATING FUND BALANCE END OF YEAR	$ 12,361	$ 8,995	$ 15,000	$ 5,279

	ACTUAL 12 MONTHS	BUDGETED 12 MONTHS
OPERATING FUND OFFERING TO DECEMBER 31,2014	$ 196,172	$ 209,350
NET OPERATING FUND DEFICIT TO DECEMBER 31, 2014	-$ 6,005	
PRESBYTERIAN SHARING OFFERING TO DECEMBER 31,2014	$ 24,073	$ 26,000

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2014

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec 31, 2014	Total Dec 31, 2013
Cash from operating activities					
Net revenue (loss) for the year	-$ 6,005	$ 0	-$ 44,350	-$ 50,355	$ 60,936
Add items not involving cash					
Interfund transfers	2,639		-2,639	0	0
	-3,366	0	-46,989	-50,355	60,936
Changes in non-cash working capital					
HST/GST recoverable	-4,808	0	0	-4,808	2,346
Loan receivable	0	0	0	0	0
Net cash generated through operating activities	**-8,174**	**0**	**-46,989**	**-55,163**	**63,282**
Investing Activities					
(Increase) decrease in Investments (net)			42,112	42,112	-35,638
Net cash used in investing activities	**0**	**0**	**42,112**	**42,112**	**-35,638**
Net increase (decrease) of cash during year	-8,174	0	-4,877	-13,051	27,644
Cash- beginning of year	5,711	0	48,179	53,890	26,246
Cash - end of year	**-$ 2,463**	**$ 0**	**$ 43,302**	**$ 40,839**	**$ 53,890**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2014

Statement of fund balances: Fund Description	Opening Balance Jan. 01, 2014	Receipts Designated Offering	 Other Contributions	 Interest	 Total Receipts	Expenditures Repair/Replace Equipment	 Program Cost	 Total Expenditures	Interfund Transactions	Surplus -Deficit For the Year	Closing Balance Dec. 31,2014
Team Programmes											
Christmas Dinner Fund	$ 879				$ 0			$ 0	$ 0	0	$ 879
Course Fees Fund	334				0			$ 0		0	334
Flower Fund	3	265			265		82	$ 82		183	186
Key Deposit	92				0			$ 0		0	92
Logos Program	1,944		1,565		1,565		3282	$ 3,282		-1,717	227
Outreach Projects	1,845				0			$ 0		0	1,845
Pastoral Care Fund	1,602	110	267		377		599	$ 599		-222	1,380
Special events	2				0			$ 0		0	2
Youth Group Fund	925	2,254	1,697		3,951		**$ 2,803**	$ 2,803		1,148	2,073
TOTAL	**$ 7,626**	**$ 2,629**	**$ 3,529**	**$ 0**	**$ 6,158**	**$ 0**	**$ 6,766**	**$ 6,766**	**$ 0**	**-$ 608**	**$ 7,018**
Capital Expenditures											
Audio Visual Fund	$ 355				$ 0			$ 0		$ 0	$ 355
Building Expansion Fund	256,763	43,034	534		43,568		92,832	92,832		-49,264	207,499
Hymn Books, Bibles Fund	249				0			0		0	249
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	499				0			0		0	499
TOTAL	**$ 273,120**	**$ 43,034**	**$ 534**	**$ 0**	**$ 43,568**	**$ 0**	**$ 92,832**	**$ 92,832**	**$ 0**	**-$ 49,264**	**$ 223,856**
Session											
Memorial Fund	$ 4,461	$ 40			$ 40		$ 2,297	$ 2,297	$ 0	-$ 2,257	$ 2,204
Parkwoood Session Benevolent Fund	2,402	4,881	303		5,184		4,540	4,540		644	3,046
Student Assistance Fund	449		109		109			0		109	558
TOTAL	**$ 7,312**	**$ 4,921**	**$ 412**	**$ 0**	**$ 5,333**	**$ 0**	**$ 6,837**	**$ 6,837**	**$ 0**	**-$ 1,504**	**$ 5,808**
Bequests											
Boyd Bequest Fund	$ 105,399				$ 0			$ 0		$ 0	$ 105,399
Cairns Bequest Fund	83,448				0			0		0	83,448
Hempstock-Huff Bequest Fund	36,837				0			0		0	36,837
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
MItchell-Hempstock Interest Fund	9,951				0			0	-2,639	-2,639	7,312
Unallocated interest fund	0			7,026	7,026			0		7,026	7,026
Lancaster Bequest Fund	24				0			0		0	24
Nekrassoff Fund	161				0			0		0	161
TOTAL	**$ 310,820**	**$ 0**	**$ 0**	**$ 7,026**	**$ 7,026**	**$ 0**	**$ 0**	**$ 0**	**-$ 2,639**	**$ 4,387**	**$ 315,207**
Total Reserved Funds	$ 598,878	$ 50,584	$ 4,475	$ 7,026	$ 62,085	$ 0	$ 106,435	$ 106,435	-$ 2,639	-$ 46,989	$ 551,889

Funds earmarked for expansion

Building Expansion Fund		$ 207,499
Boyd Bequest Fund		$ 105,399
Cairns Bequest Fund		$ 83,448
Hempstock-Huff Bequest Fund		$ 36,837
Mitchell-Hempstock Bequest Fund	(If Necessary)	$ 75,000
TOTAL		$ 508,183

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2014

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated January 2002.

The land is stated at historical cost.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

All short-term investments are classified as available-for-sale because management does not intend to trade the investments for short-term profit making and has not elected to classify the investments as held-for-trading.

Long-term investments are classified as held-to-maturity investments. They are classified as such because management has the positive intent and ability to hold the securities until maturity.

Both short-term and long-term investments are interest bearing guaranteed investment certificates which are recorded at cost, which approximates the market value of the investments.

Management is currently of the opinion that the investments are appropriately recorded and reported at cost.

Interest earned on both long and short term investments is recorded on a cash basis when received. In the event that earned interest is not received annually but is compounded with the investment, the interest will be allocated to the applicable fund(s) upon receipt in proportion to the value of the applicable funds. As at December 31, 2014, a total of $508,857 (2013: $550,699) of the investments held are invested in 3 year cashable Guaranteed Investment Certificates with interest compounding to the maturity date or to the date the investment is cashed, whichever comes first.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, short-term investments, HST recoverable and current liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that

the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. CASH IN BANK:

The negative cash balance of ($2,463) in the Unrestricted Fund was effectively funded through internal borrowing from interest earned on long-term investments, which is recorded in the Unallocated Interest Fund,

3. INTERFUND TRANSFERS:

During the year ended December 31, 2014 $ 2,639 was transferred from the Mitchell-Hempstock Interest Fund to the Operating Fund as approved at the February 22, 2014 Annual Congregational Meeting.

4. GOVERNMENT FUNDING:

During the year ended December 31, 2014 an amount of $3,474 (2013: $3,745) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

5. PROPOSED BUILDING REDEVELOPMENT:

At the Annual Meeting in February of 2014, the congregation approved in principle the schematic design at the cost estimate presented ($765,000) and requested the team to continue to pursue appropriate ways to reduce the probable cost of the project. Also, the congregation authorized the borrowing of up to $65,000 for the building expansion.

The team reviewed the different contractual arrangements between Parkwood and a builder to determine which arrangement is likely to lead to lower costs for Parkwood. The team determined that the preferred arrangement between Parkwood and the builder is Construction Manager rather than invited tender or fixed price contract. With the construction manager arrangement, Parkwood would have a say in the selection of every trades contract which means a say in quality and price. This approach seemed the best way to control the probable cost of the project.

The team interviewed Ken Matthews, President of Hawkey Construction of Barrie Ontario and Peter Willemsen, President of Pri-Tec Construction of Carp Ontario. Both companies presented cost estimates to build the congregation-approved schematic design. References were contacted. In June, the team voted unanimously to sign an agreement with Pri-Tec Construction Ltd. as our Construction Manager. The team recommended this arrangement to Session who approved the recommendation in late June.

At the same time as the deliberations on selecting a Construction Manger were taking place, the team was meeting with the Architect to finalize the schematic drawings which would be the basis of the working drawing designs for submission to the City to obtain our Building Permit. At these meetings, the intent was to ensure the efficient flow of traffic, optimum room sizes and the location of the elevator within the fixed footprint, without adding to the project costs. The meetings with the Architect continued through July and then the goal of the Architect was to submit the design drawings by the end of August for approval by the City.

As of December 31, 2014 all conditions requested by the City for the building permit have been met. A proposed Amending Site Plan Agreement from the City has been received and the required guarantees and insurance requirements are being completed by Parkwood. Once the Agreement is signed by Parkwood, then the church and Construction Manager should receive the official Building Permit. A demolition permit has already been received. It is planned to begin the demolition on or about April 1, 2015.

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Carlington Chaplaincy Fund	$ 500	$ 500	$ 500	$ 500
Covenant Orthodox Presbyterian Church	3,000	3,000	3,000	2,500
Gracefield Christian Camp & Retreat Centre	1,500	1,500	1,500	1,450
Inter-Varsity Christian Fellowship	500	900	900	900
Other Missions	1,541	1,599	1,600	850
Total	$ 7,041	$ 7,499	$ 7,500	$ 6,200

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Advertising-newspapers	$ 557	$ 556	$ 600	$ 500
Brochures for visitors	0	0	100	100
English Fellowship Evening	0	176	200	200
Kumon Outreach	44	0	100	100
Other outreach	0	57	785	400
Total	$ 601	$ 789	$ 1,785	$ 1,300

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Social Hour Supplies	$ 1,304	$ 1,370	$ 1,500	$ 1,100
Support for Gracefield Weekend	40	20	150	50
Total	$ 1,344	$ 1,390	$ 1,650	$ 1,150

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Pastoral Care	$ 0	$ 0	$ 100	$ 0
Total	$ 0	$ 0	$ 100	$ 0

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Adult Education	$ 227	$ 333	$ 300	$ 350
Church Library	209	300	300	200
Church School	1,077	889	1,500	1,000
Logos Program	952	1,035	800	1,000
Nursery Care	0	0	50	25
Summer Programming	45	14	100	100
Young Adults	290	3	350	300
Youth Group	1,302	1,497	1,750	1,600
Youth Facilitator	13,574	13,536	13,264	10,000
Total	$ 17,676	$ 17,607	$ 18,414	$ 14,575

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Audio- visual	$ 115	$ 0	$ 0	$ 0
CCLI Licence	501	500	501	500
Hymnals/Bibles repair/replace	0	0	25	25
Music	6	222	200	200
Director of Music Ministry	17,978	17,770	17,770	17,770
Continuing Education	0	575	250	250
Piano/organ maintenance	349	230	350	350
Organist/Pianist Supply	404	808	750	750
Pulpit supply	618	1,124	1,000	450
Other	100	0	250	100
Total	$ 20,071	$ 21,229	$ 21,096	$ 20,395

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Conferences	$ 250	$ 0	$ 100	$ 0
Congregational Supplies	349	492	400	350
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	185	185	200	200
Presbytery Dues	5,860	5,228	5,228	6,725
Web Hosting	107	107	125	125
Total	$ 6,851	$ 6,112	$ 6,153	$ 7,500

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Bank Charges	$ 267	$ 422	$ 125	$ 400
Canada Pension Plan	4,263	4,313	4,121	3,904
Caretaker	8,000	8,000	8,000	8,000
Computer Hardware/Software	2,870	2,007	2,950	3,250
Congregational Administrative Assistant	13,886	14,425	13,500	11,500
Employment Insurance	2,407	2,461	2,661	2,568
Extended health care coverage	4,002	4,227	4,200	4,227
Fuel	2,409	2,814	2,400	2,800
Furniture&Equipment repairs/replacement	548	748	500	748
Insurance Church	2995	3196	3,000	3,000
Lighting	5,214	6,559	5,400	6,200
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,500	23,500	23,500	23,500
Minister's stipend	57,150	57,150	57,150	57,150
Presbyterian Church Pension Plan	9,864	10,757	10,745	10,449
Repairs,Replacements&Maintenance	11,806	7,447	12,000	12,000
Snow Removal,Salt,Sand	3,555	4,029	4,500	4,500
Stationery&Office Supplies	9,848	8,292	9,000	9,000
Students/Interns	3,541	3,290		
Telephone	4,200	2,795	2,800	2,800
Water&Sewer Charges	958	873	1,000	1,000
Total	$ 171,883	$ 167,905	$ 168,152	$ 167,596

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Rentals	$ 13,500	$ 13,897	$ 14,000	$ 13,000
Other Charities	312	3,004		
Sundry-HRDC Grant-Students/Interns	3,745	3,474		
Grants/Recoveries	3,075	2,273	1,500	2,000
Total	$ 20,632	$ 22,648	$ 15,500	$ 15,000

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Canadian Bible Society	$ 100			
Canhave Children's Centre Inc.	140	200		
Covenant Orthodox Presbyterian Church	400			
Georgian Native & Outreach Ministries	715			
Gracefield Christian Camp & Retreat Centre	310	445		
Hakka Bible Publication & Distribution	0			
Jericho Road Ministries		220		
Military Christian Fellowship Of Canada		445		
Ottawa Food Bank		25		
Ottawa Innercity Ministries	0	550		
Presbyterians Sharing	25,737	21,779	26,000	21,515
Presbyterian World Service & Development	2,830	2,285		
Teen Challenge GTA Women's Centre	0	440		
Union Mission for Men	985			
Urban Christian Outreach	515			
Total	$ 31,732	$ 26,389	$ 26,000	$ 21,515

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2014

	2013 ACTUAL	2014 ACTUAL	2014 BUDGET	2015 BUDGET
Canadian Bible Society	$ 100			
Canhave Children's Centre Inc.	140	200		
Covenant Orthodox Presbyterian Church	400			
Georgian Native & Outreach Ministries	715			
Gracefield Christian Camp & Retreat Centre	310	445		
Jericho Road Ministries		220		
Military Christian Fellowship Of Canada		445		
Ottawa Food Bank		25		
Ottawa Innercity Ministries	0	550		
Presbyterians Sharing	25,737	21,779	26,000	21,515
Presbyterian Sharing- Other Charities		2,294		
Presbyterian World Service & Development	2,830	2,285		
Teen Challenge GTA Women's Centre	0	440		
Union Mission for Men	985			
Urban Christian Outreach	515			
Total	$ 31,732	$ 28,683	$ 26,000	$ 21,515



Michael Morris
Team Leader

C. **Outreach Team**
Outreach did not meet in 2014, as a misunderstanding of team purview, both on the team and within the church generally, meant that there seemed to be a very narrow range of activities for Outreach to oversee and promote.

Session's invitation to the team leader in November of 2014, to join the monthly meeting, was extremely helpful as it yielded clarification of the role of the Outreach Team and its mandate. It was stated that Outreach's purpose is: to introduce to our neighbours the love of God found in Jesus Christ; to demonstrate what we as a congregation have to offer as part of the body of Jesus Christ; to lead people in the local community to faith in Him. This includes such things as:

- Outreach and evangelism in the local community (that is, Parkwood Hills and Ottawa in general)
- Promoting awareness of Parkwood's presence, mission and programs to the local community through both program offerings and advertising
- Visitor welcome and follow-up

A more detailed list of functions includes the following and strives to promote not only Parkwood as a church, but Christ's Church as a whole:

- Build a team of individuals who can lead people to Christ
- Provide training in evangelism to members of the congregation
- Promote awareness of the presence and mission of Parkwood in the local community through advertising and door-to-door visiting
- Organize events to introduce and attract people to Parkwood to hear the Gospel message
- Arrange for greeters and guest book attendants at worship services. Provide guidance for guest book attendants in greeting and providing information to visitors.
- Follow up contact with visitors.
- Coordinate with other Teams and activity leaders to ensure that newcomers are made aware of groups and activities which might meet their needs and when activities might overlap with other Team responsibilities (e.g. Mission or Fellowship)

The team will be taking a more aggressive stance on these responsibilities and functions in 2015, beginning with teaching a few courses in conjunction with the Christian Education team, to build up a team of volunteers from within Parkwood who can then encourage other members of the congregation to become our evangelistic warriors. We look forward to working in conjunction with other teams in the church to become a real beacon of light to our community.

Aihua Chinese School
The Aihua Chinese school used our facilities again this past year on Saturdays.

Aihua Chinese Summer Day Camp
The Aihua Chinese Language School and Parkwood Church again shared in partnership in offering a Day Camp during the month of July. A total of 80 children were enrolled, some for only one week, others for the whole month. Average daily attendance was about 50, with fewer during the final week.

In the mornings, Monday through Friday, children learned the Mandarin language and improved their skills in mathematics, under the direction of Aihua Hu and her team of instructors and volunteers. In the afternoons, Parkwood staff and volunteers provided an opportunity to learn some songs, both fun songs and Bible songs. Pastor James taught a Bible lesson, following which the children had

opportunities for some crafts, drama, and recreation. The Bible lessons focused on different Old Testament individuals: Joseph, Moses, Ruth, David, and Daniel, in most cases presenting their life and service through a week-long series of dramatic readings and stories.

Much of Parkwood's contribution was provided through the services of our Summer Programme Assistant, Junior Akat, who co-ordinated the duplication of material for the children's lessons, assisted with the production of power point slides for the singing, and provided audio and video technical assistance, among other things.

During the final week, the children offered prepared and presented some of their learnings to parents.

— *Michael Morris*

Barrhaven Bible Study Group

Your word is a lamp to my feet and a light to my path. (Psalm 119:105)

The Barrhaven Bible Study meets weekly on Wednesday evenings at the home of Martha and John Fair. In the winter and spring of 2014 we studied the Letter to the Hebrews and in the fall examined 1 Peter.

Since this group started meeting in January 16, 2011, we have undertaken a detailed look of the Book of Acts followed by an in-depth examination of Dr. R.C. Sproul's book and DVD teaching series the *Holiness of God*, and later studied the book of Philippians.

This group now draws on people from Parkwood, Aylmer, Manotick, and Barrhaven with 10-12 attending regularly. We appreciate the faithfulness and dedication of those driving long distances to attend. We have refreshments, begin our study at 7:30 and finish at 9:00. It is never too late to join – in 2015 we are currently studying the little Old Testament book Habakkuk. Come, engage in a Bible study and make new friends!

— *John Fair*

English as a second language (ESL)

The English as a second language (ESL) conversation group met on Monday evenings each month except July and August and each week except for some statutory holidays. We continue to draw in newcomers to Canada and to the neighbourhood who are seeking to improve their capability to speak and read English.

Attendance in the beginning class has ranged from 2 through 6.

John Huber, who facilitates the more advanced group, reports average attendance of 3 or 4.

Some attend for only one lesson, but others were fairly consistent through the fall term.

Various countries are represented.

If anyone is interested in helping to facilitate the conversation, please speak to either John Huber or the minister.

— *James T. Hurd*

KUMON Welcoming Outreach

The KUMON Welcoming project has been a little known, but valuable, outreach to our community for the past 12 years. KUMON uses the lower hall for math and English tutorials after school twice weekly. The students (Grades 1 – 12) represent the diversity in ethnic and religious backgrounds in our neighbourhood.

Parkwood provides a choice of drinks, which is a starting point for "getting to know you" conversations. Parents and younger siblings wait for students: students wait for drives home. There are new crafts each Monday and needlework on Thursdays, as well as games and toys for younger children.

With the closing of Kumon centres in Carlingwood and the Glebe, the student population at Parkwood has grown. More volunteers are needed. We thank Jean Sida for her many years of service. Others on the team are: Suzanne McBurney (purchasing drinks); Graham Walford and Krystal Wilson (set up and preparation), Mark Easey and Cecilia London (welcoming) and Lois Presley (crafts, once a month). More volunteers are needed for serving

drinks, putting away tables and chairs, and leading crafts occasionally on Mondays. Can you help?

— *Jan Sheridan*

Men's Breakfast

From January to May and from September to November, we have had eight fantastic speakers at Parkwood's Men's Breakfast. On average, 22 men join us for a great breakfast and listen to the speakers talk about their walk in life with Jesus Christ and how they apply their faith on a daily basis.

We meet at 8:00 a.m. on the last Saturday of the month (except June, July, August and December) at Local Heroes Bar and Grill on Clyde Ave. Come and join us! Call Tim Visser (613-825-3434) for more information.

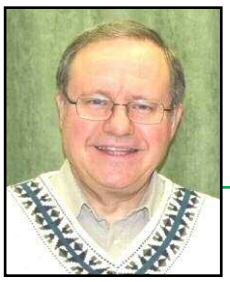
— *Tim Visser*

Website (http://www.parkwoodchurch.ca)

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins, monthly calendars and occasional *Pulse* newsletters are provided by the office admin folk and the *Pulse* editor. A one-year archive of newsletters is available online. Thanks to all who contribute.

The traffic data for Parkwood's site indicate the number of unique visitors virtually unchanged over 2013, while total # visits was up 8.6%, # pages was up 20.3%, # hits declined 3.8% and bandwidth usage increased 40.5%. The most popular pages viewed were the monthly pastor's messages (incl. those of Rev. McPhee), audio sermons, Building to Serve pages, news, historical documents of the faith, governance/terms of reference, staff/contact us and youth ministry-related pages. Top individual downloads were the 2013 annual report and monthly calendar; top categories included weekly bulletins, monthly Pulse and youth ministry forms & brochures. Of file types accessed as measured by bandwidth, the main two were pdf (52%) and mp3 (19%). Over the year the site had over 6,500 unique visitors and almost 14,000 visits.

Gord Walford, Webservant



Don Pestaluky
Team Leader

D. **Fellowship Team**

The Fellowship Team planned a successful congregational picnic this summer which was held on June 22nd at General Burns Park. The weather was excellent and the 80 persons who attended enjoyed the day. Thank you to those who brought food to this event and special thanks to Duane Mayo who loaded and brought our barbeques to the park. Thanks to Bill and Fenna Zylstra, Ed and Vicki Steenhorst, Junior Akat, Jim MacDonald, Allen Pestaluky, Susanne Johnson, Dianne Game and Kris Marion for their assistance in making this picnic a most enjoyable event and a wonderful kick-off to our summer.

A Strawberry Social was held after Sunday Worship Service on June 29th. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy and to Flora Brown, Noreen Wadman and Aida Melkonian who husked the berries.

A Corn Boil was held after the Sunday Worship Service on September 7th and 10 dozen cobs of corn were eaten at this event. Thanks to the corn huskers: Junior Akat, Majari Sutherland, Bill and Fenna Zylstra, Ted and Susanne Johnson and Bob and Dianne Game.

Parkwood celebrated its 50th Anniversary this year and in celebration of this historic event three Anniversary cakes were served after the Sunday Worship Service on September 21st. Special thanks to our Church Historian, Anna MacDonald who provided photographs from Parkwood's past 50 years and to Holly

MacDonald and Pamela Pestaluky who decorated the Fellowship Hall for this celebration.

A Christmas potluck supper was held on Saturday, December 6th with about 90 people attending. Thank you to all who participated in bringing food to this event. Also, thank you to those who helped out in the kitchen, especially Stewart Elder. Thanks to Jim and Christina Kritsch who set up tables for the supper and to those who put away the tables after supper. Special thanks to Rev. Hurd who was emcee for the evening and to Susanne Johnson who arranged music and song for us to enjoy. Thanks to Pamela Pestaluky, Holly MacDonald, Jean Elder and Jean Sida who decorated the Fellowship Hall for this festive occasion.

An important function of the Fellowship Team is to greet and welcome visitors and newcomers to our church, have he or she sign the guest book and direct them downstairs for coffee and to meet others from our congregation. In this regard, the congregation is grateful to Barbara Townsend, Margaret Roach, Jean Sida, Bill Zylstra, Placid Akat, Kathryn Newton, Daniella Akat, John Huber, Margaret Main, Dianne Game, Stella Akat and Don Pestaluky. In 2015, Flora Brown will be greeting our guests in place of Barbara Townsend.

The current members of the Fellowship Team are Jean Sida, Dianne Game, Flora Brown, Susanne Johnson, Junior Akat, Carolyn Herbert and Don Pestaluky. New members are welcome and if you are interested in joining this Team I would be delighted to speak with you.

— *Don Pestaluky*(613-226-3089)

Refreshments and Ushering

This year the congregation is thankful to the following ushers who contributed during our Sunday Worship Services: Derek, Gregory and Bob Newton, Bob and Dianne Game, Stewart and Jean Elder, Andrew and Denise McGregor, Tim and Alice Visser, Robert, Sarah and Jason McCaughren, Peter and Betty Paul, Helen Prime and John Huber, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main, Jean Sida and Marcia Harten and Junior Akat and Don Pestaluky. In 2015, Flora Brown will be ushering at our Sunday Worship Services during the winter season in place of Bill Zylstra.

This year we are also grateful to the following coffee and tea hosts who made our fellowship time after Sunday Service most enjoyable: Helen Prime, Duane and Barbara Townsend, Ed and Vicki Steenhorst, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Doug and Anne Alexander, Carrie Kritsch and Robert Picard, Dale Tuck and Albert Deboer, Frances Robertson and Margaret Main, Junior Akat and Don Pestaluky and Marcia Harten. In 2015, Caroyln Herbert and Flora Brown will be hosting after the Sunday Worship Service in place of Carrie Kritsch and Robert Picard. When available, Majari Sutherland and Heather Peckett will host to replace Duane and Barbara Townsend and Doug and Anne Alexander, and when available Tami Kamou will assist Helen Prime.

If you are interested or think that you would be able to help in ensuring that sufficient supplies and goodies are available for our fellowship time after the Sunday Worship Service the congregation would be most grateful and I ask that you contact me for further details.

— *Don Pestaluky*(613-226-3089)

Gracefield Retreat

The annual Gracefield Retreat was held from Sept 12th to 14th with 22 adults and 3 young people and 12 children attending.

The theme was "Finding your way" and a Bible Study on this was held on Saturday morning for adults. This was led by Rev. Hurd. Michael Morris and Karen Hurd led archery and bible study and survival skills for the children, helped by Susanne Johnson, Diane Walford and Elinor Brown. Rain caused outdoor activities to be cancelled on Saturday afternoon, but Karen had come well supplied with craft materials and there was much fun indoors. The usual BBQ was held at 5.30 p.m. by which time the rain had stopped. A campfire was held in Beaver Lodge in the evening.

On Sunday morning there was a worship service in the chapel led by Kris Marion and Karen Hurd.

The planning committee members were James and Karen Hurd, Kathy Newton, Dianne Nickerson and Jean Sida. Thanks to these and to all who helped in any way (preparing salads and BBQing, organizing games etc.), making this a very enjoyable weekend.

After all expenses were paid it was necessary to claim only $20 from the Fellowship team fund.

— *Jean Sida*

Koffee Klatch

Koffee Klatch meets on Wednesdays from 2:00 – 4:00 p.m. Our first get-together hour is spent in conversation and visiting over a cup of tea or coffee and refreshments.

The Bible Study hour continues, with members sharing leadership and the topics and books chosen for study selected by vote. We are currently studying the Book of Luke.

Twice a year (June and December), we enjoy potluck luncheons. Our group is open and welcoming to all newcomers.

— *Lorraine Widdis*

Parkwood Book Group

This year a group gathered to discuss a variety of books. The group met on a Monday evening in alternate months. The list included non-fiction as well as fiction.

The Parkwood Book Group met in January to discuss ***Kisses From Katie: A Story of Relentless Love and Redemption***, by Katie Davis and Beth Clark.

In March we discussed ***Two Solitudes,*** by Hugh MacLennan, Robert Kroetsch.

At May's meeting we talked about, ***The Looking Glass***, by Richard Paul Evans.

In September, ***Away***, by Jane Urquhart was the subject.

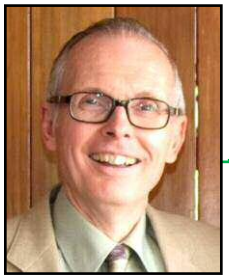
February by Lisa Moore was the book discussed at the November gathering.

— *Marcia Harten*

Sunday Night Bible Study

This group meets on alternate Sunday evenings at 8 p.m. in the Fireside Room. We have a regular attendance of 6 people. This year we have been studying Moses, his calling and character. Members who wish to take turns in preparing the study, but there is no pressure to do so, and we would welcome new members.

— *Jean Sida*



John Fair
Team Leader

E. **Worship Co-ordination Team**

The Worship Co-ordination Team (WCT) consists of 5 members plus *ex officio*, as per our terms of reference. John Fair is the Team Leader of this group, which met five times this year, namely January, March, May, September and November. We welcomed Sibby Fennema back onto our Team after an extended absence. We thank Reverend James Hurd for his support and continued availability to the WCT. In addition, the Minister and the Director of Music Ministries, Dianne Smith, met on a weekly basis to select music for worship.

Worship was held each Sunday during the year at 10:00 a.m., with the exception of the service on Christmas Day, which was held at 11:00 a.m. The average attendance was 108.

One of the major responsibilities of this team is to establish the dates concerning Lent and Easter services and to ensure that the Easter sunrise service and breakfast are organized. Lenten evening services, led by Reverend Hurd, were held in the evenings on four Sundays, during the months of March and April, with an average attendance of 20. On Easter morning, April 20th, there was a beautiful sunrise service, followed by breakfast at the church. There were also special services conducted on Maundy Thursday and Good Friday. We thank all those who participated in various roles during the services and a special thanks to those who put on the Easter breakfast after the sunrise service.

Parkwood enjoyed the offering of an Easter drama on April 13th entitled "Easter Shadow Play" by the leaders and children of the mid-week children's programme, LOGOS.

As a congregation, we rejoiced in the celebration of the 50th anniversary of Parkwood Presbyterian Church on September 21, 2014 where not only did our own choir sing but we were graced with music from the Sarang Korean Choir, who share our church building with us.

The Christmas tree was set up in the sanctuary and beautifully decorated by Holly MacDonald for the Advent season. Five different families within the church participated in the Advent readings and lighting of the Advent Candles. Special thanks to Dan Moffet and Brenda Creighton for modifying the Advent candle setup including the special work with the candles in order to make them more efficient.

On Christmas Eve, we were blessed to have a service appropriately entitled "Jesus and his followers celebrating … in song" filled with meaningful and reverent music performed by a number of musicians and singers, as well as the Parkwood Choir. Thanks to all who were involved in the organization of readers, setting up decorations, and preparing music for Advent, Christmas Eve and Christmas Day.

During the Minister's absences this year, we were fortunate to have as guest preachers Rev. John Fair, Ian Forest-Jones, Parkwood's former Director of Youth Ministries, and Rick Hiemstra, Director of Research and Media Relations of the Evangelical Fellowship of Canada.

We have found ourselves blessed to have a number of special groups and people adding to the vitality of our church throughout the year. These included an evening performance on May 26 by the University of Dubuque Concert Choir from Iowa, which was well attended by both the congregation and members of the community. A special thank you to all those who offered up their homes to house the students during their stay in Ottawa. Additionally, we invited the Arise School of Dance (dancers aged 9 to 14) to share their gift of liturgical dance during a worship service in late November. There was also a special musical performance delivered by Laura Allingham, a soloist from a Blind Choir, which travels to Seniors' Residences in the Ottawa area.

The Worship Coordination Team is still focusing on a number of items related to the life and work of our church and congregation. We continue to seek eager, not necessarily experienced, volunteers to assist with the operation of our sound system and PowerPoint presentations during Sunday Services.

As we continue to do God's work in the church, in the community and in the world, may everything we do be a reflection of the glory and grace of God, our Father and our Redeemer.

— *John Fair, Team Leader*
— *Lori Stewart, Secretary*



Dianne Smith
Director of
Music Ministry

Choir Report

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursday evenings, usually ending around 8:30. Dianne manages to choose a wide selection of music, with various styles, both traditional and more contemporary. The average attendance during the past year has been very good and new members with a love of music will be welcomed at any time. We have been blessed with the addition of two new members this year, Dolly McKyes and Graham Walford.

The worship music is usually led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford on guitar, and Asuquo Eniang on bass guitar. The Parkwood Concert Band performed this year and it is hoped that they will continue to bless us with their talents in the future. Members include Junior Akat, Asuquo Eniang, John Harder, Brent MacDonald, Erynne McPhee, Matthew McPhee,

Greg Newton, Dakota Copeland and Papa Sakyi, with Dianne Smith directing. The Parkwood Youth Group, led by Michael Morris, have also shared their abundant musical gifts with us this year. And to help us celebrate the 50th anniversary of Parkwood Presbyterian Church, the Sarang Korean Choir provided us with some beautiful music during our worship service.

Diane Walford and Janice Gray have filled in during Dianne's absence. Janet Hurd, John Harder, Glenn Harder, Asuquo Eniang, Diane Walford, Michael Morris, Susanne Johnson, Linda Cooper, Samantha Sutherland and Kira Stewart have all shared their musical talents with the congregation, through various musical instruments. In addition, solos, duets and quartets have been performed by members of the choir and the congregation, including Alta MacFie, Susanne Johnson, Ted Johnson, Diane Walford, Gord Walford, Stewart Reeves, Michael Morris, Brenda Creighton, Dan Moffet, Jean Pierre Bernard, Marianna Hopp, Joseph and Térèse Kanku, Rebecca Yabadi, Placid Akat, Dianne Nickerson and Lori Stewart.

The Sunday School children added their voices to the music offerings during a number of special services throughout the year, gracing us with a glimpse of the promise of the future found within their voices and enthusiasm.

During the summer we were pleased to celebrate the 80th birthday of our Minister Emeritus and current member of Parkwood, Reverend Floyd McPhee, with a surprise gathering filled with food, fellowship and music, provided by the senior choir, the Sunday school children and a number of members of Parkwood who shared their gifts of song.

We held a musical vigil in July to assist with the fundraising for the church building fund, which involved many members and guests sharing their love of music with the people who attended. There was also a musical evening led by Gord and Diane Walford incorporating new and older favourite hymns and praise songs with proceeds going towards the church building fund.

This year Dianne re-introduced the congregation to the beautiful sounds produced by hand chimes. She has taught volunteers of all musical abilities how to play these chimes so that they come together in an offering of melodious harmonies pleasing to the congregation and glorifying our Lord and God. Holly MacDonald, Alta MacFie, Brenda Creighton and Penny McDowell assisted Dianne in the organization required for the hand chimes production. As we move forward this year, we wish to invite any and all members of the congregation interested in participating in the hand chimes to sign up or speak to Dianne Smith about joining.

Dianne continues to provide a sign up sheet on the bulletin kiosk as a way for congregational members to offer their musical talents during our worship services. This has been well received and we hope to continue to enjoy the gifts of our people through this method. She also receives requests from the congregation as to specific music they would like to hear and makes every attempt to fill these requests as the opportunity provides itself.

The program of music at Parkwood strived to offer to our Saviour and King the gift of music to His Glory and Honour this past year and we pray to continue to worship Him through the gift of song in the years to come.

— *Lori Stewart*



Pamela Pestaluky
Team Leader

F. **Christian Education Team**

Church School

Church school is provided for children ages 2½ and up, including high school students. Approximately 50 students were registered for the 2013-2014 school year with average attendance being approximately 20 children/youth each Sunday.

From January 2014 until the end of June 2014 we had the children divided into 5 classes. The

curriculum that we were using was from the Faith Alive Christian Resource, the "Walk with Me" series. The teachers enjoyed working with this material as it offered a selection of activities and time spent on a theme could be stretched out if there was interest from the class.

With the hope that the new building construction would start by the fall of 2014, and, with an eye to saving money on Church school curriculum, in September we made changes to the way we ran the church school program. Once the children leave the Sanctuary they all head down to the Fellowship Hall where they meet with their teachers and we have a corporate time of worship with songs, skits and games. It is also at this time that a collection is taken for Cinta who the children are supporting through Compassion Canada.

We have been reusing Faith Mountain Vacation Bible School material from the past and while this has been a financial saving, it has created its own set of problems as not all of the material is available and the teachers have to supplement their resources from online or material found at the church. After this time, the children break into small class groups with their individual teachers. At the end of December we had 5 classes running.

During Advent, the church school used material downloaded from the internet following the themes of Hope, Peace, Joy and Love. This material also started with a large group setting followed by breaking into smaller groups.

I would like to give thanks to the following individuals who shared their gifts of teaching during the 2013-2014 year: Margaret Roach, Majari Sutherland, Duane Mayo, Rev. Floyd and Claire McPhee, Ann Marie Bernard, Barbara Townsend, Susan McCullough and Michael & Carrie Morris. It is with their commitment that Parkwood is able to reach out to the children/youth each and every Sunday.

Regular church school classes were not held during the summer months; instead, the children came together in the Fellowship Hall for a movie and worksheet activities. Last summer we used the Nest series animated New Testament Bible stories. The unique thing about the Nest series is that we are allowed to show them in a Church school setting. Many of the videos out there are for home use only.

Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes. Again, without your support there would be no summer program for the children.

I would also like to thank Lori Stewart, from the choir, for bringing the children together with the senior choir to sing during the service on two separate occasions – once on Palm Sunday and once in December.

In preparation for the new construction, the Christian Education Team was asked to have all of their church school/Logos material removed by September 2014. Thanks to the generosity of Jean Sida and Allen Pestaluky we were able to store the bulk of this material in their homes.

— *Pamela Pestaluky*



Holly MacDonald
Director

LOGOS Program

The year 2014 has been another successful year for Parkwood's LOGOS program. LOGOS is Parkwood's mid week activity for children in grades 1-8. As of December, we have 22 children registered. As well, we have up to 6 high school students who volunteer regularly with the LOGOS program. Space continues to be an issue and we continue to have our grades 5-8 children and many of our teen volunteers go to a local school for their games/recreation time. We have rented the Elizabeth Wyn Wood Alternate School gymnasium again his year.

Among the highlights of 2014 was a Benefit Talent Show presented by the children in May. They sang as a group, solos, played instruments, danced, did magic shows and told jokes. A freewill offering was collected and the

proceeds were divided between supporting our youth's sponsored child Cinta and Parkwood's Building Fund.

At Christmas this year, LOGOS entered a float in the Barrhaven Christmas Parade. The theme for the float was "The Story of Christmas" and it took a team effort to get this project off the ground. The youth group helped decorate the float and the children were dressed as angels, shepherds and children in pajamas. A couple of children walked beside the float, handing out candy canes and giving hugs and high fives to the children along the route. Special thanks to Paul Gitzgerald, Brittany Elder, Jim MacDonald Wade Williams, Allan Poulson, Michael Morris, Carrie Morris, Parkwood's youth group, Peter MacDonald, Anna MacDonald, Brent MacDonald, Pamela Pestaluky, James Elder and James Hurd for building, driving, lighting and setting up the sound system for the float, as well as supervising and clean up. There were a large number of people watching the parade and the children were blessed to share the message of Christmas with so many.



On the parade route...



At the end of the parade ...

Holly MacDonald has continued as director of LOGOS. We have a regular staff of 20 adult volunteers at LOGOS, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook and serve theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. Thank you to all members of the congregation who have supported LOGOS with their gifts and prayers.

— *Holly MacDonald*

Youth Group

2014 was a year of maturing within our youth group, as well as striving towards some very specific goals, and our teens were more than up to the challenges. We're very proud of each and every one of them and were thrilled at the icing on the cake this year as we took a group of 8 to CY! Here's a quick rundown of our activities this year:

Youth Band – With the talent and love for music that our group has, we worked towards refining them as a musical group of their own. The teens were able to join the main service a few times over the course of the year and perform such songs as: Amazing Grace (My Chains Are Gone) How Great is Our God, How Great Thou Art, Your Love Never Fails, 10,000 Reasons, and Christ is Risen.

Bible Verse Challenge – The teens were challenged this year to learn, study, and ultimately memorize 52 verses (or more)! Most were chosen ahead of time each week, but the teens themselves picked out some of the ones they learned as well, and our final result was quite the list. We reviewed it at the Christmas Party in December and there will be a test in early 2015 with a possible prize, should anyone get all 52 right from memory. Exciting!

Youth Group Events – Parkwood's teens attended a few Presbytery Events last year, which included a day out in February at Winterlude's Jacques Cartier ice slides, the May Gracefield Youth Retreat weekend, and November's Great Pumpkin Hunt in Manotick. Given the amount of work we were doing with the band and fundraising, many of our bi-monthly events were more low-key and about having fun and hanging out together.

We did outings such as bowling, sledding, and a trip to the movie theatre to see Heaven Is For Real, stayed in at homes for movies such as God's Not Dead and the Prince of Egypt, and at the church for the Christmas party, pizza night, and the LOGOS talent show, and went to some larger youth community events like Rock the Capital and No Other Name, which were held at The Met and LifeCentre.

This was the first year that Parkwood sent a large group to CY (Canada Youth), which meant one vital thing: fundraising.

The teens held three fundraisers at Parkwood, beginning with the Spaghetti Dinner Night in February, where they made and served dinner, provided musical and drama skit entertainment, and even did the dishes!

In April, we held a Silent Auction Dessert Night, with attendees bidding on rounds of desserts that ranged from large party platters of assorted delicacies to elegant cakes or pies. In June, the teens got down to some hard work at the Car Wash in the parking lot, which had sign-wavers, washers, money-collectors, and encouragers.

With all these events, we were able to raise enough money to bring 5 youth and 3 young adults on a week-long trip to St. Catharine's for the Presbyterian Church in Canada's youth conference, held on the campus of Brock University. Described as a "mountain-top experience" by the participants, they came back energized in their faith and filled with new hopes and ideas about God's work in their lives.

Sunday School

In the winter months of 2014, we continued on with the Faith Explorer curriculum, a teen bible study that explains and explores the key tenants of the faith through scenario discussion questions and solid teachings. We covered issues like God's character, Heaven and Hell, and the question: Is Jesus the only way?

Sunday mornings were also spent discussing the weekly verses in our Bible Verse Challenge and looking at their contexts. In the weeks leading up to musical participation in the Sunday service, we spent some mornings practicing in the Meeting Room.

After the summer, the Christian Education Team shifted Sunday School to a new format, in anticipation of reduced space during the building demolition/renovations. This gave the teens the opportunity to get involved in leadership with the younger kids: sometimes as helpers to the teachers, sometimes acting during skits in the group time, sometimes reading out letters from Cinta and taking the collection for her sponsorship.

LOGOS

In LOGOS, the teens that come out spend time assisting with setup of the Fellowship Hall for dinner, making up invitations or treat bags for certain theme nights, or helping out the teachers with their classes. Volunteers have varied week to week, often depending on homework workload, but we gained a new regular this past year and got to team up with some young adult volunteers as well.

Newsletter

Issues from the second and third volumes of the Parkwood Parents Newsletter were published in 2014, continuing to recap each of the monthly events as well as sharing interesting articles about topics of interest to teens, young adults,

and parents and providing information on upcoming youth group activities. These continue to be available on Parkwood's website and to those on the email list. We also published a large multi-page submission in the Parkwood Pulse during the summer, which showcased our group's trip to the Canada Youth 2014 conference in event descriptions, comments from the teens who attended, and pictures from the stay-over in Niagara Falls as well as the week in St. Catharines.

— *Michael Morris, Youth Ministry Facilitator*

Mid-week Summer Fellowship

On Wednesday evenings during July and August we met for fellowship, refreshments, and study of The Lord's Prayer, using as a basis a new exposition authored by R. C. Sproul and supplemented by other material.

Attendance averaged twelve to fifteen persons.

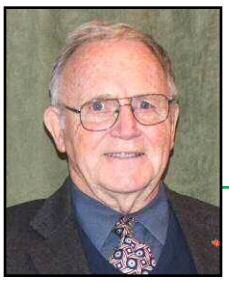
Thanks is expressed to John Fair who led the study and discussion on the evenings when the minister was absent on holiday.

— *James T. Hurd*

Library

Usage of the library increased slightly as thirty-nine books were borrowed: of these nine of them were children's books. This increase is much appreciated - hopefully it implies that the subject catalogue which has been in place for a few years is of value.This year fifty-nine books were added to the collection and 49 books were discard. I am quite surprised that many books are on loan for many months which makes me wonder if I should levy a fine for books that are borrowed for so long or at least give the borrower a call for them to return the items. Take this as a warning! I am happy to show members of the congregation how to use the catalogue and to find books.

— *Margaret M. Main*



Stewart Elder
Team Leader

G. **Mission Team**

Parkwood's Mission Team continues to give praise and thanks to our Lord and Saviour for the numerous opportunities of Kingdom service and witness presented to our Church throughout the year 2014. As much of our local work is not reflected in the pages of our financial statements, we bring itemized details forward for your perusal through our end of year report.

Other Missions	***2014 Budget***
Algonquin College – Campus Ministry	$ 150
Algonquin College – Pause Table	$ 200
Caldwell Family Centre Inc.	$ 100
CANHAVE Children's Centre	$ 100
Christian Blind Mission International	$ 100
CHRI (Christian Hit Radio Inc.)	$ 100
Fellowship for Print Witness Inc. (Christian Week)	$ 100
Ottawa Innercity Ministries	$ 350
Renewal Fellowship (Eastern Ontario Outreach)	$ 180
Serving Christ Alone Ministry	$ 120
The Leoprosy Mission of Canada	$ 100
Other Missions Sub Total	$ 1,600



In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This church is the channel through which our congregation supports the lay missionary work of Leah Hopp.



Additionally, the Inter-Varsity Christian Fellowship is the mission support for Alaina Johnston, the IVCF Ottawa Team Leader to the students and faculty of Carleton and Ottawa Universities.

The Mission Team appreciates the generous support shown by the congregation to the four Special Appeals held in 2014:

Date	Appeal	Amount Received
9 March	Teen Challenge-GTA Women's Centre	$440
8 June	Jericho Road	$220
21 Sept.	Ottawa Innercity Ministries	$450
23 Nov.	The Military Christian Fellowship Canada	$425

- The Mission Team promotes mission opportunities and challenges to the Parkwood family through Sunday Bulletin announcements, timely articles in the monthly Pulse, the Special Appeal announcements, and the use of the downstairs Mission Team Bulletin Board.

- This year the Mission Team is pleased to send "Kudos" to our Webservant, Gord Walford, for including a "Missions" promotional section within the Parkwood web site. It can be viewed at http://parkwoodchurch.ca/missions.html

- Updating information downstairs on the Mission Team Bulletin Board, continues to be a work in progress. The Presbyterians Sharing Thermometer has been replaced with a simple update posting that focuses on the Sunday Bulletin information displayed at the start of each month.

- There has been a deliberate attempt to highlight the numerous mission outreach projects and activities on the Bulletin Board itself and it is hoped that by doing so the result proves beneficial to those who take time to reflect on the information found there.

The Narthex Mission Projects continue to be active and of benefit.

- Used eye glasses that are placed in the foyer drawer, located just below the Visitor Book, are delivered by Stewart Elder on behalf of Parkwood Church to Nelm's Optometrists on Bank St. The glasses are then sent to South America to places where glasses are not easily available or where people simply are unable to afford them. Over the years, with the encouragement of the Optometrists, Stewart has had many opportunities to distribute used eyeglasses in third world countries where they are gratefully received.

- The Christian Salvage Ministry which recycles used Christian literature to third world countries is still operational through our contact at the Free Methodist Ottawa Church collection point. The Parkwood family is reminded not to throw away those stamps! CSM collects and sells used stamps to help in the funding of shipping material overseas. You can be a part of this, by saving your cancelled stamps and placing them in the little blue box beside the eye glasses in the foyer drawer. Additional information can be viewed on line at http://www.csmcanada.org

- Once again, this year, Flora Brown has assisted in the pickup coordination of the Parkwood Food Box Ministry which continues to be a valuable outreach to those in need.

- In 2014, Parkwood Church contributed 69 "Shoe Boxes" to Operation Christmas Child. These donations combine with many others and bring joy, love and the spirit of Christmas to many children in various third world countries.

- Once again, Linda Robinson and her team successfully organized the Parkwood Church outreach at the Algonquin College "Pause Table". The "Pause Table" provides an opportunity for Ottawa area churches to come together and let students know we care for them as they face the stress of examinations. The "Pause Table" project continues to be enthusiastically received by students and staff who "Pause to visit".

- Many thanks to all who participated in the White gift program in 2014. After being dedicated at the Church, the white gifts are distributed to the Ottawa Mission, The Ottawa Innercity Ministries, and to individuals and families at Parkwood. They are always well appreciated.

— *Stewart Elder*



Dora Brown
Secretary

H. **Pastoral Care Team**

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: Laura Game, James Hurd, Margaret Roach, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and Thelma Passmore. Marianna Hopp resigned as she has moved. The team met monthly, except in July and August, for counsel and prayer together.

The ten-week Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall. The course involves a two-hour session once a week over ten weeks. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals, is encouraged to speak to any member of the Pastoral Care Team. Continuing education and advanced courses are also presented each year. Several members of Parkwood's Pastoral Care Team attended the continuing education workshops.

On May 6th and October 28th, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted four Lunch and Learn events on the third Monday of the month, in March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, dessert and help to set up and clear up were provided by members of the congregation who attended.

Dora Brown is a spiritual care volunteer at Peter D. Clark Long Term Care Home, and chaired their Spiritual Care Committees. She helped to plan spiritual care visits and regular worship and memorial services for the residents.

A Presbyterian mid-week worship service was held once a month at the Peter D. Clark Home. Rev. John Fair volunteered to conduct the service. Rev. James Hurd served on the Spiritual Care Advisory Committee at the Home and was active in submitting a request to local churches to help support a part time Chaplain for Peter D. Clark. Requests are pending.

Parkwood conducted Sunday morning worship services at Starwood Nursing Home, in March, June, August and November assisted by several members of the congregation. Worship services were also conducted at Grace Manor approximately once each quarter, sometimes including the celebration of the Lord's Supper.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March and weekly at the Queensway Carleton Hospital throughout the year.

We provided large print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Narthex, available for pickup by those interested.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

The Team expressed care and support for grieving families by providing contact and a series of books entitled "Journeying Through

Grief". Marianna Hopp and Laura Game coordinated the distribution of the booklets. Laura Game on behalf of the team, sent notes of sympathy to those who experienced the loss of loved ones, and during the Christmas season sent greetings to a number of folk not now able to attend worship. She also sent cards to express appropriate congratulations for special birthday or anniversary celebrations, and cards assuring those ill or recovering from illness or injury the assurance of prayers for health and healing.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching out to Isolated Seniors. Network members met monthly, except July and August, at Parkwood Church. The aim of the Network is to improve the health and well-being of seniors in need, and provide input into city and government policies affecting seniors. Members helped to organize a conference on spirituality and aging in June at the Council on Aging.

— *Dora Brown*

8 Other reports



Jean Pierre Bernard
Team Leader

A. Leading With Care Team
Leading with Care is "A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada". It is designed to prevent abuse and protect the vulnerable by providing a safe environment, (including screening of leaders and teachers); to train and support leaders and teachers and to report any incidents of abuse, neglect and harm to the appropriate agencies.

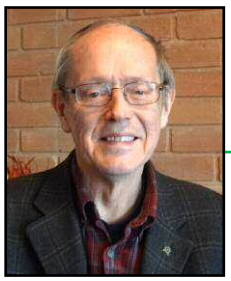
Since the Policy was adopted in 2005, it has been a mandatory requirement for all congregations of The Presbyterian Church in Canada. In addition to contributing to the creation and maintenance of a caring and safe community, the *Leading with Care* policy is a feature that insurance providers often seek when assessing an application.

As our insurance provider requires us to review the Leading with Care policy on an annual basis, all our leaders and teachers serving our children, youth and vulnerable adults must make themselves aware of it. That is why, every year at this time you will be reminded to do so.

To find the Leading with Care document, please follow this link: http://parkwoodchurch.ca/LWCpolicy.html, or go to our website http://parkwoodchurch.ca/, and click on the Leading with Care icon on the bottom left corner of the page.

We still have a few individuals who have not provided their Security (police) Check, therefore if or when you do have it, please drop it in Jean Pierre Bernard's folder in the Narthex or give it to the administrative staff in the church office. If you have any questions on this subject, please call Jean Pierre at 613-224-3792.

— *Jean Pierre Bernard*



Gord Walford
Team Leader

B. Personnel Team
The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. Through the year 2014 they have assisted in updating the contract and job description for the Director of Music Ministries. They have also provided assistance to the Budget Team in the setting of salaries and advising on the "cost of living". The team currently consists of four persons: Gord Walford (team leader), Duane Townsend, Ron Conboy and Terry McBurney.

— *Gord Walford*

9 New Business



Dianne Nickerson
Team Leader

A. **Budget Team Report and Recommendations**

Overview of 2014

In 2014, total offerings and other income were considerably less than in 2013 (*see Budget Table 1*). This was probably due, in part, to concerted efforts by the congregation to top up the funds required for our building construction. Offerings for the Building Expansion Fund were $43,568, which brought us closer to our goal of $700,000. Offerings for Presbyterians Sharing were less than last year.

After income and expenditures were calculated, the year ended with a deficit of $6,005. (*See Budget Table 2 on next page*)

The Financing of the Deficit for 2014

As indicated above, there was a deficit of $6,005 on a local purpose basis. It was agreed several years ago that the Treasurer should start the year with a working cash balance of $15,000. In order to achieve this target, the deficit for 2014 must be financed with a transfer of money from one of the funds.

Recommendation #1

Session recommends that the deficit for 2014 on a local purpose basis be financed by a transfer of $6,005 from the Unallocated Interest Fund.

Budget Table 1
Overview of Total Financial Inflows, 2011-2014

	2011 Actuals	2012 Actuals	2013 Actuals	2014 Actuals
Offerings for Local Purposes	$190,887	$189,813	$202,196	$196,172
Offerings for Presbyterians Sharing	36,373	26,718	25,737	21,779
Offerings for Special Appeals/Outreach	6,880	3,825	5,995	4,610
Sub-total	**234,140**	**220,356**	**233,928**	**222,561**
Receipts for Designated Funds	107,238	37,822	100,833	62,085
Sub-total (total offerings)	**341,378**	**258,178**	**334,761**	**284,646**
Other income (rentals, etc.)	17,589	17,840	20,632	22,648
Total Offerings and Other Income	**$358,967**	**$276,018**	**$355,393**	**$307,294**

Proposed Expenditures in 2015

Each of the teams has tried to minimize any increase in expenditures. The Budget Team further trimmed proposed expenditures so that they would be quite a bit less than in 2014. It was necessary to significantly trim proposed 2015 expenditures because there will be less interest available to fund a deficit (should there be one), as interest-bearing funds will be used up in financing the building project.

Recommendation #2

The Budget Team recommends that the congregation approve total team expenditures of $218,716 for 2015.

Towards a Balanced Budget

The Budget Team's goal is always to propose a balanced budget to the congregation. Even after significant budget cuts, offerings for local purposes would need to increase by 3.8% in 2015. In view of our present financial situation, it was considered that a 2.0% increase in offerings was more attainable, which would result in a deficit of $3,716.

Recommendation #3

The Budget Team recommends that the congregation approve a target for offerings for local purposes of $200,000 for 2015 which is an increase of 2.0% from 2014.

Presbyterians Sharing

In 2014, there was a major change in how the target for congregational donations to Presbyterians Sharing is calculated. The congregational target is 10% of the dollar base. For Parkwood, the formula for 2015 generates a target of $21,515. The national church has suggested that congregations who have been giving in excess of 10% should try to continue that pattern. Parkwood has given in excess of $24,000 during the period 2004-2013. In 2014, donations through envelopes totaled $21,779. Donations of $2,294 for Presbyterians Sharing through Canada Helps were credited to Parkwood, bringing the total amount for this purpose to $24,073. Donations to Presbyterians Sharing help meet the wider needs of the Presbyterian Church in Canada as opposed to the local needs and mission work of our congregation. While Session is recommending a target based on the national church's formula, it is hoped that more dollars will be offered to Presbyterians Sharing in 2015.

Recommendation #4

For Presbyterians Sharing, Session recommends that the congregation approve a target of $21,515 for 2015.

— *Dianne Nickerson*

Budget Table 2
Overview of the Budget for Local Purposes
Receipts, Expenditures and Balance*

	2012 Actuals	2013 Actuals	2014 Actuals	2015 Budget
Receipts				
Offerings	$189,813	$202,196	$196,172	$200,000
Other income	17,840	20,632	22,648	15,000
Total	**207,653**	**222,828**	**218,820**	**215,000**
Expenditures	213,537	225,467	224,825	218,716
Surplus/Deficit	**-$5,884**	**-$2,639**	**-$6,005**	**-$3,716**

*Data same as in Statement of Operations except similar inflow and outflows for Special Appeals Outreach are excluded.



Kathryn Newton
Team Leader

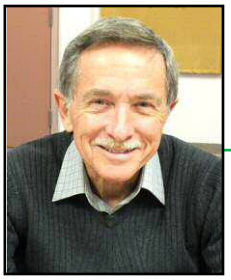
B. **Report of the Parkwood Audit Team for the year ended December 31, 2014**

The Parkwood Audit team was appointed at the February 2014 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, Stewart Elder and Ray Thompson. During the 2014 year Ray Thompson stepped down from the committee.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of The Presbyterian Church in Canada has set out in the *Book of Forms* Section 170 that …*a congregation may seek volunteers to provide an independent and diligent scrutiny of the records*. The team's mandate is set out in this same section of the *Book of Forms*.

The team began its review of the financial records during the fall of 2014 and will complete its review of the financial records in January 2015 with a report to be given at the February 2015 annual meeting.

— *Kathryn Newton*



Dennis Featherstone
Team Leader

D. **Facility Planning Team**

At the Annual Meeting in February of 2014, the directions given to the team were:

--the congregation approved in principle the schematic design at the cost estimate presented ($765,000) and requested the team to continue to pursue appropriate ways to reduce the probable cost of the project

--the congregation authorized the borrowing of up to $65,000 for the building expansion.

The team reviewed the different contractual arrangements between Parkwood and a builder to determine which arrangement is likely to lead to lower costs for Parkwood. The team determined that the preferred arrangement between Parkwood and the builder is Construction Manager rather than invited tender or fixed price contract. With the construction manager arrangement, Parkwood would have a say in the selection of every trade's contract which means a say in quality and price. This approach seemed the best way to control the probable cost of the project.

The team learned that the approach being used by Trinity Presbyterian for the construction of their new church was one of Construction Management. Their builder was Hawkey Construction of Barrie Ontario, a firm which specializes in the construction of churches. The team met with Ken Matthews the President of Hawkey and he told us that one way to save on construction costs is to have volunteer labour from the congregation. The team invited Hawkey Construction to prepare a cost estimate for our consideration.

The team already had the estimates prepared by Pri-Tec Construction, whose President is Peter Willemsen. These estimates were available for the congregation at the annual meetings in both 2013 and 2014.

The team arranged formal interviews with both Ken Matthews and Peter Willemsen. Both gentlemen provided references who were contacted. The references for Peter Willemsen were very impressed with his focus on meeting the budget for the projects he did for them.

It turned out that it was difficult for the team to make a confident "apples-to-apples" comparison of the cost estimate prepared by Hawkey Construction and that prepared by Pri-Tec Construction. In the end, the team concluded that volunteer labour might not be a comparably good idea at Parkwood, that a builder domiciled in Barrie might not be as accessible as a locally-based builder and that our sense of the two company costs suggested that Pri-Tec had the

lower cost estimate. In June, the team voted unanimously to sign an agreement with Pri-Tec Construction Ltd. as our Construction Manager. The team recommended this arrangement to Session who approved the recommendation in late June.

At the same time as the deliberations on selecting a Construction Manger were taking place, the team was meeting with the Architect to finalize the schematic drawings which would be the basis of the working drawing designs for submission to the City to obtain our Building Permit. At these meetings, the intent was to ensure the efficient flow of traffic, optimum room sizes and the location of the elevator within the fixed footprint, without adding to the project costs. The meetings with the Architect continued through July and then the goal of the Architect was to submit the design drawings by the end of August for approval by the City.

Dealings with the City

Early in the spring, the Architect submitted a proposed revision to the Site Plan to the City. The first response of the City was to request a Noise Study to determine the effect of external noise on the location of the new construction. As well, the City indicated that Parkwood would need to plant trees every five meters along the perimeter of our property. Largely through the initiative of our Architect, there was a meeting with City officials chaired by our Councillor Mr. Egli. Parkwood was able to avoid having to undertake a Noise Study. We also requested some relief from the number of trees in order that the visibility of our two signs and the existence of the berm along Chesterton are taken into account. The City agreed to our request.

In August, two additional requests from the City led to delays in the start of construction. First, there was an unexpected request to undertake a soil test before the Building Permit could be issued. Pri-Tec quickly sought an engineering firm available to undertake the work but none were readily available due to the busy construction period. The earliest target date for a completed report on the soil test was early October, after which the report would then have to be reviewed and approved by the City. Then Parkwood would have completed all the requirements for a Building Permit. But the Building Permit would not be issued until Parkwood agreed to the proposed Amending Site Plan Agreement.

Second, in August, the City forwarded their proposed Amending Site Plan Agreement to Parkwood. A review of this document revealed that the City was requesting two pieces of our property free of cost to the City, and with the cost to Parkwood to re-survey our smaller property. The team sought advice on how to respond to the City's request for the conveyance of land. Nearly every professional contacted for advice suggested that Parkwood accede to the City's request in order to get a quick approval of the new Site Plan. Moreover, their advice was that this is a common way for the City to proceed when a Site Plan is revised. Despite the near unanimity of the advice, a request for a review of the necessity of the conveyance was submitted to Mr. Egli in October. In November, the team was able to inform Session that the City had agreed to remove the two conveyance paragraphs from the proposed agreement.

Decision to Delay Start

Both the design drawings and the site plan were submitted sufficiently early to the City that it was reasonable for Parkwood to assume we would be able to begin construction in mid-September. Considerable thinking, discussion and work was done by the team as well as various groups at Parkwood to plan for how to vacate the Mulvagh Wing and how to "live" within a reduced space for several months beginning in mid-September. It became apparent, however, that the additional request by the City for the soil test and the issue of the conveyance of land meant that a mid-September start date would not occur. As a result, the team suggested to Session that the start of the project be delayed until the spring. In addition to the above delays, the team advised Session there would be an extra cost to heat the building during the snow and cold of winter. As well, there would be an added inconvenience in accessing the building during the winter rather than during the other seasons

of the year. Session decided to delay the start of the project until April of 2015.

Financing for the Project as at December 31, 2014

The following table shows the receipts and costs during 2014. The "Total receipts" of $43,568 and "Initial balance plus total receipts" of $300,331 are used in the next table. The cost of the repair to our existing roof in the fall of 2014 is included in Program Cost. The decision to include it as a charge against contingency in the building program was made because there were no existing funds readily available to pay for the necessary expense.

Building Expansion Fund, Receipts and Costs, 2014	
Balance, January 1, 2014	$256,763
Receipts	
Designated Offering	43,034
Previous pledges 20,920	
Other 22,114	
Fundraising Activities	534
Interest on Funds	0
Total Receipts	43,568
Initial balance plus total receipts	300,331
Less: Program Cost	90,431
Balance, December 31, 2014	$209,900

The table on the next page sets out the status of funding towards the target goal of $700,000 for construction. The data in the table show that the congregation made progress during 2014 in closing the financing gap. But a gap of over $18,000 still remains relative to the year-end target of $700,000.

Financial Goals for 2015

The mid-range of the construction cost estimate is $765,000. The Construction Manager has provided a lower range estimate of $725,000 and an upper range estimate of $810,000. The team will do its best to have the actual cost between the lower and mid-range estimates. But the congregation should be prepared for the possibility that the cost will be in the neighbourhood of the mid-range estimate of $765,000 which was approved by the congregation in February 2014.

The congregation "missed" its target of funding of $700,000 for the end of 2014. In 2015, there is a need to:

- make up for the shortfall of roughly $18,000 in 2014
- receive all the outstanding pledges
- continue to give so that our funding is beyond the $700,000 level to minimize borrowing.

As described below, there is a further grant of $20,000 from the Cooke's Trust. Parkwood is blessed to receive yet another grant for the project. But the congregation will need to take financial responsibility for the remainder of the required financing. We can borrow what we need on a short-term basis but any borrowing will, of course, need to be repaid in the future.

Cooke's Trust Fund

At the annual meeting in February of 2014, the congregation approved the initiation of the process to meet the conditions to apply for a grant of $20,000 from the Cooke's Trust. Session applied for the grant during 2014 but was told that the funding available for 2014 had already been allocated. Parkwood was assured that our application would be considered for the funding available in 2015. Recently, Session received notification that we have been given a grant of $20,000 for our project. The preference of the administrators of the Trust is that we not draw the funds until after the project has started.

Team

The other members of the Facility Planning team are: Alta MacFie, Dan Moffet, Dale Tuck, Brenda Featherstone and Rev. James Hurd. The team is particularly appreciative of Dan's many years of work as an architectural technologist which enabled him to identify technical building issues for consideration by the team.

— *Dennis Featherstone*

E. **Fundraising and Project Balances as of December 31, 2014**

Target Funding of $700,000 by December 31, 2014			
	Dec. 31, 2013	Received during 2014	Dec. 31, 2014
Building Expansion Fund before expenses	256,763	43,568	300,331
Cairns Bequest Fund	83,448		83,448
Mitchell-Hempstock Bequest Fund (1)	75,000		75,000
Hempstock-Huff Bequest Fund	36,837		36,837
Boyd Bequest Fund	105,399		105,399
Sub-total	557,447		601,015
Pledges Outstanding (2)	41,487	-20,920	20,567
Grant from Presbytery Extension Fund (3)	60,000		60,000
Total funds available	658,934	22,648	681,582
Financial target for end of 2014	700,000		700,000
Financing Gap	41,066		18,418
Notes:			
(1) Congregation agreed to use this bequest for construction, if necessary.			
(2) Pledges received after February 16, 2013			
(3) Grant to become available after project officially begins.			

F. **Membership of Ministry Teams 2015-2016** (including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Holly MacDonald (*ex officio*)
3. Alta MacFie
4. Michael Morris (*ex officio)*
5. Regan Rambally
6. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky** (donwp@live.ca)
2. Junior Akat
3. Flora Brown
4. Dianne Game
5. Carolyn Herbert
6. Susanne Johnson
7. Jean Sida
8. Bill Zylstra

Finance and Maintenance (12 plus *ex officio*)

1. **Dan Moffet** (daniel.moffet@rogers.com)
2. Flora Brown (*ex officio*)
3. Jim Elder
4. Martha Fair
5. Duane Mayo
6. Lorne Roach (*ex officio*)
7. Duane Townsend
8. Dale Tuck
9. Admin. Assistant (*ex officio*)

Mission (at least 6)

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire
6. Linda Robinson

Outreach (at least 6)

1. **Michael Morris** (parkwoodyouth@yahoo.ca)
2. Dennis Featherstone
3. Ivan Hooper
4. Kristine Marion
5. Carrie Morris
6. Dale Tuck

Pastoral Care (no set number)

1. **James Hurd** (*ex officio*) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game
4. Roberta Hurd
5. Margaret Roach
6. Jean Sida
7. Barbara Townsend
8. Duane Townsend
9. Dale Tuck

Policy and Planning (at least 6 plus *ex officio*)

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Phil Campbell
3. Dennis Featherstone (*ex officio*)
4. Ivan Hooper
5. Linda Robinson
6. Harry VanDyk

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair** (fairmj@magma.ca)
2. Sibby Fennema
3. Dianne Nickerson
4. Dianne Smith (*ex officio*)
5. Lori Stewart
6. Gord Walford

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

This list is subject to corrections and/or additions before and during the annual meeting.

Notes

Changes from print version *(made to the online version):*

- p. 2: Item E in the agenda is on page 46 (change from 45)
- p. 46: insert title above table to correspond with title in agenda, "E. Fundraising and Project Balances as of December 31, 2014"
- p. 47: renumber this item "F"

Errata noted at the Annual Meeting:

- p. 5: column 1, recommendation 4: insert "for Presbyterians Sharing" after $26,000
- p. 8 column 1, 2nd paragraph: two corrections of the spelling of "Lothar Hopp"
- p. 13 column 1, 1st bullet: should read "Summer Program Assistant"
- p. 26 column 2: delete section on Alhua Chinese School
- p. 33, 2nd column: replace "Jean Sida" with "Dianne Nickerson"
- p. 47: remove the name of Bill Zylstra from the Fellowship Team

Motions, etc. made at the Annual Meeting *(unofficial until minutes are released):*

- a motion to rename "Christmas Dinner Fund" to "Fellowship Fund" (see Continuity Schedule of Funds, p. 19) was passed; fund to be administered by the Fellowship Team
- when the Budget Team reported on cutbacks made during the budgeting process, it was noted that one of the areas cut back was Social Hour Supplies (from $1,500 to $1,000). Kris Marion volunteered to co-ordinate donations of healthy snacks.
- A motion was passed that Session or a designated group look at studying stewardship and how we might be better stewards; group to report back to the congregation by October 1 with recommendations; Dale Tuck, Michael Morris, Terry McBurney and Stewart Elder volunteered to be part of the group.
- During the Facility Planning Team's report, in regard to borrowing to finance the building project, a motion to borrow internally from the Organ Replacement Fund (balance of $15,254 at the end of 2014) before borrowing from "outside sources" was passed. During discussion it was mentioned that provisions to pay back the loan would have to be put in place; also that the loan should be treated as debt and a promissory note issued that included terms or repayment; the trustees would sign the document to ensure that the congregation is obligated to repay the fund.
- It was mentioned during the Facility Planning Team report that the grant from the Cooke's Trust (see p. 45 column 2) has been approved but won't be paid out until the building project is well under way.
- In response to a question about why isn't there an amount in Special Appeals Revenues to counterbalance the $2,294 "Presbyterians Sharing - Other Charities" in Special Appeals Disbursements (page 25), the treasurer indicated the corresponding revenue is part of the $3.004 reported as "Other Income - Other Charities" (page 24)

"Hummingbird brings people together in a community and everybody contributes their own cultures because the Circles reach out to all peoples. People learn to appreciate First Nations cultures and the diversity of all cultures. The arts build bridges between peoples. At Hummingbird I get a chance to share my stories and what I know about the old ways of our peoples. All my Relations."

— Amy, Hummingbird Ministries, Richmond, BC



"We look forward to our future and finding new and creative ways to reach out and give of ourselves in the name of Jesus Christ. Our hope is that our focus on mission will make us a stronger, more viable ministry and that eventually, with much hard work, we might be able to support our congregations without the help of Canadian Ministries' grants."

— Rev. Devon L. Pattemore, Knox and Dunleath Churches, York, SK

"We believe "It is not that the church of God has a mission in the world; rather it is the God of mission who has a church in the world."

— Rev. Elizabeth Mattinson, St. Matthew's Church, Elmsdale and Hardwood Lands Church, Hardwood Lands, NS





"We've seen God in the faces and smiles – perhaps even in the tears – of those whom we serve. God's love is always reflected when we welcome, accept and serve others."

— Rev. Marlene Peck, Chetwynd Shared Ministry, Chetwynd, BC

"Working together in service for others has strengthened our faith as we support each other and the wider community. There is great power in prayer. Limited finances and energy can still be used to accomplish much. We thank God for all who have encouraged us in our journey of faith."

— Rev. Glen Sampson, St. Luke's Church, Bathurst, NB

I am the light of the world, whoever follows me will never walk in darkness, but will have the light of life.

– John 8:12 NRSV

Jesus' bold claim and promising words created controversy with contemporary religious leaders. The debate came to a climax when Jesus identified himself as the eternal God of the universe, the giver of light, the God of Israel's ancestors, the God of liberation and the exodus, the great *I AM*. Some considered Jesus' words blasphemous and wanted to stone him to death; others saw him as demon-possessed; but his followers were drawn to his light and discovered new life by believing in him and walking in his way.

Outraged by claims that Jesus is equal with God, Saul persecuted Christians until he himself saw "the light" and received the Holy Spirit. Changing his name to Paul, he then fearlessly preached the good news of Jesus as Saviour and Lord. Years later, Paul wrote to the church he helped plant in Corinth. He encouraged them as weak yet enlightened Christians to preach the gospel of God's divine glory embodied and revealed uniquely in the Lord Jesus Christ: "For it is the God who said, 'Let light shine out of darkness,' who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ." (2 Corinthians 4:6 NRSV)

Today, as members of The Presbyterian Church in Canada, God calls us to humbly share the good news of Jesus who enlightens hearts and minds and offers his light and life to all people. God invites us to bask in Jesus' light, let the light of Christ shine on us and through us, then joyfully shine his light everywhere.

Through *Presbyterians Sharing* we serve together in God's multifaceted mission to the whole world. I deeply appreciate the PCC's support which, in partnership with the Presbyterian Church in Taiwan, is helping translate the Bible so people can read and respond to the gospel in their own language. In Taiwan's multilingual context, Jesus the "light of the world" is made known using various words for "light": Taiwanese "kng", Mandarin "gwang", Hakka "gong", Amis "likat", Paiwan "teljar", Bunun "singhal" or Drekay "ledra".

In Canada, the PCC is prioritizing the renewal and revitalization of congregational life by providing resources and training for personal evangelism, making disciples and faith-sharing at the local church level. Two Rivers Presbyterian Church, a new congregation in Guelph, Ontario, shares, "We live in mission as a community of faith, not as individuals separate from one another. Our hope is to grow a healthy community of disciples who live to be faithfully present agents of God's mission in the world. We will learn as we go, open to the new things God is doing through Christ's body in the world."

Jesus shines when we worship and serve the Triune God of grace. He is the source of light and life in each local congregation. May he show us what we are doing well and where we may need to refocus his light to see more clearly how to pursue God's mission and priorities.

May God, who brought light out of darkness, who came in the person of Jesus to be our daily light, lead every congregation and ministry of the PCC as we recommit ourselves to following Jesus and sharing his light and life at home and throughout the world, all for his everlasting glory.



The Rev. Dr. Paul McLean is a Bible translation consultant serving in partnership with The Presbyterian Church in Taiwan and The Bible Society in Taiwan. He works with four indigenous translation teams in Taiwan as they translate the Bible into Amis, Bunun, Drekay and Paiwan.

The goal for gifts to *Presbyterians Sharing* from congregations in 2015 is $7,500,000

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Imagining the **Kingdom**









2015 Annual Report

Parkwood
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The Presbyterian Church in Canada
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Presbyterians from across Canada joined together at the 2015 General Assembly under the theme, "Imagining the Kingdom: The Kingdom of God is like…" Together we discussed important issues and planned for the future. We passed the Presbyterians Sharing budget and dreamed of building God's kingdom. We committed to sharing in a wide range of ministries — encouraging and equipping congregations, supporting inner city, native, refugee, urban, and remote ministries, sending people to work with international partners — and so much more! What is the kingdom of God like? It is Presbyterians, working together to make mission and ministry happen as one church, made up of and reaching out to many peoples!



"Working with The Presbyterian Church in Canada through International Ministries has given me the opportunity to support local community members who are making a difference in their community. Through their committee work, members are improving their individual and collective skills and knowledge in project planning and learning how to practically pursue a better future for themselves. As Christians we are called to love our neighbours and care for the poor. Our work in Mendha is an example of just that."

— Michelle Verwey, mission staff, India

"Before coming to Winnipeg, we worked in Saudi Arabia for nine years with no church to attend there. So when we came to Lighthouse Evangelical Arabic Church, we had a very deep desire to pray and worship in our own language. We hadn't sung in Arabic for many, many years — so long that we didn't know some of the new songs sung at Lighthouse! We are so glad that we are part of this great family!"

— Dr. Baghat, Lighthouse Evangelical Arabic Church, Winnipeg, MB



"I praise God for daily grace and mercy, and I thank The Presbyterian Church in Canada, the Presbyterian Church in Taiwan and the Bible Society in Taiwan for supporting this multicultural multilingual mission work. I am grateful for the prayers and offerings which enable me to share my experience in Bible translation with our partners in Taiwan. Sincere thanks to all the congregations in the PCC, plus AMS and WMS groups, who faithfully support Bible translation through *Presbyterians Sharing*. May God bless you for the role you play in sharing the Gospel of Jesus Christ through the Hakka Bible and ongoing translation work with Taiwan's indigenous peoples."

— Rev. Dr. Paul McLean, mission staff, Taiwan

In Memoriam: 2015

Peter Fennema

Ellen Hillis

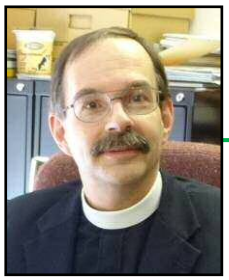
Marion MacIntosh

Doris St. Louis

Elda Wigney

Joyce Wright

A word from the Minister



James T. Hurd
Minister

Jesus said, "Go and make disciples of every nation, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28: 19-20, NIV)

The church is gathered, equipped, and sent out into the world to multiply disciples. We do not exist for ourselves alone or even principally. We exist to glorify and honour God, our Creator, and Jesus, our Redeemer, and the Holy Spirit, the One who is re-forming us and making us holy, fit to live forever with a holy and loving God.

Our mission statement at Parkwood is to enable individuals and families to discover, grow in, and share the love of God found in Jesus Christ.

In reading the annual report of Parkwood Church for the year 2015, there is evidence to be found of our having enabled individuals and families to discover and joyfully embrace the love of God found in Jesus. We celebrated baptism of new believers. There is evidence to be found of some who have grown in faith and who have embraced God's call to service. We commissioned new elders. There is evidence to be found of our having shared with others near and far the love of God found in Jesus. We welcomed newcomers to the neighbourhood, and we contributed to the support of missionaries across the country and around the world.

There is evidence, too, that we discovered other things ... which is not uncommon, when digging up ground that hasn't seen the light of day in 150 years. This has been the year of construction as we have sought to refurbish the facilities that enable us to serve the community from which we are gathered, in which we are equipped, and from which we are sent out. As this work is completed, and as we embrace new spaces, let us remember that we do not exist for ourselves, but that we glorify and honour God as we enable others to find Jesus Christ through the evidence of our love for God and for our neighbour.

With gratitude for the gifts and contributions of all, and in anticipation that our Lord Jesus will continue to enable us to serve Him as we embrace His mission.

In Christ's service,

James T. Hurd,

Pastor, Parkwood Church, Ottawa.

Proposed Agenda

Annual Congregational Meeting

Saturday, February 20, 2016 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2015 Annual Meeting – February 21, 2015 3
6. **Reports of Session Officers**
   - A. Clerk of Session - D. Featherstone 7
   - B. Roll Clerk - J. Sida 8
   - C. Communion Clerk - M. Harten & K. Marion 8
   - D. Representative Elder - G. Walford 9
   - E. Memorials Clerk - J. Huber 9
   - F. Benevolent Fund Co-ordinator - J. Sheridan 10
   - G. Working Group on Stewardship - D. Featherstone 10
7. **Reports of Ministry Teams**
   - A. Policy & Planning.....13
   - B. Finance & Maintenance 14
   - C. Outreach..... 28
   - D. Fellowship.....31
   - E. Worship Co-ordination 34
   - F. Christian Education.....36
   - G. Mission 40
   - H. Pastoral Care.....41
8. **Other Reports**
   - A. Leading With Care Team 43
   - B. Personnel.....43
9. **New Business**
   - A. Budget Team Report and Recommendations 44
   - B. Audit Team Report 47
   - C. Election of Treasurer
   - D. Facility Planning Team 47
   - E. Membership of Ministry Teams 51
   - F. Other
10. Adjournment
11. Closing Prayer

5 Minutes of the Annual Congregational Meeting
Saturday, February 21, 2015

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 21, 2015 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 6 p.m., following a congregational potluck supper.

Opening Devotional Exercises
The minister led in prayer, and thereafter read Matthew 15: 19-29 and offered a brief exposition and comment thereon, following which the congregation sang hymn #362 - "Lord of all power".

Attendance
In addition to the minister, thirty-nine members and adherents were present, as follows: Robert Berridge, Flora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Brenda Featherstone, Dennis Featherstone, John Huber, Susanne Johnson, Ted Johnson, Chris Kritsch, Jim Kritsch, Alta MacFie, Jim MacFie, Kris Marion, Suzanne McBurney, Terry McBurney, Dan Moffet, Carrie Morris, Michael Morris, Kathy Newton, Dianne Nickerson, Scott Nickerson, Don Pestaluky, Pamela Pestaluky, Lorne Roach, Margaret Roach, Jan Sheridan, Ed Steenhorst, Vicki Steenhorst, Majari Sutherland, Barbara Townsend, Duane Townsend, Dale Tuck, Alice Visser, Tim Visser, Diane Walford, Gord Walford, and David Watson.

Those present at the supper before the meeting also included: Samantha Dubois, Andre Marion, Claire McPhee, Floyd McPhee, Louise Reid, and two children.

Regrets
Regrets were registered by John Fair, Martha Fair, Marcia Harten, Karen Hurd, Holly MacDonald, Andrew McPhee, Claire McPhee, Floyd McPhee, Judy Reeves, and Stewart Reeves.

Memorial Minute
The minister invited the congregation to stand, and he read the names of the members, adherents, and friends of the congregation who had been called to higher service during the year 2014, and led in a prayer of thanksgiving for their lives and service.

Election of Secretary
The chair called for the election of a secretary for the meeting.

D. Nickerson nominated D. Featherstone. The nomination was seconded by G. Walford. D. Featherstone accepted the nomination.

J. Huber nominated A. MacFie. A. MacFie declined the nomination.

The chair called for further nominations. None were forthcoming.

On motion of K. Marion, duly seconded, it was agreed that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

Minutes of the 2014 Annual Meeting (pages 3-6)
A motion to adopt the minutes of the 2014 meeting was sustained.
(Brenda Featherstone/Kris Marion)

Reports of Session Officers (pages 7-10)
A motion to adopt the report of the Clerk of Session was sustained.
(Dennis Featherstone/Terry McBurney)

A motion to adopt the report of the Roll Clerk was sustained.
(Scott Nickerson/Don Pestaluky)

A motion to adopt the report of the Communion Clerk was sustained.
(Kris Marion/Dale Tuck).

A motion to adopt the report of the Representative Elder was sustained.
(Gord Walford/Scott Nickerson)

A motion to adopt the report of the Memorials Clerk was sustained.
(John Huber/Kris Marion)

A motion to adopt the report of the Benevolent Fund Co-ordinator was sustained. *(Jan Sheridan/Don Pestaluky)*

Reports of Ministry Teams (pages 11- 14 and pages 26-39)
A motion to receive and consider all the ministry team reports was sustained.
(Dennis Featherstone/Dianne Nickerson)

Policy and Planning
A motion to adopt the report of Policy and Planning was sustained.
(Dianne Nickerson/Scott Nickerson)

Finance and Maintenance
The Summer Office Assistant should read Summer Program Assistant (page 13). Dennis Featherstone commended the team for the volume and range of work undertaken. A motion to adopt the amended report of Finance and Maintenance was sustained.
(Dan Moffet/Duane Townsend)

Outreach
It was agreed to remove the sub-section "Aihua Chinese School" from the team report (page 26). A motion to adopt the amended report of Outreach was sustained.
(Michael Morris/Kris Marion)

Fellowship
A motion to adopt the report of Fellowship was sustained.
(Don Pestaluky/Scott Nickerson)

Worship Co-ordination
A motion to adopt the report of Worship Co-ordination was sustained.
(Gord Walford/Dianne Nickerson)

Christian Education
It was agreed to change the name Jean Sida to Dianne Nickerson (page 33). A motion to adopt the amended report of Christian Education was sustained.
(Pamela Pestaluky/Barbara Townsend)

Mission (page 40)
A motion to adopt the report of the Mission Team was sustained.
(Stewart Elder/Dale Tuck)

Mission
A motion to adopt the report of Mission was sustained. *(Stewart Elder/Dale Tuck)*

Pastoral Care
A motion to adopt the report of Pastoral Care was sustained.
(Margaret Roach/Barbara Townsend)

Other Reports (page 40)

Leading with Care
A motion to adopt the report of Leading with Care was sustained.
(Scott Nickerson/Don Pestaluky)

Personnel
A motion to adopt the report of Personnel was sustained.
(Gord Walford/Duane Townsend)

New Business
Budget Report and Recommendations (pages 41-42)
A motion to receive the report was sustained.
(Dan Moffet/Dale Tuck)

Recommendation 1 (page 41)
A motion by Session that the deficit for 2014 on a local purpose basis be financed by a transfer of $6,005 from the Unallocated Interest Fund was sustained.
(Dianne Nickerson/Dan Moffet)

Recommendation 2 (page 42)
Prior to the vote on the motion, there was applause for Michael Morris who voluntarily offered to reduce his remuneration for one year. Also, there was some discussion of ways to continue coffee and cookies after the worship service. Kris Marion volunteered to be the co-ordinator to arrange for snacks. A motion that the congregation approve total team expenditures of $218,716 for 2015 was sustained. *(Dianne Nickerson/Dan Moffet)*

Recommendation 3 (page 42)
Prior to the vote on the motion, there was some general discussion of the need for a greater

emphasis on stewardship at Parkwood. A motion that the congregation approve a target for offerings for local purposes of $200,000 for 2015 which is an increase of 2.0 per cent from 2014 was sustained. *(Dianne/Nickerson/Dan Moffet)*

Recommendation 4 (page 42)
A motion by Session that the congregation approve a target for givings to Presbyterians Sharing of $21,515 for 2015 was sustained. *(Dianne Nickerson/John Huber)*

A motion to adopt the report as a whole was sustained. *(Dianne Nickerson/Dale Tuck)*

Audit Team Report
As indicated in the report (page 43), Kathy Newton would make a verbal report at the annual meeting. The team conducted an independent scrutiny of the records for Parkwood Presbyterian for the year ended December 31, 2014. The work was started in November 2014 and completed by the last week of January 2015. "The scrutiny was performed in accordance with the procedures sent out in the Book of Forms. The books of accounts and supporting documentation were reviewed on a test basis as is acceptable in performing an audit. During this process no irregularities came to the attention of the team."

A motion to receive the report of the Audit Team and to adopt the Financial Statements was sustained. *(Kathy Newton/Ed Steenhorst)*

Kathy indicated to the meeting that the Treasurer continues to keep a clear and detailed set of records which facilitates an audit. She commended Lorne on his outstanding work as Treasurer. There was a sustained round of applause for Lorne.

A motion to appoint the same audit team for 2015 was sustained.
(Dianne Nickerson/Gord Walford)

Election of Treasurer for 2015
A motion to appoint Lorne Roach as Treasurer for 2015 was sustained.
(Dianne Nickerson/Duane Townsend)
Facility Planning Team, including Project Balances (pages 43-46)
A motion to adopt the report of the team was sustained.
(Dennis Featherstone/Dianne Nickerson)

33In response to a question of how secure the construction site will be, it was indicated that the Construction Manager plans to install an 8-foot high fence. In response to a question on how the congregation will be kept informed of progress and changed access to the building, it was agreed to send communication via e-mail to those willing to provide their e-mail address. The Construction Manager has agreed to provide the team with a minimum of three weeks' notice for major changes to access to the building.

A motion to adopt the report as verbally extended was sustained.
(Dennis Featherstone/Dianne Nickerson)

Membership of Ministry Teams for 2015 Page 47)
Bill Zylstra has asked to be removed from the Fellowship Team. A motion to approve the adjusted listed membership for the various teams was sustained.
(Ed Steenhorst/Dale Tuck)

Other New Business
A motion to establish a designated Fellowship Fund for congregational donations with the Fellowship Team to administer the fund was sustained. *(Gord Walford/Michael Morris)*

A motion to establish a working group to explore options to improve our stewardship and to make recommendations to the congregation on or before October 1 was sustained. *(Kathy Newton/Kris Marion)* Session was asked to form the working group or to provide leadership to a working group which would include non-elders. Terry McBurney, Michael Morris, Dale Tuck and Stewart Elder volunteered to be on the working group.

A motion for the congregation to borrow internally from the Organ Replacement Fund before it undertakes external borrowing for the construction project was sustained.
(Dan Moffet/Gord Walford) There will be a need for a financial instrument (e.g., a promissory note) for the borrowing of this money. The Treasurer, Trustees and Auditor will need to make a decision on the particular financial instrument and its wording.

It was agreed that e-mails would be used to provide communication on the various stages of the construction project. An opportunity to provide e-mail addresses for this purpose will be established.

Adjournment
A motion to adjourn was sustained.
(Dianne Nickerson/Dan Moffet)

Closing Prayer
The Moderator closed the meeting with prayer at 8:35 p.m.

_____

Dennis Featherstone

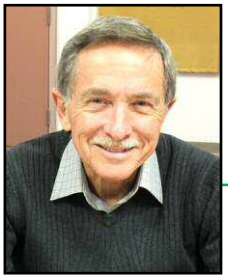
Secretary

_____

Rev. James T. Hurd

Moderator

6 Report of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

The year 2015 was filled with challenges and several achievements for which we are thankful. The major challenges included:

- The initiation of the long-awaited construction project
- The need for patience, flexibility and understanding as the construction process integrates the two buildings
- The target to balance the budget for local purposes
- The goal to donate a substantial amount of money to the building fund and to secure a loan to help finance the project
- The need for resource time to prepare and present one course for Christian Education and one for Outreach
- The need to improve our understanding of stewardship with the assistance of the Working Group on Stewardship

Major achievements in 2015 included:

- Substantial progress on the construction project with the new building nearing completion (but with renovation of parts of the existing building to come)
- A surplus in the budget for local purposes
- A third consecutive year with total offerings and other income in excess of $300,000 including donations of nearly $58,000 to the Building Fund
- The presentation of Living Beyond Ourselves (Christian Education) was well received while Christianity 101 (Outreach) was not well attended
- A preliminary report on stewardship obtained responses from the congregation which led to early action by Session on the key recommendations
- Six members were ordained and admitted as elders in December

There were two resignations of important appointees. Margaret Main resigned after serving as Librarian for 10 years. Rev. Hurd prepared a note commending Margaret for her helpful and valuable service and this note was read during a church service. To mark her time as librarian, a cake was available during the period of refreshments after the worship service. Flora Brown resigned as caretaker on November 30 due to health issues, after some 30 years of service. A plan to mark her time as caretaker is in place, pending Flora being well enough to attend a church service.

For 2016, the initial agenda of Session includes achieving progress on the following:

- To determine the main reasons for the decline in attendance and recommending ways to reverse the decline
- To complete the construction project and to develop a target plan to minimize our period of indebtedness
- To develop financial narratives for financial goals, achievements and encouragements which are much simpler and shorter than the current approach
- To develop plans to increase the visibility of the Mission Statement and to improve how Session and its teams use the Mission Statement in their planning and evaluating of programs, actions and decisions.
- To determine whether the path to an Adult Social Group is through initiation by interested adults rather than by one of our teams

- To assess the value versus the resource cost of the two courses presented in 2015 and to consider alternative courses or approaches to education and outreach

As of December 31, 2015 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Jean Pierre Bernard; Flora Brown; Marion Campbell; Phil Campbell; Asuquo Eniang; Laura Game; Marcia Harten; Ivan Hooper; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Kristine Marion; Andrew McPhee; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Judy Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Tim Visser; Gordon Walford; and Bill Zylstra. Susan McCullough is on special leave.

In the summer, Bill and Fenna Zylstra moved to Maitland, Ontario and are searching for a new church in that area. As a result, Bill became inactive as an elder in the fall. Parkwood will miss the contributions made by Fenna and Bill to life at Parkwood.

In December, Session accepted with regret the request by Harry VanDyk to demit as an active elder. Session is thankful for the many years of Harry's service as an elder.

— *Dennis Featherstone*



Jean Sida
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2014		197
Number added during 2015		
by transfer	1	
by profession of faith	2	
Total added	3	
Number removed during 2015		
by death	4	
by resolution of Session	5	
Total removed	9	
Number of members on the roll, December 31, 2015		191

— *Jean Sida*



Marcia Harten and Kristine Marion,
Co-Communion Clerks

C. Communion Clerk Report

The record of communion for 2015 is as follows:

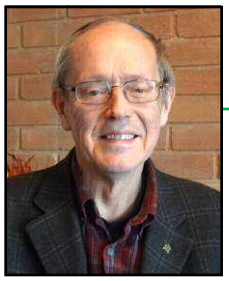
- March 1: 98 served
- April 2 (Maundy Thursday): 51 served
- June 7: 85 served
- October 4: 99 served
- December 6: 100 served

Pastoral Care Communion

- April : 22 served
- November : 21 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

— *Marcia Harten and Kristine Marion*



Gord Walford
Representative Elder

D. Representative Elder Report

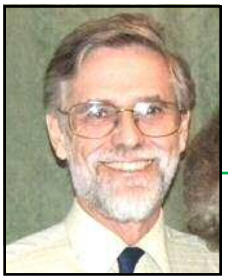
The Presbytery of Ottawa consists of twenty churches and one extension work, the Barrhaven Mission. During 2015 a new Arabic ministry began as an initiative of Grace Church, Orleans, plans to hire a visitation coordinator and a youth worker (the latter a joint appointment with the Presbytery of Seaway-Glengarry) came closer to fruition and the Barrhaven Mission received permission to seek a half-time appointment. The presbytery also oversees the operation of Gracefield camp through a Board of Directors. Eight churches are vacant: St. Andrew's Aylmer, St. Andrew's Kars, Knox Manotick, St. Giles, St. Stephen's, St. Timothy's, The Upper Room (Rockland) and Vernon Church, Osgoode, although one, Knox Manotick, is about to call a minister. Two of the vacant churches are operating with interim ministers: St. Giles and St. Timothy's; the Aylmer, Vernon and Rockland congregations are operating under longer term supply arrangements. During the year the Presbytery lost a minister (Susan Clarke) and gained one (Jim Pot).

The presbytery met 12 times in 2015, seven "regular meetings", three special meetings and two emergent meetings (to deal with specific business between regular meeings). Special meetings included a day to discuss several overtures going to General Assembly, one dedication of a newly-renovated sanctuary and one induction.

Our minister is the Presbytery Clerk; the position of Moderator was held on a rotating basis by former moderators during the first half of 2015 and by elder John Tyler of Westminster church from September on. A number of Parkwood people sit on Presbytery committees.

I completed my year as Moderator of the Synod of Quebec and Eastern Ontario in October, but was unable to attend the Synod meeting due to a death in the family. I will sit on Synod Council as past moderator until October 2016. I also sit on the national church's Committee to Nominate Standing Committees, the group whose job it is to find able people to sit on the various committees of General Assembly; I am in my second year of a three-year term on that committee.

— *Gord Walford*



John Huber 2015
Memorials Clerk

E. Memorials Clerk Report

Over the course of the year, in memory of individuals, Parkwood received gifts directed to the Building, Memorial, Pastoral Care and Session Benevolent Funds. In 2015, funds were received in memory of Joyce Wright, Ellen Hillis, Peter Fennema and Betty Jones.

Donations are received by the Treasurer, who reports the fund balance monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the fund are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of undesignated gifts is decided by Session, all for the glory of God and for use at Parkwood.

— *John Huber*



Jan Sheridan
Benevolent Fund
Co-ordinator

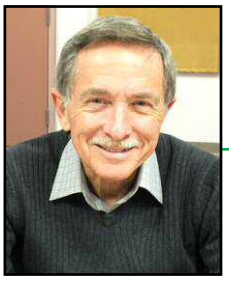
F. Benevolent Fund Report

The Session Benevolent Fund exists primarily to help folks in our congregation through unexpected financial challenges in a confidential way. A few in the neighbourhood have been helped- usually with bus tickets or food vouchers.

Thanks to Chris Marion, Marcia Harten, and Dale Tuck for extra help with Christmas White Gifts and hampers.

Usually the main income for the next year comes from the Christmas Eve service. It is supplemented by smaller sums in the envelopes throughout the year. Due to larger than usual needs met this year, our funds for the coming year are about half the sum we had in January 2015. More support will be needed during the coming year. This fund is audited yearly.

— *Jan Sheridan*



Dennis Featherstone
Leader, Working Group on Stewardship

G. Request to Working Group

At the Annual Meeting on February 21, 2015 the congregation established a Working Group to explore options to improve our stewardship and to make recommendations to the congregation on or before October 1. The Congregation asked Session to form the Working Group or to provide leadership to the group which should include non-elders. At the meeting, Terry McBurney, Michael Morris, Stewart Elder and Dale Tuck volunteered for the working group. Session asked Kathy Newton and Dennis Featherstone to be co-leaders of the group.

Unfortunately, Kathy was unable to accept this position because of pressing work demands.

Session suggested that as a minimum the Group should address the following:

- To recommend mechanisms to strengthen stewardship in the congregation
- To review, update and revise With Glad and Generous Hearts
- To educate Session on issues relating to Stewardship
- To consider whether the Stewards by Design Program would provide benefits to the Congregation

Actions by the Group

The group reviewed, updated and revised the financial booklet With Glad and Generous Hearts. It was made available to the congregation in the fall.

The group met with representatives from Gloucester Presbyterian who had attended the Stewards by Design Program. They spoke in glowing terms about the conference and strongly recommended attendance. Unfortunately, the total cost of the conference is $2,000 for four people attending. For financial reasons alone, it was not appropriate for Parkwood to apply to attend the conference in 2016. But if financial bursaries can be obtained to significantly lower the cost, then application in early November of 2016 to attend in 2017 should be seriously considered.

The group prepared a Preliminary Report which was made available to the congregation in early October. In the report, the group indicated it is essential for the congregation and Session to view stewardship in the broad terms of time, talent and treasure (or time, skills and finances). There is a need to evaluate how we as a congregation have programs and activities which are broadly consistent with our mission statement.

The Preliminary Report contained a "tear-away" back page on which the responses of the congregation to 10 recommendations were requested. The deadline for responses was initially October 25 but then extended to

November 22. At that point, the Working Group had 29 responses to analyze as responses to the recommendations. The following is a report on the degree of importance attached by the congregation to the recommendations, along with initiated or proposed actions.

Report on Congregation's response to the Recommendations

The congregation indicated three recommendations were very important.

1. Develop initiatives to increase church attendance, in part by identifying the causes of the decline in membership over the last several years and reviewing the approaches used by congregations where attendance is increasing.

   Progress: Session has established a working group to address this question, starting with a review of the format of the worship service.

2. Encourage donations to the Building Fund to minimize our period of indebtedness.

   Progress: In the Annual Report for 2015, the details of the loan were set out for information. As well in the report, the approach to the budget integrates local purposes and the new building, including the loan repayment.

3. Develop financial narratives for financial goals, achievements and encouragements which are much simpler and shorter than the current approach.

   Progress: The new approach to communication started with the presentation of the annual budget and will continue with the way updates are presented through the year.

Two additional general recommendations were indicated as important.

1. There is a need to increase the visibility of the Mission Statement and to review and improve how the Session and its teams use the Mission Statement in their planning and evaluating of programs, actions and decisions.

   Progress: This need will be addressed by Session once the new teams for 2016 are determined. There may be a need for a working group of some elders and others to assist with the development and implementation of this process.

2. There is a need for more stewardship in the form of volunteer time and talent.

   Progress: There were relatively few responses to the survey form asking for the identification of skills and experience. Another attempt to obtain responses is being considered.

   More consideration should be given to seek volunteers for identified short-term specific projects.

There were two other recommendations in the preliminary report which the congregation indicated were less important.

One is whether a small Stewardship Team should be established to assist in increasing "Planned Giving" awareness and understanding as well as providing assistance with program evaluation. No action was undertaken on this possibility during 2015.

A second was whether Parkwood should apply to send a team to attend the next "Stewards by Design" training session. An application was not submitted by the November deadline for attendance at the conference in April 2016. Given the favourable review the team received by Gloucester Presbyterian who attended an earlier conference, the possibility of applying before November to attend the conference in April of 2017 should be considered by Session.

Other responses to the preliminary report

In the questionnaire, there was space for additional comments. Approximately one-quarter of the respondents made time and effort to provide written comments. In general, the comments were addressed to the questions which were generally thought to be the most important.

By far, the largest number of comments was on the need to increase church attendance.

Suggested ways to do this included more communication by elders, reducing the length of the typical worship service, reducing the length of the average sermon, improving the relevance of the typical sermon to the concerns of everyday life and increasing the opportunity to sing familiar hymns.

Recommendations

The process of providing a preliminary report in October and obtaining responses from the congregation has enabled Session to begin action before the beginning of 2016 rather than after the Annual Meeting. As a result, the Working Group is making just two recommendations:

The Working Group recommends that a Stewardship Team of three people be established to assist in increasing "Planned Giving" awareness and understanding as well as providing assistance with program evaluation.

The Working Group recommends that Session consider applying by the November deadline to send representatives to the conference in April of 2017, providing the cost to the congregation is no more than $500.

— *Dennis Featherstone*
Leader, Working Group on Stewardship

7 Report of Ministry Teams



Dianne Nickerson
Team Leader

A. Policy and Planning Team

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation. As of December 31, 2015, the following are members of P&P: Dianne Nickerson, Ivan Hooper, Dennis Featherstone (*ex officio*), and Rev. James Hurd (*ex officio*).

Rental Fees for Parkwood Facilities

In order to comply with the guidelines set out by the Canada Revenue Agency, further research was conducted. Dianne and Dennis conferred with Dan Moffet (F&M) and Brenda Creighton (Room Bookings Co-ordinator). After meetings and discussions, a final proposal was prepared. Minor changes were made to the Policy on Use of Parkwood Presbyterian Church Facilities, and a draft Parkwood Church Facility Fee Schedule was prepared jointly by Dan and Brenda, for review and consideration by P&P. Recommendations for minor changes in the Policy and acceptance of the Fee Schedule were approved by Session on November 23, 2015. The Fee Schedule will be reviewed annually by Policy and Planning and Finance & Maintenance and updated as needed.

CPR/Defibrillator

The defibrillator (Powerheart AED G3) machine was installed and Karen Hurd held training sessions on its use on March 14, 2015. We now have approximately 15 or more persons in our church who are trained in the use of the machine in case of an emergency.

Letters from the Principal Clerk of the Presbyterian Church in Canada

Letters sent to Session from the Principal Clerk, Presbyterian Church in Canada were forwarded to and considered by P&P. Items considered: (a) the elimination of synods; (b) proposed new terms of reference for Assembly Council; it was decided that we would adopt the decisions made by Presbytery, which were negative in both instances. We will continue to address other items of concern in 2016.

Other matters were forwarded to our various teams for their consideration.

Session Retreat/Roots & Wings Conference

We discussed the results of our session retreat in October of 2014, and the Roots & Wings Conference in March, 2015, with a view to considering what new approaches we can make at Parkwood to enhance growth, worship, discipleship, etc.

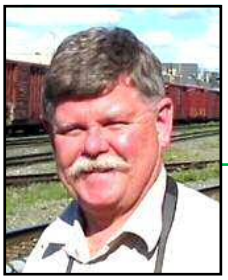
Elders

It was apparent that we needed more elders to share in the work of Parkwood. A recommendation was brought to session in May to add to its number and invite the congregation to put forward up to six names for election to the session of Parkwood. This was approved by session on May 25, 2015.

Budget

The financial report in August showed a large projected deficit, so, as part of the Budget Team, P&P decided that an early meeting with team leaders should be held to discuss the situation. A note was prepared for publication in the weekly bulletin and the Pulse to encourage and remind the congregation of their responsibility to meet the obligations of the day-to-day operations of our church.

— *Dianne Nickerson*



Dan Moffet
Team Leader

B. Finance and Maintenance Team
What a difference a year makes! New staff! New challenges! New building!

The position of Administrative Assistant underwent an in-depth analysis and review. Over the years, and with several people occupying the position, many tasks and duties have been added to this position, sometimes just on the assumption that "the Admin can do that." What actually happened is that the workload increased considerably beyond the hours and budget allotted, with the result that some work was done *pro-bono* (without pay), as part of the 'personal ministry' of the job-holder, or had to be let slide, meaning it did not get done. While Brenda Creighton served as acting AA, she performed a job audit on behalf of F&M. That involved tracking every task and duty, recording the steps, time and resources each one took and reviewing each as to whether it should be done by the AA or would be better accomplished some other way. The main outcome of this exercise is the detailed update of the Office Manual. It details the process, resources and time needed for almost every conceivable activity that the office might be involved in. Each entry was examined, tested and edited for accuracy and currency. One major conclusion of the job audit was that there was considerably more work than hours for a typical employee. The usual activities of a regular week fill the hours available, and productions like Christmas and Easter letters and especially the Parkwood Annual Report require extra hours and budget.



The good news is that the job audit and manual update were accomplished, and we were able to refresh the job description and actually hire a new Administrative Assistant in the person of Dalia Hanna, who started September 21, 2015. Since the job is so complex, Brenda Creighton has been continuing to provide guidance and support as Dalia learns the job.

Flora Brown has served as Parkwood's Caretaker for many years - nobody seems to know for sure, not even Flora! The nearest guess so far is somewhere above 30 years. She did let on that besides her role as Caretaker and Elder she served on other committees and teams, taught Sunday school, sang in the choir and was even church secretary in Parkwood's early years. (Ask her about the printing press in her bedroom...) But with increasing health challenges, Flora decided late in 2015 it was time for a well-deserved rest from her labours. A phrase from Matthew 25:21 seems to have been written for Flora: "Well done, good and faithful servant. ... Come and share your master's happiness!". In Flora's case, I believe our Master is very happy.

With Flora's resignation came a new challenge for F&M. The closest thing to a job description was a double-spaced typewritten document dated May 1991 titled "Duties of a Part Time Caretaker". The last paragraph reads " The above schedule of duties have been done by Don and Flora for some time now and we trust has been satisfactory. The next step would be to go to a Full Time Caretaker in which we are not interested. It is at present too much work territory to cover for one person." Added to it was a half page "Weekly Duties of a Part time Caretaker" dated June 28, 04. So, F&M's challenge was to prepare an outline job

description with which to hire a new church Caretaker. The added complexity is that with construction in progress, the list of duties is a moving target. In addition, until the rooms are finished and in use, we are not really sure what cleaning processes will be needed. The solution was to write a generalized list of duties according to weekly, monthly, quarterly/seasonal, yearly and non-scheduled tasks on the basis of the completed building, with the understanding that new or renovated spaces would be included in the work as they were finished. This gave some flexibility for extra work as a result of construction dirt and a chance for the candidate to gradually work into the job. This task list is expected to evolve as Parkwood settles into the new environment. With that in place, we hired Christopher Moran, who started December 1, 2015.

The best part of 2015 was watching and participating in the construction of the addition to Parkwood. But construction has also thrown us a few challenges - relocating telephone and IT systems, providing key access to basement doors, relocating furniture and equipment, trying to keep access safe and clean, trying to keep up with dust and dirt generated by construction, providing temporary heat while furnaces were off... and then there was the day of the FLOOD! One Sunday, while the roof was being framed on the addition and there was a big gap between old and new, we received a deluge of Biblical proportions, or at least it seemed to us trying to keep up with the flow. Water came in from the addition, flowed right through the Music office into the Meeting Room, made a wide sweeping turn and continued into the Kitchen. Several wet-dry vacuums managed to stem the tide and eventually brought things under control. Chris Lytle of Pri-Tec Construction came in and drilled holes in the newly poured concrete floor slab to collect the in-flowing water and redirect it. Several file cabinet had to be emptied and lifted up onto blocks to let the carpet dry beneath them. Eventually, the vacuums prevailed and we could walk without splashing. With fans and heaters the flooring dried up in a week or so. Thankfully, only a few large-format music sheets were damaged as they stood on the floor where the water came in. A blessing of the renovations is that the Music office will have proper storage and things will be better protected. I think the Finance & Maintenance Team may be most anticipating the completion of the project. I know I am.

— *Dan Moffet*

Parkwood Events Report



Parkwood Events is a fancy name for the scheduling of time and space for our individual church activities and other uses of the building by our clients and outside groups. This year has been especially challenging with the demolition of the Mulvagh Wing and construction of the new building. Many groups have had to relocate from their normal space into a different or smaller space on another level. This required arranging with F&M for temporary movement of materials for some meetings including ensuring that tables, chairs, filing cabinets for toys and easels for ESL classes were on the right level.

Construction also required more diligence on my part to ensure that the building was as clean and usable as possible for the groups who rent our building. The construction site supervisor continues to receive updated copies of the calendars for each month so he can schedule work around all our uses of the building.

The caretaker receives updated calendars to help schedule cleaning around other activities and to keep the building as habitable as possible. Not an easy thing to do these days.

Accomplishments:

- Organized a filing system for paper work supplied by outside users as requested by the Policy and Planning Team.
- Session ad hoc group on user fees consisting of myself as Parkwood Events Co-ordinator, the Clerk of Session and team leads of Policy and Planning and Finance &

Maintenance prepared a recommendation for a schedule of room rental fees for the November Session meeting. This is a requirement of CRA (Canada Revenue Agency) and has taken a number of years to complete. Session approved the recommendations and fees have been implemented beginning on January 2, 2016.

Continuing Challenges:

- Contacting leaders of events about turning off the lights, locking up equipment after meetings, closing windows and locking the outside doors to the building.
- Reminding people that furniture that is moved must be returned to the place and level it belongs.
- Groups not cancelling a meeting, especially when someone wanted that time and room.
- Replacing lost keys.
- Leaving the kitchen in the same condition that you found it.
- Turning off the dishwasher when you are finished.
- Letting us know if something is broken and needs to be replaced or needs to be cleaned.

Brenda Creighton
Parkwood Events Co-ordinator
parkwoodevents@yahoo.ca

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

DECEMBER 31, 2015

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2015

ASSETS	Unrestricted	Invested in Capital Assets	Restricted	Net Assets Dec. 31, 2015	Net Assets Dec. 31, 2014
Current assets:					
Cash on Hand and in Bank	$ 46,673	$ 499	$ 198,291	$ 245,463	$ 40,839
Short-term Investments - at cost	0	0	0	$ 0	508,587
HST Recoverable	43,507	0	0	43,507	11,458
Loan Receivable	0	0	0	0	0
	90,180	499	198,291	288,970	560,884
Long-term investments - at cost	0	0	0	0	0
Church Building, Furnishings (note 2)	0	2,596,397	0	2,596,397	1,474,807
Land (note 2)	0	1	0	1	45,000
Total Assets	$ 90,180	$ 2,596,897	$ 198,291	$ 2,885,368	$ 2,080,691
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
LIABILITIES					
Current :					
Secured Loan payable-current (Note3)	$ 2,800	$ 0	$ 0	$ 2,800	$ 0
Secured Loan payable-longterm- (Note 3)	62,200	0	0	62,200	0
Total Liabilites	65,000	0	0	65,000	0
Reserved Funds (see schedule)	0	499	198,291	198,790	551,889
Investment in Net Assets					
Balance before appraisal adjustment	25,180	1,519,807	0	1,544,987	1,528,802
Adjustment to appraisal value of Capital Assets	0	1,076,591	0	1,076,591	0
Total Liabilities, Reserved Funds and Net Assets	$ 90,180	$ 2,596,897	$ 198,291	$ 2,885,368	$ 2,080,691

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2015

	2014 ACTUAL 12 MONTHS	2015 ACTUAL 12 MONTHS	2015 BUDGET 12 MONTHS	2016 BUDGET 12 MONTHS
RECEIPTS:				
OFFERING - Operations	$ 196,172	$ 203,205	$ 200,000	$209,409
OFFERING - Special Appeals Outreach	26,389	27,463	21,515	21,000
	222,561	230,668	221,515	230,409
OTHER INCOME - Rentals	13,897	16,728	13,000	16,500
OTHER INCOME - Other Charities	3,004	0	0	0
OTHER INCOME - Recoveries	5,747	5,605	2,000	2,500
	22,648	22,333	15,000	19,000
TOTAL RECEIPTS	$ 245,209	$ 253,001	$ 236,515	$ 249,409
EXPENDITURES:				
MISSION TEAM	$ 7,499	$ 6,804	$ 6,200	$ 6,100
OUTREACH TEAM	789	1,177	1,300	1,500
FELLOWSHIP TEAM	1,390	1,109	1,150	1,150
PASTORAL CARE TEAM	0	0	0	0
CHRISTIAN EDUCATION TEAM	17,607	13,265	14,575	14,725
WORSHIP COORDINATION TEAM	21,229	20,915	20,395	21,026
THE KIRK SESSION	6,112	7,417	7,500	7,160
FINANCE & MAINTENANCE TEAM	167,905	164,671	167,596	176,748
SPECIAL APPEALS OUTREACH	28,683	27,463	21,515	21,000
TOTAL EXPENDITURES	$ 251,214	$ 242,821	$ 240,231	$ 249,409
NET REVENUE (LOSS) FOR THE YEAR	-$ 6,005	$ 10,180	-$ 3,716	$ 0
OPERATING FUND BALANCE BEGINNING OF YEAR	$ 12,361	$ 8,995	$ 8,995	$ 25,180
ADD: TRANSFERS TO OPERATING FUND	2,639	6,005	6,005	
DEDUCT: TRANSFERS FROM OPERATING FUND				
OPERATING FUND BALANCE END OF YEAR	$ 8,995	$ 25,180	$ 11,284	$ 25,180

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2015

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec 31,2015	Total Dec 31, 2014
Cash from operating activities					
Net revenue (loss) for the year	$10,180		-$ 347,094	-$ 336,914	-$ 50,355
Add items not involving cash					
Interfund transfers	6,005		-6,005	0	0
	16,185	0	-353,099	-336,914	-50,355
Changes in non-cash working capital					
HST/GST recoverable	-32,049	0	0	-$ 32,049	-4,808
Loan receivable	0	0	0	0	0
Net cash generated through operating activities	**-15,864**	**0**	**-353,099**	**-368,963**	**-55,163**
Investing Activities					
(Increase) decrease in Investments (net)		499	508,088	508,587	42,112
Financing Activities					
Increase (decrease) in Secured Loan	65,000	0	0	65,000	42,112
Net increase (decrease) of cash during year	**49,136**	**499**	**154,989**	**204,624**	**29,061**
Cash- beginning of year	-2,463	0	43,302	40,839	53,890
Cash - end of year	**$ 46,673**	**$ 499**	**$ 198,291**	**$ 245,463**	**$ 40,839**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2015

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Interfund	-Deficit	Balance
Fund Description	Jan. 01, 2015	Offering	Contributions		Receipts	Equipment	Cost	Expenditures	Transactions	For the Year	Dec. 31,2015
Team Programmes											
Fellowship Team Fund	$ 879		$ 67		$ 67			$ 0	$ 0	$ 67	$ 946
Course Fees Fund	334				0			$ 0		0	334
Flower Fund	186				0		85	$ 85		-85	101
Key Deposit	92		20		20		20	$ 20		0	92
Logos Program	227	635	42		677		556	$ 556	330	451	678
Outreach Projects	1,845				0			$ 0		0	1,845
Pastoral Care Fund	1,380		76		76		670	$ 670		-594	786
Special events	2				0			$ 0		0	2
Youth Group Fund	2,073	1,300	456		1,756		**$ 1,289**	$ 1,289	-330	137	2,210
TOTAL	**$ 7,018**	**$ 1,935**	**$ 661**	**$ 0**	**$ 2,596**	**$ 0**	**$ 2,620**	**$ 2,620**	**$ 0**	**-$ 24**	**$ 6,994**
Capital Expenditures											
Audio Visual Fund	$ 355		$ 25		$ 25			$ 0		$ 25	$ 380
Building Expansion Fund	207,499	57,538	80,284		137,822		502,525	502,525	157,204	-207,499	0
Hymn Books, Bibles Fund	249				0			0		0	249
Organ Replacement Fund	15,254				0			0		0	15,254
Reserve for Capital Expenditures	499				0			0		0	499
TOTAL	**$ 223,856**	**$ 57,538**	**$ 80,309**	**$ 0**	**$ 137,847**	**$ 0**	**$ 502,525**	**$ 502,525**	**$ 157,204**	**-$ 207,474**	**$ 16,382**
Session											
Memorial Fund	$ 2,204	$ 605			$ 605		$ 12	$ 12	$ 0	$ 593	$ 2,797
Parkwood Session Benevolent Fund	3,046	1,845	504		2,349		4,264	4,264		-1,915	1,131
Student Assistance Fund	558		192		192			0		192	750
TOTAL	**$ 5,808**	**$ 2,450**	**$ 696**	**$ 0**	**$ 3,146**	**$ 0**	**$ 4,276**	**$ 4,276**	**$ 0**	**-$ 1,130**	**$ 4,678**
Bequests											
Boyd Bequest Fund	$ 105,399				$ 0			$ 0	-$ 36,919	-$ 36,919	$ 68,480
Cairns Bequest Fund	83,448				0			0	-83,448	-83,448	0
Hempstock-Huff Bequest Fund	36,837				0			0	-36,837	-36,837	0
Mitchell-Hempstock Bequest Fund	75,000				0			0		0	75,000
Mitchell-Hempstock Interest Fund	7,312				0			0		0	7,312
Unallocated interest fund	7,026			8,738	8,738			0	-6,005	2,733	9,759
Lancaster Bequest Fund	24				0			0		0	24
Nekrassoff Fund	161				0			0		0	161
Rosmarie Spoerri Fund	0	10,000			10,000			0		10,000	10,000
TOTAL	**$ 315,207**	**$ 10,000**	**$ 0**	**$ 8,738**	**$ 18,738**	**$ 0**	**$ 0**	**$ 0**	**-$ 163,209**	**-$ 144,471**	**$ 170,736**
Total Reserved Funds	**$ 551,889**	**$ 71,923**	**$ 81,666**	**$ 8,738**	**$ 162,327**	**$ 0**	**$ 509,421**	**$ 509,421**	**-$ 6,005**	**-$ 353,099**	**$ 198,790**

Funds earmarked for expansion

Building Expansion Fund	$ 0	
Boyd Bequest Fund	68,480	
Cairns Bequest Fund	0	
Hempstock-Huff Bequest Fund		0
Mitchell-Hempstock Bequest Fund (If Necessary)		75,000
TOTAL		**$ 143,480**

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2015

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated December 15, 2015.

The land is stated at nominal value as the valuation is not determinable.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

As at December 31, 2015, there are no investments on hand (2014-$508,857).

Interest earned on both long and short term investments is recorded on a cash basis when received.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, short-term investments, HST recoverable and current liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. BUILDINGS AND FURNISHINGS:

The Church building and furnishings are recorded at estimated replacement value at December 31, 2015 based on the most recent insurance valuation dated December 15, 2015. The value of the Building and Furnishings at this time was estimated at $2,596,397.

As at December 31,2015, the property known as the "old farm house "has been demolished and is being redeveloped as disclosed in Note 6 to these financial statements. The amount included in the above valuation for the reconstructed building is $341,100 which represents 75% of the expected construction costs at December 31, 2015. The value of the new addition will be updated once construction is complete.

The cost of land at 10 Chesterton Drive is recorded at a nominal value of $1.

3. SECURED LOAN PAYABLE:

In December 2015, the Church secured a loan of $65,000 from the Lending Fund of the Presbyterian Church in Canada (the Fund). The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 21, 2015.

The loan is secured by a charge on the land and building at 10 Chesterton Drive, Ottawa Ontario,

The loan is interest free for the first 6 years, with 7% interest per annum on the outstanding balance thereafter from the 7th to the 15th year. Payments on the loan are to be made quarterly, based on a predetermined repayment schedule with interest amounts being added to the principal repayment amount beginning in the 7th year (2022).

The total principal repayment due in the 12 months ending December 31, 2016 is $2,708.55.

4. INTERFUND TRANSFERS:

During the year ended December 31, 2015 $ 6,005 was transferred from the Unallocated Interest Fund to the Operating Fund as approved at the February 21, 2015 Annual Congregational Meeting.

5. GOVERNMENT FUNDING:

During the year ended December 31, 2015 an amount of $3,375 (2014-$3,474) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

6. PROPOSED BUILDING REDEVELOPMENT:

In mid-February of 2015, the Amending Site Plan Agreement and the required guarantees and insurance requirements were signed and delivered to the City of Ottawa. On March 10, our architect picked up the Building Permit which meant Parkwood had an "unconditional green light" to proceed with the entire project. A ceremony to decommission the Mulvagh Wing took place on April 12 with a brick being knocked out of the wall of the Mulvagh Wing. On May 25, the project began physically when the demolition of the Mulvagh Wing began. In less than one work day, the building was pulled down and a significant portion of the old building was taken away.

Some delays were experienced during 2015. A well was located close to where the Mulvagh Wing was located and the well and adjacent area needed to be checked for environmental damage. There was a decision to remove the floor in the old furnace room and install a new one at the same level as the surrounding floors. It took Enbridge 11 weeks from Pri-Tec's request to move and re-attach the gas meter.

The major integration of the two buildings began on November 17 with the closing of the access to the stairs from the Narthex to the basement. Access to the various spaces in the lower level was only through the exterior doors from the patio area behind the Church. A new floor has been installed over top of where the stairs once were to extend the size of the current Narthex into the new Gathering Space.

As of December 31, the construction phase of the project is well advanced. This includes painting, hanging of doors, installation of light fixtures, installation of the new lift, vinyl tile on the floors in three rooms, ceramic tile in the entrance way and a considerable amount of ductwork to provide heat to the new rooms and storage areas. Pri-Tec is working closely with the inspectors to ensure that the final details meet the building and lift codes.

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Carlington Chaplaincy Fund	$ 500	$ 500	$ 500	$ 500
Covenant Orthodox Presbyterian Church	3,000	2,500	2,500	2,500
Gracefield Christian Camp & Retreat Centre	1,500	1,450	1,450	1,450
Inter-Varsity Christian Fellowship	900	900	900	800
Other	1,599	1,454	850	850
Total	$ 7,499	$ 6,804	$ 6,200	$ 6,100

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Advertising-newspapers	$ 556	$ 577	$ 500	$ 500
Brochures for visitors			100	100
English Fellowship Evening	176		200	200
Kumon Outreach	0		100	100
Other	57	600	400	600
Total	$ 789	$ 1,177	$ 1,300	$ 1,500

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Social Hour Supplies	$ 1,370	$ 1,109	$ 1,100	$ 1,100
Support for Gracefield Weekend	20		50	50
Total	$ 1,390	$ 1,109	$ 1,150	$ 1,150

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Pastoral Care	$ 0	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0	$ 0

PARKWOOD PRESBYTERIAN CHURCH *2 of 4*
TEAM BUDGETS

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Adult Education	$ 333	$ 359	$ 350	$ 500
Church Library	300		200	200
Church School	889	895	1,000	1,000
Logos Program	1,035	1,153	1,000	1,000
Nursery Care			25	25
Summer Programming	14		100	100
Young Adults	3	228	300	300
Youth Group	1,497	476	1,600	1,600
Youth Facilitator	13,536	10,154	10,000	10,000
Total	$ 17,607	$ 13,265	$ 14,575	$ 14,725

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
CCLI Licence	$ 500	$ 500	$ 500	$ 501
Hymnals/Bibles repair/replace			25	25
Music	222	41	200	50
Director of Music Ministry	17,770	17,770	17,770	18,000
Continuing Education	575	615	250	250
Piano/organ maintenance	230	345	350	350
Organist/Pianist Supply	808	1,020	750	800
Pulpit supply	1,124	624	450	1050
Other			100	
Total	$ 21,229	$ 20,915	$ 20,395	$ 21,026

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Congregational Supplies	$ 492	$ 302	$ 350	$ 350
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	185	185	200	200
Presbytery Dues	5,228	6,723	6,725	6,085
Web Hosting	107	107	125	125
Other				300
Total	$ 6,112	$ 7,417	$ 7,500	$ 7,160

PARKWOOD PRESBYTERIAN CHURCH *3 of 4*
TEAM BUDGETS

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Bank Charges	$ 422	$ 276	$ 400	$ 400
Canada Pension Plan	4,313	4,022	3,904	4,212
Caretaker	8,000	7,546	8,000	8,190
Computer Hardware/Software	2,007	3,093	3,250	3,150
Congregational Administrative Assistant	14,425	10,758	11,500	11,500
Employment Insurance	2,461	2,634	2,568	2,613
Extended health care coverage	4,227	4,285	4,227	4,285
Fuel	2,814	2,170	2,800	3,000
Furniture&Equipment repairs/replacement	748	643	748	1,998
Insurance Church	3196	3540	3,000	4,200
Lighting	6,559	5,264	6,200	7,000
Loan Repayment				2,800
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,500	23,500	23,500	23,500
Minister's stipend	57,150	57,150	57,150	58,400
Presbyterian Church Pension Plan	10,757	10,449	10,449	10,800
Repairs,Replacements&Maintenance	7,447	7,710	12,000	10,500
Reserve For Capital Expenditures				1,500
Snow Removal,Salt,Sand	4,029	4,756	4,500	5,000
Stationery&Office Supplies	8,292	8,558	9,000	9,000
Students/Interns	3,290	3,197	0	0
Telephone	2,795	3,484	2,800	3,000
Water&Sewer Charges	873	1,036	1,000	1,100
Total	$ 167,905	$ 164,671	$ 167,596	$ 176,748

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Rentals	$ 13,897	$ 16,728	$ 13,000	$ 16,500
Other Charities	3,004			
Sundry-HRDC Grant-Students/Interns	3,474	3,375		
Grants/Recoveries	2,273	2,230	2,000	2,500
Total	$ 22,648	$ 22,333	$ 15,000	$ 19,000

PARKWOOD PRESBYTERIAN CHURCH *4 of 4*
TEAM BUDGETS

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Canhave Children's Centre Inc.	$ 200	$ 600		
Covenant Orthodox Presbyterian Church		100		
Christian Blind Mission International		129		
Christian Horizons (Canada)		250		
Gracefield Christian Camp & Retreat Centre	445	200		
Jericho Road Ministries	220			
Military Christian Fellowship Of Canada	445			
Mission Aviation Fellowship		385		
Ottawa Food Bank	25			
Ottawa Innercity Ministries	550	20		
Presbyterians Sharing	21,779	21,439	21,515	21,000
Presbyterian World Service & Development	2,285	3,530		
Sat-7 Canada		310		
Renewal Fellowship Psalt Video		500		
Teen Challenge GTA Women's Centre	440			
Total	$ 26,389	$ 27,463	$ 21,515	$ 21,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2015

	2014 ACTUAL	2015 ACTUAL	2015 BUDGET	2016 BUDGET
Canhave Children's Centre Inc.	$ 200	$ 600		
Covenant Orthodox Presbyterian Church		100		
Christian Blind Mission International		129		
Christian Horizons (Canada)		250		
Gracefield Christian Camp & Retreat Centre	445	200		
Jericho Road Ministries	220			
Military Christian Fellowship Of Canada	445			
Mission Aviation Fellowship		385		
Ottawa Food Bank	25			
Ottawa Innercity Ministries	550	20		
Presbyterians Sharing	21,779	21,439	21,515	21,000
Presbyterian Sharing- Other Charities	2,294			
Presbyterian World Service & Development	2,285	3,530		
Sat-7 Canada		310		
Renewal Fellowship Psalt Video		500		
Teen Challenge GTA Women's Centre	440			
Total	$ 28,683	$ 27,463	$ 21,515	$ 21,000



Kris Marion
Team Leader

C. Outreach Team

The Outreach team is looking for new members. Please prayerfully consider joining us as we reach out of our church walls with the Good News. Right now the team consists of 4 members and Pastor James as ex-officio: Dennis Featherstone, Ivan Hooper, Kristine Marion and Dale Tuck. Michael and Carrie Morrison resigned as team leader and secretary respectively in the spring and Kristine Marion has filled in as the interim leader and secretary. The team meets bimonthly, the first Tuesday of the month at 7:30.

We enjoyed our participation in the Parkwood Hills Fun Day (June 6th). This is an initiative of the Parkwood Hills Stakeholders Association of which we are a member working within our community. Thanks to many people from our congregation, we had an impactful presence. Michael and Carrie handed out 197 water bottles with our church logo on it – this was very effective as it contained not only water, but COLD water! Derek Newton, Dakota, Geoffen, Tanisha & Cheyenne Copeland helped run games. Jan Sheridan did a CanHave Presentation and Kristine Marion presented Parkwood with a poster about local/global outreach, brochures and the church sign. 142 church brochures were handed out and 30 LOGOS brochures so the word is out that we are at the top of the hill.

We are looking at the possibility of being at the General Burns Fun Day as well which is run by the General Burns Association. We were unable to participate in the BIG GIVE day this year as it was the same day as Parkwood Hills Fun Day and our parking lot was starting to be limited due to renovations.

The Outreach Team also held a bible study: Christianity 101 based on The Living Faith as a possible outreach tool in forming Christian Exploration cell groups. Those who participated felt the material used was great for renewing/refreshing our grasp on the basics of the Christian faith but not as an introductory exploration of the faith as an outreach. Other resources will be investigated.

Included in the budget is the expenditure of $200.00 for the purchase of Arabic New Testaments/the Gospel of St. John study books. This is for an outreach initiative for those who may come through our doors for any of our activities such as ESL (English as a Second Language), Kumon, LOGOS or Worship to name a few or possibly an outreach study.

Outreach, in conjunction with the Mission Team, is also involved with an initiative at Algonquin under the leadership of Linda Robinson. Linda coordinates a ***'Pause Table'*** to support students with a little homemade cooking and beverage just in case they forgot to eat during their stressful exam time (Dec. 18th). The students love the food and the thought! We intend to extend our presence to 'orientation week' at Algonquin in late August (missed 2015) and invite students to Worship and our young adults luncheons. Brochures and a map of bus directions would be handed out and we would support the Algonquin College Campus Ministry as well.

We are considering a possible ***Aihua Chinese Language School*** outreach to parents on Saturdays. The Aihua Chinese language school has used our facility for the past few years and ran **a *Aihua Chinese Summer Day Camp*** with Parkwood Church during the month of July. This year they functioned off site.

Summer Day Camp

In partnership with the Aihua Chinese Language School, Parkwood Church offered a summer day camp during the month of July. Owing to the disruptions to our site necessitated by the

demolition and re-construction of the Mulvagh Wing, the decision of session was to not hold the summer day camp on our site, but to support the programme offsite. Space was rented in the hall at St. Martin's Anglican Church, 2120 Prince Charles Road, Ottawa.

Aihua Hu and her team of staff and volunteers arranged instruction in Mandarin language and mathematics in the mornings in each of four weeks July 6-31, and Parkwood Church undertook to provide leadership for singing, a Bible lesson, and related learning activities including drama, crafts, and games in the afternoons. For one week Pastor James led the Bible lessons, and our Summer Programs Assistant Junior Akat assisted with all kinds of technical and hands-on support. For a second week, visiting mission personnel from the Child Evangelism Fellowship provided the leadership in the afternoon programme. In the third and fourth weeks, various Vacation Bible School programme materials were used, and Junior Akat engaged with the children in helping them to grasp and apply lessons. Thanks is expressed to elder Dale Tuck for his assistance in conjunction with transportation for the summer student.

Some 55 different children attended during at least one week of the camp. Approximately 36 attended all four weeks. Following the camp, Aihua Hu reported that as many as ten of the children had made commitments to follow Christ, and seven of those have been subsequently attending a church somewhere in the city.

We give thanks to God for the opportunity to sow seeds of Jesus' love and truth into the lives of children, and for the blessing of God upon their lives.

The White Gift, The Mission and Intercity Ministries donations as well as distribution of Christmas Food Hampers have fallen under the Outreach Teams' umbrella in the last two years. The Team feels this is an appropriate placement as it is a service to our church family and the surrounding community. We are looking into nurturing those connections with the community – inviting them to Christmas services and other activities throughout the year.

The Outreach team is arranging for two greeters at the new entrance to provide a warm greeting, assist with directions and any other help required.

Working with Fellowship Team, Outreach extended an invitation to the community to join us for a Pancake / Shrove Tuesday dinner Feb. 9th, 2016.

The Outreach Team works very closely and often overlaps with other teams in an effort to affectively reach out to our community with God's love, whether in practical or spiritual ways. We endeavour to engage people so they may discover, grow in and share the love of God. Many thanks to all the people who have supported and continue to support this work in many ways from providing a cooler to praying for effectiveness. Please prayerfully consider joining the team and bringing new ideas to the table.

— *Kris Marion*

Barrhaven Bible Study Group

Man shall not live on bread alone, but on every word that comes from the mouth of God. (Matt. 4:4)

The Barrhaven Bible Study meets weekly on Wednesday evenings at the home of Martha and John Fair. In the January – March winter session of 2015 we investigated Habakkuk. This little book contains an extended dialogue between the prophet Habakkuk and God. Habakkuk exemplifies a great faith and has a high conception of God, but he is perplexed and asks God the kinds of questions many people ponder even today.

In the spring session (March – June) we studied Daniel. Daniel, whose name means "God is my Judge" was a young man who was exiled from Judah and lived in the Babylonian courts. The book of Daniel records the events of his life and the visions that he saw. Daniel had to be aware of subtle ways the "Babylonian culture" wants to

squeeze you into its mold. This book has a message for us to live discerningly today.

In the fall session (September- December) we explored the final book in the New Testament which has challenged, inspired and astonished readers for over 2,000 years. Revelation is addressed to first-century churches in seven cities of the Roman province of Asia (now western Turkey) is representative of all Christ's churches.

Since this group started meeting in January 16, 2011, we have undertaken a detailed look of the Book of Acts followed by an in-depth examination of Dr. R.C. Sproul's book and DVD teaching series the *Holiness of God*, and later studied the book of Philippians, the Letter to the Hebrews and 1 Peter. This group now draw on people from Parkwood, Aylmer, Manotick, and Barrhaven with 12-14 attending regularly. We appreciate the faithfulness and dedication of those driving long distances to attend. We have refreshments, begin our study at 7:30 and finish at 9:00. It is never too late to join – in the 2016 winter session we will continue our study of the Book of Revelation. Come, engage in a Bible study and make new friends!

— *John Fair*

English as a second language (ESL)

The English as a second language (ESL) conversation group met on Monday evenings each month except July and August and each week except for some statutory holidays. We continue to draw in newcomers to Canada and to the neighbourhood who are seeking to improve their capability to speak and read English.

Attendance in the beginning class has ranged from 2 through 6.

John Huber, who facilitates the more advanced group, reports average attendance of 3 or 4.

Some attend for only one lesson, but others were fairly consistent through the fall term.

Various countries are represented.
If anyone is interested in helping to facilitate the conversation, please speak to either John Huber or the minister.

— *James T. Hurd*

KUMON Welcoming Outreach

The KUMON Welcoming group has been a Christian face to our diverse community for the past 13 years. Kumon uses the lower hall for math and language tutorials after school twice weekly. The students (Gr. 1 – 12) represent the ethnic and religious backgrounds of our neighbourhood. Parkwood, under the leadership of Jan Sheridan, engages the children and their parents in crafts, needlework, light beverages and conversation as they wait for older siblings in Kumon or while waiting for drives home. Parents have been known to browse the library and our Missions' board during this time as well. Flexibility was necessary during renovations this fall and winter. The small meeting room on the lower level was used by both children and their parents. We look forward to the expanded room in the Gathering Space. At that time, Tanisha and Cheyenne Copeland will continue with set-up duties, and Mark Easey will resume pouring drinks on Mondays. Thanks to each of them as well as to Suzanne McBurney (purchasing drinks) and Lois Presley who substituted when required. We need a volunteer on Thursdays to pour drinks while needlework continues. Thank you Jan!

— *Kris Marion*

Men's Breakfast

From January to May and from September to November, we have had eight fantastic speakers at Parkwood's Men's Breakfast. On average, 22 men join us for a great breakfast and listen to the speakers talk about their walk in life with Jesus Christ and how they apply their faith on a daily basis.
We meet at 8:00 a.m. on the last Saturday of the month (except June, July, August and December) at Local Heroes Bar and Grill on Clyde Ave. Come and join us! Call Tim Visser (613-825-3434) for more information.

— *Tim Visser*

Website (http://www.parkwoodchurch.ca)

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin.

Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins, monthly calendars and occasional *Pulse* newsletters are provided by the office admin folk and the *Pulse* editor. A one-year archive of newsletters is available online. Thanks to all who contribute.

The traffic data for Parkwood's site indicate the number of unique visitors declined 2.6% over 2014, while total # visits down 18.4%, # pages was down 5.9%, # hits increased 7.4% and bandwidth was down 4.7%. The most popular pages viewed were the monthly pastor's messages (incl. those of Rev. McPhee), Building to Serve pages, news, audio sermons, staff/contact page, governance/terms of reference, youth pages, map, photo gallery and historical documents of the faith. Top individual downloads were bulletins, newsletters, youth material incl newsletters, annual report & annual meeting documents, Building2Serve documents, monthly calendars and audio files. Parkwood's site was accessed mainly from a direct address/bookmark/link in email almost 25,000 times. Over the year the site had over 6,400 unique visitors and almost 11,500 visits.

— *Gord Walford, Webservant*



Don Pestaluky
Team Leader

D. Fellowship Team

The Fellowship Team hosted Parkwood's 2nd International Potluck Supper on Saturday, March 7th; it was as successful as our first supper, which had been held on May 12, 2012. Approximately 70 persons attended and among the countries represented were Finland, Germany, Scotland, Great Britain, Ukraine, Cameroon, Congo, Iran, United States of America, Netherlands and of course Canada. The variety of food was incredibly delicious and before dessert, we partook in an interactive and fun activity that had us align ourselves 'latitudinally North to South' according to our birthplace, lining up down the center of the Fellowship Hall. This resulted in much conversation and the interesting result of Golda Akat being in the North end of the line (Canada) while her parents, Daniel and Stella Akat, were in the South end of the line (Cameroon). Thanks to Rev. Hurd who was our emcee for the evening, to Ted Johnson for being our disc jockey and to those who helped put away tables and chairs after this event. The Fellowship Hall was wonderfully set up and decorated with colourful map tablecloths and various country flags by Holly MacDonald, Pamela Pestaluky and Jan Wojcik.



The Fellowship Team hosted a spring (March 21st) and a fall (November 14th) Family Board Game Night. Those who came out for these Game Nights demonstrated various board and card game skills and enjoyed delightful potluck snacks. Special thanks to Carolyn Herbert who organized these fun evenings.

Special thanks to Ed and Vicki Steenhorst and Carolyn Herbert who on behalf of the Fellowship Team assisted the Worship Team in hosting an Easter Sunrise pancake breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on April 5th.



The Fellowship Team planned a successful congregational picnic this summer which was held on June 14th at General Burns Park. The 83 persons who attended enjoyed wonderful weather, hamburgers, hot dogs, cold drinks, coffee, ice cream and potluck salads and desserts. While adults relaxed on their lawn chairs, our youth and children partook in games and various sports. Many thanks to Rev. James Hurd, Jean Sida, Carolyn Herbert, Kris and Andre Marion, Michael Morris, Jan Wojcik, Susanne Johnson, Junior Akat, Duane Mayo, Jim MacDonald and Diane Game for their contributions, which resulted in an enjoyable event and a great kick-off to our summer.



A Strawberry Social was held after Sunday Worship Service on June 28th. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy and to Flora Brown, Heather Peckett, Placid Akat, Daniella Akat and Golda Akat who husked the berries and to Flora and Heather for serving the berries and ice-cream.

Mid-Week Fellowship began on Wednesday, July 1st and continued through the summer to Wednesday, August 26th. A BBQ kicked off and closed off the study with cold drinks and cookies served every Wednesday.

Our Annual Corn Boil scheduled for after the Sunday Worship Service on September 13th was cancelled due to flooding in the kitchen and Fellowship Hall. Heavy rain seepage entered the kitchen and the Fellowship Hall from the renovation site. However, the 10 dozen corns were given to members of the congregation as they left after the Worship Service. A simultaneous free will offering raised $47.50 for the Fellowship Fund.

During 2015, receptions were held for the late Joyce Wright, the late Ellen Hillis and the late Peter Fennema. The Fellowship Team is most appreciative of the assistance received from members of the congregation in providing sandwiches and dainties for these receptions.

A Christmas Potluck Supper was held on Saturday, December 12th with about 70 people attending. Thank you to all who participated in bringing food to this event. Also, thank you to those who helped out in the kitchen, especially Diane Game. Thanks to Stewart and Jean Elder whose donation of paper plates for the supper made the clean-up afterwards a lot easier and thanks to those who put away the tables after the supper. Special thanks to Rev. Hurd who was emcee for the evening and to Susanne Johnson for arranging music and song for us to enjoy. Thanks to Pamela Pestaluky and Jan Wojcik who set up and decorated the Fellowship Hall for this festive occasion.

— *Don Pestaluky*

Ushers

For 2015 the congregation is thankful to the following ushers who contributed during our Sunday Worship Services: Robert, Kathryn and Gregory Newton, Bob and Dianne Game, Stewart and Jean Elder, Andrew, Denise and Kathryn McGregor, Tim and Alice Visser, Robert,

Sarah and Jason McCaughren, Peter and Betty Paul, Helen Prime and John Huber, Frances Robertson and Bill Zylstra, Dale Tuck and Margaret Main, Jean Sida and Marcia Harten and Junior Akat and Don Pestaluky.
NOTE: Effective January 1, 2016, scheduling of Ushers and their services to Parkwood will be returned to the Worship Team.

Guest Book Attendants/Greeters
For 2015 the congregation is also thankful to following guest book attendants who greeted and welcomed visitors and newcomers to our church, had them sign the guest book and then directed them downstairs for coffee and to meet others from our congregation: Flora Brown, Margaret Roach, Jean Sida, Bill Zylstra, Placid Akat, Kathryn Newton, Daniella Akat, John Huber, Margaret Main, Dianne Game, Stella Akat and Don Pestaluky.
NOTE: Effective January 1, 2016, scheduling of Guest Book Attendants/Greeters and their services to Parkwood will be returned to the Outreach Team.

— *Don Pestaluky*

Refreshments
For 2015 the congregation is grateful to the following coffee and tea hosts who made our fellowship time after Sunday Service most enjoyable: Marcia Harten, Ed and Vicki Steenhorst, Stewart and Jean Elder, Bill and Fenna Zylstra, Tim and Alice Visser, Dale Tuck and Albert Deboer, Frances Robertson and Margaret Main, Carolyn Herbert and Majari Sutherland, Flora Brown and Heather Peckett, Helen Prime and Tami Kamou, Junior Akat and Don Pestaluky.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities relationships are built within and beyond our Church Family.

The current members of the Fellowship Team are Jean Sida, Dianne Game, Flora Brown, Susanne Johnson, Junior Akat, Carolyn Herbert and Don Pestaluky. New members are welcome and if you are interested in joining this Team I would be delighted to speak with you.

— *Don Pestaluky*

Gracefield Retreat
This year because of higher charges at Gracefield it was decided to hold just a one day trip to the camp. On Sept 19th we carpooled up to the camp, leaving at 8.30 a.m. and arrived in time for Bible study on the theme of "It only takes a spark". During this time John Harder and Charlotte Rozon conducted a children's program. Every one brought their own lunch, which was eaten in the picnic shelter. In the afternoon there was a tour of the camp and archery led by Karen and a hike led by James. Our usual BBQ was provided at the picnic shelter, followed by the campfire held in Jolly Roger, because of heavy rain.

The planning committee members were James and Karen Hurd, Kathy Newton, Dianne Nickerson and Jean Sida. Thanks to these and to all who helped in any way (preparing salads and BBQing, organizing games etc.), making this a very enjoyable day. Unfortunately the weather did not cooperate, with showers at times and then heavy rain falling when we were about to start our camp fire. We managed to break even financially, so this will be our format in future years. We welcomed some families who had not been to Gracefield before, and we hope to do that again in 2016.

— *Jean Sida*

Koffee Klatch
Koffee Klatch has been meeting at the home of Jan Sheridan for the past weeks, and will continue to do so until the church is convenient for meetings.

Our present Bible study subject is apostle Luke. We take turns preparing and presenting the study.

The group meets from 12:30 – 2:30 p.m. each Wednesday. We begin with a social coffee hour, then moveover to Bible study for which you are invited to bring your own Bible.

We welcome any interested ladies to join us. Please call Jan Sheridan (613-224-5624) or Lorraine Widdis (613-224-4281) to add your name .

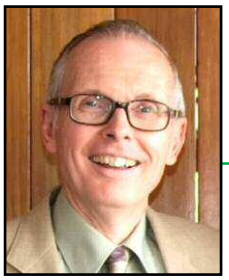
— *Lorraine Widdis*

Parkwood Book Group
This year a group gathered to discuss a variety of books. The group met on a Monday evening in alternate months. The list included non-fiction as well as fiction. Unfortuantely or January meeting meeting was cancelled due to icy weather. The Parkwood Book Group met in March to discuss ***Caleb's Crossing***, by Geraldine Brooks. In May we discussed ***The Truth About Luck,*** by Ian Reid. At September's meeting we talked about, ***Bonhoeffer: Pastor Martyr, Prohet, Spy***, by Eric Metaxas. In November, ***Shotgun Lovesongs***, by Nickolas Butler was the subject.

— *Marcia Harten*

Sunday Night Bible Study
This group meets on alternate Sunday evenings at 7.30 p.m. We have a regular attendance of 5 people. This year we have been studying " Women of the New Testament". Members who wish to take turns in preparing the study, but there is no pressure to do so, and we would welcome new members.

— *Jean Sida*



John Fair
Team Leader

E. Worship Co-ordination Team
The Worship Co-ordination Team (WCT) consists of 5 members plus *ex officio*, as per our terms of reference. John Fair is the Team Leader of this group, which met five times this year, namely January, March, May, September and November. We thank Reverend James Hurd for his support and continued availability to the WCT. In addition, the Minister and the Director of Music Ministries, Dianne Smith, met on a weekly basis to select music for worship.

Worship was held each Sunday during the year at 10:00 a.m., with the exception of the service on Christmas Day, which was held at 11:00 a.m. on Christmas Day, which fell on a Friday in 2015. The average attendance was 100.

As a congregation, we have been both thankful and at times challenged by the ongoing renovations done this past year. But worship continued with the warmth emanating from the spirit of the congregation, if not from the building itself.

One of the major responsibilities of this team is to ensure that the Easter sunrise service and breakfast are organized. Lenten evening services with the theme of "Signs of the Times" were led by Reverend Hurd. These services were held on four Sunday evenings in March, with an average attendance of 20. The evening music was provided by Jean Pierre Bernard, Susanne Johnson, Alta MacFie and Diane and Gord Walford. On Easter morning, April 5th, there was a beautiful, albeit early, sunrise service at 6:15, with music provided by Dianne and Gord Walford, and Michael Morris, followed by breakfast at the church, graciously hosted by Ed and Vicki Steenhorst. John and Martha Fair helped with preparation although they were unable to attend the event. There were moving services conducted on Maundy Thursday and Good Friday. The Sarang Choir joined with the Parkwood choir during the Easter Sunday service. The Sunday School choir also added their voices to the service with a song "Rainbow Circle" which they sang with the adult choir. We thank all those who participated in various roles during these services.

The sanctuary looked well decked out for the Advent season. Thanks to elder-elect Pam Pestaluky, ably assisted by Jim MacDonald (with a contribution by the choir and the Copeland children). Five different families within the church participated in the Advent readings and lighting of the Advent Candles.

During the Advent season, the theme from the pulpit was "Signs of Christmas Coming". On Christmas Eve, we were blessed to have a service appropriately entitled "Somebody's singing". Placid Akat gifted us with her musical talent, as did the Parkwood Choir. Susanne Johnson provided a moving flute solo and

Asuquo Eniang pinch-hit with his saxophone, due to illness by one of our soloists. Thanks to all who were involved in the organization of readers, setting up decorations, and preparing music for Advent, Christmas Eve and Christmas Day.

During the Minister's vacation this summer, Reverend John Fair preached a series on "God Revealed". In addition, we invited Reverend Herb Gale to speak to us about Stewardship with his talk on "Seed Money" in January. Reverend Gale also gave a Planned Giving Seminar following the service on January 18.

During Dianne Smith's absence in the summer, Diane and Gord Walford, Michael Morris, Janice Gray, Asuquo Eniang and John Harder provided the music for the Sunday services.

The Worship Coordination Team is still focusing on a number of items related to the life and work of our church and congregation. We continue to seek eager, not necessarily experienced, volunteers to assist with the operation of our sound system and PowerPoint presentations during Sunday Services, although we have had a number of new volunteers step up to offer their services.

The Worship Coordination Team would like to say a special thank you to Dan Moffet and Brenda Creighton for their tireless work in ensuring that our worship services go forward in a smooth and efficient manner. God has blessed us with their presence and talents.

As we continue to do God's work in the church, in the community and in the world, may everything we do be a reflection of the glory and grace of God, our Father and Jesus Christ, our Redeemer.

— *John Fair, Team Leader*
— *Lori Stewart, Secretary*



Dianne Smith
Director of
Music Ministry

Choir Report

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursday evenings, usually ending around 8:30. Dianne continually chooses a wide selection of music, with various styles, both traditional and more contemporary. Working in the background is Brenda Creighton, who has worked on the organization and filing of music, as well as providing suggestions for new music. The average choir attendance during the past year has been very good and fun times are guaranteed during practice. We are always looking for new choir members and welcome anyone with a love of music who is interested to come join us. Betty Paul came out for a number of months and the choir welcomed the addition of her voice and her presence.

The worship music is usually led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford on guitar, and Asuquo Eniang on bass guitar. The Parkwood Concert Band performed a number of times this year and it is hoped that they will continue to bless us with their talents in the future. Members have included Asuquo Eniang, John Harder, Greg Newton, Dakota Copeland and Papa Sakyi, with Dianne Smith directing. The Parkwood Youth Group, led by Michael Morris, have also shared their abundant musical gifts with us this year. LOGOS also joined in the service in April to bless the congregation with their songs.

Diane Walford, Michael Morris, Janice Gray, and Asuquo Eniang have filled in during Dianne's absence. John Harder, Glenn Harder, Asuquo Eniang, Diane Walford, Michael Morris, Susanne Johnson, Linda Cooper, and Samantha Sutherland have all shared their musical talents with the congregation, through various musical instruments. Diane Walford also demonstrated

her skill on the djembe and Dianne Nickerson added to the joyful noise in the choir with her percussion skills. On December 27 during the baptism ceremony for him and his father, Ramtin Raouf graced us with a guitar solo of "When the Saints Go Marching In". In addition, solos, duets and quartets have been performed by members of the choir and the congregation, including Alta MacFie, Susanne Johnson, Ted Johnson, Diane Walford, Gord Walford, Michael Morris, Brenda Creighton, Dan Moffet, Jean Pierre Bernard, Joseph and Terese Kanku, Rebecca Yabadi, Placid Akat, Dianne Nickerson, Ray Thompson, Asuquo Eniang, and Lori Stewart.

The Sunday School children, including the Parkwood Youth, added their voices to the music offerings during a number of special services throughout the year. We have seen the presence of the Holy Spirit in the music they have offered, and thank God for their enthusiasm and exuberance. A special thank you to Daniella Akat for her solo during "Love in Any Language:" and Cheyenne Copeland for her solo in "O Who's That Yonder". We look forward to what God has in store for the upcoming year for the "Junior Choir".



This year Dianne led the hand chimes choir, made up of volunteer musicians of all ages from the congregation. We tackled some beautiful pieces that came together to glorify God during the service. Once again, we wish to invite any and all members of the congregation interested in participating in the hand chimes to sign up or speak to Dianne Smith about joining.

Dianne continues to provide a sign-up sheet on the bulletin kiosk as a way for congregational members to offer their musical talents during our worship services. This has been well received and we hope to continue to enjoy the gifts of our people through this method. She also receives requests from the congregation as to specific music they would like to hear and makes every attempt to fill these requests as the opportunity provides itself.

A special accomplishment of the Choir was the fundraising for "Goats for Grannies", where the choir raised funds to buy a goat for the grandmothers in Tanzania struggling to support their children and grandchildren. A dramatic presentation following the service on November 22 moved the congregation to tears as they followed the plight of a grandmother and her grandchildren in Tanzania and the difference one or two goats could make in their lives.

The program of music at Parkwood strived to offer to our Saviour and King the gift of music to His Glory and Honour this past year and we pray to continue to worship Him through the gift of song in the years to come.

— *Lori Stewart*



Pamela Pestaluky
Team Leader

F. Christian Education Team
Church School

Church school is provided for children ages 2½ and up, including high school students. We had 47 children registered with an average attendance of 15 each Sunday. Unfortunately, due to the construction of the new building, we have not been able to provide a nursery for those wishing to make use of that option.

Classes have been divided into 4 groups: Preschool & Grade 1 taught by me and I am thankful for Placid Akat and Charlotte Rozon who have been able to fill in when I am not available; Grades 2-4 taught by Kris Marion and Majari Sutherland; Grades 5-8 taught by Ann

Marie Bernard, Susan McCullough and Barbara Townsend; and the high school students led by Michael Morris.

After the construction officially began, the kids were already well into the groove of spending Church School together in short assemblies, and this continued through 2015. During this time they have been learning the Lord's Prayer and practicing songs to sing in the church service. As well, in the fall, we began a greater focus on getting to know Cinta, our sponsored child from Indonesia. Families volunteered to research together and make presentations to the group as a whole, one family per month. This has been highly successful for bringing Cinta more fully into the minds of the kids and helping them to see a more 3-dimensional picture of her. We look forward to more of the children contributing to this program in 2016.

The preschool class continues to use the *Walk With Me* material. Our numbers have been small but our group is lively and interested.

Grades 2 -4 and Grades 5-8 are using the *Bible in* Life material. The Grade 5-8 class covered Genesis with memory work, devotions and stories found in The Rock pamphlet which was distributed each week to take home. In October they discussed the Sacraments of Baptism and Communion using the NIV and Student's Bible. Prayers for family and friends were given in each class.

The high school class meets in the youth office discussing different social topics, testing their knowledge of Scripture through the Bible Search board game, deepening their understanding of the Bible with the help of the folks of the Through The Word app, and then talking through the Book of Job before following the congregation during Advent in studying the Christmas story in the Gospels.

I would like to give thanks to all of the church school teachers for their continued commitment to the teaching of the children and youth at Parkwood. I would also like to thank Lori Stewart and Dianne Smith for coming down during our corporate worship to practice songs with the children which they were then able to present to the congregation as part of their worship.

Regular church school was not held during the summer holidays; instead, the children came together in the Fellowship Hall for a movie and worksheets related to the theme. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes. Without your support there would be no summer program for the children.

— *Pamela Pestaluky*



Holly MacDonald
Director

LOGOS Program

LOGOS is Parkwood's mid week activity for children in grades 1-8. This year the program ran only in the Spring session (January-April) due to the renovations that took place starting in the Fall. There were approximately 23 children enrolled in April. As well, we had up to 6 high school students who volunteered regularly with the program. Space has been an issue and we continue to have our grades 5-8 children and some of our teen volunteers go to a local school for their games/recreation time. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year. The renovation will help with extra space but the gym will continue to be rented to provide space for the older children to play wide games.

Some highlights of the term were the Valentine's Day Guest Night, LOGOS Awards Night and the children singing 2 songs during the worship service at Parkwood.

Holly MacDonald has continued as director of LOGOS. We have a regular staff of 14 adult volunteers at LOGOS, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook and serve theme based

dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. There is a need for volunteer Bible teachers and a worship leader when the program continues in 2016 (after the renovations are complete). Thank you to all members of the congregation who have supported LOGOS with their gifts and prayers.

— *Holly MacDonald*



Michael Morris
Youth Group

In 2015, a new wave of young people had joined our youth group and so we split into Junior High and Senior High, with a mixture of age-oriented and all-inclusive activities and events. The new group of younger teens was introduced to a number of Presbytery and city-wide events, as we joined with other churches in learning, fun, and worship, as well as some annual Friday night events here at Parkwood – such as our Christmas Party and Open Mic nights. As always with new additions, there was some dipping of toes and a few cannonball splashes, but our turnouts to events were on par with expectations, for the most part.

Our greatest challenge throughout the year was scheduling with the older teens, as their busy lives of homework, extracurricular, and scarce downtime rarely meshed with the schedules of the others – introducing the ever-encroaching 24/7 adult work pace into our youth ministry, which is a trend across the board in churches today. One-on-one mentorship opportunities were pursued in order to keep in touch, and we did our best to brainstorm dates that might work outside of the typical Friday night.

One initiative that began fully in September was a refocusing of the ministry towards one that is family-based, and a document was submitted to Session to fully illustrate the benefits of this program, as it strives to incorporate a "village to raise a child" outlook into our programs. It is an especially important refocus during this time of transition, as both the junior and senior high teens are entering uncharted waters in their lives and growing into new routines. Parents have been educated and encouraged, through our monthly Parents Newsletter, through our Facebook page, and with open invitations to Meeting Nights and presentations of this new program, and we hope that 2016 will see a flourishing of families at Parkwood as we work together.

At the micro level, the youth events this year included such activities as: bowling at Merivale Lanes with other Presbyterian church kids; clearing out the Mulvagh Wing to prepare for the long-anticipated renovation; helping get Parkwood's name out to the local community at the Parkwood Hills Fun Day; practicing and performing the worship music for the annual Presbytery spring youth retreat at Gracefield; trying out the glow-in-the-dark mini putt centre in Nepean and indoor trampoline park in Kanata; getting into the spirit of things at the fall costume party and annual Christmas party; celebrating Good Friday with other denominations' youth groups at No Other Name; and learning about the power of prayer at the movie War Room.

LOGOS

The teen involvement in LOGOS in the early months of the year continued to be sporadic, but their volunteer duties continued in the running of games, setting of tables, and making of goody bags and handouts. Due to the construction, LOGOS ran in a limited capacity for the latter half of 2015, but those teens that did come out were a help to Jim MacDonald, who courteously ran the gym nights at Elizabeth Wyn Wood school, and also to Peter Paul, whose initiative got the younger kids' recreation time back up and running in the Fellowship Hall in the fall as well. Opportunities for the teens to earn their volunteer hours during the regular LOGOS program will resume once the construction is

finished and the new building and classrooms are ready to use.

Newsletter

Issues from the third and fourth volumes of the Parkwood Parents Newsletter were published in 2015, continuing to recap each of the monthly events as well as sharing interesting articles about topics of interest to teens, young adults, and parents, and providing information on upcoming youth group activities. These continue to be available on Parkwood's website and to those on the email list, which was updated in the fall of 2015 to include parents of the new grade 6's. We have also tried to include more reports on our events in the monthly Pulse newsletter, to keep the congregation involved and informed of our ministry. We also joined the new standard on the Internet of more space devoted to photos, and we incorporated as many of them as we could into the various publications.

Young Adults

With God's help, we were finally able to realize an ambition of getting Parkwood Church back into the Ottawa Christian Softball League (OCSL) this past summer, with good results. A handful of young adults from not only Parkwood but also St. Andrew's and Knox in our Presbytery were able to team up with players from our nearby neighbour, Calvin Christian Reformed, as well as those from The Metropolitan Bible Church and Peace Tower Pentecostal for a great season in the recreational league, which continues to be a fantastic co-ed environment for fair play, clean fun, and interdenominational fellowship with other Christians here in Ottawa. We hope to recruit even more players for the 2016 season – and fans to cheer us on!

As well, in the fall of 2015, we revived the monthly Young Adult Lunch to encourage some new faces that appeared at Parkwood during those months. Attendance was limited and the program itself depends highly on participants, so future lunches in 2016 will be based on an increase in numbers.

— *Michael Morris, Youth Ministry Facilitator*

Mid-week Summer Fellowship 2015

The mid-week Summer Fellowship met on Wednesdays throughout July and August. On July 1st and August 26th, the evening began with a barbeque. The study this year was based on the video series featuring Francis Schaeffer's series, "How shall we then live?", surveying the history of Christian life and witness from Roman times through the modern period, drawing on evidence from the history of art and music in culture.

Our Summer Programs Assistant, Junior Akat, oversaw the technical audio-visual requirements.

John Fair hosted the ensuing discussion on those evenings when our pastor was on vacation.

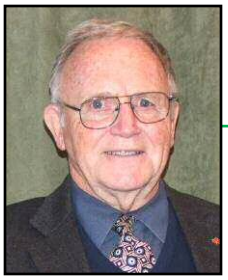
Usually, between 10 and 15 persons attended on a given evening. Several of those who participated indicated that they found the series interesting and worthwhile.

— *James T. Hurd*

Library

After ten years of faithful, joyful service, Margaret Main stepped down as librarian in the spring. Since then, Alta MacFie has headed up the library with the assistance of Brenda Creighton and Vicki Steenhorst. The library was packed up in anticipation of its move to the new building and now sits in boxes. Session has approved the purchase of a library programme to facilitate the cataloguing and circulation of books.

— *Pamela Pestaluky*



Stewart Elder
Team Leader

G. Mission Team

Sharing in the exhilaration of mission is a blessing that comes through the offering of oneself in the service of others. We are fortunate at Parkwood Church to have many members and adherents who regularly display their heart for mission, as they regularly support and practice the outreach embodied in Parkwood's Mission Statement. It was a pleasure this year for the Team to be able to welcome Mr. Paul Mkandawire as a new member.

The Team gives thanks to our Lord and Saviour for the many mission opportunities of Kingdom service and witness presented to Parkwood Church throughout the year. As much of our local work is not reflected in the pages of our financial statements, we bring itemized details forward for your information and perusal through our end of year annual report.

Other Missions	***2015 Budget***
Algonquin College – Campus Ministry	$ 100
Algonquin College – Pause Table	$ 200
Caldwell Family Centre Inc.	$ 100
CANHAVE Children's Centre	$ 100
Christian Blind Mission International	$ 100
CHRI (Christian Hit Radio Inc.)	$ 100
Fellowship for Print Witness Inc. (Christian Week)	$ 100
Ottawa Innercity Ministries	$ 350
Renewal Fellowship (Eastern Ontario Outreach)	$ 100
Serving Christ Alone Ministry	$ 100
The Leoprosy Mission of Canada	$ 100
Other Missions Sub Total	$ 1,450



In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This church is the channel through which our congregation supports the lay missionary work of Leah Hopp.



Additionally, the Inter-Varsity Christian Fellowship is the mission support for Alaina Johnston, the IVCF Ottawa Team Leader to the students and faculty of Carleton and Ottawa Universities.

The Mission Team appreciates the generous support shown by the congregation to the four Special Appeals held in 2014:

Date	**Appeal**	**Amount Received**
8 March	Sat 7	$310
14 June	The Christian Blind Mission	$129
27 Sept.	Christian Horizon Ministry	$250
22 Nov.	The Mission Aviation Fellowship	$285

In 2015, Parkwood Church contributed 54 "Shoe Boxes" to the Operation Christmas Child project. These donations combine with many others and bring joy, love, and the spirit of Christmas to many children in various third world countries.

On Friday, Dec 18, Linda Robinson and several volunteer supporters organized the annual Parkwood Church, Algonquin College "Pause Table" outreach project. Through this outreach students and staff who take the time to "Pause and visit at the table" learn that we care for them as they face the stress of examinations. Each year, many appreciative comments on this outreach are received from those who pause to relax momentarily before their examination.

The Mission Team extends appreciation to everyone who participated in Parkwood's annual White gift programme, which this year was organized by Kris Marion, Marcia Harten, and Dale Tuck. White Gift Sunday is an opportunity for our Parkwood family to give anonymously to help others celebrate a joyous Christmas. After being dedicated at the Church, the white gifts

are then distributed to the Ottawa Mission, The Ottawa Innercity Ministries, and to individuals and families at Parkwood. This year, for the first time, The Ottawa Innercity Ministries were faced with a lack of space difficulty which resulted in some donations being directed instead to "The Well", a woman's drop-in centre located on Sommerset St.

— *Stewart Elder*



Dora Brown
Secretary

H. Pastoral Care Team

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: Laura Game, James Hurd, Margaret Roach, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and Thelma Passmore. Marianna Hopp resigned as she has moved. The team met monthly, except in July and August, for counsel and prayer together.

The ten-week Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall. The course involves a two-hour session once a week over ten weeks. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals, is encouraged to speak to any member of the Pastoral Care Team. Continuing education and advanced courses are also presented each year. Several members of Parkwood's Pastoral Care Team attended the continuing education workshops.

On May 6th and October 28th, we arranged mid-week communion worship services at Parkwood for members who have difficulty attending regular Sunday services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. Transportation was arranged as needed.

We hosted four Lunch and Learn events on the third Monday of the month, in March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, dessert and help to set up and clear up were provided by members of the congregation who attended.

Dora Brown is a spiritual care volunteer at Peter D. Clark Long Term Care Home, and chaired their Spiritual Care Committees. She helped to plan spiritual care visits and regular worship and memorial services for the residents.

A Presbyterian mid-week worship service was held once a month at the Peter D. Clark Home. Rev. John Fair volunteered to conduct the service. Rev. James Hurd served on the Spiritual Care Advisory Committee at the Home and was active in submitting a request to local churches to help support a part time Chaplain for Peter D. Clark. Requests are pending.

Parkwood conducted Sunday morning worship services at Starwood Nursing Home, in March, June, August and November assisted by several members of the congregation. Worship services were also conducted at Grace Manor approximately once each quarter, sometimes including the celebration of the Lord's Supper.

The Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March and weekly at the Queensway Carleton Hospital throughout the year.

We provided large print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Narthex, available for pickup by those interested.

The Prayer Chain, co-ordinated by Jean Elder,

continued to contact prayer members weekly by e-mail and as new prayer requests were received.

The Team expressed care and support for grieving families by providing contact and a series of books entitled "Journeying Through Grief". Marianna Hopp and Laura Game coordinated the distribution of the booklets. Laura Game on behalf of the team, sent notes of sympathy to those who experienced the loss of loved ones, and during the Christmas season sent greetings to a number of folk not now able to attend worship. She also sent cards to express appropriate congratulations for special birthday or anniversary celebrations, and cards assuring those ill or recovering from illness or injury the assurance of prayers for health and healing.

Dora Brown is the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching out to Isolated Seniors. Network members met monthly, except July and August, at Parkwood Church. The aim of the Network is to improve the health and well-being of seniors in need, and provide input into city and government policies affecting seniors. Members helped to organize a conference on spirituality and aging in June at the Council on Aging.

— *Dora Brown*



8 Other reports



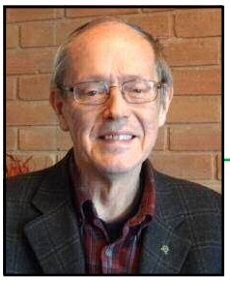
Jean Pierre Bernard
Team Leader 2015

A. Leading With Care Team

Leading with Care is "A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada". It is designed to prevent abuse and protect the vulnerable by providing a safe environment, (including screening of leaders and teachers); to train and support leaders and teachers and to report any incidents of abuse, neglect and harm to the appropriate agencies.

To find the Leading with Care document, please follow this link: http://parkwoodchurch.ca/LWCpolicy.html, or go to our website http://parkwoodchurch.ca/, and click on the Leading with Care icon on the bottom left corner of the page.

The Leading With Care co-ordinator for 2015 was Jean Pierre Bernard. In January 2016, Session accepted his resignation with regret and our appreciation for service. The appointment of a new co-ordinator is pending.



Gord Walford
Team Leader

B. Personnel Team

The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. In 2015 the team leader was consulted regarding the Caretaker's position. The team currently consists of four persons: Gord Walford (team leader), Duane Townsend, Ron Conboy and Terry McBurney.

— *Gord Walford*

9 New Business



Dianne Nickerson
Team Leader

A. Budget Team Report and Recommendations

Overview of 2015

With a late surge in donations for local purposes and expenditures less-than-budgeted, the final balance for local purposes was a surplus of $10,180. For the year as a whole, donations were up around $7,000 from 2014. Donations for Presbyterians Sharing were $21,439 or just a little short of our target of $21,515. Donations to the Building Fund were over $57,000.

Total offerings and other income was $325,327 which marked the third consecutive year above $300,000. All in all, the year 2015 was one to be very thankful for offerings and donations.

Use of the Surplus for 2015

While there are several areas which would benefit from the surplus funds, the Budget Team focussed on expenditures to the existing building. In the fall of 2014, it was discovered that the shingles needed to be replaced on the existing building and the cost would be $14,600. Unfortunately, the only "available" funds were the bequests which were earmarked for the building project. So a decision was made at that time to pay for the shingles out of the construction budget with the hope that this approach would "work out" somehow.

Recommendation #1

The Budget Team recommends that the surplus for local purposes in 2015 (see line 22 in table) be transferred to the Building Fund as a partial payment for the shingle expense for the existing building.

Financial goals for 2016

As the construction project nears completion and the repayment of the loan begins, there is a need to integrate the loan repayment into the regular budget and to begin to focus on our total financial situation and outlook.

The main financial goals for 2016 are:

- Continue to provide funds to make Parkwood a desirable place to worship by having sufficient staff, building maintenance and program support
- Meet our share of the total church budget for Presbyterians Sharing
- Complete the construction project
- Begin repayment of the loan

The key financial considerations in the construction project are the eventual total cost of the project and the need to repay the loan. As indicated elsewhere in the report, the final cost will be higher than the original target of $765,000 approved in February of 2014. It would be prudent to continue to make a relatively high level of donations to the Building Fund in 2016. To the extent that donations are in excess of the construction cost, there would be the option to accelerate the repayment of the loan. As for the repayment of the loan in 2016, accounting rules require that the required annual repayment of the loan be shown as a separate line within the expenditures for local purposes. In 2016, the loan repayment is shown as $2,800 which was arbitrarily rounded up from the required first year repayment of $2,708.55. The loan is interest free for the comments on this outreach are received from those who pause to relax momentarily before their examination.

Recommendation #2
The Budget Team recommends that the congregation approve expenditures for local purposes of $228,409 for 2016. (line 1 in table)

Recommendation #3
The Budget Team recommends that the congregation approve a target of a balanced budget for local purposes in 2016. (line 22 in table)

Recommendation #4
The Budget Team recommends that the congregation approve a target for offerings for local purposes of $209,409 for 2016. (line 9 in table)

Recommendation #5
Session recommends that the congregation approve a target of
$21,000 for Presbyterians Sharing for 2016. (line 2 in table)

Recommendation #6
The Budget Team recommends the congregation adopt a target for donations to the Building Fund of $35,000 in 2016. (line 5 in table)

Budget Table
Integrated Overview of Total Financial Inflows and Outflows, 2013-2016

Line #		2013 Actual	2014 Actual	2015 Actual	2016 Goal
	Section: Expenditures and Designated Funds				
1	Expenditures for Local Purposes	225,467	224,825	215,358	228,409
2	Expenditures for Presbyterians Sharing	25,737	21,779	21,439	21,000
3	Expenditures for Special Appeals/ Outreach	5,995	4,610	6,024	6,000
4	Sub-total Expenditures	257,199	251,214	242,821	255,409
5	Added to Building Fund	83,671	43,568	57,822	35,000
6	Added to other Designated Funds	17,162	18,517	14,504	14,500
7	Sub-total Donations to Designated Funds	100,833	62,085	72,326	49,500
8	Total Expenditures and Designated Donations	358,032	313,299	315,147	304,909
	Section: Offerings and Other income				
9	Offerings for Local Purposes	202,196	196,172	203,205	209,409
10	Offerings for Presbyterians Sharing	25,737	21,779	21,439	21,000
11	Offerings for Special Appeals/Outreach	5,995	4,610	6,024	6,000
12	Sub-total Offerings	233,928	222,561	230,668	236,409
13	Donations to Building Fund	83,671	43,568	57,822	35,000
14	Donations for other Designated Funds	17,162	18,517	14,504	14,500
15	Sub-total Donations to Designated Funds	100,833	62,085	72,326	49,500
16	Other income (rentals, recoveries)	20,632	22,648	22,333	19,000
17	Total Offerings and Other Income	355,393	307,294	325,327	304,909
	Section: Balance for Local Purposes				
18	Offerings for Local purposes	202,196	196,172	203,205	209,409
19	Other income (rentals, recoveries)	20,632	22,648	22,333	19,000
20	Total income for local purposes	222,828	218,820	225,538	228,409
21	Expenditures for local purposes	225,467	224,825	215,358	228,409
22	Balance	-2,639	-6,005	10,180	0

— *Dianne Nickerson*



Kathryn Newton
Team Leader

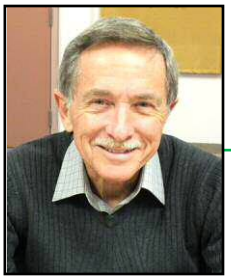
B. Report of the Parkwood Audit Team for the year ended December 31, 2015

The Parkwood Audit Committee was appointed at the February 2015 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk and Stewart Elder. As well, Brenda Featherstone joined the committee during the year.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the Book of Forms Section 170 that *…a congregation may seek volunteers to provide an independent and diligent scrutiny of the records.* The team's mandate is set out in this same section of the Book of Forms.

The team began its review of the financial records during the fall of 2015 and will complete its review of the financial records in January 2016 with a report to be given at the February 2016 annual meeting.

— *Kathryn Newton*



Dennis Featherstone
Team Leader

D. Facility Planning Team

At the Annual Meeting in February of 2014, the Congregation approved unanimously the schematic design at the cost estimate of $765,000 and asked the team to continue to pursue appropriate ways to reduce the probable cost of the project. At that meeting, the congregation also approved borrowing $65,000 for the building expansion. The team entered into discussions with two possible Construction Managers but it became clear there would be no appropriate way to reduce the cost estimate for the schematic drawing. Moreover, cost estimates based on schematic designs tend to be lower than cost estimates based on the complete set of working drawings which include the specific details for construction.

Demolition

The ceremony decommissioning the Mulvagh Wing took place on April 12, with Samantha Sutherland presenting the hammer to Matthew McPhee who with some effort knocked out the first brick. We were honoured with the presence of Kay Stanley who shared some stories of growing up in the farm house. A piece of a beam harvested from the farm house when the two buildings were joined, along with a plaque, was presented by the McPhee family to the church.



On May 25, the project physically began with the demolition of the Mulvagh Wing. In less than one work day, the building was pulled down and a significant portion of the old building was taken away. There was a fixed and a changing gallery to observe the happening, including Claire and Floyd McPhee.

In the process of demolition, it became clear that there was a well close to where the Mulvagh Wing was located. The well became an important issue because of its possible negative environmental effects. Construction was slowed while the well was investigated. It was determined that the well contained a limited amount of a fuel oil and that the oil had not

spread though the adjacent earth. The well was subsequently capped and construction resumed. But the existence of the well caused a two-week delay and some contingency expenditure for the project.

Construction

The construction of the new building was expected to be standard practice but with potential complications in the integration of the new with the existing church building. A major integration issue was what would be learned when the required excavation along edge of the church building was completed. Upon review, there developed a choice between underpinning the existing furnace-room floor or replacing the floor at the same level as the surrounding existing and planned floors. While the second option would be more expensive due to moving and returning the heating equipment and a new floor, there would be several important advantages to choosing it.



The contingency expenditure for a revised design for the mechanical room achieved several benefits for Parkwood. It eliminated the small steps that led to the old furnace room door, better and safer access to the equipment in the new mechanical room for maintenance and repair, relocation of the proposed door to the furnace room and the inclusion of the required additional furnace in the mechanical room rather than elsewhere in the new building. Now, all four furnaces and the hot water tank are in the mechanical room. Parkwood gained some additional usable space in the new building and corrected some deficiencies in the existing ductwork.

There was an unfortunate delay with the project in the fall which was caused by neither Pri-Tec nor Parkwood. A request to move and re-attach the gas meter and supply was made to Enbridge in the middle of August. Enbridge and its sub-contractor finally provided the necessary work on November 6, or 11 weeks after the initial request by Pri-Tec. This enabled Parkwood to finally supply heat in several parts of the building via the furnaces rather than the temporary propane heaters.

The major integration of the two buildings began on November 17 with the closing of our access to the stairs from the Narthex to the basement. Access to the various spaces in the lower level was only through the exterior doors from the patio area behind the Church. The team asked the congregation for patience and care as they used the pathway down to the back of the church to gain entrance to the lower level.



In December, a considerable amount of exterior (siding) work and interior work took place. At year-end, there remained a relatively large number of finishing details to be completed. In particular, the new ductwork is proving to be a challenge to install. Once the inspectors for the building and for the lift give their approvals, then people will enter the building through the new entrance doors. Once inside, there are stairs up to the gathering space and sanctuary, access to a lift, stairs down to the lower level and stairs up to new rooms on the upper level. The current doorway near the sanctuary will be replaced by windows. While it is not realistic to promise an exact date to occupy the new building because of the nature of construction and the approval process, it is likely that

occupancy of the new building will be approved sometime in February.

The congregational idea for weekly notes and the inclusion of notes and pictures on the website turned out to be a very useful suggestion. There were weekly meetings with the Construction Manager and the Site Manager to learn of progress, problems and potential delays. Dan Moffett was an invaluable resource to help Pri-Tec through consultation on several integration issues and to keep a watchful eye for Parkwood on how the construction work was being done.

Loan

The team determined that there might be just one major source of a loan to a religious institution. The source is the Lending Fund of the Presbyterian Church in Canada. Given the congregational approval to borrow up to $65,000 the approval process included Session and the Presbytery of Ottawa. The Lending Fund agreed to lend Parkwood $65,000 with the usual terms of the Lending Fund. The loan is for a maximum period of 15 years and quarterly repayments are set out for that period.. Interest on the loan does not begin until the seventh year and is at a rate of 7 per cent. Extra payments may be made at any time over the 15 year period, without penalty. The scheduled annual repayments begin at $2,708.55 for each of the first two years and rise to a maximum of around $7,700 in year seven of the proposed repayment plan.

It is important to note that the congregation has six years of an interest free loan which provides a period of time to accumulate funds to accelerate the repayment of the loan. In other words, an accelerated payment in the first year would reduce the loan amount outstanding but it will only affect the amount of interest starting in the seventh year of repayment.

Emerging cost outlook

The project will cost more to complete than the $765,000 originally assumed back in February 2014. There are two sources of increase to the cost of the project. One is the basic cost to construct the building according to the working drawings and the second is contingency expenditures beyond the $50,000 included in the budget.

During the early summer, Pri-Tec indicated that the cost of construction would be at the upper end of the range ($810,000) indicated in February 2014, as opposed to mid-range ($765,000) which Parkwood had assumed. The increase of $45,000 in project costs can be attributed to unexpected details in the working drawings and to cost inflation between early 2014 and the second half of 2015 when most of the construction took place. After receiving this news, the budget was reviewed and some projected savings of close to $10,000 in non-construction work were incorporated.

While $50,000 was budgeted for contingencies, this estimate turned out to be unduly optimistic for a project involving demolition and integration. As well, some repairs to the existing church building were charged to contingencies due to a lack of funding within the local purpose budget to pay for them. The following sets out the main categories of contingency expenditures.

Repairs to existing church building	16,780
Problem with "oil well"	10,040
Anticipated construction Contingencies	34,870
Unanticipated construction Contingencies	41,087
Total contingency expenditures	102,777

Challenges for 2016

A major difficulty is to determine the likely total cost of the project. Contracts for future work were being arranged at the same time as contingency expenditures were evolving. There is an accounting lag between when work is done and when Pri-Tec submits its monthly invoice to Parkwood. This report is being finalized on January 27 even though the next estimate from Pri-Tec is due on February 1.

Based on information available as of January 27, it appears that the total cost of the project will be about $860,000. This certainly is a disappointing upward revision from the original $765,000. In retrospect, the original estimate can be viewed as an optimistic estimate given the nature of this particular construction project.

There are two major challenges for 2016. First, the congregation must obtain the funds necessary to pay for the completion of work in 2016. Second, if necessary, a decision must be made on how to match project spending with available funds. The table below shows the proposed availability of funds.

— *Dennis Featherstone*

Proposed Funding through 2016		
Contributions to December 31, 2015		803,837
Additional funding		
Loan from Organ Fund	15,000	
Transfer from Local Purpose Surplus	10,180	
Spoerri Bequest	9,000	
Sub-total		34,180
Contributions plus additional funding		838,017
Proposed goal for donations in 2016		35,000
Target for available funds		873,017

E. Membership of Ministry Teams 2016-2017 (including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Holly MacDonald (*ex officio*)
3. Alta MacFie
4. Michael Morris (*ex officio)*
5. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky** (donwp@live.ca)
2. Junior Akat
3. Flora Brown
4. Dianne Game
5. Carolyn Herbert
6. Susanne Johnson
7. Jean Sida

Finance and Maintenance (12 plus *ex officio*)

1. **Dan Moffet** (daniel.moffet@rogers.com)
2. Flora Brown (Caretaker emeritus)
3. Jim Elder
4. Martha Fair
5. Dalia Hanna (ex officio)
6. Duane Mayo
7. Lorne Roach (*ex officio*)
8. Duane Townsend
9. Dale Tuck

Mission (at least 6)

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire
6. Linda Robinson

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

Outreach (at least 6)

1. **Kristine Marion** (krismarion@hotmail.com)
2. Dennis Featherstone
3. Ivan Hooper
4. Dale Tuck

Pastoral Care (no set number)

1. **James Hurd** (*ex officio*) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game
4. Roberta Hurd
5. Margaret Roach
6. Jean Sida
7. Barbara Townsend
8. Duane Townsend
9. Dale Tuck

Policy and Planning (at least 6 plus *ex officio*)

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Dennis Featherstone (*ex officio*)
3. Ivan Hooper

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair** (fairmj@magma.ca)
2. Sibby Fennema
3. Dianne Nickerson
4. Dianne Smith (*ex officio*)
5. Lori Stewart
6. Gord Walford

This list is subject to corrections and/or additions before and during the annual meeting.



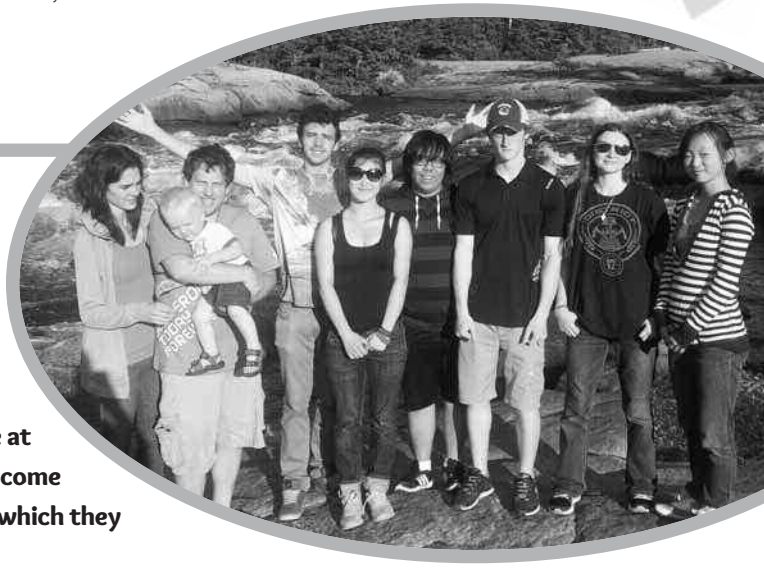
"Our services are in both Korean and English and, as we become increasingly more multi-cultural, our vision is to include more languages. Unlike most churches, our growth has mainly been in the area of youth — truly a joy! One of our biggest accomplishments has been our Friday night youth group program. We would like to thank Canadian Ministries and Presbyterians across Canada for their continuing support and assistance. We would also like to thank Han-Ca East Presbytery for their ongoing spiritual and emotional support. We ask for your prayers as we continue to work together to do God's work and build God's kingdom."

— Rev. Wan Tae Oh and Rev. Dale Henry, Antioch Community Church, Oakville, ON



"A small but powerful program, Action Réfugiés Montréal's Twinning Program pairs newly-arrived refugee women with women volunteers. The experience is designed to break isolation, create unique bonds of friendship and introduce both women to realities they might never have otherwise encountered."

— Paul Clarke, executive director, Action Réfugiés Montréal, Montreal, QC



"One model of doing ministry is a regional ministry such as the one in the northeast region of New Brunswick. Within these congregations, there is a strong determination to maintain a Presbyterian witness in this region, hold to familiar Presbyterian traditions, while at the same time moving forward to become more relevant to the context in which they find themselves."

— Rev. Glen Sampson, Knox, Campbellton and St. Luke's, Bathurst, NB



"I have been homeless and have benefitted from the shelter program and also the residential transition program which helped me be stable. I also participated in life-skills training and programs. The staff work hard to make programs which help the people. I am so thankful they cared for me and stood by me during the tough times. Thank you to all of you who support the Kenora Fellowship Centre. You are helping to make a difference in people's lives, like mine."

— Donovan Muckle, Kenora Fellowship Centre, Kenora, ON

By the power at work within us
God can accomplish abundantly more than all we can ask for or imagine. – Ephesians 3:20

Imagining the Kingdom

The Kingdom of God is like ...



Jesus based several parables on these words. He declared the kingdom to be like a farmer's field, a tiny mustard seed and flour mixed with yeast. The extraordinary mysteries of the kingdom were revealed through stories about ordinary objects and activities. Those who heard the parables began to imagine the kingdom as a realm of truth, growth, faith and joy.

With six other Presbyterians, I experienced the kingdom of God in a powerful way during a mission awareness trip to India. It was a thrill to meet some of the people with whom we have formed partnerships through *Presbyterians Sharing* and Presbyterian World Service & Development and visit projects and ongoing ministries. I was particularly moved by the villages we visited. Streets of packed earth were lined by small mud-plastered or brick houses often roofed with sheets of rusted tin weighed down by logs and large stones. Wooden ox carts and simple cots made of knotted light rope looked like objects from long ago. Cattle and goats, tied to posts, calmly watched us pass. A hand-pumped well provided clean water for humans and animals alike. There was joy despite poverty. Food and water were generously offered to us from meager supplies.

Christians, who make up only 2-3% of India's population, often suffer persecution for their beliefs. Churches have been burned. Church leaders staging peaceful demonstrations on behalf of the rights of minorities have been publically beaten. Still, on several occasions we worshipped in churches crowded with fervent men, women and children. One day we joined dozens of delightful young people gathered for music, prayer and reflection on current social issues. I remain profoundly inspired by the courage of these loyal disciples of Christ.

I was deeply impressed by the dedication of local Christian doctors and nurses who, with limited resources and equipment, serve an endless stream of impoverished patients. I fondly remember nurses who are being trained, in Christian schools we support, to care for others. I thank God we are able to walk with them in this healing ministry.

In communities being transformed by development projects, we heard good news stories of nourishing and sustainable kitchen gardens. Children proudly demonstrated proper hand-washing techniques that prevent disease. A goat, cradled in the arms of a little girl, would supply live-saving nourishment. Villagers proudly pooled resources to help each other establish small businesses. I thank God we are able to walk with them in these life-enhancing ministries.

The Kingdom of God is like brothers and sisters living in distant lands, united in Christ and walking side by side in faith, hope and love.

The Rev. Don Muir is Deputy Clerk of The Presbyterian Church in Canada's General Assembly Office.

The goal for gifts to *Presbyterians Sharing* from congregations in 2016 is $7,300,000

The Presbyterian Church in Canada
50 Wynford Dr., Toronto, ON M3C 1J7
presbyterian.ca







Serve one another
with whatever gift
each of you has received.

— 1 Peter 4:10



2016 Annual Report

Parkwood
PRESBYTERIAN CHURCH

10 Chesterton Drive, Ottawa ON K2E 5S9
phone 613-225-6648 e-mail office@parkwoodchurch.ca
website: www.parkwoodchurch.ca

The Presbyterian Church in Canada
presbyterian.ca

Presbyterians from across Canada joined together at the 2016 General Assembly and explored what it means to be stewards of the mysteries of God. Together we discussed important issues and planned for the future. We passed the Presbyterians Sharing *budget and dreamed of building God's kingdom. We committed to sharing in a wide range of ministries — encouraging and equipping congregations, supporting inner city, native, refugee, urban and remote ministries, accompanying international partners — and so much more! As stewards, we are called to work together as one church, made up of and reaching out to many peoples.*



Together, we are making mission and ministry happen!

"We are very thankful for your continued support of the Ekwendeni Hospital Grace Fund. It goes a long way in assisting the rural population whose average income is less than a dollar a day. The Grace Fund helps to waive debts of needy patients, and is the strongest sign of God's grace."

– Patrick Tembo, Ekwendeni CCAP Mission Hospital, Malawi

"We thank the Lord Jesus Christ for the progress of our community. From 2010 to 2015, our numbers have increased from 20 members to 152! This progress is neither the result of my strength, nor of any human strength. I just see the strong and powerful hands of God over Siloé's growth."

– Rev. Eloi Agbanou, La Communauté chrétienne Siloé, Montreal, QC



"ARISE Ministry is where hope lives! What a profoundly, awe-inspiring experience to see hope take hold in someone's life. Please pray for ARISE as we continue to plant, tend and care for the seeds of hope growing in the lives of individuals involved in the sex trade."

– Rev. Deb Rapport, ARISE Ministry, Toronto, ON

"Working together in service for others has strengthened our faith as we support each other and the wider community. There is great power in prayer. We thank God for all who have encouraged us in our journey of faith."

– St. Luke's Church, Bathurst, NB



In Memoriam: 2016

Jim Kritsch

Hie-Kwong Tan

Sydelyn Gayle

A word from the Minister



James T. Hurd
Minister

1 Corinthians 4: 2 - "It is required that those who have been given a trust must prove faithful." (NIV)

Writing and reading our annual report enables us to review the life and work of the church during the past year. It is also provides us an opportunity to ask, "Have we been faithful?"

Paul in writing to the church at Corinth reminds us that "it is required that those who have been a given a trust must prove faithful".

For Christians, to be "faithful" can be understood in two ways. First, are we "full of faith"? To be faithful is to have faith — to trust fully in Jesus, the One in Whom we believe and upon Whom we rest. The strength of our faith is not merely how much or how deeply or strongly we believe. To be faithful is to walk in faith and not in sin — it is to live according to Jesus Who is "the way, the truth, and the life". When Jesus warns the disciples against putting stumbling blocks in the way of others, especially little ones, causing them to sin, and impeding their walking in faith, he goes on to call us to forgive those who sin against us, even seven times in a day. The apostles knew this was a challenge, and they replied, "Lord, increase our faith." (Luke 17: 1-5). It is not easy to walk by faith, and not by sight.

Secondly, to be "faithful" is to discharge or fulfil the trust placed in us, which means both to do what Jesus asks us to do and to pass on to others by word and deed what He has committed to us. Jesus commits to the church the mysteries of the gospel, and the first disciples and apostles sought not only to retain the knowledge of God and of Jesus and of His way and life, but to commit these to others. Paul writes: "The things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others." (2 Timothy 2:2, NIV)

As we review the record of the life and witness of Parkwood Church during the past year, and as we prepare and plan for the year ahead, let us ask ourselves, "How have we been faithful? Where is faith seen and how does it shine through one another's witness and service? As we celebrate faith expressed and lived, let us pray together, "Lord, increase our faith." Let us also give thanks for faithful witness and service offered, and let commit ourselves afresh to entrust to others what has been entrusted to us.

It can be so simple, and so profound. A clean bathroom received is a faithful gift. A clean bathroom passed on to another is also a faithful gift. A prayer for comfort and strength received is a faithful gift. A similar prayer offered for another is a faithful gift passed on. A word of encouragement received is a faithful gift. A word of encouragement shared with another is a faithful gift multiplied.

May God — and all who come behind us — find us faithful.

In Christ, in faith,

Your pastor,

James T. Hurd.

Proposed Agenda

Annual Congregational Meeting

Saturday, February 25, 2017 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
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   - F. Benevolent Fund Co-ordinator - J. Sheridan 14
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    - B. Budget Team Report and Recommendations 51
    - C. Audit Team Report 54
    - D. Appointment of Audit Team for 2017
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    - G. Other
11. Adjournment
12. Closing Prayer

5 Minutes of the Annual Meeting
Saturday, February 20, 2016

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 20, 2016 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 6 p.m. following a congregational potluck dinner.

Opening Devotional Exercises
Following a call to worship, the congregation sang hymn #483 - "'Follow Me', the Master said". Thereafter the minister read Matthew 4: 18-22 and offered a brief exposition and comment thereon, and led in prayer.

Attendance
In addition to the minister, forty-three members and adherents were present, as follows: Dora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Asuquo Eniang, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Carolyn Herbert, Ivan Hooper, John Huber, Karen Hurd, Susanne Johnson, Ted Johnson, Holly MacDonald, Alta MacFie, Jim MacFie, Don MacMillan, Kris Marion, Suzanne McBurney, Terry McBurney, Dan Moffet, Carrie Morris, Michael Morris, Kathy Newton, Dianne Nickerson, Scott Nickerson, Pamela Pestaluky, Lorne Roach, Margaret Roach, Jan Sheridan, Jean Sida, Ed Steenhorst, Vicki Steenhorst, Barbara Townsend, Duane Townsend, Dale Tuck, Alice Visser, Tim Visser, Diane Walford, Gord Walford, and David Watson.
Those present at the supper before the meeting also included: Andre Marion, Christopher Moran, Louise Reid, and Majari Sutherland, and four children.

Regrets
Regrets were registered by Chris and Jim Kritsch and Marcia Harten.

Memorial Minute
The minister invited the congregation to stand, and he read the names of the members, adherents, and friends of the congregation who had died during the year 2015, and led in a prayer of thanksgiving for their lives and service.

Election of Secretary
The chair called for the election of a secretary for the meeting.
S. Elder nominated D. Featherstone. The nomination was seconded by D. Moffet. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming.
On motion of J. Huber, duly seconded, it was agreed that nominations cease.
The chair declared D. Featherstone elected secretary by acclamation.

Minutes of the 2015 Annual Meeting (pages 3-6)
A motion to adopt the minutes of the 2015 meeting was sustained. The deletions of duplication about the Mission team and of the digits "33" were approved. (Terry McBurney/Dan Moffet)

Reports of Session Officers (pages 7-10)
A motion to receive and consider these reports was sustained. (Dale Tuck/Duane Townsend)

A motion to adopt the report of the Clerk of Session was sustained. (Dennis Featherstone/Ed Steenhorst)

A motion to adopt the report of the Roll Clerk was sustained. (Jean Sida/Scott Nickerson)

A motion to adopt the report of the Communion clerk was sustained. (Kris Marion/Jan Sheridan)

A motion to adopt the report of the Representative Elder was sustained. (Gord Walford/Scott Nickerson)

A motion to adopt the report of the Memorials Clerk was sustained. (John Huber/Kris Marion)

A motion to adopt the report of the Benevolent Fund Co-ordinator was sustained. The spelling of Kris Marion's name was corrected. (Jan Sheridan/Tim Visser)

A motion to receive and consider the report of the Working Group on Stewardship was sustained. (Dennis Featherstone/Dan Moffet)

A recommendation that a Stewardship Team of three people be established to assist in increasing "Planned Giving" awareness and understanding as well as providing assistance with program evaluation was sustained. (Dennis Featherstone/Dale Tuck)

A recommendation that Session consider applying by the November 2016 deadline to send representatives to the conference on Stewards by Design in April of 2017, providing the cost to the congregation is no more than $500 was sustained. (Dennis Featherstone/Dianne Nickerson)

A motion to adopt the report of the Stewardship Team was sustained. (John Fair/Dianne Nickerson)

A motion to receive and consider all the ministry team reports was sustained. (Dennis Featherstone/Dianne Nickerson)

Policy and Planning
A motion to adopt the report of Policy and Planning was sustained. (Dianne Nickerson/Ivan Hooper)

Finance and Maintenance
A motion to adopt the report of the Finance and Maintenance team, excluding the financial statements, was adopted. (Dan Moffet/Duane Townsend)

Outreach
Carrie Morrison should read Carrie Morris. A motion to adopt the amended report of the Outreach team was sustained. (Kris Marion/Ivan Hooper)

Fellowship
A motion to adopt the report of the Fellowship team was sustained. (Jean Sida/Scott Nickerson) Appreciation was expressed for the work of the team.

Worship Co-ordination
Carrie Morris was added to the names providing music—page 35, third paragraph. A motion to adopt the amended report of the Worship Co-ordination team was sustained. (John Fair/Gord Walford)

Christian Education
John Huber was added to page 39, third paragraph under Mid-week Summer Fellowship. Alta MacFie submitted the Library report on page 39. A motion to adopt the corrected report of the Christian Education team was sustained. (Pam Pestaluky/Holly MacDonald)

Mission
A motion to adopt the report of the Mission team was sustained. (Stewart Elder/John Huber)

Pastoral Care
A motion to adopt the report of the Pastoral Care team was sustained. (Dora Brown/Margaret Roach)

Other Reports (page 43)

Leading with Care
A motion to adopt the report of the Leading with Care team was sustained. (Brenda Creighton/Brenda Featherstone)

Personnel
A motion to adopt the report of the Personnel team was sustained. (Gord Walford/Duane Townsend)

New Business

Audit Team Report
A motion to receive the report of the Audit team and to adopt the financial statements for 2015 was sustained. (Dianne Nickerson/Dale Tuck)

The congregation indicated it was exceedingly grateful for the dedication and service of the Treasurer, Lorne Roach and the support of his wife Margaret. There was a round of applause for Lorne in appreciation of his contribution.

A motion to re-appoint the current audit team of Kathy Newton, Stewart Elder, Harry VanDyk and Brenda Featherstone was sustained. (Gord Walford/Dan Moffet)

A motion to re-elect Lorne Roach as our Treasurer was sustained. (Dan Moffet/Duane Townsend)

Budget Report and Recommendations
(pages 44-46)
The bottom three lines on page 44 should read "the first six years which provides time to develop a repayment plan which minimizes or avoids the payment of interest".
A motion to receive and consider the report was sustained. (Dianne Nickerson/Dan Moffet)

A motion that the surplus for local purposes in 2015 of $10,180 be transferred to the Building Fund as a partial payment for the shingle expense for the existing building was sustained. (Dianne Nickerson/Dale Tuck)

A motion that the congregation approve expenditures for local purposes of $228,409 for 2016 was sustained. (Dianne Nickerson/Dan Moffet)

A motion that the congregation approve a target of a balanced budget for local purposes in 2016 was sustained. (Dianne Nickerson/Jan Sheridan)

A motion that the congregation approve a target for offerings for local purposes of $209,409 for 2016 was sustained. (Dianne Nickerson/Diane Walford)

A session motion that the congregation approve a target of $21,000 for Presbyterians Sharing for 2016 was sustained. (Dianne Nickerson/Ed Steenhorst)

A motion to adopt the report as a whole as amended was sustained (Dianne Nickerson/Dan Moffet)

Rosmarie Spoerri Fund

A motion to transfer $9,000 from the fund to the Building Fund was sustained. (Dennis Featherstone/Dianne Nickerson)

A motion to transfer $500 from the fund to a mission donation to SAT7 and $500 from the fund to a mission donation to CANHAVE was sustained. (Dennis Featherstone/Jan Sheridan)

Facility Planning Team
A motion to receive and consider the report of the Facility Planning team was sustained. (Dennis Featherstone/Dan Moffet)

Dennis Featherstone provided an update to the note on the building project in the Annual Report. The update was based on a new financial statement provided by Pri-Tec and subsequent discussion and negotiation with the firm during February. The new information led to an upward revision of the project cost from an estimate of $860,000 to $893,000. This upward revision was due to both higher costs than originally forecast by Pri-Tec and to additional contingency expenditures.

During the negotiations with Pri-Tec, it was agreed that any work beyond the renovation of the Gathering Place would be on an individual project basis with each project to be approved by Parkwood, subject to the availability of funds. Pri-Tec agreed to not charge for labour and supervisory expenses as well as their management fee in the February invoice as well as on work going forward. Parkwood agreed to hold off on the completion of certain renovations in the main building and to take responsibility for paying for the external work necessary to qualify for the return of our deposit with the City of roughly $13,500.

An important result of the financial update is that Parkwood faces a serious cash flow problem in March through June to pay for completed work as well as the renovation of the Gathering Place and the required exterior work.

A motion to inform the congregation at large of the financial situation through the Pulse and the bulletin and other means was sustained. (Kris Marion/Dale Tuck)

A motion to increase the annual target for congregational donations to the Building Fund in 2016 from $35,000 to $55,000 was sustained. (Dianne Nickerson/Dale Tuck)

A motion to ask the congregation to "front end" their intended annual donations to the building fund by March 31 was sustained. (Dan Moffet/Dale Tuck)

The following motion was duly seconded and sustained: The Facility Planning Team is authorized to obtain the required financing to enable Parkwood to complete the building project. (Dan Moffet/Kathy Newton)

The following motion was duly seconded and sustained: the Facility Planning Team should

request Presbytery to consider a supplementary grant of $30,000 to assist Parkwood to complete the building project. (Margaret Roach/Dale Tuck)

A motion to adopt the report as amended was sustained. (Dennis Featherstone/Suzanne McBurney)

Membership of Ministry Teams
Betty Paul has volunteered to join the Pastoral Team. Suzanne Johnson volunteered to join the Worship Co-ordination team. Marjari Sutherland has volunteered to join the Outreach team. Linda Robinson has switched from the Mission team to the Outreach team.

A motion to approve the adjusted listed membership for the various teams was sustained. (Dianne Nickerson/Jean Sida)

Other New Business
The following motion was duly seconded and sustained: to begin an annual spring-time meeting of the congregation to discuss the spiritual direction of Parkwood Church and how this church and its elders are enabling individuals and families to discover, grow in, and share the love of God found in Jesus Christ. (Michael Morris/Dan Moffet)

Adjournment
A motion to adjourn was sustained. (Terry McBurney/Dianne Nickerson)

Closing Prayer
The Moderator closed the meeting with prayer at 8:30 p.m.

_____

Dennis Featherstone

Secretary

_____

Rev. James T. Hurd

Moderator

6 Minutes of the Congregational Meeting
Tuesday, June 14, 2016

Minutes of The Special Congregational Meeting of Parkwood Presbyterian Church

Held at 7:30 PM on Tuesday, 14 June, 2016 in the Fellowship Hall of Parkwood Presbyterian Church

On Tuesday, June 14, 2016 in the Fellowship Hall, a special congregational meeting of Parkwood Church, Ottawa was held, called by the session at the request of the congregation to discuss the spiritual direction of Parkwood Church and how this church and its elders are enabling individuals and families to discover, grow in, and share the love of God found in Jesus Christ.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 7:30 p.m.

Opening Devotional Exercises
The minister read 1 Corinthians 12: 12-27 and led in prayer.

Attendance
In addition to the minister, forty-one members and adherents were present, as follows: Brenda Creighton, Jean Elder, Stewart Elder, Asuquo Eniang, John Fair, Dennis Featherstone, Ivan Hooper, Myrna Hooper, John Huber, Susanne Johnson, Ted Johnson, Holly MacDonald, Alta MacFie, Jim MacFie, Philip MacFie, Don MacMillan, Kris Marion, Duane Mayo, Suzanne McBurney, Terry McBurney, Margaret McPherson, Carrie Morris, Michael Morris, Dianne Nickerson, Betty Paul, Peter Paul, Don Pestaluky, Pamela Pestaluky, Judy Reeves, Stewart Reeves, Margaret Roach, Jan Sheridan, Jean Sida, Barbara Townsend, Duane Townsend, Dale Tuck, Tim Visser, Diane Walford, Gord Walford, David Watson, and Lorraine Widdis.

Election of Secretary
The chair called for the election of a secretary for the meeting.

T. McBurney offered to serve as secretary. It was agreed without motion that his offer be accepted. The chair declared T. McBurney elected as secretary for the meeting.

Business of the meeting
In opening remarks, Rev. Hurd stated that the Session has arranged this meeting in response to a motion passed at the 2016 Congregational Annual General meeting. The Session has asked each Ministry Team to report to the meeting in the following format:

- A report by the representative of the team outlining the team's mandate and activities;
- To lead the congregation in prayer concerning the work of the team; and
- A report on the skills or resources needed by the team to continue to meet its mandate.

1. **Finance and Maintenance Team -** Duane Mayo reported on behalf of the Team.

    - *Mandate and Activities* - He stated that the Finance and Maintenance is a support team that addresses the maintenance of the church building and grounds. He noted that the Treasurer is an ex officio member of the Team but that the Team is not directly responsible for financial management of the church's funds. Dale Tuck outlined some of the specific responsibilities of the Team.

      In discussion, it was noted that the management of the content displayed on the church's external sign has not been properly coordinated and that the Team is working to address this issue.

- *Prayer-* Duane Mayo led the congregation in prayer on behalf of the Team
- *Skill and Resource Needs-* The F & M team identified the following needs:
  - Volunteers to help with the routine maintenance of the building and grounds.
  - Volunteers who have skills in various areas of building maintenance (e.g. electrical, plumbing, carpentry).
  - Additional team members to fill the approved complement of the Team.

2. **Fellowship Team-** Don Pestaluky presented on behalf of the Fellowship Team.
   - *Mandate and Activities*: He stated that the aim of the team is to support the building of relationships within the Church and beyond the church. The activities planned by the team are focused in sharing and developing of friendships within the church and with the community.
     During discussion, the following comments were made:
     - The team is very active and does a good job.
     - The team is very supportive of other Ministry Teams, notably the Outreach, Christian Education and Worship Coordination Teams.
     - Greater attendance and participation in events organized by the team would help.

   - *Prayer:* Susanne Johnson led the congregation in prayer on behalf of the Team.
   - *Skill and Resource needs-* The Team stated the need for more volunteers who are welcoming and sociable to work with members of the congregation and with visitors.

3. **Christian Education Team:** Alta MacFie presented the report of the Christian Education Team.
   - **Mandate and Activities**: Alta stated that the purpose of the Team is to ensure that education programs are in place to support the Church's Mission. She noted that the team itself does not deliver specific programs and relies on volunteers for program delivery. She referred to the following initiatives:
     - Development and delivery of the curriculum for the Sunday School.
     - The LOGOS program that reaches out to children in the congregation and the community. The purpose is to make children feel loved and engaged.
     - Youth Group
     - Adult education
     - Summer programs
     - The Church Library which is open to all.
     - The Nursery Program
     - The Team is considering the development of a "Human Library" program.

     During discussion, the following comments were made:
     - The Team was commended for the range of activities and for the involvement of children in the Worship Service.
     - It was noted that the Coffee Klatch and the Bible study do not fall under the mandate of any of the Mission Teams.
     - While it is not specifically in the mandate of the Christian Education Team, the team recognizes the need for more small group education and Bible study.

   - *Prayer* - Holly MacDonald led the congregation in prayer.
   - *Skill and Resource Needs-* The following needs were expressed:
     - Volunteers who are willing to work hard and to stay involved in programs.
     - More members to serve on the Team.
     - More volunteers for the LOGOS program and Sunday School. With the new facilities it is possible to have more and smaller Sunday School

classes and the program will need at least 3 more teachers on a regular basis.
    - It was noted that Michael and Carrie Morris will be stepping down from the Youth Ministry. The congregation expressed their appreciation to Michael and Carrie for their leadership with the Youth and their energy and commitment.

4. **Outreach Team-** Kris Marion presented the report of the Outreach Team.

    - *Mandate and Activities*: Kris stated that the role of the Outreach Team is to bring people into the church to experience the community of Christ. She referred to a list of current and planned outreach activities, and referred to participation in Community events.

    In discussion the following comments were noted:
    - There is an overlap with the activities of other teams (e.g. Christian Education, Fellowship, and Pastoral Care). This is a strength of the church but better coordination might make better use of the limited resources.
    - Identified the need for more activities for young adults, young professionals and "single thirties".
    - Feel that programs should be available more frequently (e.g. High school program should be offered at least weekly). The key to attracting the participation of young people is offering consistent programs.
    - Question: Does the Team see itself addressing any specific demographic group?
    - Consider intergenerational activities to link youth and adults.
    - Consider having integrated worship services with the Korean Church, or other churches.
    - Consider having a notice Board where individuals could anonymously report examples of outreach activities of church members.
    - Consider ways to allow youth and adults who have other commitments to participate in prayer and worship programs by e-mail or social media.
    - Consider circulating a list of activities that need volunteer support, and develop an up-to-date volunteer list of people who could be contacted to support specific activities.
    - *Prayer* - Kris led the congregation in prayer for the work of the Outreach Team.

    - *Skill and Resource Needs*-
        - "On-the-ground" workers to help with individual activities.

5. **Mission Team-** Stewart Elder presented the report of the Mission Team.
    - *Mandate and Activities:* Stewart stated that the Team's activities are based on the charge provided to the team by Session. He described the process that the Team uses to review, vet and approve requests for support received by the team. He noted that the congregation is only able to provide support to about 30% of the charities requesting support.

      He noted that the Team is considering how to use social media to promote and expand the work of the Team. He felt that the Team needs to recruit younger members who understand the potential of social media.

    - *Prayer*: Asuquo Eniang led the congregation in prayer.
    - *Skill and Resource Needs:* Stewart stated that:
        - The Team needs additional members with strong communication skills.
        - The Team needs members with an understanding of electronic communication tools.
        - The team needs to identify a person who can be the contact person to link with the Carlington Community Chaplaincy.

6. **Pastoral Care Team -** Rev. Hurd presented the report of the Pastoral Care Team.

   - *Mandate and Activities* - He presented the Team's mandate and stated that the team does not interfere with the pastoral duties of elders. He stated that the Team members have taken pastoral care training and provide support to members of the congregation who have pastoral care needs as a result of some personal crisis. The Team links with other congregations to provide pastoral care services across the community (e.g. hospital visiting, and services at local nursing homes and seniors' residences). Other activities mentioned included:

     - Church and communion services for seniors and people with handicaps who cannot attend regular church services;
     - "Lunch and Learn" sessions for members of the congregation and community.
     - Pastoral Care training for community members.

   The following comments were made during discussion:
     - Members expressed appreciation to the Team for cards received by family members and for prayer support.
     - Young adults also need effective pastoral care and support.

   - *Prayer:* Jean Sida led the congregation in prayer on behalf of the Pastoral Care Team.
   - *Skill and Resource Needs*- No specific needs were identified.

7. **Worship Coordination Team-** Rev. John Fair presented the report of the Team.

   - *Mandate and Activities*- He stated that the Team focuses on the form and content of the Worship Service, including
     - The music ministry of the choir. He complimented the choir, under the leadership of Diane Smith. He noted the involvement of youth in the music ministry.
     - Ushering and audiovisual support during services. He stated that the team has only recently assumed responsibility for the coordination of ushers. He noted that the recent expansion will require additional greeters at the main door of the Church during services.
     - Summer mid-week services.
     - Special worship services (e.g. Christmas, Easter)

   The following points were raised in discussion:
     - Appreciation was expressed for special, creative additions to the service.
     - There is often a shortage of bulletins for special services.
     - It was noted that attendance at services is recorded but that this information is not routinely provided to the Worship Coordination Team.
     - There have been requests to have more communion services. Rev. Fair noted that the schedule of communion services is a responsibility of Session.

   - *Prayer:* Rev. Fair led the congregation in prayer for the work of the Worship Coordination Team.
   - *Skill and Resource Needs:* The following needs were identified:
     - Additional volunteers to provide audiovisual support during services

8. **Policy and Planning Team:** Dianne Nickerson presented the report of the policy and Planning Team.

   - *Mandate and Activities:* Dianne Nickerson stated that the purpose of the team is to support the work of the teams by providing advice on policies and facilitating planning by Session and the teams. The team is comprised of Elders
   - *Prayer:* Diane led the congregation in prayer or the work of the team.
   - *Skill and Resource Needs*- No specific needs were identified.

9. Other Discussion

In discussion, the following items were raised:

- Gord Walford referred to the work of the Personnel Team. He noted that the team meets only when specific issues are identified and deals with the hiring and termination of Church staff, job descriptions, performance reviews and any complaints raised by or about staff.
- Pam Pestaluky noted that there are frequent requests for more members on Teams, but felt that the congregation has been fortunate to have many involved and committed members on the teams.
- Michael Morris stated that he had moved the motion at the Annual General Meeting that initiated this meeting. He expressed the opinion that this meeting represented a good first step in defining where the Church is now and stated that he hopes to see a plan for the church over the next few years that will guide the work of all teams and members of the congregation. He expressed the hope that the suggestions raised at this meeting concerning a focus on small group ministry and prayer would be present in that plan.
- Rev. Hurd noted that the Session has identified the need to focus on strategic connections and partnerships; in this regard he noted the Church's participation in the Parkwood Community Stakeholders Association.
- Rev. Hurd also informed the congregation has just received a report on the demographics of the surrounding community. This report was prepared by Martha Fair at the request of Session, using the most recent census data. He stated that Session would present the data and its response to the report to the congregation after it has studied the report.

10. Adjournment- Dianne Nickerson moved adjournment at 10:15 PM. The motion was seconded and carried.

The meeting was closed with prayer.

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Terry McBurney

Secretary

_____

Rev. James T. Hurd

Moderator

7 Report of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

Session set out an ambitious agenda for 2016. There was progress in many but not all areas of the agenda.

- The Construction project is now basically complete and the dedication service was held on October 30. The City gave final approval to the interior work in the fall and to our work on the Revised Site Plan in December.
- There was a congregational meeting on June 14 with each team making a short presentation on how their work supports the mission statement.
- In the prime spring period for holding a course, Don MacMillan provided a course on Understanding Islam. To accommodate this course, the earlier plan to hold the course How Shall We Then Live was put on hold.
- On several occasions, a developmental narrative of our financial progress and goal was included in the bulletin and/or Pulse, but a decision is needed on a regular approach to be used, including both format and frequency.
- A group of elders compared our recent attendance pattern to that of the other churches in the Presbytery and determined that there is generally a trend decline. Several articles and studies were reviewed but there is not one single causal factor for the trend. For Parkwood, the group recommended a change in the format of the worship service and this change was implemented early in 2016. It should be noted that average weekly attendance at Parkwood was higher in 2016 than in the previous year.
- A small Stewardship team will become operational in 2017. Its role is to assist in increasing "Planned Giving" awareness and understanding as well as to provide assistance with program evaluation.
- As part of a regular cycle, a committee from Presbytery visited Parkwood to talk to the Minister, elders and other groups. Their conclusion was to commend the minister, elders and people "for the good work being done and to encourage them to continue to care for all entrusted to them inside and outside the congregation".
- A separate group from Presbytery reviewed the Session minutes and indicated the minutes having been "neatly kept with notations".
- There was no initiative by the congregation or a team to determine the degree of support for an Adult Social Group.

For 2017, the initial agenda of Session includes achieving progress on the following:

- To initiate having small groups meet in homes for an appropriate combination of conversation, study, prayer and meals with the goal to broaden and deepen relationships among members and adherents.
- To apply for the next program of Stewards by Design. The previous application deadline of November 2016 was delayed to February 2017 with the congregations chosen to attend being informed in March.
- To develop a communication approach to help the congregation to achieve simultaneously the goals for givings to

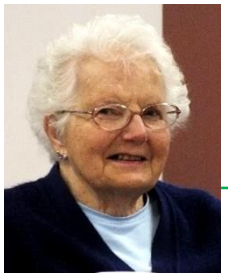
current operations, Presbyterians Sharing and loan repayment.
- To encourage everyone in the congregation to help develop a list of fund-raising activities which might be used to raise funds for our Loan Repayment Fund (share your observations or ideas with an elder or a member of the Facility Planning Team)
- To encourage everyone in the congregation to propose ways to reduce our operational expenditures, including by volunteering their time and talent for short-term projects.
- To continue to increase the visibility of the Mission Statement through programs, actions and decisions.

As of December 31, 2016 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Flora Brown; Marion Campbell; Phil Campbell; Asuquo Eniang; Laura Game; Marcia Harten; Ivan Hooper; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Kristine Marion; Andrew McPhee; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Judy Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Tim Visser; Gordon Walford; and Bill Zylstra. Susan McCullough is on special leave.

In 2016, the Campbells, Andrew McPhee and Bill Zylstra were inactive.

In the spring, Session accepted with regret the request by Jean Pierre Bernard to demit as an active elder. Session is thankful for the many years of Jean Pierre's service as an elder and elsewhere in the congregation.

— *Dennis Featherstone*



Jean Sida
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2015		191
Number added during 2016		
by transfer	3	
Total added	3	
Number removed during 2016		
by death	3	
Total removed	3	
Number of members on the roll, December 31, 2016		191

— *Jean Sida*





Marcia Harten and Kristine Marion,
Co-Communion Clerks

C. Communion Clerk Report

The record of communion for 2016 is as follows:
- March 6: 97 served
- March 24 (Maundy Thursday): 25 served
- June 5: 89 served
- October 2: 84 served
- December 4: 107 served

Pastoral Care Communion
- May 3: 24 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

— *Marcia Harten and Kristine Marion*



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of twenty churches and one extension work, the Barrhaven Mission, as well as an Arabic ministry which began in 2015 as an initiative of Grace Church, Orleans. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employs a part-time Ministry Animator, Cheryl Gaver. The presbytery also oversees the operation of Gracefield camp through a Board of Directors. During 2016 a two-point charge was created consisting of St. Andrew's Kars and Osgoode Church, Vernon. Liz Chan has been inducted into that charge, but is currently on maternity leave; she will commence her ministry there in April. Five churches are vacant: St. Andrew's Aylmer, St. Giles, St. Stephen's, St. Timothy's and The Upper Room (Rockland). The Aylmer and Rockland congregations are operating under longer term supply arrangements; St. Giles is operating with short-term stated supply.

The presbytery met 9 times in 2016, seven "regular meetings", one service of induction (Knox Manotick), and one study day on Human Sexuality with guest speakers Clyde Ervine, Beth McCutcheon and Kevin Livingston. The Synod of Quebec and Eastern Ontario met at Trinity Church Carp in October as well. This year Synod included a conference portion, on the topic "The Roots of Change, with speakers Dale Woods, Principal and Roland De Vries, Director of Pastoral Studies, Presbyterian College, Montreal.

Our minister is the Presbytery Clerk; the Moderator is elder John Tyler of Westminster church, Ottawa. A number of Parkwood people sit on Presbytery committees.

— *Gord Walford*



John Huber 2016
Memorials Clerk

E. Memorials Clerk Report

Over the course of the year, in memory of individuals, Parkwood received gifts directed to the Building, Memorial, Operation and Benevolent Funds. In 2016, funds were received in memory of Jim Kritsch, Jim Creighton, Betty McRae, William Gray, Joe Widdis, and Syvelyn Gayle.

Donations are received by the Treasurer, who reports the fund balance monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the fund are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of undesignated gifts is decided by Session, all for the glory of God and for use at Parkwood.

— *John Huber*



Jan Sheridan
Benevolent Fund
Co-ordinator

F. Benevolent Fund Report

The Session Benevolent Fund exists primarily to help those in our congregation through unexpected financial challenges in a confidential way. Also a few in the neighborhood have been helped – usually with bus tickets or food vouchers. Gracefield camperships are sometimes requested.

Money donated for Christmas White Gifts flows through this account. Special thanks this year to

Marcia Harten, Kris Marion, Stewart and Jean Elder for looking after the hampers and gifts. The main income for this fund comes from the Christmas Eve service. We are thankful for many smaller gifts throughout the year to answer the increasing needs. The fund is audited yearly.

— *Jan Sheridan*

8 Report of Ministry Teams



Dianne Nickerson
Team Leader

A. Policy and Planning Team
The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation. As of December 31, 2016, the following are members of P&P: Dianne Nickerson, Gord Walford, Holly MacDonald, Dennis Featherstone (*ex officio*), and Rev. James Hurd (*ex officio*).

Security
With the completion of the construction of our new facilities, a questionnaire was sent to all the team leaders and regular outside users addressing matters of security. After receiving responses, proposed recommendations for guidelines were presented to Session for approval. Approval was given and team leaders were informed. A meeting of team leaders was held in October seeking their input as to how the guidelines were working. Adjustments were made to the guidelines, and a document entitled "Security Guidelines for Locking and Unlocking the Entrance Doors and Use of Lift" was recommended to and approved by Session.

Rental Fees for Parkwood Facilities
The Fee Schedule was reviewed by Policy and Planning and Finance & Maintenance and minor changes were made to the text, with no changes made to the fees.

Stewards by Design
In preparation for applying to attend the Stewards by Design conference in 2017, we looked at some of the challenges our congregation faces: seniors on fixed pensions with little or no investments; immigrant families who are struggling to get settled financially. We considered also the opportunities, for those who are able, to invest in future capital projects for our church, as well as opportunities to share time and talent apart from treasures. We considered the skills needed by those who would be chosen to attend the conference – persons with vision, good communication abilities, persons with diverse interests in the work of our church, persons who are able to absorb and appropriately share the information gleaned at the conference. The benefits that we hope to gain by attendance at the conference would be the sharing of ideas on ways to help and encourage our congregation to share not only their treasures but their time and talents as well.

Letter from the Principal Clerk of the Presbyterian Church in Canada

A letter sent to Session from the Principal Clerk, Presbyterian Church in Canada was forwarded to and considered by P&P. Expressions of appreciation were reported to the congregation via the Pulse. Other matters were forwarded to our various teams for their consideration. Matters for study on church polity, strategic planning to encourage, support and strengthen congregations, and understanding and interpreting the Bible are still being considered.

— *Dianne Nickerson*



Dan Moffet
Team Leader

B. Finance and Maintenance Team

Unlike 2015 when some things were enough to curl one's hair, things certainly went better around Parkwood this year... no floods (okay one small one), no fires, no pestilence (if you ignore the occasional wayward mouse), no earthquakes, no mighty winds.

It is easy to forget that we were still not "in" the addition until late May or early June... it seems so long ago now. But eventually the construction was completed and we gained access to the new spaces and especially the new entrance. The new floor layouts were disorienting to quite a few people so used to traveling through the building the way we had for years. But just about everyone is used to the new Parkwood. There are still a few loose ends to finish up, such as completing the heating system modifications for the downstairs Meeting Room and Music Office - to correct problems we have been suffering with for 20 years and to complete some storage rooms in the east end of the Fellowship Hall.

Another huge improvement that wasn't part of the renovation project was the renovation of the original Men's and Women's washrooms. This was proposed and accomplished by Carrie and Michael Morris, who donated their time and all the materials needed for this long-overdue upgrade. On behalf of everyone at Parkwood, we thank them for this amazing work.

The big challenge for F&M is to maintain our facilities properly. In the early part of the year we employed Chris Moran as Caretaker. It was a difficult time as we were still under construction and we were unsure as to how much time it would take to properly clean the building. Chris resigned in June to take employment elsewhere.

Over the summer, with camps and other activities taking place, it was a challenge to keep the place tidy without a caretaker, and basic cleaning and restocking had to be done on Saturdays by volunteers. For an idea of how big a job it is to clean Parkwood, it takes an hour or more just to vacuum the Gathering Place or the Fellowship Hall.

After the camps were over, we had a major cleaning event where all the stacking chairs were shampooed by volunteers, the carpets professionally steam-cleaned in the Sanctuary, Fellowship Hall and Meeting Room. All the pews in the Sanctuary were washed, as were all the tables in the Fellowship Hall. Several walls throughout the building were washed and millions of small hand-prints from campers were carefully cleaned from the still-fresh paint in the stairwell. The Sarang Church was very generous and paid for cleaning of the Fellowship Hall carpet.



Another "cleanup" was to vacate the shipping container that was used for temporary storage. Thanks to volunteers, we were able to shoe-horn the remaining contents into some of the new storage rooms. This included surplus and salvaged building materials (including the old main entrance doors), a selection of assorted chairs and a considerable pile of Christmas decorations. We were also able to sell some surplus windows, doors and an electric hot water tank.

Once the camps had ended, we began to advertise for a new Caretaker. We have been blessed with the arrival of Dave Joiner as our new Caretaker, who has been doing an outstanding job cleaning, polishing, organizing and repairing. During the fall, we asked Dave to experiment with the time it takes to properly

clean and maintain our building. Our rough idea was that it would require about 16 to 20 hours per week. The experiment confirmed this and the budget for the Caretaker has been adjusted accordingly.

With the new spaces and equipment came new challenges. The regulations for the accessibility lift require that it be operated by trained attendants, that it may only carry one passenger and the attendant and that it is not 'self-serve'. A training program was developed and carried out by Brenda Creighton. Because most lift attendants also serve as greeters at the new entrance, training included the proper activation of the power-operated entrance door. Along with all the new exterior and interior doors came the need to update security guidelines, which was accomplished with the collaboration of F&M, Parkwood Events and Policy & Planning. A new policy was approved in November.

As past team leaders and chairs of F&M will tell you, most of the leg-work of F&M falls to the team lead. From purchasing odds and ends, to researching and planning bigger expenditures, to getting things fixed in a timely manner, it is (too) often easier to do things oneself that to decide what needs to be done, find someone with the skills and knowledge to do it, to explain the task and to follow up to ensure it was accomplished. In past years F&M had many members (20 or more?) in whom lay the skills to get most things done. Meetings were sometimes long too. Recently, our numbers are small - 5 not counting *ex officio* members. But the meetings have also been kept short - I think the record is just under one hour, but typically around an hour and a quarter.

Parkwood needs more people to help decide how the property is cared for and how the money is spent.

Equally urgent is the need for a few people willing and able to do small odd jobs.

— *Dan Moffet*

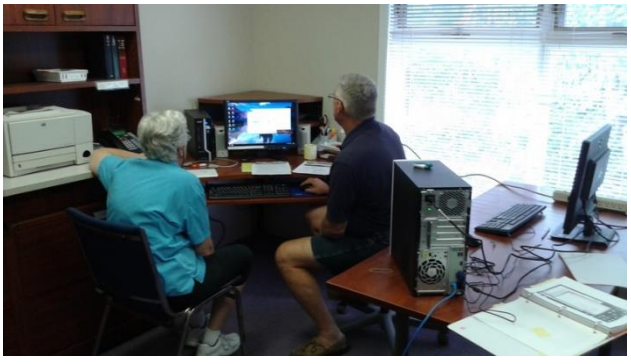
IT Team Report

The IT Team consists of James Hurd, Dan Moffet (F&M), Gord Walford (AV and website), Andrew McGregor responsible for all hardware and most software installations and major troubleshooting and Brenda Creighton responsible for weekly updated and backups and the day to day computer problem solving as well as Church Windows upgrades. Duane Mayo programs the electronic sign and Michael Morris and Carl Martin work on sound.

With the completion of the renovations, we have been able to move the equipment that the Parkwood computer network runs on into its own secure cabinet. We now also have storage space for the laptops that are used in worship and in other programs at the church.

This year Andrew has upgraded all of the computers to the Windows 10 operating system and to MS Office 2016. This has been a learning curve for both the office and many of the people in the congregation who were used to older versions of the software and who on occasion use the Volunteer computer for their church work.

In the office, we installed and configured the most recent version of the Church Windows database software that we use. That allowed us to create a new format for the Congregational Directory which was published in November.



In conjunction with the AV team and help from Dale Tuck, we were able to solve issues related to the electronic sign.

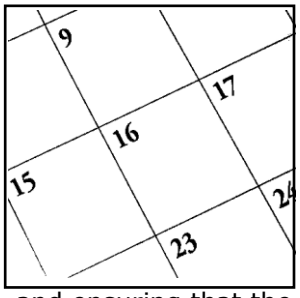
Andrew and Brenda continue to maintain the hardware and software on the various computers. Brenda completes weekly updates for Norton Antivirus and Windows updates, as

well as backups of the network, which are stored offsite.

Andrew and Brenda also coordinated the installation and configuration of the new multi-function printer-copier.

— *Brenda Creighton and Andrew McGregor*

Parkwood Events Report



Most of 2016 was spent in keeping the groups that use our building up to date on what was happening with the renovations and how they could access the spaces that they used and ensuring that the furniture that they needed was available. I also provided temporary signage for the new rooms and some directional signs so people can find their way around the building.

The last few months of 2016 were spent sorting out the key access to the building and rooms with F&M and reminding people of their responsibility of unlocking and unlocking the building when they leave.

Most people check with Parkwood Events to see if space is available before advertising an event, but occasionally I have heart failure when I see something advertised and no space has been booked.

I continue to receive inquiries from outside individuals and groups but most have to be turned away because of previously booked meetings.

The Caretaker receives updated calendars to help schedule cleaning around all our activities and to keep the building in excellent condition.

My one continuing challenge is people assuming that because a room appears empty, it is not booked for a meeting. If you are here during the day, please check with Dalia in the office to ensure that you can use the room. All Parkwood Church Activities are included on the calendar on the kiosk in the Gathering Place and on the website or the back page of the Pulse. All events that are booked at Parkwood are on large calendars in the Volunteer Room.

If you need to cancel a meeting, please let me know. There might be someone who could use that room.

— *Brenda Creighton*

Parkwood Events Co-ordinator

parkwoodevents@yahoo.ca

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2016

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2016

ASSETS	Unrestricted	Invested in Capital Assets	Reserve Funds (See Schedule)	Net Assets December 31,2016	Net Assets December 31, 2015
Current assets:					
Cash on Hand and in Bank	$ 20,982	$ 499	$ 33,613	$ 55,094	$ 245,463
Short-term Investments - at cost	-	-	-	-	-
HST Recoverable	8,422	-	-	8,422	43,507
Loan Receivable		-	-	-	-
	$ 29,404	$ 499	$ 33,613	$ 63,516	$ 288,970
Long-term investments - at cost	-	-	-	-	-
Church Building, Furnishings (note 2)	-	2,628,751	-	2,628,751	2,596,397
Land at Cost (note 2)	-	1	-	1	1
Total Assets	$ 29,404	$ 2,629,251	$ 33,613	$ 2,692,268	$ 2,885,368
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
LIABILITIES					
Current :					
Secured Loan payable-short term- (Note 3)	$ 4,168	$ -	$ -	$ 4,168	$ 2,800
Secured Loan payable-longterm- (Note 3)	120,562			120,562	62,200
Total Liabilities	$ 124,730	$ -	$ -	$ 124,730	$ 65,000
NET ASSETS					
Opening Balance January 1	$ 25,180	$ 2,596,897	$ 198,291	$ 2,820,368	$ 2,080,691
Net Income (Deficit) year to date	(10,238)		(274,946)	(285,184)	(336,914)
Net Transfers From (To) Operating Fund (Note 6)	(110,268)	-	110,268	-	-
Adjustment to appraisal value of Capital Assets	-	32,354	-	32,354	1,076,591
Net Assets Closing Balance	$ (95,326)	$ 2,629,251	$ 33,613	$ 2,567,538	$ 2,820,368
Total Liabilities, Reserved Funds and Net Assets	$ 29,404	$ 2,629,251	$ 33,613	$ 2,692,268	$ 2,885,368

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2016

	2015 ACTUAL 12 MONTHS	2016 ACTUAL 12 MONTHS	2016 BUDGET 12 MONTHS	2017 BUDGET 12 MONTHS
RECEIPTS:				
OFFERING - Operations	$ 203,205	$ 185,072	$ 209,409	$ 219,361
OFFERING - Special Appeals Outreach	27,463	19,749	21,000	20,000
	230,668	204,821	230,409	239,361
OTHER INCOME - Rentals	16,728	19,076	16,500	11,100
OTHER INCOME - Other Charities	-	-	-	-
OTHER INCOME - Recoveries	5,605	5,655	2,500	2,300
	22,333	24,731	19,000	13,400
TOTAL RECEIPTS	$ 253,001	$ 229,552	$ 249,409	$ 252,761
EXPENDITURES:				
MISSION TEAM	$ 6,804	$ 5,552	$ 6,100	$ 6,350
OUTREACH TEAM	1,177	1,338	1,500	2,000
FELLOWSHIP TEAM	1,109	1,217	1,150	1,150
PASTORAL CARE TEAM	-	-	-	-
CHRISTIAN EDUCATION TEAM	13,265	12,708	14,725	14,450
WORSHIP COORDINATION TEAM	20,915	20,253	21,026	21,245
THE KIRK SESSION	7,417	6,908	7,160	8,079
FINANCE & MAINTENANCE TEAM	164,671	172,065	176,748	179,487
SPECIAL APPEALS OUTREACH	27,463	19,749	21,000	20,000
TOTAL EXPENDITURES	242,821	239,790	249,409	252,761
NET REVENUE (LOSS) FOR THE YEAR	$ 10,180	$ (10,238)	$ -	$ -

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2016

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec 31,2016	Total 31-Dec-15
Cash from operating activities					
Net revenue (loss) for the year	$ (10,238)		$ (274,946)	$ (285,184)	$ (336,914)
Add items not involving cash					
Interfund transfers	(110,268)		110,268	-	-
	(120,506)	-	(164,678)	(285,184)	**(336,914)**
Changes in non-cash working capital					
HST/GST recoverable	35,085	-	-	35,085	(32,049)
Net cash generated through operating activities	**(85,421)**	**-**	**(164,678)**	**(250,099)**	**(368,963)**
Investing Activities					
(Increase) decrease in Investments (net)	-	-	-	-	42,112
Financing Activities					
(Increase) decrease in Secured Loan	65,000	-	-	65,000	65,000
repayments of secured Loadn	(5,270)			(5,270)	65,000
	59,730	**-**	**-**	**59,730**	**130,000**
Net increase (decrease) of cash during year	**(25,691)**	**-**	**(164,678)**	**(255,369)**	**204,624**
Cash- beginning of year	46,673	499	198,291	245,463	40,839
Cash - end of year	**$ 20,982**	**$ 499**	**$ 33,613**	**$ 55,094**	**$ 245,463**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
For the Year ended December 31, 2016

Statement of fund balances:	Opening	Receipts				Expenditures				Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Interfund	-Deficit	Balance
Fund Description	January 01, 2016	Offering	Contributions		Receipts	Equipment	Cost	Expenditures	Transactions	For the Year	December 31,2016
Team Programmes											
Fellowship Team Fund	$ 946	$ 43	$ 228		$ 271		$ 94	$ 94	$ -	$ 177	$ 1,123
Course Fees Fund	334				-			-		-	334
Flower Fund	101				-		94	94		(94)	7
Key Deposit	92		40		40			-		40	132
Logos Program	678	1,956	1,465		3,421		1,810	1,810		1,611	2,289
Outreach Projects	1,845				-			-		-	1,845
Pastoral Care Fund	786	72	196		268		313	313		(45)	741
Special events	2	50			50			-		50	52
Youth Leadership Fund	-	600			600			-		600	600
Youth Group Fund	2,210	1,178	3,851		5,029		**5,226**	5,226		(197)	2,013
TOTAL	**$ 6,994**	**$ 3,899**	**$ 5,780**	**$ -**	**$ 9,679**	**$ -**	**$ 7,537**	**$ 7,537**	**$ -**	**$ 2,142**	**$ 9,136**
Audio Visual Fund	$ 380		$ 25		$ 25			$ -		$ 25	$ 405
Building Expansion Fund	-	51,559	14,531		66,090		343,838	343,838	277,748	-	-
Hymn Books, Bibles Fund	249				-			-		-	249
Organ Replacement Fund	15,254				-			-	(15,000)	(15,000)	254
Reserve for Capital Expenditures	499				-			-		-	499
TOTAL	**$ 16,382**	**$ 51,559**	**$ 14,556**	**$ -**	**$ 66,115**	**$ -**	**$ 343,838**	**$ 343,838**	**$ 262,748**	**$ (14,975)**	**$ 1,407**
Memorial Fund	$ 2,797.00				$ -		$ 341.13	$ 341.13	$ -	$ (341.13)	$ 2,455.87
Parkwood Session Benevolent Fund	1,131	6,925			6,925		5,067	5,067		1,858	2,989
Student Assistance Fund	750	118			118			-		118	868
TOTAL	**$ 4,678**	**$ 7,043**	**$ -**	**$ -**	**$ 7,043**	**$ -**	**$ 5,408**	**$ 5,408**	**$ -**	**$ 1,635**	**$ 6,313**
Bequests											
Boyd Bequest Fund	$ 68,480				$ -			$ -	$ (68,480)	$ (68,480)	$ -
Cairns Bequest Fund	-				-			-			-
Hempstock-Huff Bequest Fund	-				-			-			-
Mitchell-Hempstock Bequest Fund	75,000				-			-	(75,000)	(75,000)	-
MItchell-Hempstock Interest Fund	7,312				-			-			7,312
Unallocated interest fund	9,759				-			-			9,759
Lancaster Bequest Fund	24				-			-			24
Nekrassoff Fund	161				-			-			161
Rosmarie Spoerri Fund	10,000				-		1,000	1,000	(9,000)	(10,000)	-
TOTAL	**$ 170,736**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000**	**$ 1,000**	**$ (152,480)**	**$ (153,480)**	**$ 17,256**
Total Reserved Funds	**$ 198,790**	**$ 62,501**	**$ 20,336**	**$ -**	**$ 82,837**	**$ -**	**$ 357,783**	**$ 357,783**	**$ 110,268**	**$ (164,678)**	**$ 34,112**

Funds earmarked for expansion

Building Expansion Fund		$ 0
Boyd Bequest Fund		$ 0
Cairns Bequest Fund		$ 0
Hempstock-Huff Bequest Fund		$ 0
Mitchell-Hempstock Bequest Fund	(If Necessary)	$ 0
TOTAL		$ 0

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2016

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated December 15, 2016

The land is stated at nominal value as the cost is not determinable.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

As at December 31, 2016, there are no investments on hand.

Interest earned on both long and short term investments is recorded on a cash basis when received

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, HST recoverable, current and long-term liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. BUILDINGS AND FURNISHINGS:

The Church building and furnishing are recorded at estimated replacement value at December 31, 2016 based on the most recent insurance valuation dated December 15, 2016. The value of the Building and Furnishings at this time was estimated at $2,628,751.

The cost of land at 10 Chesterton Drive is recorded at a nominal value of $1.

3. SECURED LOAN PAYABLE:

Lending Fund Loan

In December 2015, the Church secured a loan of $65,000 from the Lending Fund of the Presbyterian Church in Canada (the Fund). The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 21, 2015.

In July 2016, the Church secure a further advance of $35,000 from the Lending Fund of the Presbyterian Church in Canada which was also obtained for the purpose of completing the expansion of the Building, as approved at its Annual Meeting on February 20, 2016.

The Lending Fund loan is secured by a charge on the land and building at 10 Chesterton Drive, Ottawa Ontario,

The loan is interest free for the first 6 years, with 7% interest per annum on the outstanding balance thereafter from the 7th to the 15th year. Payments on the loan are to be made quarterly, based on a predetermined repayment schedule with interest amounts being added to the principal repayment amount beginning in the 7th year (2022).

The total principal repayment due in the 12 months ending December 31, 2016 is $4,168.

Extension Fund Loan

In May 2016, the Church secured a loan of $30,000 from the Extension Fund of the Presbyterian Church in Canada, the Presbytery of Ottawa. The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 20, 2016.

This Loan is unsecured and repayable in full, by May 9, 2027. There will be no interest charged on or before May 9, 2022. Should any portion of the loan be outstanding as of May 10, 2022 there will be interest charged on the outstanding balance at an annual rate of interest equal to the average GIC rate of interest charged by the 5 largest Canadian chartered banks.

Principal repayments of the loan are due as follows: $6000 due annually, on or before each of the following dates; May 9, 2023; May 9, 2024; May 9, 2025; May 9, 2026 and May 9, 2027.

4. INTERFUND TRANSFERS:

During the year ended December 31, 2016 $10,180 was transferred from the Operating Fund to the Building Fund , as approved at the February 20, 2016 Annual Congregational Meeting. Additionally, there was a total transfer of $100,088 from the operating fund to the Building Fund (the Fund) to cover disbursements in the Building Fund which were not covered by donations and other receipts in the Fund.

5. GOVERNMENT FUNDING:

During the year ended December 31, 2016 an amount of $3,359 (2015-$ 3,474) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

6. BUILDING REDEVELOPMENT:

The major integration of the two buildings began in November 2015 with the closing of the access to the stairs from the Narthex to the basement. As of the end of 2016, the construction phase of the project was well advanced. This included painting, hanging of doors, installation of light fixtures and a considerable amount of ductwork to provide heat to the new rooms and storage areas. Temporary access to the cordoned-off construction area was granted early in 2016. Construction took place through 2016 to October, except for several weeks when Parkwood set up the new Volunteer's Office. The final interior construction was approved in October. There was a Dedication Service on October 30. The exterior completion of the Revised Site Plan with the City was approved in December and our deposit cheque was dated late December and is reflected in the financial records for 2016.

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Carlington Chaplaincy Fund	$ 500	$ 500	$ 500	$ 500
Covenant Orthodox Presbyterian Church	2,500	2,500	2,500	2,200
Gracefield Christian Camp & Retreat Centre	1,450	1,450	1,450	1,450
Inter-Varsity Christian Fellowship	900	800	800	500
Ottawa Innercity Ministries				500
Other Missions	1,454	302	850	1,200
Total	$ 6,804	$ 5,552	$ 6,100	$ 6,350

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Advertising-newspapers	$ 577	$ 492	$ 500	$ 600
Advertising - Yellow Pages				400
Brochures for visitors		316	100	100
English Fellowship Evening		152	200	200
Kumon Outreach			100	-
Other outreach	600	378	600	400
Outreach Partner Initiatives				-
Pause table				300
Total	$ 1,177	$ 1,338	$ 1,500	$ 2,000

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Social Hour Supplies	$ 1,109	$ 1,217	$ 1,100	$ 1,100
Support for Gracefield Weekend			50	50
Total	$ 1,109	$ 1,217	$ 1,150	$ 1,150

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Pastoral Care	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Adult Education	$ 359	$ 128	$ 500	$ 400
Church Library		20	200	200
Church School	895	711	1,000	1,500
Logos Program	1,153	589	1,000	1,000
Nursery Care			25	25
Summer Programming			100	75
Young Adults	228	76	300	250
Youth Group	476	803	1,600	1,000
Youth Facilitator	10,154	10,381	10,000	10,000
Total	$ 13,265	$ 12,708	$ 14,725	$ 14,450

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Audio- visual	$ -	$ -	$ -	$ 100
CCLI Licence	500	518	501	520
Hymnals/Bibles repair/replace			25	25
Music	41	71	50	50
Director of Music Ministry	17,770	18,000	18,000	18,000
Continuing Education	615	485	250	250
Piano/organ maintenance	345	115	350	350
Organist/Pianist Supply	1,020	904	800	900
Pulpit supply	624	150	1,050	1,050
Other		10		
Total	$ 20,915	$ 20,253	$ 21,026	$ 21,245

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Congregational Supplies	$ 302	$ 391	$ 350	$ 350
Renewal Fellowship Membership	100	100	100	100
Evangelical Fellowship Membership	185	177	200	200
Leading With Care				100
Other Expenses			300	300
Presbytery Dues	6,723	6,085	6,085	6,874
Web Hosting	107	155	125	155
Total	$ 7,417	$ 6,908	$ 7,160	$ 8,079

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Bank Charges	$ 276	$ 383	$ 400	$ 540
Canada Pension Plan	4,022	4,149	4,212	4,413
Caretaker	7,546	6,876	8,190	11,856
Computer Hardware/Software	3,093	2,328	3,150	2,200
Congregational Administrative Assistant	10,758	10,171	11,500	11,500
Employment Insurance	2,634	2,622	2,613	2,360
Extended health care coverage	4,285	4,370	4,285	4,318
Fuel	2,170	2,374	3,000	3,000
Furniture&Equipment repairs/replacement	643	1,647	1,998	2,000
Insurance Church	3,540	4,420	4,200	4,200
Lighting	5,264	7,872	7,000	7,937
Loan Repayment			2,800	-
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,500	23,500	23,500	23,500
Minister's stipend	57,150	58,400	58,400	58,400
Presbyterian Church Pension Plan	10,449	10,934	10,800	10,934
Repairs,Replacements&Maintenance	7,710	10,393	10,500	12,380
Reserve For Capital Expenditures			1,500	1,500
Snow Removal,Salt,Sand	4,756	4,104	5,000	4,193
Stationery&Office Supplies	8,558	8,903	9,000	9,000
Students/Interns	3,197	3,276	-	-
Telephone	3,484	3,233	3,000	3,016
Water&Sewer Charges	1,036	1,510	1,100	1,640
Total	$ 164,671	$ 172,065	$ 176,748	$ 179,487

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Rentals	$ 16,728	$ 19,076	$ 16,500	$ 11,100
Other Charities				
Sundry-HRDC Grant-Students/Interns	3,375	3,359		
Grants/Recoveries	2,230	2,296	2,500	2,300
Total	$ 22,333	$ 24,731	$ 19,000	$ 13,400

SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2016 ACTUAL	2016 BUDGET	2017 BUDGET
Bright Hope For Tomorrow	$ -	$ 415	$ -	$ -
Canhave Children's Centre Inc.	600			
Covenant Orthodox Presbyterian Church	100	300		
Christian Blind Mission International	129			
Christian Horizons (Canada)	250			
Gracefield Christian Camp & Retreat Centre	200	200		
Kenora Fellowship Centre		145		
Mission Aviation Fellowship	385			
Ottawa Innercity Ministries	20	72		
Presbyterians Sharing	21,439	16,765	21,000	20,000
Presbyterian College		245		
Presbyterian World Service & Development	3,530	1,607		
Sat-7 Canada	310			
Renewal Fellowship Psalt Video	500			
Total	$ 27,463	$ 19,749	$ 21,000	$ 20,000

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2016

	2015 ACTUAL	2015 ACTUAL	2016 BUDGET	2017 BUDGET
Bright Hope For Tomorrow	$ -	$ 415	$ -	$ -
Canhave Children's Centre Inc.	600			
Covenant Orthodox Presbyterian Church	100	300		
Christian Blind Mission International	129			
Christian Horizons (Canada)	250			
Gracefield Christian Camp & Retreat Centre	200	200		
Kenora Fellowship Centre		145		
Military Christian Fellowship Of Canada				
Mission Aviation Fellowship	385			
Ottawa Innercity Ministries	20	72		
Presbyterians Sharing	21,439	16,765	21,000	20,000
Presbyterian College		245		
Presbyterian World Service & Development	3,530	1,607		
Sat-7 Canada	310			
Renewal Fellowship Psalt Video	500			
Total	$ 27,463	$ 19,749	$ 21,000	$ 20,000



Kris Marion
Team Leader

C. Outreach Team

We had a very busy and productive 2016! Our first major outreach initiative was the **Shrove/Pancake Tuesday Dinner**. Invitations were delivered door-to-door and posted in apartment buildings, corner stores and on our sign inviting everyone to a free Pancake Dinner at Parkwood. The Fellowship Team did an excellent job hosting the dinner in the Fellowship Hall. Seventy-five people attended including 25 newcomers who came to enjoy pancakes with our church family and check out our new building. Lenten and Easter service bookmarks were handed out with the cutlery inviting them to join us for Worship. A few did! Extra bookmarks were inserted in the church bulletin and the congregation was encouraged to take them home to give to neighbours and friends inviting them to worship.

Outreach supported and supplied refreshments for the course **'Islam and Ministry to Muslims'** presented by Don MacMillan. This course was on Wednesday evenings starting on March 23rd and ran for 10 weeks. It was very well attended (25 approx.) and we came away with an understanding of Islam and how best to share our faith with our Muslim neighbours.

Parkwood Hills Fun Day at Inverness Park Sat. May 21st, a Parkwood Hills Stakeholders Association initiative we participated in, was our next big event. This was held on a long weekend and conflicted with our Youth Retreat at Gracefield Camp as well as 'The Big Give' (a city-wide outreach give-away event to show God's love). Holly MacDonald, Ivan Hooper and Dale Tuck gave out over 200 church-logoed water bottles containing **cold** water. Information on our church and how we serve the community was displayed as well as CanHave, LOGOS and ESL. Church brochures were handed out. Jim MacDonald ran games for the children with the help of some of our youth. Holly reported that it was a huge success and well worth the participation. Outreach has suggested having an evangelical presentation such as a puppet show at the Fun Day in the future.

Summer Day Camp

During the month of July, the Aihua Hu Chinese Language School and Parkwood Church co-operated in offering a summer day camp. For two weeks, the partnership also included the Sarang Korean Presbyterian Church, which also ran simultaneously a day camp, with all the children sharing together in some activities.

In the mornings, instruction in Mandarin Chinese (for the children associated with the Chinese Language School), in Korean (for the children associated with the Sarang Korean Presbyterian Church) and in mathematics (for all children) was provided.

Lunch for the children was prepared by volunteers arranged by the language school.

In the afternoons, the children learned and sang some fun songs, some Bible songs, followed by a Bible lesson, which was followed up with activities and games designed to reinforce the lesson. The children also were encouraged to memorize certain key Bible verses. Accompaniment on the piano for the music was provided by a volunteer from the Sarang Korean Presbyterian Church and by our Summer Programs Assistant. For the first, third, and fourth weeks, the Bible lessons were taught by James Hurd.

During the second week, two summer students from Child Evangelism Fellowship taught the Bible lesson using video and drama.

After a mid-afternoon snack, other "active" activities, including some wide games and outdoor water activities were held. On a couple of occasions, on account of inclement weather, a video was shown indoors.

Some 58 children registered for the day camp organized by the Aihua Hu Chinese Language School, with an average daily attendance of about 40. Some 20 children registered for the

day camp organized by the Sarang Korean Presbyterian Church.

Aihua Hu was able to report that eleven participants after counsel and prayer made a commitment to follow Jesus. Bibles were presented to each one at the closing assembly of the camp on the final day.

A report on the camp was filed by Aihua Hu with the session. A report from Dan Moffet, as team leader for the Finance and Maintenance Team and Brenda Creighton, as the co-ordinator for Parkwood events, identifying certain issues with respect to the use of the facilities by the camps was also filed with the session. One of the major challenges this year was the absence of a caretaker during the summer. Some volunteer help was provided by members of Parkwood Church for which thanks is expressed.

A meeting was arranged by the Outreach Team with the camp director in the fall to review issues surrounding the operation of the day camp, and a further report was made to session.

— *James Hurd*

In the fall, the Outreach Team supported a Games Night organized by the Fellowship Team and a Youth Presentation on the Thanksgiving weekend orgazined by the Christian Education Team, where our youth shared what they have been up to since going out from Parkwood into the world. **The White Gift, The Mission and Inner-City Ministries** donations as well as distribution of Christmas Food Hampers and fruit baskets for those new to Canada have fallen under the Outreach Team's umbrella in the last few years. The Team feels this is an appropriate placement as it is a service to our church family and the surrounding community. We are nurturing these connections with the community – inviting them to Christmas services and other activities throughout the year.

Ongoing activities of the Outreach Team include:

- Greeter, Lift Operator and Guest Book Attendant co-ordination. This may seem to be a logistical formality but serving in this way is essential in knowing our church family and giving a warm welcome to newcomers as they enter our Church for the first time. Two greeters are required each Sunday: one to greet and attend to the guest book signing *after* the service and the other to greet and operate the lift before and after the service. Please prayerfully consider being a greeter in 2017!
- Jesus Quotes for the sign – an opportunity for the community to meditate on God's word prepared by Duane Mayo, John Huber and Kris Marion.

Kumon Welcoming Outreach

The end of February 2017 is expected to mark the end of the Kumon after school classes in the lower hall – and 15 years of outreach by the welcoming team. It was a valuable time to connect with the diverse population who came from within our local neighbourhood and beyond. Everyone was welcomed, stories of immigration were shared and questions were encouraged and answered about the church (e.g. Those peeking into the sanctuary were given a tour while those who asked about the Christmas Crèche were told the 'reason for the season'). Many Parkwood folks have helped over the years. Special thanks go to Rose O'Connor and Jean Sida for so many years of service. – Jan Sheridan

An informal 'Tea Time' was held on some Saturday mornings (Dale Tuck) as an outreach to the **Aihua Chinese Language School** participants. Children from this school have attended the Aihua Chinese Summer Day Camp, our LOGOS program and even our Sunday School!

'Pause Table' Outreach

This year we have added a third 'Pause Table' - during the orientation day Sept. 6th at Algonquin College to invite young adults to Parkwood and support the College Chaplaincy. Brochures with bus routes, worship and activities of interest at Parkwood were handed out. The other two pause tables are held in Dec. and April during exam time. This is an opportunity to show God's love to young adults during the stressful time of exams and being

away from their families. Linda Robinson, Jan Sheridan and others have served in this ministry over the years with the congregation's contributions of homemade baked goods.

ESL (English as a Second Language)
ESL is a conversation group that meets on Monday evenings each month except July and August and each week except for some statutory holidays. We continue to draw in newcomers to Canada and to the neighbourhood who are seeking to improve their capability to speak and read English. Attendance in the beginning class has ranged from 2 through 6. John Huber, who facilitates the more advanced group, reported an average attendance of 1 or 2. Some attend for only one lesson, but others were fairly consistent through the fall term. John has had the opportunity to share his faith with others through this outreach.

– James T. Hurd

Barrhaven Bible Study Group
"*Your word is a lamp to my feet and a light to my path*" - Psalm 119: 105

The Barrhaven Bible Study meets weekly on Wednesday evenings at the home of Martha and John Fair. In the winter (January – March) and spring (April – June) sessions, we explored the Book of Revelation.

In the fall session (September - December), at the request of the group, we commenced studying the letter of Paul to the Romans. Throughout church history Romans has been pivotal to understanding Christian life and doctrine. For example, J. I. Packer has said "All roads in the Bible lead to Romans, and all views afforded by the Bible are seen most clearly from Romans, and when the message of Romans gets into a person's heart there is no telling what may happen".

Since this group started meeting in January 16, 2011, we have undertaken a detailed look of the Book of Acts followed by an in-depth examination of Dr. R.C. Sproul's book and DVD teaching series the *Holiness of God*. We later studied the book of Philippians, the Letter to the Hebrews, 1 Peter, Habakkuk, and the Book of Daniel. This group draws on people from Parkwood, Aylmer, Manotick, and Barrhaven with 12-14 attending regularly. We appreciate the faithfulness and dedication of those driving long distances to attend. We have refreshments, begin our study at 7:30 and finish at 9:00. It is never too late to join – in the 2017 winter session we continue our study of the Book of Romans.

— *John Fair*

An in-depth Demographic study was prepared for session by Martha Fair. After much study, Outreach identified areas of focus and is striving to address them. They are as follows:

- There is a transient population of young adults due to the post-secondary options in our community. We continued with the 'Pause Table' outreach and support a young adults' fellowship at our church to minister to this target group. As the population is very mobile, we are looking at informing and nurturing individuals on-line.
- Arabic is the second most common language spoke in the home. With the increase of the refugee population and international students, as well, we see a need to continue with and increase our ESL efforts. 'The Big Give' event is an opportunity to serve our community in the future.
- There is a high concentration of seniors in our area. While we offer a 'Lunch and Learn' program and a special Communion service, we have discovered the need for the transportation ministry of bringing people to and from church on Sundays. There is also a need for fellowship and social gathering for seniors (and younger!) that we wish to address in 2017.

Challenges for 2017 include focus, prayerful support and people resources. The report has revealed that a great many people have served in an 'outreach' activity in one form or another. Ministry teams have collaborated to fulfill our purpose of enabling us all to discover, grow in and share the love of God found in Jesus Christ. This has been deeply appreciated. We are all called to bring the Good News to the world and we have worked well together in 2016!

As team lead of Outreach, however, I have found it very difficult to make decisions without the input and support of a team. Please prayerfully consider your involvement in this ministry.

— *Kris Marion*

Website
(http://www.parkwoodchurch.ca)
Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford with the help of Carl Martin. Carl records the sermons digitally (assisted on occasion by Graham Walford) and creates the mp3 sermon files. Weekly bulletins, monthly calendars and occasional Pulse newsletters are provided by the office admin folk and the Pulse editor, Carrie Morris. A one-year archive of newsletters is available online. Thanks to all who contribute.

The traffic data for Parkwood's site indicate the number of unique visitors declined 6.8% over 2015, while total # visits were up 37.3%, # pages was up 8%, # hits decreased 6.3% and bandwidth was down 20.4%. The most popular pages viewed were the "home" page, Building to Serve pages, monthly pastor's messages (incl. those of Rev. McPhee), audio sermons, news and staff/contact page. Top individual downloads were bulletins, course forms & info, newsletters, youth material including newsletters. Over the year the site had almost 6,000 unique visitors and over 15,000 visits.

— *Gord Walford, Webservant*



Don Pestaluky
Team Leader

D. Fellowship Team
The Fellowship Team hosted three Family Board Game Nights (January 15th, March 4th and November 19th). Those who came out for these Game Nights demonstrated various board and card game skills and enjoyed delightful potluck snacks. The January 15th evening also included a Bake Sale sponsored by Parkwood's Youth. Special thanks to Carolyn Herbert who organized these fun evenings and Pamela Pestaluky for her assistance.

On Tuesday, February 9th, in conjunction with the Outreach Team the Fellowship Team hosted a Shrove Tuesday Pancake Supper which was promoted and provided free to the community around Parkwood Church. Approximately 75 people attended which included 25 guests all of whom enjoyed what they said were "light and fluffy pancakes". Special thanks to Rev. Hurd and Sarah and Robert McCaughern who prepared the pancakes and to Michael and Carrie Morris for clearing and putting away the tables after the supper. The supper raised $123.00 for the Fellowship Fund. – Thank you!

Special thanks to Ed and Vicki Steenhorst and Carolyn Herbert who on behalf of the Fellowship Team assisted the Worship Team in hosting an Easter Sunrise pancake breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday, March 27th and raised $25.00 for the Fellowship Fund. – Thank you!

A Farewell Reception for Lori Stewart of the Worship Team was held following the Worship Service on Sunday, June, 19th.



The Fellowship Team planned a successful congregational picnic this summer which was held on June 26th at General Burns Park. The 100 persons who attended enjoyed wonderful weather, hamburgers, hot dogs, cold drinks, coffee, ice cream and potluck salads and desserts. While adults relaxed on their lawn chairs, our youth and children partook in games and various sports. Many thanks to Rev. James Hurd, Jean Sida, Carolyn Herbert, Kris and Andre Marion, Michael Morris, Jan Wojcik, Susanne Johnson, Junior Akat, Duane Mayo, and Diane Game for their contributions that resulted in an enjoyable event and a great kick-off to our summer. The picnic raised $40.00 for the Fellowship Fund. – Thank you!

A Strawberry Social was held after the Worship Service on Sunday, July 3rd. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. Thanks to Flora Brown, Nancy Peplinski and Margaret Roach who husked the berries and to Flora, Carolyn Herbert and Dianne Game for serving the berries and ice-cream.

Mid-Week Fellowship began on Wednesday, July 6th and continued through the summer to Wednesday, August 31st. A BBQ kicked off and closed off the study with cold drinks and cookies served every Wednesday. The opening BBQ raised $33.25 for the Fellowship Fund. – Thank you!

The Annual Corn Boil was held after Worship Service on Sunday September 11th. The previous year's corn boil was cancelled due to flooding in the kitchen and Fellowship Hall as heavy rain seepage had entered the kitchen and the Fellowship Hall from the construction site of the new facility. Thanks to Bob Game and Ted Johnson for their assistance in husking the 10 dozen of corn which were eaten at this event. The corn boil raised $7.25 for the Fellowship Fund. – Thank you!

Funding for the Dedication Reception of Parkwood's new facility on Sunday, October 30th, was obtained from the Fellowship Fund. Special thanks to Kris Marion who purchased the cake and condiments for this reception.

A Celebratory Reception on the occasion of Rev. Hurd's 15 years of dedicated service to Parkwood was held after the Worship Service on Sunday, December 4th. Thanks to Mahshid Eshtiagh and Tami Kamou for cutting and serving the anniversary cake.



A Christmas Potluck Supper was held on Saturday, December 10th with approximately 80 people attending. Thank you to all who participated in bringing food to this event. Special thanks to Junior Akat, Dianne Game, Carolyn Herbert, and Elinor and Lauren Brown who worked wonderfully and tirelessly in the kitchen. Thanks to Stewart and Jean Elder whose donation of paper plates for the supper made the clean-up afterwards a lot easier and to those who put away the tables after the supper. Special thanks also to Rev. Hurd who was emcee for the evening and to Susanne Johnson for arranging music and song for us to enjoy. Thanks to Pamela Pestaluky, Holly MacDonald, Junior Akat and Jan Wojcik who set up and decorated the Fellowship Hall for this festive occasion.

During 2016, receptions were held for the late James Kritsch, and the late Syvelyn Gayle. The Fellowship Team is most appreciative of the assistance received from members of the congregation in providing sandwiches and dainties for these receptions. Special thanks to Lorne and Margaret Roach for their assistance in the set-up for these receptions and also to those who helped in the kitchen and served as ushers and parking lot attendants.

Refreshments

For 2016, the congregation is grateful to the following coffee and tea hosts who made our fellowship time after Sunday Service most enjoyable: Marcia Harten, Ed and Vicki Steenhorst, Stewart and Jean Elder, Tim and Alice Visser, Dale Tuck and Albert Deboer, Frances Robertson and Heather Peckett, Carolyn Herbert and Majari Sutherland, Helen Prime and Tami Kamou, Junior Akat and Don Pestaluky.

The Fellowship Team is grateful to those who had donated supplies and/or healthy snacks during this past year.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities relationships are built within and beyond our Church Family.

The current members of the Fellowship Team are Jean Sida, Dianne Game, Flora Brown, Susanne Johnson, Junior Akat, Carolyn Herbert and Don Pestaluky. New members are welcome and if you are interested in joining this Team I would be delighted to speak with you. Don Pestaluky (613-226-3089).

— *Don Pestaluky*

Gracefield Retreat

On Saturday, September 17, 2016, thirty people (including five young people) headed to the Gracefield Christian Camp and Retreat Centre for the day. We enjoyed canoeing, archery and field games before lunch. We ate our own bag lunches. After lunch the adults had a Bible study, led by James Hurd, on the Greek word "koinonia", focusing on the different components of what it means to have "fellowship" together. The young people also had a Bible study based on Christian fellowship (loving, praying, encouraging and worshipping), followed by a scavenger hunt and some memorable fishing. Kris Marion and Majari Sutherland led the young people. We all had a barbeque together followed by an indoor "campfire" at Jolly Roger. Holly MacDonald led songs with her guitar. The weather was not the best but we were still able to enjoy the beautiful outdoor setting during part of the day.

— *Karen Hurd*

Parkwood Canoe Camp

This year Parkwood hosted a 3-day family canoe camp August 3-5, 2016 at Gracefield Camp, Second Beach. We had cooperation from the RA Centre Canoe Camping Club (RACCC). They provided instructors and equipment at a very low cost. Twenty-two people attended. An Ontario Recreational Canoeing & Kayaking Association Basic canoeing 123 tandem canoe course was included and 8 badges were earned. Instructors were Mark Scott (from RACCC) and Karen Hurd. Marcia Harten, Matthew McPhee, Erynne McPhee and Jean-Pierre Hanna provided excellent assistance with canoe instruction and other activities. Matthew and Karen were lifeguards. Parkwood's Praise Guitar Group provided campfire songs. A canoe trip to Turtle Rock, swimming and archery were included. Everyone volunteered to do small tasks to keep the camp running smoothly. Families had their own food, tent and transportation. We enjoyed beautiful, hot sunny weather. Participants in the canoe course each paid $60 and we were able to break even. Thanks to all who helped!



Koffee Klatch
For most of 2016, due to construction, we met at the home of Jan Sheridan. Now, we are meeting at the church on Wednesdays at 10:00 a.m.
We are studying the Gospel of John in our Bible Study. For the first hour of our meeting, we enjoy a social hour of tea and conversation. We ended in December with a potluck at the Widdis home.
We welcome all Parkwood ladies to join us and look forward to an enjoyable year.

— *Lorraine Widdis*

Parkwood Book Group
This year a group gathered to discuss a variety of books. The Parkwood Book Group met on Monday evenings in alternate months. The list included non-fiction as well as fiction. On January 11, we met and discussed ***Runaway***, by Alice Munroe. On March 7, we met to discuss ***The Memory Keeper's Daughter***, by Kim Edwards. On May 9 we discussed ***The Happy Christian,*** by Dr. David Murray. At September's meeting we talked about, ***Unbroken: A World War II Story of Survival, Resilience, and Redemption***, by Laura Hillerbrand. The book discussed on November 14, was ***All the Light We Cannot See,*** by Anthony Doerr.

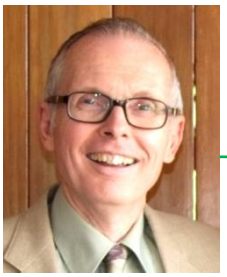
— *Marcia Harten*

Sunday Night Bible Study
This group meets on alternative Sundays at 3 p.m. We have a regular attendance of 5 people. This year we are studying "Characters of the Bible". We would welcome new members.

— *Lorraine Widdis*

Men's Breakfast
From January to May and from September to November, we have had eight fantastic speakers at Parkwood's Men's Breakfast, especially the one we had in November. On average, 20 men join us for a great breakfast and listen to the speakers talk about their walk in life with Jesus Christ and how they apply their faith on a daily basis.
We meet at 8:00 a.m. on the last Saturday of the month (except June, July, August and December) at Local Heroes Bar and Grill on Clyde Ave. Come and join us! Call Tim Visser (613-825-3434) for more information.

— *Tim Visser*



John Fair
Team Leader

E. Worship Co-ordination Team
The Worship Co-ordination Team (WCT) met four times in 2016. Our team lost two members this past year. Lori Stewart, who also served as our capable secretary, left in July to move to the Turks and Caicos with her family to open a bed and breakfast. Gordon Walford who was on the WCT for many years left to help out with Policy and Planning Team. We miss them both. However, we were able to add Susanne and Ted Johnson to our team and Susanne took on the role of secretary. We are thankful for these additions but we are still in need of others to meet our required membership of six. Please consider joining us.

Our main task is oversight for all that pertains to worship at Parkwood. Our average Sunday morning attendance for 2016 was 105. Opportunities were provided for individuals, families and groups to contribute to the services each week (e.g., through Scripture reading, Advent readings, music).

One new aspect that was added to our work was organizing the ushering. This involves the establishment at the end of each year of a roster for the coming year and then weekly reminders to those who are ushering. Guidelines for the ushers' duties were updated and then circulated to the ushers. We thank Martha Fair for putting the bulk of this material together, recruiting and doing the weekly reminders. We are grateful for those who have volunteered to help out in this important work.

We can also provide training so that each new usher knows what their responsibilities are each Sunday morning ushering. It is important for the smooth operation of the worship service, the assistance of those who come, but ushers are among those that a worshipper first encounters when they come to Parkwood.

The WCT also recruits PowerPoint operators to look after the overheads each week. Again this has required a roster of volunteers who have been willing to commit to this weekly work. Brenda Creighton developed and updated the sanctuary computer instructions for Windows 10 to aid the PowerPoint operators. Thank you to those who have come forward to help and as with the ushers we would welcome new volunteers.

The WCT also thanks Carl Martin who operates our audio equipment at the back of the church. Carl is there faithfully every week and quietly does what he does. He, along with the other volunteers who assist with the audio, are a vital part of what happens on Sunday morning and we value their service to Parkwood.

We have been asked to assist with the Easter sunrise breakfast for several years. Martha and John Fair are always grateful for the willing help we receive as we did in 2016 from Ed and Vicki Steenhorst and Carolyn Herbert and for those who have contributed food.

At Advent and Christmas, we recruit readers for those services and we say thank you to those who say yes. Thanks to Holly MacDonald and Pam Pestaluky for always setting up the Christmas tree and decorating the sanctuary. It all adds a touch of warmth and cheer to the church.

We are also grateful to Dianne Smith and the choir for their weekly part of the overall service. It is a twice-a-week commitment, with rehearsal on Thursday nights and attendance each Sunday. Thank you as well to our youth who play at some of the services through the year. Your contribution is also appreciated.

Pastor and preacher Dr. John Piper of Bethlehem Baptist Church in Minneapolis, Minnesota in his book "Let the Nations Be Glad" said – "*Missions is not the ultimate goal of the church. Worship is. When this age is over and the countless millions of the redeemed fall on their faces before the throne of God, missions will be no more. But worship abides forever*."

So to all members of the WCT, ushers, PowerPoint operators, sound technicians, Christmas tree put-er-uppers, readers and pancake makers, what you do is a vital part of what we will do forever – worship the triune God. Thank you.

— *John Fair, Team Leader*



Dianne Smith
Director of
Music Ministry

Choir Report

The choir meets regularly for rehearsals under the leadership of Dianne Smith at 7:00 p.m. on Thursday evenings, usually ending around 8:30. Dianne continually chooses a wide selection of music, with various styles, both traditional and more contemporary. Working in the background is Brenda Creighton, who has worked on the organization and filing of music, as well as providing suggestions for new music. The average choir attendance during the past year has been very good and fun times are guaranteed during practice and at choir events. We are always looking for new choir members and welcome anyone with a love of music who is interested to come join us. Betty and Peter Paul, Dolly McKyes, Graham Walford and Heather Burns joined our ranks in September. The choir welcomed the addition of their voices and their presence. The worship music is usually led by Dianne Smith at the organ and/or piano, with accompaniment by Gord Walford on guitar, Asuquo Eniang on bass guitar and Diane Walford on the djembe.

Diane Walford, Gord Walford, Janice Gray, Sunny Kim, John Harder and Asuquo Eniang have filled in during Dianne's holidays. John

Harder, Glenn Harder, Asuquo Eniang, Diane Walford, Michael Morris, Linda Cooper, Samantha Sutherland, Jean Pierre Hanna and Susanne Johnson, have all shared their musical talents with the congregation through various musical instruments. Diane Walford also demonstrated her skill on the djembe. Solos, duets and quartets have been performed by members of the choir and the congregation, including Alta MacFie, Diane Walford, Gord Walford, Michael Morris, Joseph and Térèse Kanku, Rebecca Yabadi, Placid Akat, Golda Akat, Dianne Nickerson, Asuquo Eniang, and Susanne Johnson.

The **Parkwood Concert Band** performed a number of times this year and it is hoped that they will continue to bless us with their talents in the future. Members have included Asuquo Eniang, John Harder, Greg Newton, Dakota Copeland and Papa Sakyi, with Dianne Smith directing.

The **Parkwood Youth Group**, led by Michael Morris, also shared their abundant musical gifts with us this year. During Advent, Karen Hurd and her guitar group played Christmas Carols to the glory of God. LOGOS also took part in services during the course of the year blessing the congregation with their songs.

The **Sunday School children**, including the Parkwood Youth, added their voices to the music offerings during a number of special services throughout the year. We have seen the presence of the Holy Spirit in the music they have offered.

This year Dianne led the **hand chimes choir**, made up of volunteer musicians of all ages from the choir and congregation. We tackled some beautiful pieces that came together to glorify God during the service. Once again, we wish to invite any and all members of the congregation interested in participating in the hand chimes to sign up or speak to Dianne Smith about joining.

Dianne continues to provide a **sign-up sheet on the kiosk** as a way for congregational members to offer their musical talents to be offered during our worship services. This has been well received and we hope to continue to enjoy the gifts of our people through this method. She also receives requests from the congregation as to specific music they would like to hear and makes every attempt to fill these requests as the opportunity provides itself.

This June the choir held a special social event at the home of Alta MacFie where we all bid farewell and good luck to our much loved alto, Lori Stewart. Lori left us to move with her family to the lovely Turks and Caicos Islands. Lori will be greatly missed by both the congregation and the choir. We will miss her vocal offerings, tireless work with the Sunday School and all the work she did for Parkwood serving on various committees. We, her choir friends, will truly miss her.

The program of music at Parkwood strives to offer to our Saviour and King the gift of music to His glory and honour. We pray that through our music the Holy Spirit has been enabled to move freely and touch the hearts and lives of those who come to Parkwood to worship. We pray that we may continue to worship Him through the gift of song in the years to come.

— *Susanne Johnson*



Pamela Pestaluky
Team Leader

F. Christian Education Team
Church School

Church school is provided for children ages 2 ½ and up, including high school students. We had 50 children registered with average attendance of 19 each Sunday during the school year. The highest attendance day was 31 on November 13 followed by 28 on December 4 and 26 on March 27. We give thanks to God for the growth in the church school, for the dedication of the teachers and the parents and grandparents who faithfully bring their children to church to learn about God's love.

With construction completed the Nursery is up and running. Thank you to Mahshid Eshtiagh and Placid Akat who have volunteered to be available in the nursery if the need arrives. Thanks also to Michael Morris who has provided the means for the service to be heard in the nursery.

We continued with the group time down in the Fellowship Hall before the children/youth go to their individual classes. I would like to thank Lori Stewart and Dianne Smith for coming down during our corporate worship to practice songs with the children which they were then able to present to the congregation as part of their worship. I would especially like to thank Susanne Johnson and John Harder for picking up the reins when Lori and her family left the country. Susanne has included a report on her time with the children.

The church school continues to support Cinta, our sponsored child from Indonesia. A collection is taken each week for her financial support and the individual classes continue to pray for her and her family.

From January to June we had the children divided into 4 groups: Preschool & Grade 1 taught by me, Grades 2-4 taught by Kris Marion and Majari Sutherland; Grades 5-8 taught by Susan McCullough and Barbara Townsend; and, the high school students led by Michael Morris.

From September to December we reorganized the classes based on changing numbers. My class is now preschool to Grade 2, Kris and Majari's class is Grade 3 to 6, Susan and Barbara's class is Grade 7-8 and high school remains the same.

The preschool-Grade 1 class continued to use the Walk with Me material up until June. With the change in class structure we switched to the Bible in Life material in September. Class numbers fluctuate greatly. Some weeks there are only 2 and others I have had 12. It keeps me on my toes. I'm thankful for Tammy Kamou who, in September, agreed to be my partner teacher.

The Grade 3-6 class meets in the Garden Room and continues to use the Bible in Life curriculum.

Barbara Townsend reports that the Middle School, Grades 7 and 8, continues to meet with 10 students in the Meeting Room. Barbara and Susan alternate teaching every 2 months with support from Gregory Newton. Included in the Bible in Life "God Prepares Us" curriculum (Faith Alive Christian Resources, David C Cook) are copies of "The Rock" for students to take home for daily devotions and review. Each of the ten lessons per session is taken from scripture.

Regular church school was not held during the summer holidays; instead, the children came together in the Fellowship Hall for a movie and worksheets related to the theme. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes. Average summer attendance was 11 children.

— *Pamela Pestaluky*

Parkwood Sunday School Music

It is firmly believed that music makes up an important part of Christian Education. Much of what we learn about God, our Lord Jesus Christ, scripture, and our faith is learned by singing hymns and songs of faith in the early years of life and remain with us until our old age.

As a result, early in September 2016 Pamela Pestaluky approached Susanne Johnson to see if she would consider teaching traditional hymns and songs of our faith to the Sunday School each week.

Susanne agreed to take this on and enlisted the assistance of John Harder to help teach the music and to provide the piano accompaniment.

Each Sunday fifteen minutes of the Sunday School time is spent singing praises to God through learning music. The idea is to teach the children some of the music of the Church. Typically, we open with a Call to Worship or a song of praise such as *Holy, Holy, Holy*. We then learn some basic singing skills, a song or hymn and then we close with a benediction such as *Go Now In Peace*.

This fall the children of the Sunday School sang *Can a Little Child Like Me* for Thanksgiving Sunday and at Christmas they sang *Mary Had a Baby* with help from some of the adults in the choir providing percussion parts.

God willing, we will continue to praise God through music throughout 2017.

— *Susanne Johnson*

Praise Guitar Group

In the spring of 2016 Karen Hurd led 8 beginner guitar lessons, with five teens and three adults in attendance, prior to LOGOS on Wednesdays. Most participants brought their own guitars and there was no cost to attend. We played Steve Turley's book "Praise Guitar Made Easy" and campfire songs and we learned twelve common chords. In the fall there were 8 lessons again. Justin Kim, Gord Walford and David Lee helped Karen lead the group. Three teens and two or three adults attended. We learned how to play melody lines using Hal Leonard's Guitar Method Book 1 and we learned worship songs from Steve Turley's "Praise & Worship Guitar" book. The Praise Guitar Group played for the congregation four times during the year as requested. Individuals from the group also assisted with congregational music a few times.

— *Karen Hurd*





Holly MacDonald
Director

LOGOS Program

LOGOS is Parkwood's mid-week activity for children in grades 1-8. This year the program ran for only 6 weeks in the Spring session from March 22 – April 27 due to the renovations that continued to take place at Parkwood. There were approximately 25 children enrolled in this shortened schedule with many new children among them. As well, we had up to 4 high school students who volunteered with the program at that time. Logos ran for the full 10 weeks beginning in September as the renovations were complete. There are approximately 25 children enrolled for the Fall/ Winter and we can have up to 6 high school, volunteers on any given night. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year. The renovation has helped with extra space for Bible classes and storage but the gym will continue to be rented to provide space for the older children to play wide games.

Some highlights of the term were the "Costume Party" Guest Night where there were 10 guests, several of which continued to attend. The children sang 2 songs during the worship service at Parkwood in December.

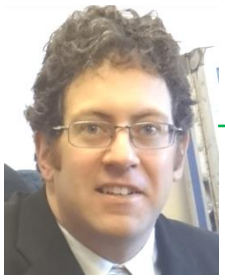
Holly MacDonald has continued as director of Logos. We have a regular staff of 14 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people from our congregation, cook, serve and clean up theme-based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. We have several new leaders this year. The following is a list of Logos leaders in 2016:

Cooks: Ed and Vicky Steenhorst

Dinner Dean: James Hurd
Bible Teachers:
Gr 1&2: Betty Paul
Gr 3&4: Kris Marion
Gr 5&6: Lorraine Widdis/ Claire McPhee
Gr 7&8: Linda Robinson
Worship Leaders:
Dianne Walford, Holly MacDonald, Pamela Pestaluky
Recreation Leaders:
Gr 1-4: Daniella Akat, Wiza Mkandawire
Gr 5-8: Jim MacDonald, David Lee

Helpers:
Mahshid Eshtiagh, Don Pestaluky, Jean Elder, Stewart Elder, Justin Kim, Majari Sutherland
Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

— *Holly MacDonald*



Michael Morris
Youth Group

Youth & Young Adults
January 2016 to June 2016

In 2016, the youth group started gearing up for Canada Youth 2016, which was to be held in July at Brock University. There were 7 participants from our church, including 4 who had previously attended CY in 2014. Fundraising was done between January and June with selling chocolate bars, a winter bake sale, and a couple of spring car washes and the results were very successful, as we had funds to send all 7 teens, who were accompanied by Philip MacFie and David Lee. This year, the Synod was able to secure a coach bus for transportation to St. Catharines, which simplified travel immensely and was safe, secure, and comfortable.

Besides fundraising initiatives for those attending CY, the full youth group got to take part in many other activities: playing games at a number of board game nights, hosted by our Fellowship Team; seeing two great Christian films "God's Not Dead 2" and "Do You Believe?"; attending the annual Presbytery youth events of Winterlude at Knox downtown and the May long weekend Gracefield youth retreat; and spending Good Friday with a city-wide gathering of teens at the Met's annual No Other Name event, celebrating Jesus.

On Sunday mornings, one family a month continued to research and present interesting facts about Indonesia, home country of Cinta, to the whole Sunday School. During class time, the high school teens spent many weeks in topical discussions of how the Bible is applicable to everyday situations, as well as following along with the main church service readings each week.

On Wednesdays, a few of the teens continued to help out as volunteers at LOGOS and join in the weekly theme activities. Our Parents' Newsletter continued to bring recaps of our monthly events to the families of our teens, as well as highlighting goals within our church programs and articles about the greater world of youth ministry today.

The young adults at Parkwood were again invited to join our softball team that plays in the Ottawa Christian Softball League (OCSL), and in 2016 Parkwood members (past and present) made up the largest majority in our multi-church team. The players jelled very well and Parkwood's team had the best stats of any team in the league in the first half of the season. We look forward to welcoming newcomers and welcoming back those who played in 2015 and 2016.

— *Michael and Carrie Morris*





Youth Group

September 2016- December 2016
David Lee and Peter Paul

Our Grades 9-12 Sunday School classes have focused on applying Biblical principles to the experiences our youth encounter in their daily lives at school and home – the pressures of schoolwork, making wise choices for the future, relationships with their friends, news from media which impact their lives, family dynamics, and so on – sharing how we have responded in the past, studying about what the Bible tells us about these matters, reflecting upon how Jesus would have responded, and praying together so that we may live according to the Bible empowered by the Holy Spirit.

We are truly blessed with the company of Peter Paul who has a warm and loving heart towards our youth – providing us with wisdom for the soul, and baked goods for the body. I am always thankful for Peter's assistance and input, and the fellowship we have together in Christ.

The youth have participated in several events: Canada Youth 2016, Koinonia Youth service, ScottFree concert, SkyZone, Pumpkin Scavenger hunt and worship at St. Andrew's Presbyterian Church, and LaserQuest. We plan to have more activities this year that would strengthen our bonds as brothers and sisters in Christ. I would like to give special thanks to everyone who have been supporting us prayerfully and financially, and especially providing us with transportation: Jean Elder, Gord and Diane Walford, Graham Walford, Kris Marion and Alison Copeland, and Philip MacFie.

— *David Lee and Peter Paul*

Mid-week Summer Fellowship 2016

On Wednesday evenings during July and August, we met for food, fellowship, and learning together. The first and last evenings included a barbeque arranged by the Fellowship Team, while on the other evenings our Summer Programs Assistant co-ordinated hospitality for cold drinks and snacks, and the set-up of the Fellowship Hall for our video-based study. For the first half the summer we used a series of video presentations by Francis Shaeffer and C. Everett Coop, entitled, "Whatever happened to the human race?", addressing issues around the sanctity of human life, including abortion, infanticide, and euthanasia. For the second half, we viewed a series of presentations by Elisabeth Elliot on the theme, "Suffering is not for nothing". Attendance on the opening evening with the barbeque was 25, and on other evenings in July averaged ten. Thanks is expressed to John Fair for leading the evenings during August when James Hurd was on vacation.

— *James T. Hurd*

Library

The decision was made to use an online library sharing app called Library Thing to host our library catalogue. Although the work has begun, other priorities have taken my time. I plan to continue the library catalogue renovations in 2017.

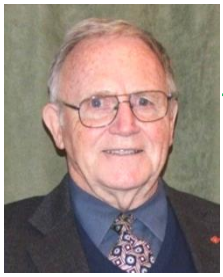
Session voted to use undesignated money from the Memorial Fund for the purchase of supplies required to update the collection. Colourful book bins were purchased to organize the children's books. Judging by the necessity to frequently tidy this section, the bins have encouraged the children to read. The collection has been weeded for a more up-to-date look. New additions to the library will be recent copyright (c2000+).

Library furnishings have also been updated. Round tables and chairs were donated to the library. The library shelves have been freshly painted. Besides being a source for good Christian books, the new library is used as quiet private space for meditation and study, for

meetings, and as a gathering place for weddings and funerals.

In the Gathering Place, there is a bookcase in which a few library books have been placed. This is intended to be a changing display of books to encourage the reading of Christian materials. On the bottom shelf, there are children's activities. Children are welcome to borrow them for use during the church service or while waiting in the Gathering Place. Just return them afterwards for use by the next child. In the near future, we hope to add some comfortable seating to this nook.

— *Alta MacFie*



Stewart Elder
Team Leader

G. Mission Team

We thank God for the many opportunities of kingdom witness that have been presented to Parkwood through mission service in 2016. It is always a blessing to be able to participate in Parkwood's congregational work and witness in the local, national, and international mission of Christ's Church. Once again, my thanks go as well to the Team members: Andrew McRae, Paul Mkandawire, John Huber, Asuquo Eniang and also to Rev. Hurd, for their helpful input and suggestions. Thanks also to Gord Walford for his work in promoting the M.T. outreach through the Web site. Mission Team meetings are normally held on the 1st Tuesday of the month in the downstairs Boardroom. We normally meet at 7:00 and end by 8:30 p.m.

In order to co-ordinate the numerous support requests regularly received at Parkwood Church, the Mission Team has selected 69 Christian charities for placement on our M.T. Charity support List. Since we are aware that there are many missions that we do not know about, we welcome suggestions about mission endeavours that witness and promote the love of Christ. Suggestions can be voiced to any member of the Mission Team or placed in the Mission mailbox located just outside the Volunteer Room.

Throughout the year, the M.T. recommends to the congregation 4 Special Appeals for additional financial support from Parkwood Church. In addition to the 4 Special Appeals, various Christian Charities selected from our Listing are promoted by being posted on our M.T. Bulletin Board or noted in Sunday Bulletins and/or by specific mention in our yearly M.T. Budget.

The Mission Team would like to thank all those members of the Parkwood family who embraced the 2016 Special Appeals through special prayer and/or financial support. These gestures of support and concern are well received by those for whom their appeals are made.

Date	Appeal	Amount Received
28 Feb.	PWS&D Food Grains Bank	$655
12 June	Bright Hope for Tomorrow Mission	$ 415
25 Sept.	Kenora Fellowship Centre	$145
20 Nov.	Presbyterian College	$120

In our proposed budget this year, the M. T. is recommending 5 Charities for major support consideration as "Key Mission Pillars", and 10 Charities for some specific budget support.

The 5 "Key Mission Pillars":

- Lay Mission Support for Leah Hopp, through the Orthodox Presbyterian Church
- Carlington Community Chaplaincy
- Gracefield Christian Camp and Retreat Centre
- Intervarsity Christian Fellowship mission in support of Alaina Johnston
- Ottawa Innercity Ministries

The 10 Additional Specifically Budgeted Charities:

- Algonquin College Campus Ministry
- CANHAVE Children's Centre
- Christian Blind Mission International
- Christian Hit Radio (CHRI)
- Effect Hope (formerly called The Leprosy Mission of Canada)

- Lay leadership Conferences (for example, Urbana Youth 2018)
- Ottawa Mission
- Renewal Fellowship (Eastern Ontario Outreach)
- Serving Christ Alone
- The Voice of the Martyrs

Foyer Mission Ministry
Once again, donations to the Used Glasses and Used Stamps Foyer Mission Ministries were greatly appreciated. Over 50 used eyeglasses were gratefully accepted in Swaziland to assist with Bible study, Sewing, Cooking and Learning to Read programs there. As usual, the used stamps have been sent in support of the Seeing Dog programme.

Used Christian literature placed in the "*Christian Salvage Mission*" box is taken to Arlington Woods Free Methodist Church at 225 McClellan Rd., Nepean. Pick up arrangements are then made for volunteers to transfer the used Christian literature to Hamilton, where the books, bibles, teaching helps, tracts, and music arrangements are placed in large containers prior to being shipped to India or various countries in Africa.

For the Mission Team, The Operation Shoe Box project is always one of the highlights of the year and this year was no exception. What an awesome opportunity to share God's love with children in a foreign land. One can only imagine the impact that is made when a child receives such a Christmas gift of celebration and hope. In 2016, Parkwood contributed 50 Christmas Boxes through this very special outreach programme. It is a wonderful thing to be able to participate in the joy of Christmas through this programme and the Mission Team trusts that those who responded received a special blessing for doing so.

— *Stewart Elder*



Dora Brown
Secretary

H. Pastoral Care Team
Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: James Hurd, Laura Game, Margaret Roach, Betty Paul, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and supportive member, Thelma Passmore. The team met monthly, except in July and August for counsel and prayer together.

On May 3 and again on October 25, a communion worship service was arranged at Parkwood for members who have difficulty attending regular Sunday Services. Transportation was arranged by the team as needed. Refreshments were graciously provided by the Sheep Ladies for a social time after each service.

Lunch and Learn events were hosted on the third Monday of the month, in March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, desert and help to set up and clear up were provided by members of the congregation who attended. We asked for input from the congregation for topics and/or speakers and suggestions to improve the format.

Jean Sida, Laura Game and Dora Brown were spiritual care volunteers at Peter D. Clark Long Term Care Home. Dora chaired the Home's Spiritual Care Committee and helped to plan spiritual care visits and regular worship and memorial services for the residents. James Hurd serves on the Spiritual Care Committee and on November 10 conducted a memorial service for

families whose family member had passed away at the Home. A Presbyterian mid-week worship service was held once a month at the Home conducted by John Fair.

Parkwood held Sunday morning worship services at Starwood Nursing Home, in January, May, July and October. Laura Game and Margaret Roach coordinated members of Parkwood congregation to conduct the service, play the piano and bring residents to the service. Worship services including the celebration of the Lord's Supper were conducted at Grace Manor on March 13 and November 13. In cooperation with four other local churches, worship services are held each week on Tuesday afternoon from January through June and September through December at Crystal View Lodge. Our Pastor conducted the services on eight occasions during 2016, including the celebration of the Lord's Supper with the assistance of Dale Tuck on March 22. Rev. Hurd continues to conduct worship approximately once a quarter at the Good Companions for the Seniors' Day Program.

The team provided large-print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Kiosk at the Gathering Place to be available for pickup by any interested persons.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

Barbara Townsend coordinated providing families or individuals who had suffered a loss with booklets "Journeying Through Grief" that expressed care and support for those grieving. Laura Game on behalf of the Pastoral Care team sent cards and notes to congregation members who had experienced a loss of a loved one, for those recovering from an illness and for special occasions.

Dora Brown continued as the Presbyterian representative for the Presbytery of Ottawa on the Interfaith Network, Reaching out to Isolated Seniors. Network members met regularly at Parkwood Church. Members helped to organize a conference on spirituality and aging in June at the Council on Aging.

Presbyterian Presbytery Hospital Pastoral Care Teams met at Parkwood in April and September to discuss and plan pastoral care visiting to Presbyterians in Ottawa hospitals.

The Parkwood Pastoral Care Team was responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during February and March, and at the Queensway Carleton Hospital weekly throughout the year.

The ten-week Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall. The course involves a two-hour session once a week over ten weeks. Anyone interested in taking the course, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals, is encouraged to speak to any member of the Pastoral Care team. The Program also offers continuing education and advanced courses each year which several members of Parkwood Pastoral Care Team attended.

— *Dora Brown*

9 Other reports



Kris Marion
Team Leader

A. Leading With Care Team
Leading With Care is 'a policy for ensuring a climate of safety for children, youth and vulnerable adults in the Presbyterian Church in Canada'. It is designed to prevent abuse and protect the vulnerable by providing a safe environment. This includes leaders and teachers obtaining police checks for working in the vulnerable sector whether employed or volunteering, the training and support of leaders and teachers and reporting any incidents of abuse, neglect and harm to the appropriate agencies.

To find the Leading With Care document, please follow this link: http://parkwoodchurch.ca/LWCpolicy.html or go to our website http://parkwoodchurch.ca/, and click on the Leading with Care icon on the bottom left corner of the page.

The Leading With Care co-ordinator's position was vacant for the early part of 2016, but has been taken up by Kristine Marion who was part of the team that developed the policy for Parkwood. Presently, police records checks are being updated and plans for a fire drill are in the works for 2017.

— *Kris Marion*



Gord Walford
Team Leader

B. Personnel Team
The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. There were no consultations in 2016. The team consists of four persons: Gord Walford (team leader), Duane Townsend, Ron Conboy and Terry McBurney.

— *Gord Walford*

10 New Business



Dennis Featherstone
Team Leader

A. Facility Planning Team

The report of the Facility Planning Team is before the Budget Team report for two reasons. One, at the end of the construction project there was an amount of borrowed funds that were not used which means there is a "balance" for the construction project which requires decisions by the congregation. Two, there is an immediate need for a little over $10,000 in the main operating fund. As a result, a decision on the use of the balance of funds should precede the discussion of the operating budget for 2017. The main options for the use of these funds will be set out in the report from the Facility Planning Team.

Overview of Developments in 2016

Construction took place during the period from January to October, with the exception of several weeks when Parkwood set up the new Volunteer's Office and Pri-Tec took on other contracts. As of December 31, there are a few outstanding issues with the construction work and there is a need for Parkwood volunteers to complete several small construction-related tasks.

There were two required final inspections. The final interior construction was approved in October. The exterior completion of the Revised Site Plan with the City was approved in December and our deposit cheque with the City was returned early in 2017.

As indicated at the Annual Meeting in February of 2016 and communicated in the Pulse afterwards, the cost of the project exceeded the amount approved earlier by the congregation. Contingency expenditures and design improvements during construction were the main factors in the higher cost. It was agreed to obtain the necessary financing to complete the project. A further grant of $30,000 was requested from Presbytery but their decision was to offer a loan of $30,000 which was accepted by Parkwood. A further loan of $35,000 from the Lending Fund of the Presbyterian Church in Canada was obtained to bring the total loan from this source to $100,000.

In the spring of 2016, as a way to constrain expenditures to match the funds assumed to be available, the team instructed Pri-Tec to exclude certain components of the approved construction project. The main deletion was the extension of the ductwork to provide proper heating and cooling to the Music and Meeting rooms on the lower floor and to the offices on the main floor. A second deletion was the renovation of the storage area at the back of the Fellowship Hall to enclose the electrical equipment and to provide a better allocation of storage space.

As shown in the accompanying table, total project costs were $29,910 less than the source of funds for the project. This difference or balance is on the financial books as an amount of unused loan. All the cash in the Building Expansion Fund was used and that fund is now closed. A new Loan Repayment Fund was established at the beginning of 2017 with this fund to be used only for the repayment of the loans.

Financial Options

The main options for the use of the balance of $29,910 are:

- Re-transfer $10,180 back to the Operating Fund to help finance the deficit for 2016
- Transfer $3,730 to the Furnishings Group to purchase items such as some

window blinds and other interior items, none of which were included in the original construction plan

For the remaining $16,000, the options are:

- Allocate $16,000 to initiate the work on the completion of the ductwork to provide proper heating and cooling to the Music and Meeting rooms in the lower level and to the offices on the main floor (cost estimated at $15,000 in the fall of 2016)
- Repay the loan of $15,000 from the Organ Replacement Fund (no interest being charged)
- Transfer $16,000 to the Loan Repayment Fund to repay interest-bearing loans

Recommendation A:
The Facility Planning Team (and the Budget Team) recommends that $10,180 be re-transferred from the construction project to the Operating Fund.

Recommendation B:
The Facility Planning Team recommends that $3,730 be approved for the use of the Furnishings Committee.

Recommendation C:
The Facility Planning Team recommends that $16,000 from the balance for the construction project be used to complete the ductwork as originally planned and approved by the congregation for the construction project.

Terms of the loans
The terms of the two external loans are as follows. For the loan from the Lending Fund, the loan is for 15 years with a relatively small repayment of principal but no interest during the first six years. After that, interest is charged at 7 per cent per year. If the loan is repaid by year 12, then all interest paid to that date is refunded. For the loan from Presbytery, the loan is for 11 years with no interest charged or payment required for the first six years. Starting in the seventh year, the annual repayment is 20 per cent of the principal plus interest charged at the "GIC rate".

If the loan from the Lending Fund were to be repaid by the end of year 12, then the amount of interest that would be refunded would be just over $20,000. But to get that refund, the congregation would first have to pay that amount of interest. Thus, there is a considerable financial benefit to repaying the loans before interest begins to be charged.

Various repayment schedules for the two loans could be proposed. For the first year or so, however, it might be better to simply set out a target of between $10,000 and $15,000 until the congregation pulls together some ideas for fund-raising to assist with the repayment of the loans. (It should be noted that repaying the total loan of $130,000 over 10 years would require an average annual repayment of $13,000 plus interest.)

Recommendation D:
The Facility Planning Team recommends that the target for donations and funds raised for the Loan Repayment Fund be a minimum of $10,000 for 2017.

— *Dennis Featherstone*

Source and Use of Funds for Construction Project, as of December 31, 2016			
A. SOURCE OF FUNDS			
	Funds as of	2016	Funds as of
	Dec 31/15	Inflow	Dec. 31/16
Donations to Building Fund	358,153	52,558	410,711
Boyd Bequest Fund	105,399		105,399
Cairns Bequest Fund	83,448		83,448
Hempstock-Huff Bequest Fund	36,837		36,837
Mitchell-Hempstock Fund	75,000		75,000
Rosemarie Spoerri Fund		9,000	9,000
Grant from Extension Fund	60,000		60,000
Grant from Cooke's Trust	20,000		20,000
Loan from Lending Fund	65,000	35,000	100,000
Loan from Extension Fund		30,000	30,000
Loan from Organ Fund		15,000	15,000
Transfer from Operating Balance		10,180	10,180
Return of Deposit		13,531	13,531
TOTAL FUNDS	803,837	165,269	969,106
B. EXPENSES FOR PROJECT			
	Expenses to	Expenses	Expenses to
	Dec 31/15	in 2016	Dec. 31/16
Architect			
Design, Drawings, Approvals	47,157	9,500	56,657
Consultants	18,894	0	18,894
Total	66,051	9,500	75,551
Parkwood			
Permits	8,603	0	8,603
General expenditures	3,392	3,920	7,312
Deposit	13,531	0	13,531
Total	25,526	3,920	29,446
Savaria (Lift)	20,306	0	20,306
Pri-Tec Construction	463,191	279,541	742,732
--Eaves trough		1,256	1,256
--Parking lot, plus		23,560	23,560
--Trees as per site plan		2,152	2,152
--Cabling (Nursery)		1,325	1,325
-- Washroom Renovation *		4,302	4,302
--Landscaping		1,912	1,912
Legal Fees	0	3,527	3,527
Total Pre-tax costs	575,074	330,995	906,069
Net HST	20,284	12,842	33,126
TOTAL PROJECT EXPENSES	595,358	343,837	939,195
C. FUNDS less EXPENSES	208,479		29,911
* offset by matching donation			



Dianne Nickerson
Team Leader

B. Budget Team Report and Recommendations

Overview of 2016
The financial goals for 2016 were very ambitious and while the congregation gave very generously the overall result was a shortfall of several thousand dollars. Total offerings slipped below $300,000 after three consecutive years above $300,000.
As the cost of the construction project rose, the congregation gave more to the Building Fund than the target set out at the beginning of the year. But perhaps as a result of this shift in offerings, there were significant declines in offerings for both Operations and Presbyterians Sharing. At year-end, there was a deficit for Operations of over $10,000. This deficit represents a problem which must be addressed immediately because there is a policy that the Treasurer requires a starting balance of $15,000 in order to pay bills promptly whenever there is an uneven flow of offerings.

Financing the Deficit for OperationsA year ago there was a surplus for Operations. The congregation agreed to transfer that surplus of $10,180 to the Building Fund as a partial payment for the shingle expense for the existing building in late 2014. It appears that the best way available to finance the deficit for 2016 is to re-transfer the amount of $10,180 back to Operations. The effect of this transfer would be to provide an amount very close to the required $15,000 for the Treasurer to begin 2017. It would also mean that the Building Fund paid for the entire expense to re-shingle the roof of the main part of the building in 2014.

Recommendation 1
An amount of $10,180 be re-transferred from the funds available for use by the Building Project to the Operating Fund.

Financial Goals for 2017
The three major financial goals for 2017 are:

- Continue to provide funds to make Parkwood a desirable place to worship by having sufficient staff, building maintenance and program support
- Make an important contribution to the total church budget for Presbyterians Sharing
- Make a significant contribution to the Loan Repayment Fund.

The targets for these three financial goals are set out in the Budget Table with the Integrated Overview. The targets should be looked at in perspective. The numbers shown in line 4 of the table indicate that the total for these three goals is nearly $250,000 which is both lower than in 2016 and lower than the average for the period 2013-2016. This relative position of the total for the three major goals occurs because the target for Loan Repayment Fund is significantly less than the generous donations since 2013 for the actual construction.

It is important to note that the Kumon group is being directed by their head office to begin to hold their classes in a commercial rental space where they will have permanent signage. Their stay at Parkwood will end in February of 2017. Parkwood's total rental income will be approximately $4,000 lower in 2017 than in 2016 because of the departure of Kumon.

Recommendation 2
The Budget Team recommends that the congregation approve expenditures for local purposes of $232,761 for 2017. (line 11 in the table)

Recommendation 3
The Budget Team recommends that the congregation approve a target of a balanced budget for local purposes in 2017 (line 16 in the table)

Recommendation 4
The Budget Team recommends that the congregation approve a target for offerings for local purposes of $219,361 in 2017. (line 1 in the table)

Recommendation 5
Session recommends that the congregation approve a target of $20,000 for Presbyterians Sharing for 2017 (line 2 in the table)

Budget Table

Integrated Overview of Total Financial Inflows and Expenditures for Local Purposes, 2013-2017

Line #		2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Goal	Average 2013-2016
	Section: Offerings and Other Income						
1	Offerings for Local Purposes	202,196	196,172	203,205	185,072	219,361	196,661
2	Presbyterians Sharing	25,737	21,779	21,439	16,765	20,000	21,430
3	Construction and Loan Repayment	83,671	43,568	57,822	52,558	10,000	59,405
4	**Sub-total**	311,604	261,519	282,466	254,395	249,361	277,496
5	Special appeals	5,995	4,610	6,024	2,984	3,500	4,903
6	Donations to other Designated Funds	17,162	18,517	14,504	16,746	16,000	16,732
7	Sub-total	23,157	23,127	20,528	19,730	19,500	21,636
8	Total Offerings	334,761	284,646	302,994	274,125	268,861	299,132
9	Other Income (rentals, recoveries)	20,632	22,648	22,333	24,731	13,400	22,586
10	Total Offerings and Other Income	355,393	307,294	325,327	298,856	282,261	321,718
	Section: Expenditures for Local Purposes						
11	Expenditures	225,467	224,825	215,358	220,041	232,761	221,423
	Section: Balance for Local Purposes						
12	Offerings for Local purposes	202,196	196,172	203,205	185,072	219,361	196,661
13	Other income (rentals, recoveries)	20,632	22,648	22,333	24,731	13,400	22,586
14	Total income for local purposes	222,828	218,820	225,538	209,803	232,761	219,247
15	Expenditures for local purposes	225,467	224,825	215,358	220,041	232,761	221,423
16	Balance	-2,639	-6,005	10,180	-10,238	0	-2,176

— *Dianne Nickerson*



Kathryn Newton
Team Leader

C. Report of the Parkwood Audit Team for the year ended December 31, 2016

The Parkwood Audit Committee was appointed at the February 2016 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, Brenda Featherstone and Stewart Elder.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the Book of Forms Section 170 that *…a congregation may seek volunteers to provide an independent and diligent scrutiny of the records.* The team's mandate is set out in this same section of the Book of Forms.

The team began its review of the financial records during the fall of 2016 and will complete its review of the financial records in January 2017 with a report to be given at the February 2017 annual meeting.

— *Kathryn Newton*

F. Membership of Ministry Teams 2017-2018

(including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Marcia Harten
3. David Lee (*ex officio)*
4. Holly MacDonald
5. Alta MacFie
6. Carrie Morris
7. Michael Morris
8. Barbara Townsend

Fellowship (6)

1. **Don Pestaluky** (donwp@live.ca)
2. Junior Akat
3. Flora Brown
4. Dianne Game
5. Carolyn Herbert
6. Susanne Johnson
7. Jean Sida

Finance and Maintenance (12 plus *ex officio*)

1. **Dan Moffet** (daniel.moffet@rogers.com)
2. Jim Elder
3. Martha Fair
4. Dalia Hanna, Admin. Assistant *(ex officio)*
5. Dave Joiner, Caretaker *(ex officio)*
6. Duane Mayo
7. Lorne Roach, Treasurer (*ex officio*)
8. Dale Tuck

Mission (at least 6)

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

Outreach (at least 6)

1. **Kristine Marion** (krismarion@hotmail.com)
2. Dennis Featherstone
3. Duane Mayo
4. Olivia Meyia-Takoukam
5. Linda Robinson
6. Dale Tuck

Pastoral Care (no set number)

1. **James Hurd** (*ex officio*) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game *(on leave of absence)*
4. Roberta Hurd
5. Margaret Roach
6. Jean Sida
7. Barbara Townsend
8. Duane Townsend
9. Dale Tuck

Policy and Planning (at least 6 plus *ex officio*)

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Dennis Featherstone (*ex officio*)
3. Holly MacDonald
4. Gordon Walford

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair** (fairmj@magma.ca)
2. Susanne Johnson
3. Ted Johnson
4. Dianne Nickerson
5. Dianne Smith (ex-officio)

This list is subject to corrections and/or additions before and during the annual meeting.



Gifts in Action

2017 Annual Report

Serve one another
with whatever gift
each of you has received. *– 1 Peter 4:10*





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The Presbyterian Church in Canada
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1711130101

Presbyterians Sharing reflects the joint efforts and witness of Presbyterians across Canada living out the Gospel message in all aspects of life. We are putting our faith into action by

- equipping congregations, ministries and presbyteries
- engaging in evangelism, outreach and discipleship
- embracing local, national and international mission work
- providing tools for faithful ministry
- creating and supporting new faith communities
- engaging in healing and reconciliation
- supporting biblical and theological reflection and dialogue
- discerning, preparing and supporting visionary leadership
- pursuing spiritual renewal
- living out God's call to justice
- empowering youth
- worshipping together



"Every translator's desire is to take God's holy and unchanging Word and translate it clearly and correctly into their own mother language. Ngudradrekai Bible translation only started 30 years ago. But by the grace of God people can now hold and read this amazing Bible."

— The Rev. Dr. Paul McLean, PCC translation mission staff, Taiwan

Together, we are making mission and ministry happen — in Canada and around the world!



"Strong relationships were formed between the North American and Chinese teachers, and between the Chinese teachers themselves, many of whom did not know one another before the program began. Long-lasting bridges have been built and we are so thankful to God, Amity, and The Presbyterian Church in Canada for this unforgettable experience."

— Jennifer McDougall and Allie Piatkowski, Amity Summer English Program, China

"Ours is a ministry of presence. We ARE THERE in the city of Edmonton, ready to welcome with open arms those who are looking for a friendly place for eating, internet, clothes, talking, sharing and resting. We believe that God is right there waiting with us for his sons and daughters to come back home."

— The Rev. Tim Choi, Edmonton Urban Native Ministry



In Memoriam: 2017

Dorothy Clarke

Laurene Wytsma

Aija MacMillan

Edna Alexander

Freda Pattison

Rose O'Connor

Russell Passmore

Muriel Stackhouse

Phil Campbell

A Word from the Minister

“Beloved, we are God’s children now, and what we will be has not yet appeared.” (1 John 3: 2, ESV)

When the apostle John writes to the church, he has many ways of addressing his readers. “Dear friends”, “dear children”, and “dear brothers” are different forms of address which in the original Greek convey something of the various bonds of fellowship and family which he is affirming. Yet there is an even stronger bond to which John calls attention in 1 John 3: 2, which is conveyed in the ESV with the word “Beloved” better than it is the NIV which uses “Dear friends”.

The term “beloved” is derived from the Greek root for love “agape”, and signifies God’s self-giving, unconditional love. We are God’s **beloved** children.

In reading this year’s annual report, I am eager to affirm to my brothers and sisters in Christ who are members of the Parkwood Church family that we are beloved — beloved by God. That we should be so is reason for both thanksgiving and confidence, and for humility and wonder.

It is cause for humility, because as wilful sinners, we do not deserve God’s love.

It is cause for wonder, because as those loved by God, we can only wonder in amazement and anticipation at what is yet to come as a consequence of such love.

It is cause for thanksgiving, because as the recipients of God’s love in Jesus Christ, we have been enabled to serve Him and accomplish so much in Christ’s service.

It is cause for confidence, going forward, for the love which has been and is given us increases our capacity to share that love with others in many ways.

As we reflect on the year past, let us give thanks for God’s love shown us in Jesus Christ, and as we prepare for the year ahead, let us move forward strengthened and enabled to share with others the love of God that we have found in Jesus Christ.

Your pastor, rejoicing in God’s love in Jesus Christ,

James T. Hurd.

Proposed Agenda
Annual Congregational Meeting

Saturday, February 24, 2018 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
5. Minutes of the 2017 Annual Meeting – February 25, 2017 4
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7. **Reports of Session Officers**
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   - **B.** Roll Clerk - M. Harten 9
   - **C.** Communion Clerk - M. Harten & K. Marion 9
   - **D.** Representative Elder - G. Walford 9
   - **E.** Memorials Clerk - J. Huber 10
   - **F.** Benevolent Fund Co-ordinator- J. Sheridan 10
   - **G.** Youth Leadership Fund - M. Harten 10
   - **H.** Planned Giving - D. Featherstone 11
8. **Reports of Ministry Teams**
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   - **B.** Finance & Maintenance 12
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10. **New Business**
   - **A.** Audit Team Report 42
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   - **D.** Appointment of Audit Team for 2018 44
   - **E.** Membership of Ministry Teams.....45
   - **F.** Other
11. Adjournment
12. Closing Prayer

5. Minutes of the Annual Meeting Saturday February 24, 2017

Parkwood Presbyterian Church, Ottawa
The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 25, 2017 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 6 p.m., following a congregational potluck supper.

Opening Devotional Exercises
Following a call to worship from Psalm 96 and prayer, the congregation sang “Therefore the redeemed of the Lord shall return". Thereafter the minister read Isaiah 62 and offered a brief exposition and comment thereon, and led in prayer, after which the congregation sang hymn #465 - “God of grace and God of glory”.

Attendance
In addition to the minister, forty-seven members and adherents were present, as follows: Daniel Akat, Dora Brown, Brenda Creighton, Gayle Dumsday, Jean Elder, Stewart Elder, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Sibby Fennema, Marcia Harten, Carolyn Herbert, Ivan Hooper, John Huber, Karen Hurd, Susanne Johnson, Ted Johnson, David Lee, Holly MacDonald, Alta MacFie, Don MacMillan, Kris Marion, Andrew McGregor, Dan Moffet, Carrie Morris, Michael Morris, Kathy Newton, Robert Newton, Dianne Nickerson, Scott Nickerson, Don Pestaluky, Pamela Pestaluky, Judy Reeves, Stewart Reeves, Lorne Roach, Margaret Roach, Jean Sida, Ed Steenhorst, Vicki Steenhorst, Barbara Townsend, Duane Townsend, Dale Tuck, Alice Visser, Tim Visser, Diane Walford, and Gord Walford.

Those present at the supper before the meeting also included: Placid Akat, Gregory Newton, Louise Reid, and Majari Sutherland, and five children.

Regrets
Regrets were registered by Jan Sheridan and Harry Van Dyk.

Election of Secretary
The chair called for the election of a secretary for the meeting.

Several nominations, each unseconded, were made and declined. D. Nickerson nominated D. Featherstone. The nomination was seconded by D. Moffet. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming,

On motion duly made and seconded, it was agreed that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

Agenda
A motion to adopt the printed agenda was sustained. (Brenda Creighton/Scott Nickerson)

Minutes of the 2016 Annual Meeting (February 20, 2016) A motion to adopt the minutes of the meeting was sustained (Marcia Harten/Brenda Creighton)

Minutes of the Congregational Meeting on June 14, 2016
A motion to adopt the minutes of the meeting was sustained (Scott Nickerson/Dale Tuck)

Reports of Session Officers
A motion to receive and consider the six reports was sustained. (Kris Marion/Don MacMillan)
For the Communion Clerk Report, it was agreed to add a note: “19 people were served at the Pastoral Care Communion on October 25”.
A motion to adopt the six reports as amended was sustained. (Dianne Nickerson/John Huber)

Reports of Ministry Teams
A motion to receive and consider the 10 reports was sustained. (Dan Moffet/Kris Marion)

Policy and Planning
A motion to adopt the report of the Policy and Planning Team was sustained. (Dianne Nickerson/Brenda Featherstone)

Finance and Maintenance
It was agreed that the phrase “unlocking and unlocking” on page 19 should read “unlocking and relocking”.
A motion to adopt the report of the Finance and Maintenance Team, excluding the financial statements, was adopted. (Dan Moffet/Kris Marion)

Outreach
A motion to adopt the report of the Outreach Team was sustained. (Kris Marion/Scott Nickerson)

Fellowship
A motion to adopt the report of the Fellowship Team was sustained (Don Pestaluky/Susanne Johnson)

Worship Coordination
A motion to adopt the report of the Worship Coordination Team was sustained. (John Fair/Dianne Nickerson)

Christian Education
A motion to adopt the report of the Christian Education Team was sustained (Pam Pestaluky/Holly MacDonald)

Mission
A motion to adopt the report of the Mission Team was sustained (Stewart Elder/Kris Marion)

Pastoral Care
It was agreed to insert "John Fair assisted with providing worship at Starwood" to the report (top of page 46, left side). A motion to adopt the amended report of the Pastoral Care Team was sustained (Dora Brown/Barbara Townsend)

Leading with Care
In response to a question, Kris Marion indicted that a fire drill is being planned for some Sunday during the spring. A motion to adopt the report of the Leading with Care Team was sustained. (Kris Marion/Holly MacDonald)

Personnel
A motion to adopt the report of the Personnel Team was sustained (Gord Walford/Duane Townsend)

New Business

Facility Planning
A motion to receive and consider the report of the Facility Planning Team was sustained. (Kris Marion/Don MacMillan)

It was agreed to add the names of the members of the team to the report: Alta MacFie, Brenda Featherstone, Dan Moffet, Dale Tuck and Rev. J. Hurd, ex-officio.

It was agreed to interpret re-transferred in Recommendation A simply as transfer.

A recommendation to transfer $10,180 from the building loan balance to the Operating Fund was approved. (Dennis Featherstone/Dale Tuck)

A recommendation to allocate $3,730 from the building loan balance to a Furnishings Fund was approved. (Dianne Nickerson/Dan Moffet)

A recommendation to allocate $16,000 from the building loan balance for the completion of the ductwork as originally planned and approved by the congregation for the construction project was approved. (Dennis Featherstone/Dale Tuck)

A recommendation was made that the target for donations and funds raised for the Loan Repayment Fund be a minimum of $10,000 for 2017. (Dennis Featherstone/Dianne Nickerson) An amendment was proposed to change $10,000 to $15,000. (Gayle Dumsday/Don Pestaluky) The amendment fell. The original motion was sustained.
A motion to adopt the report as amended as a whole was sustained. (Gord Walford/Andrew McGregor)

Budget Team Report and Recommendations
A motion to receive and consider the report and recommendations of the Budget Team was sustained. (Dianne Nickerson/Kris Marion)

A recommendation that the congregation approve expenditures for local purposes of $232,761 for 2017 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that the congregation approve a target of a balanced budget for local purposes in 2017 was sustained. (Dianne Nickerson/Kris Marion)

A recommendation that the congregation approve a target for offerings for local purposes of $219,361 in 2017 in order to balance the budget was sustained. (Dianne Nickerson/Dale Tuck)

A Session recommendation that the congregation approve a target of $20,000 for Presbyterians Sharing in 2017 was sustained. (Dianne Nickerson/Scott Nickerson)

A motion to adopt the report as a whole was sustained. (Dianne Nickerson/Ed Steenhorst)

Audit Team Report
A motion to receive and consider the report and financial statements was sustained. (Kris Marion/Judy Reeves)

Corrections in the report: On page 26, the last line under Note 3 should read December 31, 2017 and on page 30, in the lower table for Disbursement Details, the heading for the second column should read 2016 Actual.

Kathy Newton provided some additional explanation of cash flow.

There was a round of applause for the work of the Audit Team.

A motion to adopt the report was sustained. (Dennis Featherstone/Kris Marion)

Appointment of Audit Team

A motion to re-appoint the members of the Audit Team for another year was sustained. (Kris Marion/Ed Steenhorst) The members of the team who were present agreed to be on the team for another year: Kathy Newton, Brenda Featherstone and Stewart Elder. Kathy will check with Harry Van Dyk to see if he is willing to continue on the team.

Election of Treasurer

A motion to nominate Lorne Roach as Treasurer was put forward. (Dianne Nickerson/Ivan Hooper) Lorne indicated he would stand providing a plan for succession is developed. The congregation expressed agreement with the need for such a plan. The motion to appoint Lorne Roach as Treasurer was sustained. There was a round of applause for another year of Lorne's important and demanding volunteer work.

A motion that Session develop a plan of succession for the position of Treasurer, including the consideration of separating the "envelope" accounting and the basic Treasury work, was sustained (Dianne Nickerson/Dan Moffet)

Membership of Ministry Teams

Betty Paul's name was added to the list of members of the Pastoral Care Team.
Michael Morris volunteered to join Worship Coordination Team.
Dan Moffet indicated that Duane Townsend was retiring from Finance and Maintenance after serving many years in a variety of capacities with the team.
A round of applause was given to Duane.
A motion to affirm the amended list of membership was sustained. (Dan Moffet/John Fair)

Other New Business

A recommendation was made that the balances in the Lancaster Bequest Fund ($24) and the Nekrassoff Fund ($161) be transferred to the Reserve for Capital Expenditures. (Gord Walford/Kris Marion). It was proposed in amendment that "to the Reserve for Capital Expenditures" to read "to a new General Endowment Fund". (Dennis Featherstone/Stewart Elder) The amendment fell. The original motion was sustained.

The idea of organizing a fund-raising team was suggested by Carolyn Herbert and Dennis Featherstone. Michael and Carrie Morris as well as Diane Walford volunteered to start the formation of this team. Some ideas for fund-raising were suggested, including a review of the approaches used at Trinity Kanata.

The secretary (clerk of session) indicated that it was agreed at the last annual meeting to have "an annual spring-time meeting of the congregation to discuss the spiritual direction of Parkwood Church".

Both the clerk of session and the minister asked the congregation for input into shaping the theme and format of the meeting for 2017, indicating that session had not yet set the date for it.

The minister reported that the session had concluded that a key priority for the congregation for 2017 was to build and deepen interpersonal relationships. The development of the new photo directory was intended to aid this process, enabling people to greet one another by name. The organization and development of small groups is one way to address the goal of strengthening relationships, and elders were encouraged to foster such groups, involving others willing to host gatherings to share food, fellowship, conversation, study, and service together. The organization of the groups would not be restricted to elders' districts, but be developed on the basis of shared interests wherever appropriate.

In the discussion, there was general agreement that one goal of the meeting should be how best to initiate and organize small groups. The preference for a "loosely structured" format for the meeting was also expressed by several people.

Other ideas for building relationships were expressed, including: to hold again newcomer dinners; to develop ways to encourage more people to stay for refreshments after the worship service; and to include small groups as activity groups around a shared interest or project.

Adjournment
A motion to adjourn was sustained. (Dianne Nickerson/Judy Reeves)

Closing Prayer
The Moderator closed the meeting with prayer, including a memorial prayer for Jim Kritsch, Hie-Kwong Tan and Syvelyn Gayle.

The meeting closed at 8:35 p.m.

Dennis Featherstone - Secretary
Rev. James T. Hurd – Moderator

6. Minutes of the Congregational Meeting, Wednesday June 21, 2017

Record of Congregational Meeting

At the call of the session and in response to the request of the congregation, members and adherents of Parkwood Church, Ottawa gathered in the Fellowship Hall on Wednesday, June 21, 2017 for an informal evening of discussion and reflection on spiritual direction for the congregation.

Approximately 25 members and adherents were present. The minister opened the gathering with prayer.

In small groups of between 8 and 10 persons, those present were invited to reflect on the nature of "community": What is community? What does the Bible tell us about community? How do we "do" community at Parkwood? How does community function well? How does it need to be improved?

To encourage and facilitate the formation and functioning of small groups, various ideas were advanced in answer to the question, "What is a group?"

- people doing things together
- people living or working together
- people of like mind
- people doing something that binds people together
- some groups are closed; some are open
- A group often grows when members are familiar and comfortable with each other
- A group has a common purpose
- A group shares skills to learn and grow together
- A group may form around common values or interests

There was an expression of willingness on the part of one member (J. Sheridan) to host a meeting to explore options for social events on a periodic basis.

There was an expression of willingness on the part of another member (M. Morris) to offer training for small group leaders.

The gathering was closed in prayer.

- James T. Hurd

7. Reports of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

The main focus of Session in 2017 was the following:

- The organization of the special Congregational Meeting on June 21 to discuss spiritual health and a focus on the formation of and encouragement for small groups.
- The development of recommendations for a Planned Giving Ministry
- The selection and preparation of a team to attend the Stewards by Design seminar in November.
- The re-organization of the responsibilities of the Treasurer. This re-organization required a significant amount of volunteer time but using a new commercial accounting software going forward is expected to provide several benefits in the preparation of financial statements. Session is thankful that Ugo Kejeh and Betty Paul, both with significant accounting experience, came forward as volunteers.
- The preparation of new terms of reference for both a Facility Management and a Finance team, to replace the previous Finance & Maintenance team.
- The provision of some assistance to F&M as membership, attendance and participation for the team declined during the year.

For 2018, the initial agenda of Session includes the following:

- To ensure the transition to the new accounting system is completed as quickly as possible.
- To further improve the preparation of occasional financial narratives to describe the status of meeting the various budgetary goals for current operations, Presbyterians Sharing and for the Loan Repayment Fund.
- To receive specific proposals for the operation of a Planned Giving Ministry, based on the purpose and objectives for such a ministry approved by Session in October 2017.
- To continue to encourage the development of small groups to meet for an appropriate combination of conversation, study, prayer and meals with the goal to broaden and deepen relationships among members and adherents.
- To encourage folks in the congregation to consider volunteering their time and talent for short-term maintenance projects.
- To continue to increase the visibility of the Mission Statement through programs, actions and decisions.

As of December 31, 2017 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Flora Brown; Marion Campbell; Asuquo Eniang; Laura Game; Marcia Harten; Ivan Hooper; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Judy Reeves; Linda Robinson; Jan Sheridan; Jean Sida; Duane Townsend; Dale Tuck; Tim Visser; and Gordon Walford. Susan McCullough is on special leave.

In 2017, Flora Brown, Marion Campbell and Jean Sida were not able to attend session meetings.

Kris Marion requested a leave of absence which was granted in September.

Phil Campbell, a long-time elder, passed away on December 13, 2017. Session is thankful for Phil's many years of service as an elder.

Andrew McPhee requested and was granted his demit as elder in December. (His request to transfer his membership, as well as that for Sandra and Matthew, to St. Timothy's was approved.)

- *Dennis Featherstone*



Marcia Harten
Roll Clerk

B. Roll Clerk

Number of members on the roll, December 31, 2016 191

Number added during 2017

By transfer	3
By profession	3
Total added	6

Number removed during 2017

By transfer	3
By death	5
Total removed	8

Number of members on the roll, December 31, 2017 189

- Jean Sida, Roll Clerk, Marcia Harten, Assistant Roll Clerk





Marcia Harten and Kristine Marion, Communion Co-Clerks

C. Communion Clerk Report

The record of communion for 2017 is as follows:
March 5 – 105 served
March 13 (Maundy Thursday) – 48 served
June 4 – 84 served
October 1 – 85 served
December 3 - 111 served

Pastoral Care Communion
May 2 – 23 served
October 24 – 20 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

- Marcia Harten, Kristine Marion, Communion Co-Clerks



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of twenty churches and one extension work, the Barrhaven Mission, as well as an Arabic ministry which began in 2015 as an initiative of Grace Church, Orleans. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employs a part-time Ministry Animator, Cheryl Gaver. The presbytery also oversees the operation of Gracefield camp through a Board of Directors. During 2017 the presbytery gained one new minister, as Meg Patterson came to pastor at St. Stephen's church. Four churches are vacant: St. Andrew's Aylmer, St. Giles, St. Timothy's and The Upper Room (Rockland). The Aylmer congregation is operating under a long term supply arrangement; St. Giles is operating with short-term stated supply. Two of the vacant churches, St. Giles and St. Timothy's, have progressed to the point of forming search committees.

The presbytery met 10 times in 2017, six "regular meetings", one service of induction (St. Stephen's) and two ordinations (Lyn Hughes and Shahrzad Kandalaft) and one to process a call. I also attended the 143rd General Assembly of the PCC which met in June in Kingston and the Synod of Quebec and Eastern Ontario which met at the Church of St. Andrew and St. Paul in Montreal in October. I serve Synod as the convener of the Finance Committee and as such am a member of Synod Council. The Synod consists of five Presbyteries: Quebec, Montreal, Seaway-Glengarry, Ottawa and Lanark-Renfrew. At General Assembly the "hot topic" was the report on human sexuality. Presbytery dealt with some weighty reports on this issue in the fall.

At Synod a motion was sustained to not dissolve Synod.

Our minister is the Presbytery Clerk; the Moderator is Rev. Doug Kendall of St. Andrew's church, Stittsville. A number of Parkwood people sit on Presbytery committees.

It has been an honour and a privilege to represent Parkwood at Presbytery, Synod and General Assembly this past year. Our church faces considerable challenges in the years ahead, especially navigating through the issue of human sexuality. Much prayer is needed for those who make decisions on behalf of the denomination.

- Gord Walford



John Huber
Memorials Clerk

E. Memorials Clerk Report

During 2017, in memory of individuals, Parkwood received gifts directed to the following Funds: Benevolent, Loan Repayment, Memorial, Flower, Operating, and Furnishings/Contruction as well as the Wall mural project. Gifts were received in memory of Aija MacMillan, Laurene Wytsma, Dorothy Clarke, Rose O'Connor, Edna Alexander, Carol Seagram, Joe Widdis and Russ Passmore.

The Treasurer reports the balance of the Funds monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the Funds are reported in the table "Continuity Schedule of Reserved Funds". All gifts are held in trust; designated gifts are used for the purpose stated, and use of the undesignated gifts is decided by Session, for the glory of God and for use at Parkwood.

- John Huber



Jan Sheridan
Benevolent Fund Coordinator

F. Benevolent Fund Report

Throughout the year, the Session Benevolent Fund quietly and confidentially assists members of the congregation facing unexpected financial expenses. Funds come primarily through the Christmas Eve Service and the White Gift offerings. In 2017, there were a few extra-ordinary requests early in the year, but the generous donations helped keep the fund afloat.

White Gifts were converted to vouchers or hampers and delivered, thanks to Marcia Harten and Alta MacFie, assisted by two Syrian Refugees, Sam and Elias. The fund is audited yearly.

- Jan Sheridan



Marcia Harten

G. Youth Leadership Fund

The Parkwood Presbyterian Church Youth Leadership Fund was established to financially assist youth with the cost of participating in activities which develop their Christian leadership skills. By participating in events which foster leadership, youth grow in their skills and confidence as leaders, becoming valuable leaders in their community. To assist youth, ages eight to eighteen, funds can be requested by a confidential recommendation of two elders.

The fund is audited annually.
We are thankful for the generosity and support of our youth.

- Marcia Harten

H. Planned Giving Ministry

Introduction to planned giving

The general practice for members and adherents is to designate a major portion of their regular offering towards the annual operating budget of the congregation as well as portions to various Special Appeals and other areas such as the Loan Repayment Fund.

Over the years, Parkwood received financial bequests from the wills of members, adherents or friends of Parkwood upon their passing. With one exception, these bequests were undesignated. A large portion of the undesignated bequests was used to accumulate a significant amount of money which formed the basis to initiate and complete the recent demolition, renovation and construction program at Parkwood.

While making a bequest in a will is the traditional way of donating from accumulated assets of the individual, another way to make donations or gifts has been rising in popularity with Presbyterian and other churches as well as other registered charities. Donations or gifts from accumulated assets can be given to the church or other charities in a way which maximizes tax benefits for the living donor or the donor's estate. These gifts are typically called planned gifts because there is usually planning involved to maximize tax benefits.

The following are some of examples of the assets involved in planned giving:

- Cash
- Charitable bequests
- Publicly traded securities
- Planned life insurance
- Gift annuities

Developments in 2016 and 2017

At the Annual Meeting in February of 2016, the congregation approved a recommendation that a Stewardship Team of three people be established to assist in increasing "Planned Giving" awareness and understanding as well as providing assistance with program evaluation. In addition, the congregation approved a recommendation to apply to send representatives to the next Stewards by Design conference.

At the Presbyterian Church in Canada, the Planned Giving Office was established as a network of congregations that have covenanted to make the ministry of planned giving an integral part of their stewardship and mission. The network is called the proVisionairies Network. Congregations which covenant to become part of the network commit themselves to:

- Develop policies and procedures for receiving, investing and using planned gifts
- Educate the congregation about the various ways of making a planned gift
- Promote planned giving and the stewardship of accumulated resources within the congregation on an ongoing basis

For their part, the Planned Giving Office covenants to provide the training, resources and ongoing support needed to establish and promote a vital planned giving ministry in a congregation. The staff are available to help to serve, equip, train and guide congregation in every step of the process. They are dedicated to doing everything they can to help congregations develop vital planned giving ministry programs. There is no cost to the congregation for these services from the Planned Giving Office.

In May of 2017, Session approved in principle Parkwood becoming an active participant in the proVisionairies Network at the appropriate time. In October, Session approved the proposed purpose and objectives for a Planned Giving Ministry.

In 2018, specific proposals for the operation of a Planned Giving Ministry based on the approved purpose and objectives will be developed. The goal is to be able to advise interested parties on options for making planned gifts.

Stewart Elder continues to make valuable contributions to the development of a Planned Giving Ministry at Parkwood. Most of the research into planned giving and the various proposals for Parkwood are due to Stewart's work.

-*Dennis Featherstone*

8. Reports of Ministry Teams



Dianne Nickerson
Team Leader

A. Policy and Planning Team

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as ex officio members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation. As of December 31, 2017, the following are members of P&P: Dianne Nickerson, Gord Walford, Holly MacDonald, Dale Tuck, Dennis Featherstone (ex officio), and Rev. James Hurd (ex officio).

Stewardship

An application was accepted to send a delegation from Parkwood to the "Stewards By Design" conference in Orillia, Ontario from November 9-12, 2017. The attendees consisted of James Hurd, Asuquo Eniang, Marcia Harten and Holly MacDonald. The purpose for sending a delegation was to help us as a church to become aware of new stewardship ideas and strategies to consider; learn from a specific consultation with the speaker, Dr. Callahan; and to help us build on our recent first steps to broaden the meaning of stewardship. The attendees found the conference to be very productive and worthwhile. An in-depth report on the conference suggesting different ways to think about our ministry will be forthcoming from the attendees.

Terms of Reference (TOR)

In an effort to update, create and/or conform TOR for various teams, jobs, sub-committees, we have throughout the year been working on TOR for the following:

Facility Coordination Group (formerly Facility Planning Team)
Finance Team, and Facility Management Team (formerly Finance & Maintenance Team)
Treasurer
Offering Envelope Secretary
Events Coordinator.

Liability Insurance

We requested and received a copy of the Master Policy from Marsh Canada Limited (our insurers) for the purpose of having an understanding of all that is covered under our policy. A general review was conducted over the summer, and a report was prepared.

Letter from the Principal Clerk of the Presbyterian Church in Canada

A letter sent to Session from the Principal Clerk, Presbyterian Church in Canada was forwarded to and considered by P&P. Matters for study were then forwarded to the appropriate teams for their consideration. Matters for study on Human Sexuality are ongoing, as well as matters for study with respect to Physician Assisted Suicide.

General

Policies concerning the use of our facilities were reviewed and minor amendments made. Reviews of policies in general will be conducted from time to time as the needs arise.

- Dianne Nickerson



Dan Moffet
Team Leader

B. Finance and Maintenance Team

Our first full year after renovations and we have most of the wrinkles of operation ironed out. The building is served by four separate heating systems: (1) Sanctuary; (2) Gathering Place, offices and other upstairs rooms; (3) Fellowship

Hall; and (4) Downstairs rooms. The ductwork was reorganized so that the Music Office and Meeting Room are now served by the same heating system as most of the downstairs rooms and are no longer connected to the upstairs system. We especially thank Marcia Harten for painting the areas affected by these modifications.

However, there are still a few things needed to be done to get these systems functioning properly. The Meeting Room is still a little cool and the upstairs offices, especially the Admin Office, are too warm. Heating systems 2 and 4 each need to have their air-flows balanced – a process where airflow from each register is measured and adjusted to provide more even heating.

Another left-over from renovations is the partitioning of the 'old kitchen' area into a proper table and chair storage room, a separate electrical closet, and a small storage room in between. This was work planned for in the renovations but was deferred for financial reasons.

The biggest challenge for the F&M Team for several years has been the dearth of people with the knowledge, talent and sometimes physical ability to take on assignments or tasks. Our active membership has been at best only six people, including the Treasurer. (Our intended complement was set at 12 plus ex officio.) It has also been a challenge to find volunteers ready and able to take on tasks such as minor repairs etc.

There are several repair issues requiring significant money and/or labour that were not addressed by the renovations. Some windows have worn out or suffered significant rot and need to be replaced. The wood siding on the front and back ends of the Sanctuary has not been painted since installation in 1996 and is beginning to show deterioration. Wood frames of windows installed in 1996 have not been painted. The Fellowship Hall is sorely in need of repair and repainting.

It was discouraging to the F&M team that, despite unfinished business from renovations and the need for significant repairs, priority was placed on a mural and pew cushions. Although these projects apparently are being funded by special donations or from other non-operating funds, we were disappointed that no encouragement has been apparent for donations toward necessary repairs.

But change is coming. Effective January 1, 2018, the Finance & Maintenance Team ceases to exist, to be replaced by separate teams for Finance and for Facility Management. The new Facility Management Team will continue the work of F&M to maintain church property, buildings and equipment, to employ and oversee the work of the Administrative Assistant and the Caretaker, and provide services such as heat, lights, water, telephone and internet. The Parkwood Events Coordinator and I.T. Team will also continue under the FM umbrella.

Lastly, I want to express my gratitude to the members of the Finance & Maintenance Team for their dedication, encouragement and support over the years.

IT Team Report

Not a lot to report from the IT Team. Andrew and Brenda continue to install software updates as required. There was a major upgrade of the Windows 10 operating system in October which took 6 hours to install on each of the computers that Parkwood owns. Other software upgrades were installed on the Church Windows database and software was installed for the worship recording laptop.

Andrew worked with Gord Walford on the recording issues. Regan Rambally continues to look after the Talkswitch telephone system and Duane Mayo programs the electronic sign.

Andrew has been investigating hardware and software solutions for improving WiFi access in the building.

Brenda completes weekly updates for Norton Antivirus and Windows updates, as well as backups of the network, which are stored offsite.

- Brenda Creighton & Andrew McGregor

Parkwood Events Report



2017 was a year of more changes for Parkwood. With the departure of the Kumon program in March and the Aihua Chinese Language School moving to larger quarters in the fall, we were presented with more empty space and an opportunity for other rentals.

In order to offer our space to groups and individuals beyond Parkwood, a number of people worked on creating a Rentals web page on our church web site. http://www.parkwoodchurch.ca/rentals.html Thanks to Dan Moffet for the drawings showing rooms that are available and for final editing of the text and to Gord Walford for the pictures and website coding. We have also added a telephone number to the church voice mail system so people can leave messages for the PE Coordinator (613-825-6648 ext. 414). The website has resulted in an increase in inquiries and one outside rental so far.

In addition to scheduling all of the regular Parkwood groups and meetings and those of our sister church Ottawa Korean Presbyterian, we also hosted a number of other events for non-Parkwood groups. They included a 2-day job fair, 2 memorial services, a renewal of wedding vows service, a weekend base camp for a group of international students, a sleepover for a Scout troup, a condo meeting, music recitals and 2 movie nights for the Parkwood Hills Residents Group when rain cancelled their movies in the park.

I am still looking for Parkwood hosts who would be willing to work with me on outside events. Regular renters are able to come and go on their own but a group who is only coming for one time usually needs someone from Parkwood at their event to open and close the building, provide assistance and answer questions. I have found if there are more than 80 people attending, then a second person would be a great help.

As we occasionally have people drop in to see the building before they proceed with a rental request, it is appreciated that the furniture is returned to their regular spaces and the kitchen is clean.

A reminder that all Parkwood Church activities are included on the calendar on the kiosk in the Gathering Place and on the website or the back page of the Pulse. All Parkwood events are on large calendars in the Volunteer Room which are updated weekly.

Many thanks to Dave Joiner our caretaker for keeping the building so wonderfully clean and for doing extra cleaning when it is needed after larger gatherings. Thanks also to Dennis Featherstone for providing guidance when needed.

- Brenda Creighton
Parkwood Events Coordinator

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2017

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017

ASSETS	Unrestricted	Invested in Capital Assets	Reserve Funds (See Schedule)	Net Assets Dec. 31, 2017	Net Assets Dec. 31, 2016
Current assets:					
Cash on Hand and in Bank	$ 16,076	$ 684	$ 51,665	$ 68,426	$ 55,094
Short-term Investments - at cost	-	-	-	-	-
HST Recoverable	2,500	-	-	2,500	8,422
Loan Receivable	-	-	-	-	-
	18,576	684	51,665	70,925	63,516
Long-term investments - at cost	-	-	-	-	-
Church Building, Furnishings (note 2)	-	2,628,751	-	2,628,751	2,628,751
Land at Cost (note 2)	-	1	-	1	1
Total Assets	18,576	2,629,436	51,665	2,699,677	2,692,268
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
LIABILITIES					
Current :					
Loans payable-short term- (Note 3)	4,168	-	-	4,168	4,168
Loans payable-long term- (Note 3)	113,146			113,146	120,562
Total Liabilities	117,314	-	-	117,314	124,730
NET ASSETS					
Opening Balance January 1	(95,326)	2,629,251	33,613	2,567,538	2,820,368
Net Income (Deficit) year to date	9,139		5,686	14,825	(285,184)
Net Transfers From (To) Funds	(12,551)	185	12,366	-	-
Adjustment to appraisal value of Capital Assets		-		-	32,354
Net Assets Closing Balance	(98,738)	2,629,436	51,665	2,582,363	2,567,538
Total Liabilities, Reserved Funds and Net Assets	$ 18,576	$ 2,629,436	$ 51,665	$ 2,699,677	$ 2,692,268

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET 12 MONTHS	2018 BUDGET 12 MONTHS
RECEIPTS:				
OFFERING - Operations	$ 185,072	$ 215,888	$ 219,361	$ 217,953
OFFERING - Special Appeals Outreach	19,749	24,948	20,000	19,828
	204,821	240,836	239,361	237,781
OTHER INCOME - Rentals	19,076	12,105	11,100	9,500
OTHER INCOME - Other Charities	0	10	0	0
OTHER INCOME - Recoveries	5,655	6,805	2,300	3,500
	24,731	18,920	13,400	13,000
TOTAL RECEIPTS	229,552	259,756	252,761	250,781
EXPENDITURES:				
MISSION TEAM	5,552	6,350	6,350	5,350
OUTREACH TEAM	1,338	2,090	2,000	1,725
FELLOWSHIP TEAM	1,217	854	1,150	1,150
PASTORAL CARE TEAM	0	0	0	0
CHRISTIAN EDUCATION TEAM	12,708	11,801	14,450	14,625
WORSHIP COORDINATION TEAM	20,253	19,569	21,245	21,655
THE KIRK SESSION	6,908	7,636	8,079	7,492
FINANCE & MAINTENANCE TEAM	172,065	177,368	179,487	177,456
SPECIAL APPEALS OUTREACH	19,749	24,948	20,000	19,828
TOTAL EXPENDITURES	239,790	250,617	252,761	249,281
NET REVENUE (LOSS) FOR THE YEAR	$ (10,238)	$ 9,139	$ -	$ 1,500

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED DECEMBER 31, 2017

	Unrestricted	Invested in Capital Assets	Restricted	Total Dec. 31, 2017	Total Dec. 31, 2016
Cash from operating activities					
Net revenue (loss) for the year	$ 9,139	$ -	$ 5,686	$ 14,825	$ (285,184)
Add items not involving cash					
Interfund transfers	(12,551)	185	12,366	0	-
	(3,412)	185	18,052	14,826	**(285,184)**
Changes in non-cash working capital					
HST/GST recoverable	5,923	-	-	5,923	35,085
Net cash generated through operating activities	**2,511**	**185**	**18,052**	**20,748**	**(250,099)**
Investing Activities					
(Increase) decrease in Investments (net)	-	-	-	-	-
Financing Activities					
(Increase) decrease in Loans Payable	-	-	-	-	65,000
Repayments of Loans Payable	(7,416)			(7,416)	(5,270)
	(7,416)	**-**	**-**	**(7,416)**	**59,730**
Net increase (decrease) of cash during year	**(4,906)**	**185**	**18,052**	**13,332**	**(255,369)**
Cash- beginning of year	20,982	499	33,613	55,094	245,463
Cash - end of year	$ 16,076	$ 684	$ 51,665	$ 68,426	$ 55,094

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
FOR THE PERIOD ENDED DECEMBER 31, 2017

Statement of fund balances:	Opening	Receipts				Expenditures			Intrafund	Surplus	Closing
	Balance	Designated	Other	Interest	Total	Repair/Replace	Program	Total	Transactions	Changes	Balance
Fund Description	Jan. 1, 2017	Offering	Contributions		Receipts	Equipment	Cost	Expenditures			Dec. 31, 2017
Team Programmes											
Fellowship Team Fund	$ 1,123	$ 300	$ 265		$ 565		$ 12	$ 12		$ 553	$ 1,676
Course Fees Fund	334				-			-		-	334
Flower Fund	7	75			75		80	80		(5)	2
Key Deposit	132		20		20			-		20	152
Logos Program	2,289	653	1,265		1,918		3,318	3,318		(1,400)	889
Outreach Projects	1,845				-			-		-	1,845
Pastoral Care Fund	741	265	263		528		441	441		87	828
Special events (includes Refugee)	52				-			-		-	52
Youth Leadership Fund	600	1,000			1,000		24	24		976	1,576
Youth Group Fund	2,013	730	332		1,063		1,023	1,023		40	2,053
Planned Giving Fund	-	7,500			7,500		-	-		7,500	7,500
TOTAL	**9,136**	**10,523**	**2,145**	**-**	**12,668**	**-**	**4,898**	**4,898**	**-**	**7,770**	**16,907**
Capital Expenditures											
Audio Visual Fund	405		25		25		197	197		(172)	233
Building Expansion Fund										-	
Furnishings & Construction Fund	-	2,155			2,155		22,122	22,122	20,574	607	607
Hymn Books, Bibles Fund	249				-			-		-	249
Organ Replacement Fund	254				-			-		-	254
Reserve for Capital Expenditures	499				-			-	185	185	684
Loan Repayment Fund	-	13,844			13,844		-	-	(7,416)	6,428	6,428
TOTAL	**1,407**	**15,999**	**25**	**-**	**16,024**	**-**	**22,319**	**22,319**	**13,343**	**7,048**	**8,455**
Parkwood											
Memorial Fund	2,456	6,290			6,290		1,600	1,600	(607)	4,083	6,539
Parkwood Session Benevolent Fund	2,989	5,183			5,183		5,807	5,807		(624)	2,366
Student Assistance Fund	868		144		144			-		144	1,012
TOTAL	**6,313**	**11,473**	**144**	**-**	**11,617**	**-**	**7,407**	**7,407**	**(607)**	**3,603**	**9,916**
Bequests											
MItchell-Hempstock Interest Fund	7,312				-			-		-	7,312
Unallocated interest fund	9,759				-			-		-	9,759
Lancaster Bequest Fund	24				-			-	(24)	-	-
Nekrassoff Fund	161				-			-	(161)	-	-
Rosmarie Spoerri Fund	-				-			-		-	-
TOTAL	**17,256**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(185)**	**-**	**17,071**
Total Reserved Funds	$ 34,113	$ 37,996	$ 2,314	$ -	$ 40,310	$ -	$ 34,623	$ 34,623	$ 12,551	$ 18,422	$ 52,349

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

MISSION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Carlington Chaplaincy Fund	$ 500	$ 500	$ 500	$ 300
Covenant Orthodox Presbyterian Church	2,500	2,200	2,200	2,000
Gracefield Christian Camp & Retreat Centre	1,450	1,450	1,450	1,450
Inter-Varsity Christian Fellowship	800	500	500	300
Ottawa Innercity Ministries		500	500	300
Other Missions	302	1,200	1,200	1,000
Total	$ 5,552	$ 6,350	$ 6,350	$ 5,350

OUTREACH TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Advertising-newspapers	$ 492	$ 1,169	$ 600	$ 500
Advertising - Yellow Pages			400	
Brochures for visitors	316		100	100
English Fellowship Evening	152	106	200	200
Other outreach	378	344	400	400
Pause table		471	300	525
Total	$ 1,338	$ 2,090	$ 2,000	$ 1,725

FELLOWSHIP TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Social Hour Supplies	$ 1,217	$ 854	$ 1,100	$ 1,100
Support for Gracefield Weekend			50	50
Total	$ 1,217	$ 854	$ 1,150	$ 1,150

PASTORAL CARE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Pastoral Care	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

CHRISTIAN EDUCATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Adult Education	$ 128	$ 941	$ 400	$ 500
Church Library	20	185	200	200
Church School	711	1,048	1,500	1,250
Logos Program	589	873	1,000	1,000
Nursery Care			25	-
Summer Programming			75	75
Young Adults	76		250	250
Youth Group	803		1,000	1,000
Youth Facilitator	10,381	8,755	10,000	10,000
Video license				350
Total	$ 12,708	$ 11,801	$ 14,450	$ 14,625

WORSHIP COORDINATION TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Audio- visual			$ 100	$ 100
CCLI Licence	518	518	520	520
Hymnals/Bibles repair/replace			25	25
Music	71		50	50
Director of Music Ministry	18,000	18,000	18,000	18,300
Continuing Education	485		250	250
Piano/organ maintenance	115	239	350	360
Organist/Pianist Supply	904	812	900	900
Pulpit supply	150		1,050	1,050
Other	10			100
Total	$ 20,253	$ 19,569	$ 21,245	$ 21,655

THE KIRK SESSION
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Congregational Supplies	$ 391	$ 444	$ 350	$ 350
Renewal Fellowship Membership	100		100	100
Evangelical Fellowship Membership	177	163	200	200
Leading With Care			100	100
Other Expenses			300	300
Presbytery Dues	6,085	6,874	6,874	6,287
Web Hosting	155	155	155	155
Total	$ 6,908	$ 7,636	$ 8,079	$ 7,492

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

FINANCE AND MAINTENANCE TEAM
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Bank Charges	$ 383	$ 896	$ 540	$ 827
Canada Pension Plan	4,149	4,263	4,413	4,594
Caretaker	6,876	9,098	11,856	13,628
Computer Hardware/Software	2,328	1,557	2,200	1,700
Congregational Administrative Assistant	10,171	11,383	11,500	12,478
Employment Insurance	2,622	2,319	2,360	2,466
Extended health care coverage	4,370	4,380	4,318	4,673
Fuel	2,374	2,433	3,000	2,470
Furniture&Equipment repairs/replacement	1,647	1,583	2,000	2,000
Insurance Church	4,420	4,194	4,200	4,250
Lighting	7,872	6,462	7,937	6,550
Minister's continuing education	600	600	600	600
Minister's housing allowance	23,500	23,500	23,500	23,500
Minister's stipend	58,400	58,400	58,400	59,276
Presbyterian Church Pension Plan	10,934	10,934	10,934	9,914
Repairs,Replacements&Maintenance	10,393	15,718	12,380	10,850
Reserve For Capital Expenditures			1,500	
Snow Removal,Salt,Sand	4,104	4,322	4,193	4,850
Stationery&Office Supplies	8,903	8,463	9,000	8,575
Students/Interns	3,276	2,773	-	-
Telephone	3,233	2,946	3,016	3,055
Water&Sewer Charges	1,510	1,142	1,640	1,200
Total	$ 172,065	$ 177,368	$ 179,487	$ 177,456

OTHER INCOME DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Rentals	$ 19,076	$ 12,105	$ 11,100	$ 9,500
Other Charities		10		
Sundry-HRDC Grant-Students/Interns	3,359	2,603		
Grants/Recoveries	2,296	4,202	2,300	3,500
Total	$ 24,731	$ 18,920	$ 13,400	$ 13,000

PARKWOOD PRESBYTERIAN CHURCH
TEAM BUDGETS

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SPECIAL APPEALS-OUTREACH RECEIPTS DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Bright Hope For Tomorrow	$ 415		$ -	
Canadian Bible Society		400		
Canhave Children's Centre Inc.		10		
Covenant Orthodox Presbyterian Church	300	2,300		
Jews For Jesus		305		
Gracefield Christian Camp & Retreat Centre	200	200		
Harvest House Ministries		1,335		
Kenora Fellowship Centre	145			
Ottawa Innercity Ministries	72			
Presbyterians Sharing	16,765	17,793	20,000	19,828
Presbyterian College	245			
Presbyterian World Service & Development	1,607	2,365		
The Navigators		240		
Total	$ 19,749	$ 24,948	$ 20,000	$ 19,828

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS
FOR THE PERIOD ENDED DECEMBER 31, 2017

	2016 ACTUAL	2017 ACTUAL	2017 BUDGET	2018 BUDGET
Bright Hope For Tomorrow	$ 415			
Canadian Bible Society		400		
Canhave Children's Centre Inc.		10		
Covenant Orthodox Presbyterian Church	300	2,300		
Jews For Jesus		305		
Gracefield Christian Camp & Retreat Centre	200	200		
Harvest House Ministries		1,335		
Kenora Fellowship Centre	145			
Ottawa Innercity Ministries	72			
Presbyterians Sharing	16,765	17,793	20,000	19,828
Presbyterian College	245			
Presbyterian World Service & Development	1,607	2,365		
The Navigators		240		
Total	$ 19,749	$ 24,948	$ 20,000	$ 19,828

PARKWOOD PRESBYTERIAN CHURCH

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated December15, 2016

The land is stated at nominal value as the cost is not determinable.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Investments:

As at December 31, 2017, there are no investments on hand.

Interest earned on both long and short-term investments is recorded on a cash basis when received

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, HST recoverable, current and long-term liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. BUILDINGS AND FURNISHINGS:

The Church building and furnishing are recorded at estimated replacement value at December 31, 2017 based on the most recent insurance valuation dated December 15, 2016. The value of the Building and Furnishings at this time was estimated at $2,628,751.

The cost of land at 10 Chesterton Drive is recorded at a nominal value of $1.

3. SECURED LOAN PAYABLE:

Lending Fund Loan

In December 2015, the Church secured a loan of $65,000 from the Lending Fund of the Presbyterian Church in Canada (the Fund). The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 21, 2015.

In July 2016, the Church secured a further advance of $35,000 from the Lending Fund of the Presbyterian Church in Canada which was also obtained for the purpose of completing the expansion of the Building, as approved at its Annual Meeting on February 20, 2016.

The Lending Fund loan is secured by a charge on the land and building at 10 Chesterton Drive, Ottawa Ontario,

The loan is interest free for the first 6 years, with 7% interest per annum on the outstanding balance thereafter from the 7th to the 15th year. Payments on the loan are to be made quarterly, based on a predetermined repayment schedule with interest amounts being added to the principal repayment amount beginning in the 7th year (2022).

The total principal repayment due in the 12 months ending December 31, 2017 is $4,918.

Extension Fund Loan

In May 2016, the Church secured a loan of $30,000 from the Extension Fund of the Presbyterian Church in Canada, the Presbytery of Ottawa. The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 20, 2016.

This Loan is unsecured and repayable in full, by May 9, 2027. There will be no interest charged on or before May 9, 2022. Should any portion of the loan be outstanding as of May 10, 2022 there will be interest charged on the outstanding balance at an annual rate of interest equal to the average GIC rate of interest charged by the 5 largest Canadian chartered banks.

Principal repayments of the loan are due as follows: $6,000 due annually, on or before each of the following dates; May 9, 2023; May 9, 2024; May 9, 2025; May 9, 2026 and May 9, 2027.

4. INTERFUND TRANSFERS:

During the year ended December 31, 2017 the following transfers between funds were made:

Transfers of $24 from the Lancaster Bequest Fund and of $161 from the Nekrassof Fund were transferred to the Reserve for Capital Expenditures Fund (a total of $285), as approved at the February 25, 2017 Annual Congregational Meeting.

During the year a total of $7,416 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Secured Loan Payable.

During the year a total of $19,967 was transferred from the Operating Fund to the Furnishings and Construction Fund for the purposes of covering authorized expenditures as approved at the February 25, 2017 Annual Congregational Meeting.

During the year a total of $607 was transferred from the Memorial Fund to the Furnishings and Construction Fund, as approved by Session.

5. GOVERNMENT FUNDING:

During the year ended December 31, 2017 an amount of $2,603 (2016-$ 3,359) was received from Human Resources Development Canada as part of the Federal grant process for the hiring of summer students. The Church is of the opinion that it has met all the requirements under the grant programme.

6. FURNISHINGS AND CONSTRUCTION:

By the start of 2017 the major part of the construction project was complete. During the year construction activity consisted of installation of ductwork to improve heating and cooling in the Music Office and Meeting Room, extension of ductwork to storage areas along the east wall in the lower level, emergency and other lighting, a cedar valance in the Gathering Place as well as painting. On the furnishings side, creation of the mural in the staircase was the major accomplishment. As well, blinds were also purchased and installed in rooms in the new construction area, the flat-screen TV previously in the library was moved to the Gathering Place and a new flat-screen TV was purchased for the library.



Kris Marion
Team Leader

C. Outreach Team

We had a very busy and productive 2017! Our first major outreach initiative was the ***Shrove/Pancake Tuesday Dinner***. Everyone was invited to a free Pancake Dinner at Parkwood. The Fellowship Team did an excellent job hosting the dinner in the Fellowship Hall. Seventy-five people attended including 25 newcomers who came to enjoy pancakes with our church family and check out our new building. Lenten and Easter service bookmarks were handed out with the cutlery inviting them to join us for Worship. A few did! Extra bookmarks were inserted in the church bulletin and the congregation was encouraged to take them home to give to neighbours and friends inviting them to worship.

Parkwood Hills Fun Day at Inverness Park, a Parkwood Hills Stakeholders Association initiative we participated in, was our next big event. This was billed as the Counsellor, Keith Egli's Community Fun Day as he financed the attractions: bouncy castles, Little Rays Reptiles, B.B.Q. to name a few. Over 1500 people attended and many came to our booth to see, discuss and make butterflies with Kris Marion, Betty and Peter Paul and Duane Mayo. It was a wonderful day! Information on our church and how we serve the community was displayed as well as CanHave, Logos and ESL. Church brochures, logoed pens and pencils were handed out.

Challenges for 2018 include focus, prayerful support and people resources. The report has revealed that a great many people have served in an 'outreach' activity in one form or another. Ministry teams have collaborated to fulfill our purpose of enabling us all to discover, grow in and share the love of God found in Jesus Christ. This has been deeply appreciated. We are all called to bring the Good News to the world and we have worked well together in 2017!

As team lead of Outreach, however, I have found it very difficult to make decisions without the input and support of a team. I have taken an indefinite leave of absence from this position. Please prayerfully consider your involvement in this ministry.

- Kristine Marion

Aihua Chinese Summer Day Camp

We would like to give thanks and praise our God for what He has done in summer camp this year. He is the great God.

We would also like to thank Parkwood Presbyterian Church for providing the space and resources for the summer camp. The staff and volunteers worked together well in the camp and they were much appreciated.

The summer camp ran for 19 days and hosted 70 children and it went well. We provided to the children Chinese lessons, math classes, Bible teaching, painting classes, dancing class, and craft activities.

1. Bible teaching – We kept giving children the chance to learn Bible. They were very impressed with the teaching of Pastor James and the missionary of CEF. Pastor James took on this very big part and we are very thankful for his efforts. We received a lot of good feedback about his teaching.

2. Drama - Drama related to the Bible stories were devised and they had good results. The children loved the activities and wanted to show the bible stories through their performances.

3. Painting class – We invited Karen Costen to teach the children painting. She told the children about Jesus through painting.

4. Crowd control –The children had access to the fellowship hall and the meeting room. The lobby, the sanctuary and the side lawn were used for certain activities. Disruptions to the church property were kept to a minimum. Activities such as crayon painting, crafts, Lego building and chess games helped to keep the children occupied when there were no organized activities.

The following should be considered for next year:

1. Pastor James helped with the Bible teaching and the summer program assistant Olivia helped with the activities this year. This

arrangement worked well. We hope Parkwood will continue to look after these two activities in the 1 pm to 2:45 pm time slot next year.

2. Concentrate the resources and best programs into the one or two weeks with the most number of children. Even though the whole camp will still be 4-5 weeks, concentrating on the weeks with most students with a well-run program may produce a greater impact.

God bless our camp

- *Aihua Hu,*
Chinese Language School

The White Gift, The Mission and Inner-City Ministries donations as well as distribution of Christmas Food Hampers and fruit baskets for those new to Canada have fallen under the Outreach Team's umbrella in the last few years. The Team feels this is an appropriate placement as it is a service to our church family and the surrounding community. We are nurturing these connections with the community – inviting them to Christmas services and other activities throughout the year.

Ongoing activities of the Outreach Team include:

- Greeter, Lift Attendant and Guest Book Attendant co-ordination. This may seem to be a logistical formality but serving in this way is essential in knowing our church family and giving a warm welcome to newcomers as they enter our Church for the first time. Two greeters are required each Sunday: one to greet and attend to the guest book signing *after* the service and the other to greet and operate the lift before and after the service. Please prayerfully consider being a greeter in 2018!
- Inspiring words for the sign – an opportunity for the community to think about God and His impact on our lives prepared by Duane Mayo, John Huber and Dennis Featherstone.

An informal 'Tea Time' on Saturday mornings (Dale Tuck) as an outreach to the ***Aihua Chinese Language School*** participants. Children from this school have attended the Aihua Chinese Summer Day Camp, our Logos program and even our Sunday school!

Kumon Welcoming Outreach



The end of March marked the end of the Kumon after school classes – and 15 years of outreach by the welcoming team. It was a valuable time to connect with the diverse population who came from within our local neighbourhood and beyond. Everyone was welcomed, stories of immigration were shared and questions were encouraged and answered about the church (e.g. Those peeking into the sanctuary were given a tour while those who asked about the Christmas Crèche were told the 'reason for the season'). Many Parkwood folks have helped over the years. Special thanks go to the late Rose O'Connor and Jean Sida for so many years of service.

– Jan Sheridan

'Pause Table' Outreach

The first 'Pause Table' is during the orientation day at Algonquin College to invite young adults to Parkwood and support the College Chaplaincy. Brochures with bus routes, worship and activities of interest at Parkwood were handed out.

In addition to the usual April and December Pause Tables, the Outreach Team hosted a Welcome Table to new and returning students on September 5th. The Welcome Table was well received and

appreciated. The Chaplaincy at Algonquin had a Table at all the events and was able to distribute free Bibles, and share information about the various activities offered through the Spiritual Centre. The five-week strike of the teaching staff in mid-Fall had a huge impact on the students. The December Pause Table was hosted even though it was not during the exam period. Students were greatly appreciative of our care, concern and prayers for them. This was the first time that we ran out of food an hour before our usual closing. The Chaplaincy has expressed thanks to the Congregation of Parkwood for the contributions of prayer and refreshments.

– Linda Robinson

ESL (English as a Second Language)

ESL is a conversation group that meets on Monday evenings each month except July and August and each week except for some statutory holidays. We continue to draw in newcomers to Canada and to the neighbourhood who are seeking to improve their capability to speak and read English. Attendance in the beginning class has ranged from 2 through 6. John Huber facilitated the more advanced group through June, and reported an average attendance of 1 or 2. He expressed a desire to step back from this role, after some 10 years of faithful service for which we are very thankful. In God's timing, Alicia Lim, a local resident active in a Chinese language congregation, with experience teaching English as a second language, arrived, eager to assist. She has facilitated the advanced group since September.

– James T. Hurd

Barrhaven Bible Study Group

This was our seventh year, having begun on January 16, 2011. We praise God for his continuing faithfulness in leading us each week through his inspired word and for those who come. The Lord graciously added new people in 2017 to our study group.

In the fall of 2016, after having completed a long study through the book of Revelation, we began to study Paul's magnum opus, his 16-chapter letter to the Romans. The Lord by his Holy Spirit guided us each week through his word via the apostle Paul. It has been a challenging study but highly rewarding. We have gained a fresh understanding of the place of the gospel and of faith in our salvation and how the book of Romans played an important role in the Protestant Reformation. It was a good book to be studying in 2017, the 500th anniversary of the Reformation. It is a book that is rich in theology and doctrine as we see Paul glorify God for his faith and salvation in Christ. We have seen the beautiful way Paul structured the book. It is orderly and cohesive. We have also come away with a deeper knowledge and appreciation for the Old Testament as we have seen Paul's heavy reliance on it, which also demonstrates his own deep knowledge of the Old Testament. Our goal is to complete our study by the end of January 2018.

We thank Martha for all the wonderful refreshments she provides each week which we know are appreciated by the whole group. Martha and I have been glad over these seven years to share our home with the group and appreciated very much their faithful attendance which speaks to us of their interest in what God is saying through his word. We meet on Wednesday evenings, from 7:30 to 9 p.m. You are welcome to come.

- John Fair



Website

Website (http://www.parkwoodchurch.ca)

Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford. Up to late in 2017 sermons were recorded on a laptop through the sound system, but due to problems with the sound system, late in the year we reverted to recording via a mobile phone. If anyone is willing to help in this area, please let us know. Weekly bulletins, monthly calendars and Pulse newsletters are provided by the office admin, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. A one-year archive of newsletters is available online. Thanks to all who contribute.

During 2017 I undertook to redesign the website, in consultation with Asuquo Eniang and with

contributions from various other Parkwood folk. The "new look" includes side borders to make the viewing easier on the eyes, a single 7-item menu-bar, 3 items of which have drop-down menus, totaling 19 choices. The "common look and feel" of each page includes the church logo and purpose at the top right and a picture unique to each page at the top left. New features not on the old site include bios on each of our pastors from 1964, a list of leaders with links to the terms of reference of the teams they lead, and what to expect when you visit on a Sunday: our style of worship, music, options for children and a comment about provision of a safe environment.

The traffic data for Parkwood's site indicate the number of unique visitors increased 91% over 2016, while total # visits were up 88%, # pages was up 18.5%, # hits decreased 24% and bandwidth was flat. The most popular pages viewed were "home", news/coming events, contact us, photo gallery, Pulse, links, activities, map pages. Top downloads were bulletins and various documents including annual meeting docs and docs related to the sexuality issue. Over the year the site had over 11,000 unique visitors and 29,500 visits. The number of unique visitors has doubled since the new site design was implemented: an average of 735/month January through July and 1254/month August through December.

- *Gord Walford, Webservant*



Don Pestaluky
Team Leader

D. Fellowship Team

The Fellowship Team held a team meeting on Sunday, January 29th to plan activities for the year. In attendance was matriarch: Jean Sida, members: Susanne Johnson, Carolyn Herbert and Don Pestaluky and guests: Vicki & Ed Steenhorst, Kris Marion, David Lee and Rev. James Hurd.

A Potluck Supper was hosted by the Fellowship team for the Annual Congregational Meeting which was held on Saturday, February 25th. About 45 persons attended the supper. Thanks to Jean and Stewart Elder for their donation of paper plates to this supper.

On Tuesday, February 28th, in conjunction with the Outreach Team the Fellowship Team hosted a Shrove Tuesday Pancake Supper which was promoted and provided free to the community around Parkwood Church. Approximately 70 people attended which included 12 guests. Special thanks to Rev. Hurd and Pamela Pestaluky who flipped the pancakes. The supper raised $167.75 for the Fellowship Fund. – Thank you!



In conjunction with Parkwood's Youth the Fellowship Team hosted a Family Board Game Night on Friday, March 24th. Those who attended demonstrated various board and card game skills and enjoyed delightful potluck snacks. Special thanks to Carolyn Herbert who organized this event.



Special thanks to Ed and Vicki Steenhorst and Carolyn Herbert who on behalf of the Fellowship Team assisted the Worship Team in hosting an Easter Sunrise pancake breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday, April 16th.

Thank you to Jean Elder who on behalf of the Fellowship Team assisted in hosting the Presbytery Meeting held on Tuesday, May 16th and to Dianne Game for her assistance in setting up the Fellowship Hall as well as for her contribution of gluten free goodies.

The Fellowship Team hosted a successful congregational picnic this summer which was held on Sunday, June 25th at the Church as the facility at General Burns Park was undergoing renovations. The weather was poor with rain throughout the afternoon however; the Fellowship Hall provided much needed shelter. In this regard, and for convenience and accessibility reasons, consideration is being given to having next year's picnic at the Church. Hamburgers, hot dogs, cold drinks, coffee, ice cream and potluck salads and desserts were enjoyed by all in attendance. Thank you to Junior Akat, Allen Pestaluky, Kris and Andre Marion, Susanne Johnson, and Dianne Game for their contributions at this event.

A Strawberry Social was held after the Worship Service on Sunday, July 2nd. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. Thanks to Placid and Daniella Akat, Wiza Mkandwaire, and Frances Robertson who husked the berries and to Susanne Johnson and Dianne Game for serving the berries and ice-cream.

Mid-Week Fellowship began on Wednesday, July 5th and continued through the summer to Wednesday, August 30th. A BBQ kicked off the study with cold drinks and cookies served every Wednesday and a second BBQ was held one week prior to the final study. Thank you to Rev. Hurd and Ted Johnson for manning the BBQ.

The Annual Corn Boil was held after Worship Service on Sunday September 9th. Thanks to Bob Game, Ted Johnson and Louise Read for their assistance in husking the 10 dozen of corn which were eaten at this event. Special thanks to Allen Pestaluky for setting up the Fellowship Hall and for boiling the corn.

A Christmas Potluck Supper was held on Saturday, December 9th with over 100 people attending. Thank you to all who participated in bringing food to this event. Special thanks to Junior and Daniella Akat and Wiza Wkandwire who worked wonderfully and tirelessly in the kitchen. Thanks to Stewart and Jean Elder whose donation of paper plates for the supper made the clean-up afterwards a lot easier and to those who put away the tables after the event. Special thanks also to Rev. Hurd who was emcee for the evening and to Susanne Johnson for arranging music and song for us to enjoy. Thanks to Holly MacDonald for the centre pieces on the tables, and to Hanna Kamoo, Amanda Clay and Haley Ren for their assistance in the kitchen.

During 2017, receptions were held for the late Aija MacMillan, the late Laurene Wytsma and the late Russ Passmore. The Fellowship Team is most appreciative of the assistance received from members of the congregation in providing sandwiches and dainties for these receptions. Special thanks to Lorne and Margaret Roach and Dora Brown for their assistance in the set-up for these receptions and also to those who helped in the kitchen and served as ushers and parking lot attendants.

Refreshments:

For 2017, the congregation is thankful to God for the following coffee and tea hosts who made our fellowship time after Sunday Service most enjoyable: Marcia Harten, Ed and Vicki Steenhorst, Stewart and Jean Elder, Tim and Alice Visser, Dale Tuck and Albert Deboer, Frances Robertson and Heather Peckett, Carolyn Herbert and Majari Sutherland, Hanna Kamoo and Tami Kamou, Mahshid Eshtiagh and Mohammad Raouf and Junior Akat and Don Pestaluky.

The Fellowship Team is thankful to God for those who had donated supplies and/or healthy snacks during this past year.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities relationships are built within and beyond our Church Family.

The current members of the Fellowship Team are Dianne Game, Susanne Johnson, Junior Akat, Carolyn Herbert and Don Pestaluky. You are invited to join this Team and we would be delighted to have you share your talents. Don Pestaluky (613-226-3089).

- Don Pestaluky

Gracefield Retreat

On Saturday, September 16, 2017, thirty-eight people (including twelve young people) headed to Gracefield Christian Camp and Retreat Centre for the day.

We had beautiful summer weather this year! In the morning James Hurd led a Bible study in Pineview for adults based on our theme "We are one in the Spirit". Kris Marion ran a children's program from the picnic pavilion. We ate our own lunches while enjoying the camp setting. After lunch, some people played field games with Jim MacDonald leading, some went canoeing, some were fishing with Kris Marion leading, some went on a hike and many spent a few hours swimming and enjoying the sun at the beach. We had an early barbeque supper at the picnic shelter followed by a campfire at "Parliament Hill" with songs led by Holly MacDonald. Several families stayed overnight while the rest of us headed back to Ottawa at the end of the day.



Participants paid $15 each and transportation was by car pool from the church. There were many participants who had never been to the camp. We had approximately $545 in revenue, with expenses of $474, so we were able to cover our costs. Of that, we paid $259 for the use of the camp and the food cost $215 for the barbeque.

A big "thank you" to the many volunteers who helped to make this event happen! We have had difficulty finding leadership this year. If you are interested in helping next year contact the Fellowship Team.

- Karen Hurd



Marcia Harten
Parkwood Book Group

This year a group gathered to discuss a variety of books. The Parkwood Book Group met on Monday evenings in alternate months. The list included non-fiction as well as fiction. On February 13, we met and discussed in ***The Skin Of The Lion***, by Michael Oondaatje. On April 10, we met to discuss ***They Left Us Everything***, by Plum Johnson. On June 12, we discussed ***The Cellist of Sarajevo,*** by Steven Galloway. At September's meeting we talked about the award winning book, ***Do Not Say We Have Nothing***, by Madeleine Thein. The book discussed on November 13, was ***A Man Called Ove,*** by Fredrik Backman.

- Marcia Harten

Koffee Klatch

Ladies of the church meet each Wed. at 1 p.m. in the Garden Room. Join us for coffee or tea for the first hour, then on to the study which presently is the Epistle of John, taken in turns. We plan special potlucks for Christmas and June when we break until Sept All are welcome.

- Lorraine Widdis

Sunday Bible Study

On Sunday January, 14th, we started the meetings for 2018. Our present study centers around God in every aspect. We meet at 3:00 p.m. in the Garden Room. Everyone is welcome.

- Lorraine Widdis

Men's Breakfast

In 2017 our men's group met 8 times. We had 8 great speakers. On average we have 20 men attend our get-together at Local Heroes Bar and Grill in the Bleeker mall on 1400 Clyde Ave. We meet at 8:00 am and close at 10:00 am.

- Tim Visser



John Fair
Team Leader

E. Worship Coordination Team

The Worship Co-ordination Team met three times in 2017. Our Team is made up of Ted and Susanne Johnson, Dianne Smith, Dianne Nickerson, Rev. James Hurd and John Fair. Susanne Johnson is secretary and John Fair is convener. The Team will be pleased to welcome Brenda Creighton beginning in 2018.

The past year saw new guidelines issued to do with Sunday morning ushering. We were pleased to add new people to the roster as regular ushers and others willing to serve if available and required to fill in when necessary. We are grateful to all who serve in this capacity at Parkwood. It is an important role for Sunday worship and other occasions that require the sanctuary.

We are also thankful for those who have volunteered for the Sunday morning PowerPoint Operation. PowerPoint allows us to project announcements, videos, songs and hymns and we started in 2017 to project New Testament Scripture reading in addition to the Old Testament reading each week. This was a request that we were able to meet and we thank Dalia Hanna for doing the extra work each week for the slides. The PowerPoint Team is made up of Brenda Creighton, Hailey Ren, Gerry and Rhoda Reid, Mahshid Eshtiagh and Ed Steenhorst. We would ask you to consider being a PowerPoint operator as it would allow the present team an opportunity to participate more fully in the worship service. The Sanctuary Laptop Instructions for Worship were updated by Brenda Creighton in July 2017 and made available to those currently performing this Sunday morning function. Thank you, Brenda. Behind the scene or better in front of the computer and on the telephone is Martha Fair who compiles the usher list each year, calls the ushers to remind them each week and posts a sign-up sheet for those willing to be PowerPoint Operators. Thank you, Martha.

We thank Carl Martin who each Sunday looks after the sound system. This is an important role as we rely on the microphones working correctly each week. Carl says he is our "sound guy".

In late November Holly MacDonald and Pam Pestaluky decorated the sanctuary and Gathering Place for Advent and Christmas. It was a beautiful sight to look into the Gathering Place from the outside after dark and see the tree lit and it was the same warmish glow in the sanctuary. Many thanks to both of you and anyone who helped make the church look so inviting and nice from the outside and the inside.

Because of the importance of the Word of God, we seek individuals to be involved in the Scripture Reading Ministry. Dalia Hanna arranges these readers weekly. We were able to recruit individuals and families who did the Advent readings and candle lighting for the four Advent Sundays and those who read Scripture at the Christmas Eve and Day services. So many were willing to do their part for each service and we are grateful.

At Thanksgiving the Communion Table was decorated with fruits and vegetables as a reminder of the bounty we have and to give thanks for God's generosity in so many ways to each of us.

On February 12, we welcomed the Bell Choir from Trinity Church, Kanata, who contributed special music to our worship.

The Easter Sunday Sunrise service was held on April 16 at the Arboretum with Gord Walford on guitar leading the singing. The participants returned to Parkwood where they enjoyed the annual pancake breakfast cooked and served up by Ed and Vicki Steenhorst, Carolyn Herbert, and John and Martha

Fair. Thank you again in 2017 to them for their early morning cooking.

The WCT endeavours to keep the pews stocked with offering envelopes for visitors and cards for them to fill in, plus a prayer request form that can be placed on the offering plate. The average Sunday attendance for 2017 was 105.

The WCT thanks our Director of Music Ministry, Dianne Smith and the choir for their weekly contributions to the worship service as they lead us in music, song and hymns. Thank you as well to those who on occasion share their musical talent by singing or playing an instrument.

All that we do in worship has the ultimate purpose of bringing glory to God. It is through the effort of many people in the body of Christ here at Parkwood that enable us to do so each Sunday morning. John Calvin, 1509 – 1564, the great Reformer stated – "The end of our election is that we may show forth the glory of God in every possible way. Our salvation is connected with his glory." Amen.

- John Fair



Dianne Smith
Director of Music Ministry

Choir Report

The choir meets regularly for rehearsals in the Meeting Room on Thursdays at 7:30 p.m. usually finishing by 9:00 p.m. Dianne chooses music of various styles and backgrounds, both contemporary and traditional. Practices are fun, a mix of good music and camaraderie. John Moors joined us for a short time this year. We regret he could not continue. We are more than happy for new people to join the choir. Lori Stewart returned to Ottawa for two weeks in the summer at which time we met after church for lunch at the Swiss Chalet. Lori regaled us with her stories of island life on Grand Turk. To our surprise she returned to Ottawa a few weeks later with Kyra and Ethan to wait out the hurricanes on her island. Her home was destroyed but her inn was spared. She has been much in our prayers ever since as she and Hugh rebuild their house and feed and house the workers involved with rehabilitation on the island. Diane Walford led a campaign to help Lori and others affected by the hurricanes on Grand Turk to get much needed supplies.

Worship music is led by Dianne Smith at the organ or piano, with accompaniment by Gord Walford on guitar, Asuquo Eniang on bass guitar and Diane Walford on djembe. Diane Walford accompanied the congregation in the singing of her composition "Gifts of Christmas" on the piano during the lighting of the candle throughout Advent. On several Sundays, Diane also played a piano/organ duo with Dianne Smith. Michael Morris helped out occasionally playing guitar, electric guitar, bass and some percussion. When the music lends itself, Susanne Johnson added a flute part. We are thankful for the musical gifts everyone brings to the worship of our Lord.

Susanne Johnson has been leading weekly music with the Sunday School children along with the help of other choir members. The children offered their voices in joyous, enthusiastic worship on several occasions throughout the year during morning worship including Christmas, Thanksgiving and Easter.

Special music was provided for preludes as well as offertories. Dianne Smith played piano or organ solos, Asuquo Eniang played the saxophone, the choir sang anthems and played the hand chimes. There were vocal solos by Susanne Johnson, Joseph Kanku, Rebecca Yabadi and Lori Stewart, a duet by Diane Walford and Susanne Johnson, a piano duet by Joelle and Jean-Pierre Hanna, piano solos by Hailey Ren and piano voluntaries by John Harder. Our flute trio consisting of Susanne Johnson, Linda Cooper and Dianne Smith became a flute quartet this past fall with the arrival of Victoria Mabie. A choir highlight was having Joseph and Therese Kanku join us to sing "Le Grand Jour". God has richly blessed Parkwood with musical talent to glorify Him. If you have musical talent that we are not yet aware of and would like to contribute it to the worship service, please speak to Dianne Smith.

Diane and Gord Walford, Janice Gray and Asuquo Eniang filled in during Dianne's holiday absences.

Every year Parkwood Church is invited to Chesterton Towers for a carol sing. We are asked to provide musicians to lead the singing. This year Diane and Gord Walford accompanied the music.

We are thankful to Brenda Creighton, our music librarian, for filing the music, preparing Christmas and Easter binders for the choir members and generally keeping us organized. She also graciously assisted with setup for chime rehearsals.

Dianne always welcomes requests for songs for congregational singing and for anthems for the choir to sing. She makes every effort to include them as opportunity presents.

- Alta MacFie
Choir President



Pamela Pestaluky
Team Leader

F. Christian Education Team

The Christian Education Team is responsible for running the church school, youth and young adults' programs, Logos, short term courses of interest to the congregation as well as maintaining the church library. In September we welcomed Victoria Mabie as our Christian Education Support Worker.

In the spring and fall Michael and Carrie Morris led two parenting courses entitled "Having a New Kid by Friday". Each afternoon or evening included a video presentation followed by group discussion.

Thanks was given to Daniella Akat and Wiza Mkandawire for their child minding services. Alta MacFie provided a table with various parenting books from the library that the parents could sign out.

Church School

Church school is provided for children ages 2½ and up including high school students. There are approximately 50 children registered for the 2017/2018 school year. We give thanks to God for the growth in the church school, for the dedication of the teachers and the parents and grandparents who faithfully bring their children to church to learn about God's love.

We continue with corporate worship down in the Fellowship Hall after the children's story and before they head off to their individual classes. I would like to thank Susanne Johnson, John Harder, Diane and Gord Walford, and Dianne Smith for joining us to practice songs with the children which they are then able to present to the congregation as part of their worship. At Easter time the children and youth joined the senior choir singing "Ring Easter Bells". Dianne Smith accompanied them on chimes. At the June year-end-service they sang "How Wonderful, How Marvelous". At the end of the service the children and youth returned from their classes to sing the Benediction "Go Now in Peace". They sang at the Thanksgiving service as well and finished the year singing the "Little Drummer Boy" with the senior choir.

The church school continues to support Cinta, our sponsored child from Indonesia. A collection is taken each week for her financial support and the individual classes continue to pray for her and her family. A birthday card, Christmas card and letters from the church school have been sent to Cinta.

From January to June we had the children divided into 4 groups: preschool to Grade 2, taught by Pamela Pestaluky, Grade 3-6 taught by Kris Marion and Majari Sutherland, Grade 7-8 taught by Susan McCullough and Barbara Townsend and the high school students led by David Lee and Peter Paul.

From September to December we reorganized the classes based on changing numbers. My class is now preschool to Grade 1, Kris has Grades 2 and 3, Majari has Grades 4 and 5, Susan, Peter Paul and Barbara are partner teaching the Grade 6 to 8 class and David Lee and Victoria Mabie are leading the high school group.

The preschool – Grade 2 class started the year using the Bible-in-Life curriculum. With the change in class structure we switched to the Walk with Me material.

The other classes continue to use the Bible-in-Life curriculum except for the high school class which chooses their own bible studies.

Barbara Townsend reported that middle school was well attended in September and October with 8-10 young people each week. The curriculum began this quarter with 1 Samuel and 2 Samuel when Israel demands a king. Ethan Stewart joined them for a couple of weeks as his family were victims of the storms and destruction in Turks & Caicos. In September Ramtin Raouf went with the Pastoral Care Team to Starwood to help during and after the worship service led by Rev. John Fair and was well received by all of the seniors. Thankfully, during the next month Peter Paul assisted with the class, and they enjoyed having him. This class collected and contributed to Operation Christmas Child with a shoe box for a 9-year old boy.

I would like to give thanks to Placid Akat who has stepped in to replace teachers on an as needed basis.

Regular church school was not held during the summer holidays; instead, the children came together in the Fellowship Hall for a movie and worksheets related to the theme. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes.



Youth Group: January - June

In February the Parkwood Youth joined with the Manotick Presbyterian Church for a Winterlude event. The Presbytery Youth Working group reported that it was a well balanced event of outdoor activities, food, worship and fun. David Lee and the Parkwood Youth presented a skit at worship time on Elijah (1 Kings 17 the warmth of God's love). Soup making kits were assembled by the youth to be distributed to Capital City Mission. Pizza was enjoyed by all. Seven Parkwood youth attended including four from the Sarang Church. In total there were 20 youth attending.

In March Parkwood youth hosted a youth event for Anna MacDonald's Senior Youth Group from Kingston. 10-12 youth from Parkwood were present for part or all of the weekend. The weekend consisted of an evening at the Xtreme Trampoline Park in Kanata, followed by a sleepover at the church. Saturday morning supplies were bought and sandwiches were made for the Ottawa Men's Mission.

April was the "No Other Name" conference held on Good Friday at the Metropolitan Bible Church. It was well attended by Parkwood youth.

May was the Gracefield Youth Retreat Weekend with 27 youth from the Presbytery attending. A number of events were held to help everyone get acquainted. Bug nets were needed for outdoor activities.

Youth Group reported by Victoria Mabie

When Sunday school started up again in September, the first week back was used to get to know each other, and we did some Bible trivia to get an idea of where the youth were at. Since then, we have been working through a study on Sunday mornings called the Gospel Project, connecting events in the Old Testament to the coming of Christ.

Youth group events began in October, starting with a board games night. We had pizza and drinks, a devotion, then spent the remainder of the night playing an assortment of board games. The next event was a Presbytery event, held at Parkwood Presbyterian Church, where the focus of the evening was poverty. After a discussion on poverty, each youth was given $2 for dinner. They could purchase their own meal for that amount, or combine it with the other youth to create a dinner as a group. Most chose to combine the money, and ended up making

a stir-fry with rice for under $20. In connection with the message being taught that evening, the youth came across a homeless man sitting outside one of the stores where they purchased dinner supplies, and gave their remaining dinner money to him.



In November, we also had two youth events. The first event was a trip to Xtreme Trampoline in Kanata, where the youth spent an hour jumping on trampolines. We returned to the church afterwards for snacks before the parents picked up the youth. The second event in November was a talent show that was put on with the youth and the Logos kids.

It was an evening full of music, dancing, magic tricks and jokes. Light refreshments were served in the Fellowship Hall following the talent show in the Sanctuary.

On December 15th, we had a youth Christmas party. We had a taco dinner, followed by a devotion about remembering the true meaning of Christmas. There was a gift exchange, Christmas games and word puzzles, and cookie/cupcake decorating.
- Pamela Pestaluky



Holly MacDonald
Director

LOGOS Program

Logos is Parkwood's mid-week activity for children in grades 1-8. We had 12 nights of Logos beginning in February and then 10 weeks beginning in September. The new renovated space has been a blessing to the program. There are approximately 24 children enrolled and we can have up to 5 high school students volunteer on any given night. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year. The renovation has helped with extra space for Bible classes and storage but the gym will continue to be rented to provide space for the older children to play wide games.

In the winter/spring term the children practiced and prepared the musical, "The Three Trees", written by Dave Clark and Jayme Thompson. There was singing and drama and the congregation was blessed by this presentation on Saturday April 29th and during the service of worship on April 30th. A special thank you to Diane Walford for working so hard each week with the children, preparing the songs. Also, a special thank you to Kevin Schafer who learned all the music the week before the presentation and accompanied the children on piano as Diane broke her arm the week before.

Another highlight of the year was our Parkwood Youth/Logos Talent Show which was held November 18th. The children prepared songs, magic acts and told jokes to entertain us. The Logos children sang a song together that they had been practicing during worship time.

Holly MacDonald has continued as director of Logos. In the Fall. Victoria Mabie took over decorating for the themes. We have a regular staff of 14 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook, serve

and clean up theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. We have several new leaders this year. The following is a list of Logos leaders in 2016:

Cooks: Ed and Vicki Steenhorst

Dinner Dean: James Hurd

Bible Teachers:

Gr 1&2: Betty Paul(Spring) and Amanda Clay(Fall)

Gr 3&4: Kris Marion (Spring) and Victoria Mabie (Fall)

Gr 5&6: Claire McPhee

Gr 7&8: Linda Robinson

Worship Leaders:

Diane Walford, Holly MacDonald, Pamela Pestaluky

Recreation Leaders:

Gr 1-4: Daniella Akat, Wiza Mkandawire

Gr 5-8: Jim MacDonald, Changeun (Tony) Jeong

Helpers:

Mashid Eshtiagh, Don Pestaluky, Jean Elder, Stewart Elder, Justin Kim, Majari Sutherland, Steve Game, Laura Game, Lee-Ann Davis

Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

- Holly MacDonald

Mid-week Summer Fellowship 2017

On nine Wednesday evenings during July and August, we held our mid-week Summer Fellowship. The theme this year was “Worldviews in conflict”, and for the first five weeks we listened to a series of audio presentations by R. C. Sproul on five different worldviews in conflict with a Christian worldview, namely secularism, hedonism, humanism, existentialism, and pragrmatism. For the next three weeks, lively and insightful presentations on the perspectives of the Church in Korea (from Joshua Kim, a third-year student at an English-speaking seminary in Korea completing a year as iintern for student ministry with the Sarang Korean Presbyterian Church, Ottawa), Malawi (from Paul Mkandawire, Elder of our congregation and formerly on staff as director of development with the Livingstonia Synod of the Church of Central Africa--Presbyterian), and Egypt (from Gendi Rizk, retired pastor of the Presbyterian Church in Alexandria), offered both insight as to the application of a Christian worldview within different cultural contexts, and a helpful critique of the strengths and weaknesses of the Church in our context for ministry. On the final evening, our pastor invited participants to reflect back what had been heard, and attempted to synthesize and apply some of what was learned.

The Fellowship Team arranged for a barbeque on July 5th and August 23rd, and on the other Wednesday evenings our Summer Program Assistant, Olivia Ellens, co-ordinated hospitality, arranging cold drinks and cookies. Attendance ranged from 12 to 30.

A more in depth summary of the presentations from the speakers from a Korean, Malawian and Egyptian point of view was prepared by Carrie Morris and published in the September edition of the Pulse (pp. 4-6).

- James T. Hurd



Alta MacFie
Librarian

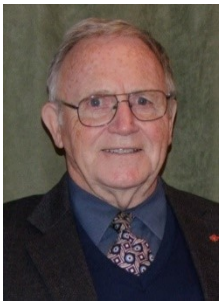
Library

The library continues to take shape as the books are catalogued using a simplified Dewey system intended for small libraries. Many of the books have been added to Parkwood’s Library Thing account which will be made public soon. You will then be able to search our catalogue online for books to read on various topics as well as locate study guides for Bible studies.

Many new books have been added, some through donations. Please keep in mind that any donated books should be preferably c2005+. Books have also been purchased on a number of hot button topics such as human sexuality, pornography, apologetics and parenting. As well, an award-winning graphic Bible has been added. These will be placed on display in the Gathering Place book case. A sign-out book has been placed there for your use.

The library gets well used both as meeting space and as quiet reading/browsing/work space. Quite a few books are being checked out. Often though people pick up a book to read when they have a bit of time on their hands. The purpose of the library is to provide Christian reading materials that will enable individuals and families to discover, grow in and share the love of God found in Jesus Christ.

- Alta MacFie



Stewart Elder
Team Leader

G. Mission Team

In order to facilitate the work and witness of the congregation at Parkwood in the local, national, and international mission of Christ's Church, the Mission Team met regularly at 7:00 p.m. at our Church on the 1st Tuesday of each of the nine months from Sept through May.

The Chair would like to thank Rev. James Hurd for his advice, and guidance and also the team members themselves for their time of service, participation and input.

The Mission Team would also like to thank the Parkwood family for the collective prayers and financial support that are given in response to the Special Appeals. The donations are gratefully received by those for whom the Appeals are made. In 2017, $400 was donated to The Canadian Bible Society, $1,335 was donated to Harvest House Ministries, $305 was donated to the Jews for Jesus Ministry, and $240 was donated in support of the Carleton Navigators.

Once again, we have been blessed with the opportunity to be financially and prayerfully supportive of Leah Hopp's lay ministry in Uganda. Leah continues to send expressions of appreciation and thanks to God for the faithfulness of the Parkwood congregation. On behalf of Parkwood Church, the Mission Team's four other major support Charities are: The Gracefield Camp and Retreat Centre, The Carlington Chaplaincy, The Inter Varsity Christian Fellowship and The InnerCity Ministries.

The additional ten charities that are on the Mission Team Budgeted List under the "Others" column are: Algonquin College Campus Ministry,

CanHave Children's Centre, Christian Blind Mission International, Christian Hit Radio Inc., Effect Hope, Lay Leadership Conferences, The Ottawa Mission, Renewal Fellowship (Eastern Ontario Outreach), Serving Christ Alone, and The Voices of the Martyrs.

Each year the Mission Team selects four Special Appeals to be presented to the Congregation for consideration of support from our list of 72 faith based Charities. In order to focus on selecting candidates that have not been promoted to either of the above mentioned lists, an additional "Special Appeal List" was created. This was done in order to keep these specific charity organizations in the forefront of our selections. As a consequence, 30 out of the 52 on the Special Appeal List, or 58% were easily identified for special notice in that they have not been selected as an Appeal in the past ten years.

The Operation Christmas Child Shoe Box project continues as a highlight moment of the year and this year there were a total of 67 Shoe Boxes donated through Parkwood Church.

A disappointment for the Mission Team this year was to learn that there was no longer an Ottawa area volunteer replacement available contact for the Christian Salvage Ministry. Sadly, as a consequence, the "slightly used but not abused Christian Literature" boxes for third world countries, in the Coat Room had to be removed.

- *Stewart Elder*



Dora Brown
Team Leader

H. Pastoral Care

Pastoral Care is a ministry of presence, founded upon faith and prayer, focusing on active listening and responding to concerns with offers of support and guidance. Our goal is to enable every member, adherent, and friend of Parkwood Church to experience the compassionate care of Christ.

The members of Parkwood's Pastoral Care Team are: James Hurd, Margaret Roach, Betty Paul, Jean Sida, Dale Tuck, Barbara and Duane Townsend, Roberta Hurd, Dora Brown, and Laura Game (who was on a leave of absence for much of the year). Members were commissioned on Sunday September 10, 2017.

The team met monthly, except in July, August and November to review activities, discuss current issues and pray together.

The team members each reviewed a Pastoral Care manual prepared by the Spiritual Care Manager and Chaplain of Brockville General Hospital. The Manual is now stored in the Volunteer Room. Margaret Roach and Dora Brown attended sessions on end of life pastoral care and guidelines for MAID, assisted suicide. The storage of donated walkers and wheelchairs, for use when needed, was considered with decisions to leave a wheelchair inside the front entrance and a walker outside the Volunteer Room.

On May 2 and October 24, a communion worship service was arranged at Parkwood for members who have difficulty attending regular Sunday Services. Transportation was arranged by the team as needed. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. The services were very much appreciated by those able to attend.

Lunch and Learn events were hosted on the third Monday of the month, in March, April, October, and November, with speakers on a variety of topics. Soup, sandwiches, desert and help to set up and clear up were provided by members of the congregation who attended. We again asked for input from the congregation for topics and/or speakers and suggestions to improve the format.

Betty Paul and Dora Brown, were spiritual care volunteers at Peter D. Clark Long Term Care Home, visiting residents and bringing residents to worship services. Dora chaired the Home's Spiritual Care Committee and helped to plan spiritual care visits and regular worship and memorial services for the residents. James Hurd served on the Home Spiritual Care Committee and on May 25 conducted a memorial service for families whose family member had passed away at the Home. A Presbyterian mid-week worship service was held once a month at the Home conducted by John Fair.

Parkwood held Sunday morning worship services at Starwood Nursing Home, in January, April, July and October. Margaret Roach coordinated members of Parkwood congregation to conduct the service, play the piano and bring residents to the service. A service planned for December was cancelled due to an outbreak of illness in the Home. Rev. Hurd conducted worship services monthly at Crystal View Lodge except during July and August, and at Cityview Retirement Residence commencing in May following a request from residents there. He also conducted worship at the Good Companions on March 1, March 23, May 24, August 30, and November 1, and at Grace Manor on March 12 (including the celebration of the Sacrament of the Lord's Supper), May 14, and July 30.

The team provided large-print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Gathering Place.

- Dora Brown

9. Other Reports



Gord Walford
Team Leader

A. Personnel

The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. During 2017 we offered advice in the creation of a contract for the CE Support position. The team consists of three persons: Gord Walford (team leader), Duane Townsend and Terry McBurney. If anyone has an interested in this sort of work please speak to Gord about becoming part of our team.

- Gord Walford



Alta MacFie
Team Leader

B. Furnishings Group

The Furnishings Group started out reporting to the Facility Planning Team which has now closed. We will now report to the new Facility Management Team. The scope of the work of the Furnishings Group has evolved somewhat to include more than its original mandate of furnishing the new construction. This past year Marcia Harten, a member of our Team, offered to paint the Meeting Room following the ventilation system renovations. We secured some valuable help from Val, a decorator at Century Paint to find a suitable colour as well as to give us advice on how to paint the bulkheads. Val also gave us advice on how to paint the kitchen and the Fellowship Hall.

We mapped out the colours used by the painter in the new construction for future patching and repainting.

A donated bulletin board was refurbished and hung in the Gathering Place.

A kitchen utility cart was purchased.

A sale was hosted at the home of Alta MacFie on the day of the Centrepointe Community Garage Sale with proceeds going to the Debt Reduction Fund. Furnishings that were no longer needed and in storage at Parkwood were added to the sale. Items left over were placed on Kijiji, Craig's list and Used Ottawa. Throughout the summer and fall the items were sold garnering a sum of $1,146.

Some of our work has involved finding a home for various items in areas where they would be needed and problem solving.

The Ottawa Korean Presbyterian Church offered us a gift of $400.00. This will pay for a Mission Statement plaque which will be placed in the Gathering Place. This project has been put on hold while we wait for wood from a farmer.

Mahshid Eshtiagh submitted a design to us for a mural which we thought was very lovely and appropriate for the entrance wall as an expression of our mission statement. It focuses on the "I am'' statements of Jesus. Mahshid was very professional in her approach, working long hours, day after day, until the mural was finished. Uppermost in Mahshid's mind is the desire that all who see her mural understand the message she has portrayed. Many thanks to Dale Tuck for his support in this project and to Jim MacFie for help assembling and disassembling the scaffolding. Philip MacFie with some help from Rev. Hurd and from Dalia Hanna

prepared the Interpretive Guide for the mural which we have now framed and hung in the stairwell.

The batik created by Joseph, one of the CanHave graduates, was hung in the Gathering Place and a table provided to place CanHave brochures under it.

The large TV from the library was placed in the alcove of the Gathering Place just before Advent.

The hope is that we will be able to provide overflow viewing in the Gathering Place. It can also be used with slide shows for advertisements of events and expressions of our mission statement. During the Advent season, the pictures on the TV screen provided a perfect backdrop for our nativity scene. The TV screen will also be of use in showing DVDs for courses or small discussion groups. A new smaller TV screen was purchased for the library.

Two Ikea tables were purchased for the use of groups such as ESL meeting in the seating area of the Gathering Place.

The Furnishings Group was asked to take on signage as a project. We have purchased bathroom door signs and have finalized the artwork for the directional signs.

A memorial gift has been offered for the purchase of pew cushions for the sanctuary. Session asked the Furnishings Group to investigate. Marcia Harten has been working on this. We have a little more research left to do before we are ready to report back.

Karen Hurd made and donated two lovely picnic tables for the backyard, especially with the summer camps in mind. Session asked our group to find a suitable location for them. This led to digging out bushes, weeds and roots in the backyard, removing dirt and laying down crushed rock topped with cement tiles. Many thanks to Pastor James for weed whacking, to Philip and Jim MacFie for their hard work and to Duane Mayo for disposing of the bushes.

We purchased a projection screen which will be hung in the Meeting Room.

It has been a busy year for the Furnishings Group.



- Alta MacFie

10. New Business



Kathryn Newton
Team Leader

A. Report of the Parkwood Audit Team for the year ended December 31,2017

The Parkwood Audit Committee was appointed at the February 2017 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, Brenda Featherstone and Stewart Elder.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the Book of Forms Section 170 that …a congregation may seek volunteers to provide an independent and diligent scrutiny of the records. The team's mandate is set out in this same section of the Book of Forms.

The team began its review of the financial records during the fall of 2017 and will complete its review of the financial records in January 2018 with a report to be given at the February 2018 annual meeting.

- *Kathryn Newton*



Dianne Nickerson
Budget Team

B. Budget Team Report and Recommendations

Overview of 2017

Parkwood was blessed with another year of generous givings and other income. Givings for our three main goals (Operations, Presbyterians Sharing and Loan and Loan Repayment) were $247,525 or less than $2,000 short of our overall target. When other givings and income are included, the total offerings and other income in 2017 was $300,066 marking a sight gain from the total for 2016.This information can be seen in the table Overview of Total Inflows and Expenditures.

Financial Goals for 2018

The three major financial goals for 2018 are:

- Continue to provide funds to make Parkwood a desirable place to worship by having sufficient staff, building maintenance and program support
- Make important contribution to the total church budget for Presbyterian Sharing
- Make a significant contribution to the Loan Repayment Fund

The specific targets for these three goals are set out in the table. In total for these three goals, the amount is about the same as was given in 2017. The congregation would greatly benefit if actual givings for these three goals was exceeded.

Recommendation #1

The Budget Team recommends that the congregation approve expenditures for local purposes of $229,453 for 2018 (line 11 in the table).

Recommendation #2

The Budget Team recommends that the congregation approve a target for offerings for local purposes of $217,953 in 2018 (line 1 in the table).

Recommendation #3

The Budget Team recommends that the congregation approve a target of a budget surplus of $1,500 for local purposes in 2018. (Combination of above recommendations plus assumed other income of $13,000 – lines 12 through 16 in the table).

Recommendation #4

Session recommends that the congregation approve a target of $19,828 for Presbyterians Sharing for 2018 (line 2 in the table)

Recommendation #5

The Budget Team recommends that the congregation approve a target of $10,000 for loan repayment in 2018 (line 3 in table).

Reserve for Capital Expenditures

In the discussion of the budget for 2017 in February of last year, it was suggested that $1,500 be set aside from local purpose offerings to provide for future major repairs to the building. This amount was included as a budgeted item in the 2017 operating budget for the Finance and Maintenance team. It subsequently became apparent that, rather than an annual provision in the operating budget, the intention was that $1,500 be transferred from the operating budget to the Reserve for Capital Expenditures in the Designated Funds in 2017.

In order to transfer $1,500 from the Operating Fund for 2017 and for 2018, the following two recommendations are required:

Recommendation #6

The Budget Team recommends that $1,500 be transferred from the Unallocated Interest Fund to the Reserve for Capital Expenditures Fund. *(This action is to fulfill the intent of the 2017 annual congregational meeting to transfer funds in 2017 to the Reserve for Capital Expenditures Fund.)*

Recommendation #7

The Budget Team recommends that $1,500 be transferred from the Operating Fund to the Reserve for Capital Expenditures Fund as of January 1, 2018 *(This action provides for the transfer of funds in 2018 to the Reserve for Capital Expenditures Fund.)*

Furnishings Group

There was a misunderstanding about how to allocate expense between construction and furnishings in 2017. At the 2017 congregational meeting, it was agreed to allocate $3,730 of construction loan to the Furnishings Group. The correct balance for the Furnishings Fund at December 31,2017 should be 1,193.88 rather than $617.31 as shown in the Schedule of Reserved Funds. The difference is $586.57. In order to correct this situation, the following recommendation is proposed:

Recommendation #8

The Budget Team recommends that $586.57 be transferred from the Unallocated Interest Fund to the Furnishings Fund to restore the balance to $1,193.88.

- *Dianne Nickerson*

		2015 Actual	2016 Actual	2017 Actual	2018 Goal	average 2015-17
	Section: Offerings and Other Income					
1	Offerings for Local Purposes	$ 203,205	$ 185,072	$ 215,888	$ 217,953	201,388
2	Presbyterians Sharing	21,439	16,765	17,793	19,828	18,666
3	Construction and Loan Repayment	57,538	51,559	13,844	10,000	40,980
4	Sub-total	282,466	254,395	247,525	247,781	261,462
5	Special appeals	6,024	2,984	7,155	5,000	5,388
6	Donations to other Designated Func	24,505	16,722	26,466	22,000	22,564
7	Sub-total	20,528	19,730	33,621	27,000	24,626
8	Total Offerings	302,994	274,125	281,146	274,781	286,088
9	Other Income (rentals, recoveries)	22,333	24,731	18,920	13,000	21,995
10	Total Offerings and Other Income	325,327	298,856	300,066	287,781	308,083
	Section: Expenditures for Local Purposes					
11	Expenditures	215,358	220,041	225669	229,453	220,048
	Section: Balance for Local Purposes					
12	Offerings for Local Purposes	203,205	185,072	215,888	217,953	201,388
13	Other Income (rentals, recoveries)	22,333	24,731	18,920	13,000	21,995
14	Total Income for Local Purposes	225,538	209,803	234,808	230,953	223,383
15	Expenditures for Local Purposes	215,358	220,041	225,669	229,453	220,048
16	Balance	$ 10,180	$ (10,238)	$ 9,139	$ 1,500	$ 3,335

C. Appointment of Treasurer and Envelope Secretary

In response to the congregation's action at the last annual meeting in resolving "that session develop a plan of succession for the position of Treasurer, including the consideration of separating the "envelope" accounting and the basic Treasury work", session during the summer developed a succession plan which was shared with the congregation through notice in the bulletin in September.

A general outline of duties for the separate positions of Treasurer and Envelope Secretary were developed, and in response to a call for volunteers, two persons with relevant qualifications and experience expressed willingness to serve.

In order to facilitate an orderly transition, the session in the fall appointed Ugo Kejeh as Treasurer-designate, and Betty Paul as Envelope Secretary-designate and authorized the sharing of information with them in confidence in preparation for their service commencing January 1, 2018. With the invaluable help of Kathy Newton, as Team Leader of the Audit Team, procedures including new accounting software were developed and acquired, to be in place for the commencement of the year 2018.

Session is pleased to recommend as follows:

1. That Ugo Kejeh be appointed as treasurer for the year 2018
2. That Betty Paul be appointed as Envelope Secretary for the year 2018.

D. Appointment of Audit Team for 2018

E. Membership of Ministry Teams 2018-2019

Christian Education

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Marcia Harten
3. Victoria Mabie (*ex officio)*
4. Holly MacDonald
5. Alta MacFie
6. Carrie Morris
7. Michael Morris
8. Barbara Townsend

Fellowship

1. **Don Pestaluky** (donwp@live.ca)
2. Junior Akat
3. Dianne Game
4. Carolyn Herbert
5. Susanne Johnson
6. Jean Sida

Finance Team

1. **Dennis Featherstone** (dennis.f@rogers.com)
2. Stewart Elder
3. Asuquo Eniang
4. Ugo Kejeh, Treasurer (*ex officio*)
5. Betty Paul, Envelope Secretary (*ex officio*)
6. Gord Walford

Facility Management Team

1. **Terry McBurney** (tjmcburney@bell.net)
2. Jim Elder
3. Martha Fair
4. Dalia Hanna, Admin. Assistant *(ex officio)*
5. Dave Joiner, Caretaker *(ex officio)*
6. Jim MacDonald
7. Dale Tuck

Mission

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire

Outreach (at least 6)

1. **Dale Tuck (Acting)** (dltuck43@gmail.com)
2. Dennis Featherstone
3. Olivia Meyia-Takoukam
4. Linda Robinson

Pastoral Care

1. **James Hurd** (*ex officio*) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game *(on leave of absence)*
4. Roberta Hurd
5. Betty Paul
6. Margaret Roach
7. Jean Sida
8. Barbara Townsend
9. Duane Townsend
10. Dale Tuck

Policy and Planning

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Dennis Featherstone (*ex officio*)
3. Holly MacDonald
4. Dale Tuck
5. Gordon Walford

Worship Co-ordination

1. **John Fair** (fairmj@magma.ca)
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Dianne Nickerson
6. Dianne Smith (ex-officio)

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

This list is subject to corrections and/or additions before and during the annual meeting

ERRATA

The following have been corrected in the online version:

Page

1 add “Aija MacMillan” after Laurene Wytsma

8, col. 1, 5th bullet: replace “Facility Maintenance” with “Facility Management”

12, col. 1: under Stewardship, change “Dr. Callhan” to “Dr. Callahan”

12, col. 2: replace “Facility Maintenance Team” with “Facility Management Team”

19: drop the word "Training" from the name of the “Youth Leadership Training Fund"

34, col. 1, para 2: change “Dianne Walford” to “Diane Walford”

40, col. 1: add “9.” In front of title “Other Reports” as per agenda, page 3

42, col. 1: change “9.” To “10.” In front of title “New Business” as per agenda, page 3

42, col. 2: in heading B, change “Recommendation” to “Recommendations”



"Our faith community has always stressed the importance of mission, particularly the sense that our lives are not our own, but are gifts, and that we are entrusted by God to be stewards of these gifts."

— Dr. Nick Bauman, PCC medical mission staff, Nepal



"I can honestly say that I have never before participated in an event of this nature that has kept me engaged both intellectually and spiritually. I am proud to say that I have returned home a changed individual."

— Keith Pacey, Stewards By Design 2017



"If you are a child of God, a follower of Jesus, you are called to walk the difficult road to reconciliation. And God walks on it with you."

— The Rev. Gabriel J. Snyman, 2017 Healing and Reconciliation mission trip



"Because we are present in the homes, neighbourhoods and lives of members of our community, our congregation continues to grow and more people are experiencing the life-changing effects of faith in Christ. We pray that we will continue to be vessels of God's grace in the lives of all we meet."

— The Rev. Eloi Agbanou, La communauté chrétienne Siloé, Montreal, QC

2017 Highlights



- **Canadian Ministries** gave 29 grants worth $1,079,433 to support ministries across Canada.
- **International Ministries sent** Jacqueline Bannerman to the Reformed Church in Hungary; Dr. Nicholaus and Rebecca Bauman to the United Mission to Nepal; the Rev. Blair and Vivian Bertrand to the Church of Central Africa Presbyterian; and David McIntosh to the Korean Christian Church in Japan.
- 33 people learned about residential schools and visited PCC native ministries on a **Healing and Reconciliation Mission Trip** and over 600 people participated in *Blanket Exercise* workshops.
- **Communications** launched the *Presbyterian Connection* newspaper with a distribution of 16,000 and growing.
- **Youth in Mission** celebrated 30 years and sent 20 participants to visit mission partners in Ghana, Hungary and Guatemala.
- **The Guidance Conference** supported 16 ministry candidates; 18 students graduated from our theological colleges and 25 ministers were placed into ministries.
- **Letters were sent** to the Government of Canada on the famine in South Sudan and clean water for Indigenous peoples on reserves.
- **Archives** launched two online exhibits: the 100th anniversary of the Battle of Vimy and Canada's 150th anniversary. Their 30,000 photographs and 4 million pages of records serve over 3,000 individuals each year.
- The PCC **hosts and supports** over 325 websites on behalf of congregations, specialized ministries, camps, presbyteries and more.
- Over 80 people from across Canada explored how to unleash generosity at ***Stewards by Design***; over 30 people participated in the **Worship Words: Discipling Language for Faithful Ministry** conference and over 500 people participated in PCC webinars.
- 230 commissioners, 3 student and 14 youth delegates from across the country gathered and made decisions at the **143rd General Assembly** in June.



Thank you for your support!

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2018 Annual Report



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In Memoriam

Eric Berntson

Aija MacMillan

Adeline Mushi

Rosmarie Spoerri

Ethel Upex

Jon Wadleigh

A Word from the Minister

"The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ." (1 Corinthians 12: 12, NIV)

In reviewing this year's annual report, I am struck afresh by how many different people contribute to the life and work and witness of Parkwood Church, and the extent to which our service together touches people around the world.

The Church is centred and rooted in Christ. Indeed, the Church is Christ and all the members together. He is the Head; we are the parts which together form the body of Christ, which is the Church.

Our annual report celebrates the life and contributions of all the parts. What you hold in your hands describes and summarizes — and in some cases captures in photos and in other cases in figures — what parts of the body have been up to in the past year, 2018.

We have beautified and enhanced our facilities, which we use and aspire to use even more fully, for ministry and service in the community and neighbourhood to which Christ calls us to bear witness.

We have celebrated our partnership with our brothers and sisters of the Ottawa Korean Presbyterian Church, in the dedication (in June) of their gift of the handcrafted wood-burned plaque which now graces our Gathering Place and announces our "Welcome!" and proclaims our mission statement: "The purpose of Parkwood is to enable individuals and families to discover, to grow in, and to share the love of God found in Jesus Christ."

We have acknowledged that the site on which Parkwood Presbyterian Church gathers for worship is within the traditional unceded territory of the Algonquin Anishinaabeg people, and our Gathering Place is now graced with a hummingbird painting donated by the artist, Simon Brascoupé, a member of Kitigan Zibi Anishinabe First Nation, Maniwaki, Quebec.

We have introduced children to Jesus, enabled youth and young adults to explore the claims of Christ, provided seniors with opportunities to gather for fellowship, fun, and learning, and offered newcomers to Canada assistance in learning a new language (and in the process learned to speak – and even to sing! -- a little of theirs). We have sustained one of our number in a rural village in Uganda helping mothers and children to learn life-sustaining heathy practices, sent some from among us to share in a national youth conference, and supported one to explore mission opportunities at the triennial Urbana Missions gathering.

We have baptized, and married, and buried. We have celebrated and mourned. We have lived — and we continue to live — in, with, and through Christ, who is our life.

May your "read" and reflection upon our annual report renew and inspire the life we will live out together in 2019 — life in Christ, who is life indeed, abundant and eternal.

In Christ, and with Christ's body,

Your pastor,

James T. Hurd.

Proposed Agenda
Annual Congregational Meeting

Saturday, February 23, 2019 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
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3. Election of Secretary
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5. Minutes of the 2018 Annual Meeting – February 24, 2018 4
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   - **B.** Roll Clerk - M. Harten 8
   - **C.** Communion Clerk - M. Harten 8
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   - **E.** Memorials Clerk - J. Huber 9
   - **F.** Benevolent Fund Co-ordinator - J. Sheridan 10
   - **G.** Youth Leadership Fund - M. Harten 10
   - **H.** Planned Giving - D. Featherstone 10
7. **Reports of Ministry Teams**
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9. **New Business**
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   - **E.** Membership of Ministry Teams.....46
   - **F.** Other
10. Adjournment
11. Closing Prayer

5. Minutes of the Annual Meeting Saturday February 24, 2018

Parkwood Presbyterian Church, Ottawa
The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 24, 2018 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 6 p.m., following a congregational potluck supper.

Opening Devotional Exercises
The minister led in prayer, following which the congregation sang unaccompanied the first two verses of "God of mercy, God of grace" as a paraphrase of Psalm 67. After a brief introduction to the passage, the minister read 1 Corinthians 12: 12-27, and again led in prayer.

Memorial Minute
The minister called upon the congregation to stand, and he read the names of those members and adherents deceased during the past year, as follows: Dorothy Clarke, Laurene Wytsma, Aija MacMillan, Edna Alexander, Freda Pattison, Rose O'Connor, Russell Passmore, Muriel Stackhouse, and Philip Campbell, and led in prayer, offering thanksgiving for their lives and witness.

Attendance
In addition to the minister, forty members and adherents were present, as follows: Asuquo Eniang, Dora Brown, Brenda Creighton, Gayle Dumsday, Jean Elder, Stewart Elder, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Marcia Harten, Carolyn Herbert, Ivan Hooper, John Huber, Karen Hurd, Susanne Johnson, Ted Johnson, Mabel Low, Victoria Mabie, Alta MacFie, Jim MacFie, Don MacMillan, Terry McBurney, Rachel McGregor, Dan Moffet, Carrie Morris, Michael Morris, Dianne Nickerson, Scott Nickerson, Don Pestaluky, Pamela Pestaluky, Judy Reeves, Stewart Reeves, Jean Sida, Ed Steenhorst, Vicki Steenhorst, Barbara Townsend, Duane Townsend, Dale Tuck, and Gord Walford.

Those present at the supper before the meeting also included Dianne Game, Louise Reid, and one child.

Regrets
Regrets were registered by Kathy Newton, Betty Paul, Peter Paul, Lorne Roach, Margaret Roach, Jan Sheridan, and Diane Walford.

Election of Secretary
The chair called for the election of a secretary for the meeting.

A nomination was made and declined.

R. McGregor nominated D. Featherstone. The nomination was seconded by G. Walford. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming,

On motion of D. Moffet, duly seconded, it was agreed that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

Agenda
A motion to adopt the printed agenda was sustained. (Brenda Featherstone/Terry McBurney)

Minutes of the 2017 Annual Meeting (February 25, 2017)
After correcting the title date to February 25, a motion to adopt the minutes of the meeting was sustained. (Dan Moffet/Brenda Featherstone)

Minutes of the Congregational Meeting on June 21, 2017
A motion to adopt the minutes of the meeting was sustained. (Dennis Featherstone/Dianne Nickerson)

Reports of Session Officers
A motion to receive and consider the eight reports was sustained. (Terry McBurney/Dan Moffet)

For the Clerk of Session Report, in the first column on page 8, Facility Maintenance should read Facility Management. A motion to adopt the eight reports as amended was sustained. (Brenda Featherstone/Ed Steenhorst)
Appreciation was expressed to Jean Sida for her work as Roll Clerk for many years.

Reports of Ministry Teams
A motion to receive and consider the eight reports was sustained. (Dianne Nickerson/Dale Tuck)

Policy and Planning
It was agreed that the report should read Dr. Callahan on page 12 and Facility Management on page 12.
A motion to adopt the report of the Policy and Planning Team was sustained. (Dianne Nickerson/Dale Tuck)

Finance and Maintenance
Following the introduction of an amendment and an amendment to the amendment both duly moved and seconded, it was agreed to delete the words from "Although" to "funds" near the bottom of the first column on page 13. The second sentence of the paragraph will now read "We were disappointed that no encouragement has been apparent for donations toward necessary repairs."
A motion to adopt the amended report was sustained. (Dianne Nickerson/Dale Tuck)

Outreach
A motion to adopt the report of the Outreach Team was sustained. (Dale Tuck/Marcia Harten)

Fellowship
It was agreed to correct the spelling for Mkandawire and to add Jean Sida's name to the list of team members. A motion to adopt the report of the Fellowship Team was sustained (Don Pestaluky/Susanne Johnson)

Worship Coordination
A motion to adopt the report of the Worship Co-ordination Team was sustained. (John Fair/Susanne Johnson)

Christian Education
A motion to adopt the report of the Christian Education Team was sustained. (Pam Pestaluky/Marcia Harten)

Mission
A motion to adopt the report of the Mission Team was sustained. (Stewart Elder/John Fair)

Pastoral Care
A motion to adopt the report of the Pastoral Care Team was sustained. (Dora Brown/Jean Sida)

Other Reports
Personnel
A motion to adopt the report of the Personnel Team was sustained. (Gord Walford/Dianne Nickerson)

Furnishings Group
Dan Moffet commended Mahshid Eshtiagh for the professional way in which she prepared and painted the mural. Brenda Featherstone commended Alta MacFie for her extended garage sale which raised over $1,000.
A motion to adopt the report of the Furnishings Group was sustained. (Alta MacFie/Carolyn Herbert)

New Business
Audit Team Report
A motion to receive and consider the team report and Financial Statements (pages 16 to 25), excluding the 2018 Budget Columns was sustained. (Stewart Elder/Ed Steenhorst)

Final report of the Audit Team for the year ended December 31, 2017:
The Parkwood Audit Committee was appointed at the February 2017 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, Brenda Featherstone and Stewart Elder.

In accordance with the team's mandate as set out in section 170 of The Book of Forms, the team conducted an independent scrutiny of the records of Parkwood Church to ensure that receipts received and disbursements made are accurately recorded and documented.

The team's work began in November 2017 and was completed in January and February 2018. The finding of the audit committee, based on the work performed, is that the books and records of Parkwood Presbyterian Church for 2017 appear to be in order.

In the Schedule of Reserved Funds, in the top panel, it should read Youth Leadership Fund. A motion to adopt the report of the Audit Team and the Financial Statements was sustained. (Stewart Elder/Brenda Featherstone)

Budget Team Report and Recommendations

A motion to receive and consider the report and recommendations of the Budget Team was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that the congregation approve expenditures for local purposes of $229,453 for 2018 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that the congregation approve a target for offerings for local purposes of $217,953 for 2018 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that the congregation approve a target of a budget surplus of $1,500 for local purposes in 2018 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that the congregation approve a target of $19,828 for Presbyterians Sharing for 2018 was put forward. (Dianne Nickerson/Gord Walford) An amendment to reduce the target to zero was duly seconded but defeated. The original recommendation was sustained.

A recommendation that the congregation approve a target of $10,000 for loan repayment in 2018 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that $1,500 be transferred from the Unallocated Interest Fund to the Reserve for Capital Expenditures Fund was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that $1,500 be transferred from the Operating Fund to the Reserve for Capital Expenditures Fund as of January 1, 2018 was sustained. (Dianne Nickerson/Gord Walford)

A recommendation that $586.57 be transferred from the Unallocated Interest Fund to the Furnishings Fund to restore the balance in the latter to $1,193.88 was put forward. (Dianne Nickerson/Gord Walford) An amendment to replace $586.57 by "sufficient funds" was put forward (Gord Walford/Stewart Elder) The amendment was sustained and the amended original motion was sustained.

A motion to approve the amended report and recommendations as a whole was sustained. (Terry McBurney/Brenda Featherstone)

Appointment of Treasurer and Envelope Secretary

The Minister related the history of Lorne Roach becoming Treasurer. Session approved Lorne as Treasurer on September 9, 1974 which means that Lorne was our Treasurer for over 43 consecutive years. An appropriate gift in token appreciation of his long period of volunteer work is being arranged for presentation later in the year.

A recommendation that Ugo Kejeh be appointed as Treasurer for the year 2018 was sustained. (Dennis Featherstone/Scott Nickerson)

A recommendation that Betty Paul be appointed as Envelope Secretary for the year 2018 was sustained. (Dennis Featherstone/Don MacMillan)

Appointment of Audit Team for 2018

A recommendation to re-appoint the Audit Team of 2017 for the year 2018 was sustained. (Dennis Featherstone/Dale Tuck) All members of the team have indicated a willingness to continue for 2018.

There was a vote of special appreciation for the long hours Kathy Newton has put in for both the audit work and the transition between Treasurers. (Brenda Featherstone/Susanne Johnson)

Membership of Ministry Teams
The names of Alta MacFie and Marcia Harten were added to the Facility Management Team. A motion to affirm the amended list of team membership was sustained. (Dan Moffet/Rachel McGregor)

Other New Business
A motion to request the Facility Management Team to prioritize the list of replacement and repair expenditures which should be done in 2018, prepare accompanying cost estimates and report to Session on how these expenditures might be financed was sustained. (Dennis Featherstone/ Dale Tuck)

Gord Walford indicated that the sound system is being reviewed and it is possible that the system might need an expensive upgrade. The Audio Visual Fund does not have very much money in it at the present time.

Adjournment
A motion to adjourn was sustained. (Dianne Nickerson/Judy Reeves)

Closing Prayer
The Moderator closed the meeting with prayer at 7:40 p.m.

Dennis Featherstone
Secretary

Rev. James T. Hurd
Moderator

6. Reports of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

The following were the main activities of Session during 2018:

- A decision was made to not sponsor the summer camp for 2018, mainly due to a lack of volunteers and no summer student at Parkwood. Aihua Hu volunteered to be responsible for the entire camp and contract negotiations for this event were completed.
- Parkwood refused to sign the application form for the Canada Student Job (CSJ) program because of its wording with respect to various unspecified "rights". A modified attestation was offered by Parkwood but in the end Parkwood did not receive a grant to hire a summer student under the program.
- There was a need to develop a plan to staff the office at least on a partial basis during the summer, given that we would not have a summer student. Dalia agreed to work two weeks and several volunteers came in to check phone messages and emails for the other weeks in the summer.
- Representatives of Presbytery reviewed our roll and indicated our "roll was neatly and accurately kept" (thanks to Jean Sida and Marcia Harten)
- Several approvals were given to the new Planned Giving Group: terms of reference; wording for a Planned Giving Form; and the Gifts of Change (through (PWS&D) as an acceptable and consistent gift for the Planned Giving Ministry.
- A Certificate of Appreciation and a framed picture of Parkwood were presented to Lorne Roach in gratitude for 43 years of faithful service as treasurer of the congregation
- Parkwood's policy on peanut allergies was updated to "please avoid bringing peanut and tree nuts or products containing them into the church building"
- An exchange of correspondence with the CRA confirmed that their website has clarified the definition of what church activities are included in its "advancement of

religion ". As a result, Parkwood is no longer required to charge rent for social activities for members of the congregation such as wedding receptions, certain youth activities, receptions to celebrate a forthcoming wedding, etc. (Parkwood's insurance company does not extend the basic church coverage to most of these activities so third-party liability insurance may be necessary).

For 2019, the initial agenda of Session includes the following:

- To initiate the process to seek up to six new elders from the congregation.
- To gain an understanding of the new portal feature required to apply for a grant for a summer student under the revised CSJ program

As of December 31, 2018 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Flora Brown; Marion Campbell; Asuquo Eniang; Laura Game; Marcia Harten; Ivan Hooper; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Judy Reeves; Linda Robinson; Jan Sheridan; Duane Townsend; Dale Tuck; and Gordon Walford. Susan McCullough is on special leave. Kris Marion is on leave.

In 2018, Flora Brown and Marion Campbell were inactive.

Jean Sida requested her demit as an elder. Tim Visser requested and was granted a transfer of his membership to a congregation in Westport. Session is very thankful for Jean's and Tim's many years of service as an elder.

- *Dennis Featherstone*



Marcia Harten
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2017		**189**
Number added during 2018		
	By transfer	0
	By profession	6
	By Session resolution	1
	Total added	**7**
Number removed during 2018		
	By transfer	2
	By death	0
	By Session Resolution	8
	Total removed	**10**
Number of members on the roll, December 31, 2018		**186**

- Marcia Harten, Roll Clerk



Marcia Harten,
Communion Clerk

C. Communion Clerk Report

The record of communion for 2018 is as follows:

March 4:	97 served
March 29 (Maundy Thursday):	45 served
June 3:	82 served
October 7:	81 served

December 2: 91 served

Pastoral Care Communion

May 8: 28 served

October 23: 20 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

- Marcia Harten, Communion Clerk



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of twenty churches and one extension work, the Barrhaven Mission, as well as an Arabic ministry which began in 2015 as an initiative of Grace Church, Orleans. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employs a part-time Ministry Animator, Cheryl Gaver. The presbytery also oversees the operation of Gracefield Camp through a Board of Directors. During 2018 the presbytery saw one retirement (Dan MacKinnon), one departure (William Ball) and the appointment of two ministers as stated supply: Ruth Draffin to the Upper Room, Rockland and Jonathan Dent to Grace Church, Orleans. Four churches are vacant: St. Andrew's Aylmer, St. Giles, St. Timothy's and Westminster, although a call has been processed to St. Timothy's and an induction will have taken place by the time this report is published. The Aylmer congregation is operating under a long term supply arrangement; St. Giles is operating with short-term stated supply and has an active the search committee.

The presbytery met 11 times in 2018, six "regular meetings", two services of recognition (Grace, Upper Room), one to certify a candidate for ordination and process a call, one to process a retirement and consider an interim appointment and one to consider the referrals from General Assembly related to human sexuality. I also attended the 144th meeting of the Synod of Quebec & Eastern Ontario which met at Knox Church in Vankleek Hill in October. I serve Synod as the convener of the Finance Committee and as such am a member of Synod Council. The Synod consists of five Presbyteries: Quebec, Montreal, Seaway-Glengarry, Ottawa and Lanark-Renfrew. At Synod a motion was sustained to meet every 2nd year as a full court and to have Synod Council take over the work of various committees.

Our minister is the Presbytery Clerk; the Moderator is Rev. Doug Kendall of St. Andrew's church, Stittsville. A number of Parkwood people sit on Presbytery committees. Our minister is also one of two official nominees for moderator of the 2019 General Assembly.

It has been an honour and a privilege to represent Parkwood at Presbytery and Synod this past year. Our church continues to face considerable challenges in the years ahead, especially navigating through the issue of human sexuality. Much prayer is needed for those who make decisions on behalf of the denomination.

- Gord Walford



John Huber
Memorials Clerk

E. Memorials Clerk Report

During 2018, in memory of individuals, Parkwood received gifts directed to the following: Benevolent Fund, Flower Fund, Furnishings (pew cushions), LOGOS Fund, Memorial Fund, and Operating Budget. Gifts were received in memory of William Phillip Campbell, Dorothy Winnifred Creighton, Aija MacMillan, Lyle Nesbitt, Robbie

Nickerson, Allen Parker, John & Mary Wadleigh, and Joe Widdis.

Some of the Memorial donations was used to upgrade the internet service at Parkwood.

Donations are received by the Treasurer, who reports the balance of the Funds monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the Funds are reported in the table "Continuity Schedule of Reserved Funds." All gifts are held in trust; designated gifts are used for the purpose stated, and use of the undesignated gifts is decided by Session, for the glory of God and for use at Parkwood.

- John Huber



Jan Sheridan
Benevolent Fund Coordinator

F. Benevolent Fund Report

Throughout the year, the Session Benevolent Fund quietly and confidentially assists members of the congregation facing unexpected financial expenses. Funds come primarily through the Christmas Eve Service and the White Gift offerings.

White Gifts were converted to vouchers or hampers and delivered, thanks to Marcia Harten and Alta MacFie.

There are some continuous expenses for Parkwood families and small gifts given regularly throughout the year would be appreciated. The fund is audited yearly.

- Jan Sheridan



Marcia Harten

G. Youth Leadership Fund Report

The Parkwood Presbyterian Church Youth Leadership Fund was established to financially assist youth with the cost of participating in activities which develop their Christian leadership skills. By participating in events which foster leadership, youth grow in their skills and confidence as leaders, becoming valuable leaders in their community. To assist youth, ages eight to eighteen, funds can be requested by a confidential recommendation of two elders. The fund is audited annually.

In 2018, several youth from Parkwood were provided with financial support, helping them attend programs which develop leadership skills. We are thankful for the generosity and support of our youth.

- Marcia Harten

H. Planned Giving Ministry Report

In June, Session approved the terms of reference for the Planned Giving Group which will have four team members and report to Session. Later in the year, Session approved the wording for a Planned Gift Donation Agreement Form which will be signed by all persons proposing a gift to the Planned Giving Ministry of Parkwood. The process of making a gift includes proposing how the funds are to be used. Session approved the Gifts of Change project through the PWS&D as acceptable and consistent for a gift to the Planned Giving Ministry of Parkwood.

There were negotiations with officials at the same branch of BMO where our main bank account is held. The purpose of the negotiations was to set up a separate bank account for planned giving funds so that donations to Parkwood could be readily transferred to the new account. Initial

donations must be made to Parkwood in order to obtain a receipt for income tax purposes.

There were discussions with officers of the BMO to learn of options for investing money in GICs which are insured by the CDIC. The group gained an understanding of the main factors to consider in selecting a GIC: the term structure of interest rates, the use of bank assistance versus our own online account, and the fees associated with the method of investment.

As of December 31, 2018 a total of $12,500 has been donated to the Planned Giving Ministry at Parkwood with $5,000 of this total being donated during 2018. The total amount was transferred to the Planned Giving Ministry account at the local branch of BMO.

The group also gained an understanding of the three main options for donating a paid-up insurance policy to a charitable organization such as Parkwood. The group is now able to provide general advice to persons who are considering the comparative advantage/benefit from donating such a policy to Parkwood.

The agenda for 2019 includes determining the best GIC option for investing the $12,500 now in the account. As well, a discussion with a stock brokerage firm will be initiated to determine the process to be followed when a person wants to donate stock ownership to a charitable organization such as Parkwood. This type of donation is generally recognized as having significant tax savings when made while the donor is still living.

- *Dennis Featherstone and Stewart Elder*

7.Reports of Ministry Teams



Dianne Nickerson
Team Leader

A. Policy and Planning Team

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation. As of December 31, 2018, the following are members of P&P: Dianne Nickerson, Gord Walford, Holly MacDonald, Dale Tuck, Dennis Featherstone (*ex officio*), and Rev. James Hurd (*ex officio*).

Facility Rentals

During 2018, we reviewed various aspects of our rental conditions and fee schedule. Some minor conditions have been added, including a more significant condition concerning the prohibition of smoking or consuming cannabis in any form within Parkwood's building or on the property of Parkwood. Some increases in fees have been made to reflect the actual services/space provided to renters; however, a significant reduction to fees charged to our members for celebratory events of our church, such as receptions for weddings, youth activities, receptions to celebrate a forthcoming wedding or birth of a child, etc. has been implemented. We believe these activities are "incidental to the [Parkwood's] main purpose – the advancement of religion", as it is the same as a reception celebrating a person's life after a funeral. Therefore, the church is not required to charge rent to our members for the use of its facilities when the activities fall within the "incidental" advancement of religion, as described on the website of the CRA. However, third-party

liability insurance is still required. See note on *Liability Insurance Review* below.

Terms of Reference (TOR)

In an effort to update, create and/or conform Terms of Reference (TOR) for various teams, jobs, sub-committees, we have throughout the year established TOR for the Finance Team and the Facility Management Team. We also revised the job description of the Events Coordinator.

Liability Insurance Review

According to our insurance providers, only attendees at funerals are covered by our insurance, apart from religious services, and specific regular programs, such as Logos and Youth Group, provided by Parkwood for its members. Third-party insurance is still required for any other activities. Insurance can be obtained at a reasonable cost from our providers, or it can be obtained from the renter's own insurance provider.

Letter from the Principal Clerk of the Presbyterian Church in Canada

We have been asked by the Committee on Church Doctrine to study a document entitled "On the Question of Unity and Diversity", and respond thereto by January 31, 2019. After consideration by P&P, Pastor James prepared a notice which was included in our Sunday bulletin on November 25, 2018 inviting comments from members of our congregation on the issues outlined in the document. A link to the document was also provided. Session Summaries for September and October in Parkwood's Pulse of November 2018, also referred to this issue. After the receipt of further information and documentation, it was decided to hold a special Elders meeting to discuss the issues addressed in the document. This meeting was held on Saturday, January 19, 2019 to prepare a response to the request.

Incident Report Form

In the event of an incident or accident occurring in our building, or on our property, an Incident Report Form was created so that all information relevant to the incident/accident can be recorded immediately by a person on site or in charge of an activity. The form can be found in the Leading with Care mail slot located just outside the Office and Volunteer Room.

- Dianne Nickerson



John Fair
Team Leader

B. Worship Coordination Team

The Worship Co-ordination team (WCT) met three times in 2018. Our meetings are usually held well in advance of times of special worship services and observances (including Christmas, advent, Easter, Lent, Reformation) to plan the details and to provide opportunities for the laity to lead in worship. The average Sunday attendance at Parkwood for 2018 was 94.

We thank the many volunteers for their work each Sunday which helps to make for worship that is honoring to God. Responsibility for ushers is a weekly task that Martha and John Fair coordinate. The roster and instructions are made up toward the close of each year and then issued to each volunteer. Each usher knows when they are on and if not able to serve they find a substitute. The ushers at the door each week ensure that those coming to worship receive a bulletin. They monitor the coming and going in regard to the sanctuary and if anyone is late or needs assistance they will be seated at an appropriate time. They recruit a third person each Sunday to help with the offering. Once the service is over they retrieve the Bible from the lectern and precede the minister to the back of the sanctuary.

After the service they tidy up the pews and gather any bulletins left behind.

Another area of responsibility for the WCT is PowerPoint. Again we rely on volunteers for the projection of hymns and songs and Scripture passages pertaining to the service. This again is a vital role in the worship service and we appreciate the extra time spent by those who set up and put away all the equipment needed each week. Thank you to Dalia Hanna, our Administrative Assistant, who prepares the slides for the scripture readings and checks the order of prepared power point presentations for each week. Our gracious thanks to Carl Martin who faithfully each week occupies the soundboard at the back of the sanctuary and makes sure the microphones are working so each speaker can be heard.

We are grateful for the talents that are being used to the glory of God. We acknowledge the weekly work of Dianne Smith who rehearses the choir at Thursday practices and leads the congregation on the organ and piano each week as well as helping out in the Sunday school singing. Thanks as well to extra musicians who play when asked, to Gordon and Diane Walford and Asuquo Eniang who help out each week in the choir with guitar and drum, and to Susanne Johnson and Victoria Mabie for their flute duets.

This was another full year of special services activity at Parkwood where the WCT helped plan different worship opportunities. Pastor James Hurd preached a series of Lenten services leading up to Easter to recognize reconciliation with First Nations people and the work of the Truth and Reconciliation Commission. Easter morning breakfast followed the Sunrise Service. We thank once again Ed and Vicki Steenhorst, Carolyn Herbert, Martha and John Fair for work done to serve those who arrived after the service with a hot breakfast.

On June 16, 2018, John Harder held a benefit concert to raise funds for the Capital Fund here at Parkwood. It was well attended and appreciated as John displayed his musical talents with a varied program of music and instruments. We thank John for a memorable evening for those in attendance.

A service was held at Calvin Christian Reformed Church to mark the 501th anniversary of the Reformation on Sunday October 28, 2018. There was a pulpit exchange that Sunday among the participating churches.

November 11 fell on a Sunday in 2018 so the worship service that morning celebrated and remembered what was the 100th anniversary of the end of World War I. Two minutes of silence was observed at precisely 11:00 a.m. that morning. Roger MacPherson read John McRae's poem, *In Flanders Fields*. Asuquo Eniang played the *Last Post & Reveille*. At the conclusion of the service, Holly MacDonald rang a musical hand bell 100 times to commemorate the 100th anniversary of the Armistice. A very memorable service of worship.

Holly MacDonald and Pam Pestaluky were responsible for decorating the church and the sanctuary for Advent and Christmas and again they did a wonderful job that was appreciated every week. Thank you for work well done. Pastor James prepared the Advent readings this year and we thank him for the extra time spent to do this. Thank you to all those who read and participated each Sunday for Advent and who took part Christmas Eve and Day.

Thanks as well to those who serve on the WCT and especially Susanne Johnson who serves as secretary for our meetings.

- John Fair



Dianne Smith
Director of Music Ministry

Choir Report

The Parkwood choir which meets every Thursday evening is a small but very active group as you will see from this report. The main function of the choir is to lead the congregational singing during the Sunday worship services. The choir also prepares anthems in a wide variety of styles to sing during the offertory most Sundays. Our music director, Dianne Smith, selects music together with Pastor James, endeavoring to maintain a balance between contemporary and traditional music. She plays both organ and piano in each service. Gord Walford plays guitar and occasionally the banjo, Asuquo Eniang plays the bass guitar and Diane Walford the djembe drum at each service. Asuquo also, on occasion, plays the saxophone and drums. Susanne Johnson plays flute descants.

Victoria Mabie also joined in with her flute for the Christmas dinner. Vocal solos were sung by Susanne Johnson, Gord Walford, Hailey Ren, Rebecca Yabadi and Alta MacFie. Hailey Ren and Abigail Bereket played offertories on the piano. Duets were sung by Gord and Diane Walford and by Gord Walford and Gayle Dumsday.

- Gord and Diane Walford and Asuquo Eniang were guest musicians for some of the summer worship services when Dianne Smith was on vacation.
- Diane Walford played for the shut-in communion services.
- Diane and Gord Walford provided the accompaniment for the carol sing at Chesterton Towers this past Christmas.
- The choir provided musical selections for the Christmas dinner and for the wedding of Graham Walford and Heather Burns.
- Susanne Johnson sang and played the flute for the Parkwood services at Starwood.
- Some of the choir members provided music for the Lenten services.
- On Remembrance Day Holly MacDonald rang her hand bell 100 times to commemorate the 100th anniversary of the World War I armistice in 1918
- John Harder, with support from Dianne Smith and Alta MacFie gave a benefit concert in the spring which was very well received. John Harder is a music student at Humber College and is proficient in both alto saxophone and piano performance. Proceeds were donated to the Reserve for Capital Expenditures Fund. Samantha Sutherland and Jean Pierre Hanna read the programme notes introducing each musical selection.
- The Sunday School, led by Susanne Johnson, joined the choir in singing an anthem at Easter, Thanksgiving, Advent and the end of June.
- Asuquo Eniang, a musician with many talents, played the traditional trumpet solos, the" Last Post" and "Reveille" on Remembrance Day, Nov. 11th.
- Over a year ago, it was suggested that the choir learn the song "Come Receive His Joy". Alta MacFie recognized that the music was a translation of a Tshiluba song, Nzambi Wakatamba Kuswa, which she knew from her two-year stay in Kasai Occidental Province in the Democratic Republic of Congo 1971-1973. The Kankus and Rebecca Yabadi assisted her in writing down the lyrics. Both a highlight and a challenge, the choir learned this worship song in the Tshiluba language with the aid of a recording provided by Alta. We were joined by Joseph and Thérèse Kanku and Rebecca Yabadi.

Our music director, Dianne Smith would love to welcome new members to the choir. Please consider joining us. We work hard but we have fun. Being able to read music is an asset but not a requirement.

If you have favourite songs or worship songs from your culture that you would like the choir to learn, please pass on the suggestions to Dianne Smith. Suggestions for congregational singing are also welcome.

The choir would like to express our gratitude to Brenda Creighton for her work in filing the choir music.

- Alta MacFie
Choir President



Pamela Pestaluky
Team Leader

C. Christian Education Team

The Christian Education Team is responsible for running the church school, youth and young adult programs, Logos, short term courses of interest to the congregation as well as maintaining the church library. It is with great regret that we accepted the resignation of Barbara Townsend from our team and as a church school teacher. We are thankful for and blessed by her long term of service.

Church School

Church school is provided for children ages 2 ½ and up including high school students. There are approximately 50 children registered for the 2018/2019 school year. We give thanks to God for the growth in the church school, for the dedication of the teachers and the parents and grandparents who faithfully bring their children to church to learn about God's love.

We continue with corporate worship down in the Fellowship Hall after the children's story and before they head off to their individual classes. I would like to thank Susanne Johnson, John Harder, Diane Walford, and Dianne Smith for joining us to practice songs with the children which they are then able to present to the congregation as part of their worship. They joined the senior choir in singing "An Easter Alleluia!", "This Little Light of Mine" in June, "Can a Little Child Like Me" at Thanksgiving and "Christmas Songs of Joy" in December.

On both Mother's Day and Father's Day the children and youth made and handed out gifts to the men and women of Parkwood after the church service.

The church school continues to support Cinta, our sponsored child from Indonesia. A collection is taken each week for her financial support ($41.00 monthly) and the individual classes continue to pray for her and her family. A birthday card, Christmas card and letters from the church school have been sent to Cinta.

From January to June we had the children divided into 5 classes. My class was preschool to Grade 1, Kris Marion had Grades 2 and 3, Majari Sutherland had Grades 4 and 5, Susan McCullough, Peter Paul and Barbara Townsend were partner teaching the Grade 6 to 8 class and David Lee and Victoria Mabie were leading the high school group.

From September to December we reorganized the classes based on changing numbers. My class is preschool to Grade 2, Majari has Grades 3 and 4 with Placid Akat as her back up, Peter, Susan and Greg Newton have Grades 5,6 & 7 and Grades 8 through high school are with Victoria.

The preschool – Grade 2 class are using the Walk with Me material.

The other classes continue to use the Bible-in-Life curriculum except for the high school class which chooses their own bible studies.

Regular church school was not held during the summer holidays; instead, the children came together in the Fellowship Hall for a movie and worksheets related to the theme. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes.

- Pamela Pestaluky



Youth and Young Adults
Victoria Mabie

2018 has been a busy year for both the youth and the young adult ministries at Parkwood. During

the winter and spring in the high school Sunday school class, we continued to work through a curriculum called *The Gospel Project*. This study took events from the Old Testament and connected them with the New Testament, and Jesus' life and death and how it applies to our lives. In the fall, we began working through some different material, including a 4-week study digging into the courageous life of Joshua, as well as beginning to explore some of the intricate mysteries of the book of Revelation. We had 7 kids move up into the high school class this year.

The youth have also been attending our youth group events, usually taking place on Friday or Saturday evenings. During the winter and spring, we had some events at the church, consisting of Bible studies, activities, games and more. We also went bowling one night, attended the No Other Name Conference at the Metropolitan Bible Church on Good Friday, and in June, had a car wash and a bake sale as fundraisers to help raise funds for Parkwood youth attending the Canada Youth Conference in St Catharines, Ontario. The youth group also participated in two events with the Presbytery Working Group – the Winterlude event at Westminster Presbyterian Church in February and the Gracefield Weekend at Gracefield Camp over the May long weekend.

From July 2-7, the Canada Youth conference took place at Brock University in St Catharines, Ontario. From Parkwood, one youth, Daniella Akat, attended and participated in the youth track, and two adult volunteers, Philip MacFie and Victoria Mabie, attended as adult advisors.

Over the August long weekend, there was a family weekend at Gracefield camp for the families at Parkwood Church. This was followed by 3 days of camp for the teens to stay and learn about working and building. This gave the youth the opportunity to learn about sanding, drilling and painting as they put together benches for the camp. They also had time for swimming, campfires, crafts and much more while being there.

In September, the youth group began meeting again on a regular basis, beginning with the congregational day away at Gracefield on Saturday, September 15th, followed by the kick-off night at Parkwood church on September 29th. We had a number of different activities, bible studies and outreach events throughout the fall, with the annual Christmas party as our last event before the Christmas break.

Throughout 2018, Parkwood's young adults have also been meeting on a regular basis. During the winter and spring, the group continued to work through the book of Nehemiah. The final meeting before the summer had a visit from Leah Hopp, who came and talked to the group about the work she is doing in Uganda. The group stopped for the summer, but in September began again with a study on the Gospel of Mark. This fall, we have had Beth Huber graciously preparing meals for the group. There has also been an increase in international students who have been coming out and joining in the study.

Please continue to pray for the youth and young adults of Parkwood.

In Christ,
- *Victoria Mabie*



Holly MacDonald
Director

LOGOS Program

Logos is Parkwood's mid-week activity for children in grades 1-8. We had 12 nights of Logos beginning in February and 9 weeks beginning in September. There are approximately 24 children enrolled and we can have up to 7 high school students volunteer on any given night. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year. The renovation has helped with extra space for Bible classes and storage but the gym will continue to be rented to provide space for the older children to play wide games.

In the winter/spring term the children practiced and presented a series of Bible readings and songs with the theme of "Love" during the Sunday

worship service. On December 17th the children presented a series of Christmas Carols with readings during the service. Special thank you to Regan Rambally for his help with the sound/music.

Holly MacDonald has continued as director of Logos. Victoria Mabie has been decorating for the themes. We have a regular staff of 14 adult volunteers at Logos, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook, serve and clean up theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. The following is a list of Logos leaders in 2018:

Cooks: Ed and Vicky Steenhorst

Dinner Dean: James Hurd

Bible Teachers:
Gr 1&2: Amanda Clay
Gr 3&4: Victoria Mabie
Gr 5&6: Claire McPhee
Gr 7&8: Linda Robinson

Worship Leaders:
Holly MacDonald, Pamela Pestaluky, Victoria Mabie

Recreation Leaders:
Gr 1-4: Daniella Akat, Wiza Mkandawire
Gr 5-8: Jim MacDonald, Victoria Mabie

Helpers:
Mashid Eshtiagh, Don Pestaluky, Jean Elder, Stewart Elder, Majari Sutherland, Steve Game, Laura Game

Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

- Holly MacDonald

Mid-week Summer Fellowship 2018

Our mid-week fellowship was held on Wednesday evenings during July and August. This year's study was based on a DVD teaching series from Ligonier Ministries, entitled "Learning to Love the Psalms", by W. Robert Godfrey, Professor at Westminster Seminary, California. The first and last meetings included a barbeque supper, and the others cold drinks and snacks for those who came early. The studies explored certain aspects of structure within the book of Psalms as a whole, and themes within each of the five books that together comprise the Psalter. We explored certain psalms in more depth, and sometimes sang a paraphrase. Attendance averaged around 12, and ranged from 6 or 8 to 18 to 20.

- James T. Hurd



Alta MacFie
Librarian

Library

To date the library has 1081 books. More weeding was done again this year in an effort to continually update the library. Many new books were added including children's Bible stories and books on topics such as apologetics, relationships with Muslims, parenting, human sexuality, healthy marriages, missions and ethics. Leah Hopp left us a very generous donation of books when she visited Parkwood while on furlough. The conversion to the Dewey numbering system was completed. Parkwood's library catalogue is now public and may be searched at https://www.librarything.com/catalog/ParkwoodLibrary. The web address is posted on the Parkwood church website and from time to time in the church bulletin. Adding shelf labels is my goal for 2019. A short tutorial in the form of a power point is available to any individual or group that would like help in searching our library.

The library continues to be a popular place for quiet work or study as well as a meeting space. Some books and study guides are being borrowed but its main use is by folks who have a few minutes to browse. The children's books are used extensively during the summer camps.

The Ottawa Korean Church has begun a library using one of the book cases.

You are encouraged to borrow books from the library to deepen and inform your faith in Jesus Christ. There is a wide variety of Christian literature from which to choose.

- *Alta MacFie*



Dora Brown
Team Leader

D. Pastoral Care Team

The members of Parkwood's Pastoral Care Team are: James Hurd, Margaret Roach, Betty Paul, Dale Tuck, Barbara and Duane Townsend, Dora Brown, and (LOA) Jean Sida, Roberta Hurd, Laura Game. Members were commissioned on Sunday September 9, 2018.

The team met monthly, except in July and August to review activities, discuss current issues and pray together. We continued to discuss Medical Assisted Suicide and reviewed the Presbyterian report on Assisted Suicide and Palliative Care. Rev Hurd distributed a booklet entitled Palliative Care Tool Kit written from a Christian perspective to team members to review and discuss.
On May 8 and October 23, a communion worship service was arranged at Parkwood for members who have difficulty attending regular Sunday Services. Transportation was arranged by the team as needed. Diane Walford played the piano for the service. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. The services were very much appreciated by those able to attend.

Lunch and Learn events were hosted on the third Monday of the month, in March, April, September and October with speakers on a variety of topics. Susan McCullough and Hank Vander Velde from our congregation were two of our speakers. In December we met to sing and tell Christmas stories. Soup, sandwiches, desert and help to set up and clear up were provided by church members. We again asked for input from the congregation for topics and/or speakers or suggestions.

Betty Paul and Dora Brown, were spiritual care volunteers at Peter D. Clark Long Term Care Home, visiting residents and bringing residents to worship services. Dora chaired the Home's Spiritual Care Committee and helped to plan spiritual care visits and regular worship and memorial services for the residents. Rev Hurd served on the Home Spiritual Care Committee. A Presbyterian mid-week worship service was held once a month at the Home conducted by John Fair.

Parkwood held Sunday morning worship services at Starwood Nursing Home, in April, July, September and December. Margaret Roach coordinated members of Parkwood congregation to conduct the service and played the piano for the service. Pastoral Care team and church members helped to bring residents to the service. Rev. Hurd conducted worship services monthly at Crystal View Lodge and at Cederview Retirement Residence.

The team provided large-print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Gathering Place to be available for pickup by any interested persons.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

Barbara Townsend coordinated providing families or individuals who had suffered a loss with booklets "Journeying Through Grief" that expressed care and support for those grieving. Laura Game on behalf of the Pastoral Care team sent cards and notes to congregation members who had experienced a loss of a loved one, for those recovering from an illness and for special occasions.

Dora Brown continued as the Presbyterian representative for the Presbytery of Ottawa on the

Interfaith Network, Reaching out to Isolated Seniors. Network members met at Parkwood church.

Presbyterian Presbytery Hospital Pastoral Care Teams met at Parkwood in June and September to discuss and plan pastoral care visiting to Presbyterians in Ottawa hospitals. There is a great need for Pastoral care volunteers in all churches and for hospital visiting.

Parkwood Pastoral Care Team members Margaret Roach and Dora Brown were responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic Campus during March and February, and at the Queensway Carleton Hospital weekly throughout the year.

The Ottawa Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals. The course involves a two-hour session once a week over ten weeks. Team members once again were asked to encourage members of the congregation to take the program as more team members are needed. The Program also offers continuing education and advanced courses each year which several members of Parkwood pastoral care team attended.

- Dora Brown



Don Pestaluky
Team Leader

E. Fellowship Team

It is with Thanks and Praise to God for the following Parkwood Church events and activities that occurred during the past year and for the many persons who gave of their time and resources to these events and activities.

The Fellowship Team is especially grateful to those who had donated foodstuffs and kitchen supplies/kitchenware for various social events and activities.

The Fellowship Team held a team meeting on Sunday, January 28th to plan activities for the year. In attendance was matriarch Jean Sida, and members: Susanne Johnson (secretary), Dianne Game, Carolyn Herbert and Don Pestaluky (Team leader) and guests: Ed Steenhorst and Dale Tuck.

On Tuesday, February 13th, the Fellowship Team hosted a Shrove Tuesday Pancake Supper which was promoted and provided free to the community around Parkwood Church. Approximately 50 people attended which included 6 guests. Special thanks to Nana Sakyi and Pamela Pestaluky who cooked the pancakes and Carolyn Herbert who prepared gluten free pancakes for this event. Pierre Abou Kasem set up the tables and Brenda Creighton helped with clean-up. With the free will offering, this supper raised $56.55 for the Fellowship Fund. – Thank you!

A Potluck Supper was hosted by the Fellowship Team prior to the Annual Congregational Meeting which was held on Saturday, February 24th. 30 persons enjoyed supper before the meeting.



At a Presbytery Interview for Ordination Meeting on April 9th and at a Presbytery Meeting on April 17th Don Pestaluky assisted with refreshments.

Special thanks to Ed and Vicki Steenhorst and Carolyn Herbert who on behalf of the Fellowship Team assisted the Worship Team in hosting an Easter Sunrise pancake breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday April 6th, and after what was a cool and windy morning. With the free will offering, this breakfast raised $47.00 for the Fellowship Fund. Thank you.

Thank you to all the ladies from the congregation who baked and contributed goodies for the CANHAVE Marketplace Fundraiser which was held at Parkwood Church on Saturday, May 5th. The baked goods raised $539.00 for CANHAVE.

The Fellowship Team hosted a successful congregational picnic this summer which was held on Sunday, June 24th at the Church. Hamburgers, hot dogs, cold drinks, coffee, ice cream and potluck salads and desserts were enjoyed by all in attendance. Thank you to Allen Pestaluky, Derek Newton and Kris Marion for their contributions to this event. Approximately 80 people attended the picnic including 4 international visitors attending Canada Youth 2018. Mr. Keith Egli, Ottawa City Councillor for the Knoxdale-Merivale Ward and his administrative assistant also dropped by and paid a visit during the picnic. With the free will offering, this picnic raised $10.00 for the Fellowship Fund. Thank you.

A Strawberry Social was held after the Worship Service on Sunday, July 2nd. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. Thanks to Bob Game who assisted in husking the berries.

Mid-Week Fellowship began on Wednesday, July 4th and continued through the summer to Wednesday, August 29h. A BBQ kicked off the study with cold drinks and cookies served every Wednesday and a second BBQ was held upon conclusion of the study. 9 people attended the first BBQ and 18 attended the second BBQ.

A Farewell Reception for Tim and Alice Visser was held at their home on Sunday, July 15th. Music, song, a potluck supper and farewell cake were enjoyed by those in attendance. Tim & Alice moved to Westport, Ontario on July 31st.

The Annual Corn Boil was held after Worship Service on Sunday September 9th. Thanks to Ted Johnson, Jean Sida, Rachel McGregor and Louise Read for their assistance in husking the 12 dozen ears of corn which were eaten at this event. Special Thanks to Romero Veras for his help with boiling the corn and to Jim MacDonald for vacuuming the Fellowship Hall after this event. With the free will offering, this corn boil raised $14.40 for the Fellowship Fund. Thank you.

A Celebratory Reception in gratitude of Lorne Roach's 42 plus years of faithful service to Parkwood as Treasurer was held after the Worship Service on Sunday, October 7th. Thanks to Mahshid Eshtiagh and Mohammad Raouf for donating and serving the cake for this reception.

A Christmas Potluck Supper was held on Saturday, December 8th with almost 100 people attending. Thank you to all who participated in bringing food to this event. Thank you to Pierre Abou Kasem and Chawa Mkandawire who assisted in setting up the Fellowship hall for this festive event. Special thanks to Cindy Elder who assisted with clean-up in the kitchen and to those who put away the tables after the event. Special thanks also to Rev. Hurd who was emcee for the evening and to Susanne Johnson for arranging music and song for us to enjoy. Thanks to Holly MacDonald for the centre pieces on the tables.



In response to a request from the Barrhaven United Church the Fellowship Team baked and contributed 8 dozen cookies for The Haven's (Multi-faith Housing Initiative) Christmas Supper.

In January 2018, a reception was held for the late Phil Campbell. The Fellowship Team is most appreciative of the assistance received from members of the congregation in providing sandwiches and dainties for this reception. Special thanks to Dale Tuck, Margaret Roach and Dora Brown for their assistance in setting up the reception and also to those who helped in the kitchen and served as ushers and parking lot attendants.



Day Away at Gracefield:

On Sunday, July 1st the Fellowship Team met to discuss and report that Jim & Holly MacDonald offered to plan and organize the September Gracefield Camp. Jim & Holly MacDonald have submitted the following concerning the wonderful day enjoyed by all.

"This year's annual Gracefield Day Away was held on Saturday, September 15th. A coach bus was rented and people enjoyed a relaxing trip from the church parking lot in the morning to Gracefield camp and then returned in the late evening. The day was unusually warm and we enjoyed hiking, fishing, Bible study, field games, camp fire as well as swimming and canoeing. Some simply enjoyed the weather and the beautiful view! A barbeque was served at the supper meal and fireworks were set off at the beach before boarding the bus for the return trip. Attendance was strong with all ages represented including many youth and people who had never been to the event in the past. It was a wonderful day of fellowship, enjoying God's creation together. 56 people (36 adults, 20 youth & children) attended. 37 took the Bus. A Parkwood T-shirt fundraiser is planned for the spring to make up a small deficit".

Refreshments

For 2018, the congregation is thankful to God for the following coffee and tea hosts who made our Fellowship time after Sunday Service most enjoyable: Marcia Harten, Ed & Vicki Steenhorst, Stewart & Jean Elder, Tim & Alice Visser, Dale Tuck & Albert Deboer, Frances Robertson & Heather Peckett, Carolyn Herbert & Majari Sutherland, Hanna Kamoo & Tami Kamou, Mahshid Eshtiagh & Mohammad Raouf and Don Pestaluky.

For the upcoming year, Claire McPhee, Lee Ann Davis, Nana Sakyi, Romero Veras and Dora Brown will also be coffee and tea hosts however, Marcia Harten and Tim & Alice Visser will not be serving refreshments.

The Fellowship Team is also grateful to those who had donated supplies and healthy peanut-free snacks during this past year.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities relationships are built within and beyond our Church Family.

The current members of the Fellowship Team are Dianne Game, Susanne Johnson, Carolyn Herbert and Don Pestaluky. In February Session agreed that Pamela Pestaluky would be the Session representative for the Fellowship Team. You are invited to join this Team and we would be delighted to have you share your talents at Parkwood. Please give this your prayerful consideration and speak to Don Pestaluky (613-226-3089) if you have any questions. Thank you.

- *Don Pestaluky*

Canada Day 2018 at Gracefield Camp

Gracefield Camp offered a free day of activities for all on July 1st. It was a beautiful, hot and sunny day. Many Parkwood families took advantage of this opportunity to enjoy the scenery, the swimming, a free barbeque, fireworks and other activities. Some Parkwood families stayed for longer than a day.

Gracefield Family Camp and Work Camp Aug 3-9, 2018

Five families from Parkwood participated in Gracefield's Family Camp weekend. Camp staff provided leadership for activities and Rev. Phil Kim (Manotick) led the chapel service. Most Parkwood people camped on the main tent field and prepared their own meals outside. Participants enjoyed a Turtle Rock Swim/Paddle and a paddle around the lake in canoes. It cost each family $96 to attend. Thanks to James Hurd for overseeing those from Parkwood attending this camp.

Two families with teens and some leaders volunteered at a Work Camp for three days following Family Camp. Together with four other pre-LIT campers they constructed three sturdy, new picnic tables for the main tent field and eight wooden benches for use in the gazebo. Teens learned safety techniques and were instructed in proper tool use. They practiced using a hammer, screwdriver, drill/driver, sander, and paintbrush. There was no cost to participants attending this camp. Construction materials were donated. Campsites were provided, without charge, by Gracefield Camp. Thanks to Vicki Mabie, Marcia Harten, James and Karen Hurd, Mark Scott and all participants who volunteered their time to make the camp more beautiful!

Gracefield Camp created several "wish lists" in 2018. Parkwood people donated many useful items to the camp as well as volunteering their time. THANK YOU!

- Karen Hurd

(Photos below are from the Work Camp)



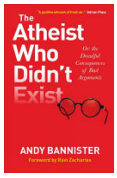


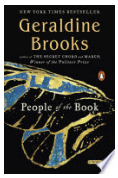




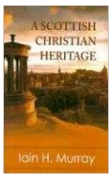
Marcia Harten
Parkwood Book Group

This year a group gathered to discuss a variety of books. The Parkwood Book Group switched to meeting on Monday afternoons in alternate months. The list included non-fiction as well as fiction. On February 12, we met and discussed ***The Atheist Who Didn't Exist***, by Andy Bannister. On April 19, we met to discuss ***People of the Book***, by Geraldine Brooks. On June 11, we discussed ***Rush Home Road***, by Lori Lansens. At September's meeting we talked about an historical book, ***A Scottish Christian Heritage***, By Iain Murray. The book discussed on November 12, was ***Eleanor Oliphant is Completely Fine***, by Gail Honeyman.











- Marcia Harten

Koffee Klatch

Ladies of the church meet each Tuesday. at 1 p.m. in the Garden Room. Join us for coffee or tea for the first hour, then on to a study in the Bible, taken in turns. We plan special potlucks for Christmas and June, then we have a break until September. All are welcome.

- Jan Sheridan

Sunday Bible Study

We continued to meet approximately every other week in the Garden Room at Parkwood. This past year we studied the booklet Exploring the Essentials, Thinking Through Discipleship by Karen Lee-Thorp. We were guided through looking at the implications on our own lives in relation to what the Bible says about Us, God, Jesus, Sin, the Cross, the Resurrection, the Kingdom and the Future. We are few in number and would like more people to join us.

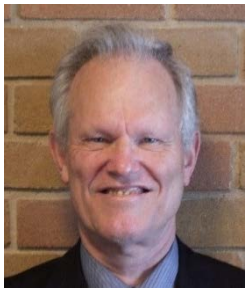
- Dora Brown

Men's Breakfast

We had 8 speakers in 2018, Jan.- May, Sept.- Nov., none in the summer or December. We meet at 8:00 am and close at 10:00 am.

We had an average of 18 men attend the breakfast at the restaurant in the Bleeker Mall on Clyde Ave. Gord Walford has faithfully played the guitar for many, many years, we sing 3 or 4 songs and than have breakfast. Alice and I have moved to Westport. I have joined a Men's group here. Hopefully you will find some one to take over at Parkwood. All the best and God's blessings.

- Tim Visser



Dale Tuck
Team Leader

F. Outreach Team

2018 was a transition year. Kristine Marion stepped down as our leader early in the year and, as of this time, we have not had a replacement. The major Outreach program during 2018 was to provide a Pause Table at Algonquin College to show support for students during exams and when they first arrive at school. The students continue to express thanks to Linda Robinson who has provided continuing stalwart service as coordinator for this work. In the past we had a table at Inverness Park, but not this year. Obviously, we do need someone to take over leadership here.

Most members and adherents continue to provide outreach on a one-on-one basis, and this is certainly appreciated. However, if anyone has any ideas regarding the needs of individuals and groups that might need encouragement in coming to our Lord, your ideas and commitment would certainly be appreciated by the "team" and I am sure by our Lord Himself.

Olivia Meyia-Takoukam joined our group during the year. Olivia is a professional in electronic communications and has agreed to help in improving our on-line communications with those who, for one reason or another, cannot attend our services or need encouragement to do so. We are looking forward to working with Olivia in the new year. God bless.

- *Dale Tuck*

Algonquin College 'Pause Table' Outreach

In addition to the usual April and December Pause Tables, the Outreach Team hosted a Welcome Table to new and returning students on the first day of school in September. The Welcome Table was well received and appreciated. The Chaplaincy at Algonquin had a Table at all the events and was able to distribute free Bibles and share information about the various activities offered through the Spiritual Centre. Students were greatly appreciative of our care, concern and prayers for them. We ran out of food an hour

before our usual closing at the April and December Pause Tables.

The Chaplaincy has expressed thanks to the Congregation of Parkwood for the contributions of prayer and refreshments.

Our ministry to the students and Chaplaincy at Algonquin is vital to sharing the Good News of Jesus Christ.

– Linda Robinson

ESL (English as a Second Language)

ESL (English as a second language) Conversation is an initiative offered on Monday evenings beginning at 6:30 p.m.

For the first half of the year, we were blessed with the help of Alicia Lim, active in a Chinese-language church, who facilitated the conversation circle for those already having basic English-language skills. She was married mid-year, and moved from the neighbourhood, and has not been able to continue.

Most of those attending during the late summer and fall were beginning English speakers, and have utilised the Usbourne publication, First Thousand Words in English, as the basis for pronounciation, vocabulary, and conversation around pictures of daily life.

Some weeks no one turns up, especially in harsh weather; other times we can have half a dozen or more join in conversation. We advertise via the church sign, and those who attend appear grateful for the assistance to improve their English.

Thanks is expressed to Peter Paul for his willingness to fill in on occasion when I have been absent.

– James T. Hurd

Barrhaven Bible Study Group

This has been another year full of interesting study of the word of God. We began this study group on January 16, 2011. With the close of 2018 we have now been going for 8 years. Many have been with us since the beginning and we appreciate their

continued loyalty and interest. Several come from Parkwood but people from other churches have now been attending, reaching geographic areas from Aylmer to Manotick, as well as people from various countries of origin including Canada, Egypt and China. We have upwards of twenty in attendance.

In January 2018 we completed our study of the book of Romans which we had begun in the fall of 2016. This was a major undertaking generating nearly 120 pages of notes for those in attendance. Then at the end of March, after a break, we began a study of Genesis. Due to its length, 50 chapters, and it being more narrative we did the study in blocks rather than by chapter so we were able to complete Genesis by the end of June.

The fall session began on October 3 with a systematic study of the Westminster Confession of Faith, which was published in 1647 and became a subordinate standard for the Presbyterian Church in Scotland and here in Canada. This is proving to be a deep, rich and rewarding study. In the 3 remaining months of 2018 we got through seven chapters out of thirty-three. Already we have 30 pages of notes.

Martha prepares a table of goodies each week with tea, coffee and juice available. I appreciate all the work she does for the group as do they. We welcome all who wish to come and join us on Wednesday evenings from 7:30 – 9:00 at our home in Barrhaven at 99 Stoneway Drive, east off Woodroffe at Farm Boy. We open and end with prayer and pray for needs that are brought forward. You are welcome to attend.

- *John Fair*

Website

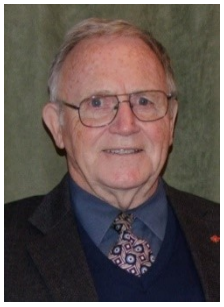
Website (http://www.parkwoodchurch.ca)

Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford. During 2018 sermons were recorded using a small digital recorder and occasionally via a mobile phone. If anyone is willing to help in this area please let us know. Weekly bulletins, monthly calendars and Pulse newsletters are provided by the office admin, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. During the months of July and August an online edition of the Pulse is published that is not available in print. A one-year archive of newsletters is available online. Thanks to all who contribute.

There seems to be a problem with the traffic info for our website. Popular pages accessed include news/coming events, activities, audio sermons, Pulse, calendar, staff, leaders, youth. 2018 showed a significant increase in access from mobile devices.

Parkwood also maintains a presence on Facebook. Posts to our Facebook page tend to be announcements about current and upcoming events. In addition to the webservant, our minister and Christian Education Support Worker have editing privileges.

- *Gord Walford, Webservant*



Stewart Elder
Team Leader

G. Mission Team

The Mission Team gives thanks to our Lord and Saviour for the many mission opportunities presented to Parkwood Church throughout year 2018. We are blessed as a congregation to be able to participate in the local, national and international mission of Christ's Church.

Support Requests:

In order to co-ordinate the numerous support requests regularly received at Parkwood Church, the Mission Team has selected 74 Christian charities for placement on our M.T. Charity support List. Since we are aware that there are many missions that we do not know about, we welcome suggestions about mission endeavours

that witness and promote the love of Christ. Suggestions can be voiced to any member of the mission Team or placed in the Mission mailbox located just outside the Volunteer Room.

During 2018, the M.T. made 4 Special Appeals to the Congregation, for additional financial support. In addition to the 4 Special Appeals, various Christian Charities selected from our Listing are promoted by being posted on our M.T. Bulletin Board or noted in Sunday Bulletins and / or by Specific mention in our yearly M.T. Budget.

The Mission Team would like to thank all those members of the Parkwood family who embraced these Christian Charities through special prayer and / or financial support.

Date	Special Appeal	Received
25 Feb	Matthew House	$ 290
10 June	Emanuel International	$ 209
23 Sept	Interserve Canada	$ 355
18 Nov	Salaam Ministries	$ 765

In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. Parkwood Church channels our Congregation support to the lay missionary work of Leah Hopp through this Church. Additionally, the Inter-Varsity Christian Fellowship is the mission support for Alaina Johnston, the IVCF Ottawa Team Leader to the students and faculty of Carleton and Ottawa Universities.

The Christian Salvage Program:

We were pleased to learn that Parkwood's Office was contacted recently by a volunteer who agreed to transport recycled Christian literature from the various Ottawa Church locations to the Christian Salvage collection point in Hamilton. As a result, thanks to our Office Staff, the program at Parkwood was quickly restarted once again. From Hamilton, the Christian Salvage organization will ship the donated literature to various countries in Africa and on occasion to India. Upon arrival, it is freely distributed to a variety of churches, pastors, and others who are interested in sharing the messages of hope contained within. Donations of used Christian literature can be made to the Christian Salvage Box which is located in the Coat Room area of the Gathering Place foyer.

Operation Christmas Child Shoe Box Program:

The Mission Team would like to thank everyone who participated in this year's Shoe Box project. Your support makes a wonderful difference for children, families and communities in the developing world by sharing God's love through His Son, the Lord Jesus, and letting them know they are not forgotten. For many children, your shoe box might not only be the first gift they will ever receive but also possibly the only such new items they might ever receive. Still, even more important than the items inside the shoebox is the opportunity to share God's love – and the Good News of Jesus Christ with children in need. This year our Parkwood Church family partnered together and contributed 61 Christmas Child Shoe Boxes.

Urbana Youth Conference:

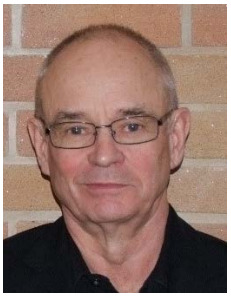
Every three years we have an opportunity to challenge our youth at Parkwood with exposure to world wide Kingdom Mission work involvement through the Urbana Youth Conference organized by InterVarsity Christian Fellowship. This year Parkwood Church was pleased to be supportive of Placid Akat who agreed to represent us at this year's Conference and attended at St. Louis Dec 26-31.

Our Mission Team Challenge:

We continue to be challenged in our search for a volunteer representative to attend the Carlington Community Chaplaincy Board meetings on behalf of Parkwood. The meetings are held in Unit 102 at 1465 Caldwell Ave. on the third Tuesday of the month. They start at 6 p.m. and last until approximately 8:30. Parking in lot #7 is available.

Our Mission Team meetings are normally held on the first Tuesday of the month in the Church Library Room. We normally meet at 7:00 and are usually finished by approximately 8:30 p.m. Interested visitors and potential volunteers are always welcome.

- Stewart Elder



Terry McBurney
Team Leader

H. Facility Management Team

In December, 2017, the Session restructured the previous Finance and Maintenance Team into separate teams for Finance and for Facility Management. The members of the Facility Management Team for 2018 were Alta MacFie, Dale Tuck, Jim Elder, Jim MacDonald, Marcia Harten, Martha Fair and Terry McBurney.

The Facility Management Team was assigned the following responsibilities:

a) Maintenance of the church building, property and equipment
b) Provision of necessary furnishings and equipment for all users of the church building
c) Oversee work of IT Team in its management of the computer infrastructure.
d) Safety and security of the church building and property
e) Direction and support of the Administrative Assistant (in conjunction with the Minister)
f) Direction and support of the Caretaker
g) Direction and support of the Events Coordinator
h) Maintenance of a secure space for the required retention of church records.

The Facility Management has worked throughout 2018 to ensure the regular maintenance of the building and property. The team conducted an inspection of the interior and exterior of the facility in the first quarter to identify both operational and structural issues to be addressed. Routine maintenance issues have been addressed throughout the year. The Team has established an on-call system to ensure that a member of the team is always available to respond to issues as they arise.

Some of the tasks completed in 2018 include:

1. Repainting of the Fellowship Hall and repair/touch up of walls throughout the facility.
2. Reorganization of the chair storage and storage cupboards in the Fellowship Hall.
3. Installation of vinyl siding on the storage shed.
4. New furnishings and installation of the Mission Statement plaque in the Gathering Area.
5. Improvements in IT infrastructure.
6. Repair and rebuild of the bicycle pad.
7. “Temporary” repair to sills of windows at the west side of the building.

In additional to routine maintenance issues, the team has identified the following issues that are beyond the annual budget assigned to the team but which, in our view must be addressed in the next three years to maintain the integrity of the building and to ensure safety of the users:

1. Refurbish the cabinets in the kitchen to address infection risk and improve the appearance of the kitchen. This is felt to be the highest priority, for completion in 2019. Estimated cost- $3,000.00
2. Replace nine (9) exterior windows (estimated cost $8-10,000). This would most effectively be carried out at the same time as the painting of the exterior of the building.
3. Paint or cover the wood surfaces on the exterior of the building (estimated cost- $16-20,000. It is felt that the task of painting the exterior wood surface is too large and too dangerous to be undertaken by volunteers. Estimates were obtained to paint the building and the cost of this is estimated to be approximately $14-16,000. Initial estimates indicate that the cost of applying vinyl siding to all wood surfaces and the soffits/fascia would be in the range of $18-20,000 but would reduce maintenance costs over time.
4. Replacement of the chairs throughout the building. The current inventory of 134 chairs is, by various estimates, 15-25 years old and the chairs regularly require repair (56 chairs so far in 2018) which has been generously done by a member of the

congregation. However, the Team recommends that the chairs be replaced within a three-year period. Estimated cost <$13,000.

The team has identified other major maintenance projects to be addressed, such as the replacement of the lighting in the Fellowship Hall, and the replacement of carpeting throughout the building, but has assigned a lower priority to these projects.

The Facility Management Team has reviewed the job descriptions and performance of the Administrative Assistant and the Caretaker. We feel that each of the incumbents is performing at a high level in the respective positons. The Team feels that the Administrative Assistant is able to assume additional duties and is working with her to implement these changes. The Team also has appreciated the assistance of the Caretaker, David Joiner, in routine maintenance projects within the building.

The Events Coordinator's job description was reviewed by the Policy and Planning Committee during 2018. We appreciate the dedication of Brenda Creighton in fulfilling this role as a Volunteer.

We appreciate the work of the Furnishings Group, under Alta MacFie's leadership (See following report).

- *Terence McBurney*



Alta MacFie
Team Leader

Furnishings Group

The Furnishings Group consists of Alta MacFie, Marcia Harten, Dianne Nickerson, Pamela Pestaluky, Michael Morris, Carrie Morris and Carolyn Herbert. The activities in 2018 included the following:

- The group purchased and mounted directional signs in the new construction as well as room identification signs.
  In order to protect the mural painted by Mahshid Eshtiagh from UV ray damage, film was purchased and installed on the window adjacent to the mural. The film will also insulate the stairwell somewhat from the heat of the sun.
- A wall plaque of the design inside the front cover of the new Presbyterian hymn book was made and hung in the meeting room.
- Two small metal information plaques were designed and placed under the batik and the Brascoupé painting in the Gathering Place.
- A Mission Statement plaque was designed and burned into basswood by Brian Graham and hung on the brick wall in the Gathering Place. Holes in the brick wall in the Gathering Place remaining from church renovations were repaired.
- A projector screen was purchased and hung in the Meeting Room.
- After consultation with team leaders, the decision was made to replace the kiosk with a similar design of furniture bolted to the wall in the Gathering Place. Terry McBurney has offered to build it.
- A further bulletin board will be hung in the Gathering Place area.

- *Alta MacFie*

IT Team Report

It has been a busy year for the IT Team with many challenges and successes.

WiFi coverage improved: After considerable research, a new WiFi system was selected for the building and installed in December. It is currently being monitored to ensure that the placement of the hardware is adequate.

Sound System: Early in 2018, a few problems were occurring intermittently with the Sanctuary sound system – loud pops and booming feedback. Testing could not replicate the problems. The conclusion was that the pops were likely resulting from static electricity from people coming to and touching microphones and the booming feedback from mis-adjusted sound board settings. It was decided to overhaul the whole system, testing

each channel and its assorted connections. A few microphone outlet jacks were repaired and all the channel wiring traced and sorted out. With everything functional, each channel's settings were tested and adjusted. When all was sorted out, the sound board was re-labelled and a diagram of the platform was provided at the sound board showing which jack or microphone each channel served. The IT Team was also able to get an audio feed to the Nursery working. Operator instructions for the sound system were updated.

One problem we have not been able to resolve has to do with the recordings made during worship. Suspicions now rest on the old laptop computer used for recording – that it is overdue for retirement. We have been experimenting with other methods for recording which have produced better results.

Hardware: The hard drive and monitor on the Volunteer computer were replaced. A surge protector was installed for the piano in the Meeting Room and batteries were replaced in the backup units (UPS) for the phone system (Talkswitch) and the Admin computer.

Software: Weekly Norton antivirus updates were completed. There were two major updates to the Windows operating systems on all computers which required considerable installation time and configuration. The software for the Outside sign was updated to the current version. We also completed weekly backups of the network which are stored offsite.

Documentation & Training: In addition to updating the Sound System documentation, instructions for using the DVD player with the sound system, using equipment with the TV in the library and how to use the TV in the Gathering Place, were revised. Special documentation was written for the use of the sound system by a summer camp and training was provided for one person on their staff.

Regan Rambally continues to troubleshoot the telephone (A.K.A. Talkswitch) system, Asuquo Eniang programs the outside electronic sign and Gord Walford and Dan Moffet continue to provide advice and hands-on repairs behind the scenes.

- Brenda Creighton & Andrew McGregor

Parkwood Events Report



Our Facebook page, website and word of mouth continue to send people our way with inquiries to rent space for small and larger events. Although not all inquiries result in rentals, each one usually requires a visit to our building and providing the applicant with an estimate of what it would cost to rent a particular room and the extra services we can provide. People are really pleased with the layout of the building and the size of the Fellowship Hall and Sanctuary.

Arrangements have been made with Dennis Featherstone and Terry McBurney to provide "setup and takedown" service for some of the Pastoral Care Team Events and Session meetings. Our caretaker Dave Joiner does most of the setup and Linda and George McNaule have graciously agreed to put away tables and chairs on the days when Dave is not working.

We have also made arrangements for some chairs to be left in the Fellowship Hall for those who wish to have a seat during Coffee Hour after worship on Sundays.

In addition to scheduling all of the regular Parkwood groups and meetings and those of our sister church Ottawa Korean Presbyterian, we continued to host other events for non-Parkwood groups. They included summer camp, a school closing party, a Chinese New Year party, a baby shower for an extended family, a day long seminar for 70 people from another church, a condo meeting for 100 people, a luncheon for retired ministers and spouses and a wedding. Thanks to Dianne Nickerson and Linda McNaule for being an extra set of hands for some of these events.

The Policy & Planning Team revised the Parkwood Events Coordinator's Job Description and also

updated the Conditions of Use for the building which were then approved by Session.

My usual reminder is that all Parkwood Church Activities are included on the calendar on the kiosk in the Gathering Place and on the website or the back page of the Pulse. All scheduled events are on large calendars in the Volunteer Room which are updated weekly.

My other "usual reminder" is that you should consult Parkwood Events before scheduling an activity. Some days like Sundays have "no room at the inn" for last minute meetings unless I know in advance and can make arrangements.

As we occasionally have people drop in unannounced to see the building before they proceed with a rental request, it is appreciated that the furniture is returned to their regular spaces and the kitchen is clean.

A big thank you to Dave Joiner our Caretaker for keeping the building so spotless and for extra cleaning when it is needed. A heartfelt thank you to Marcia Harten for all the painting touch-ups that she does as well as the major task of painting the Fellowship Hall. Thanks also to Dennis Featherstone for his continued guidance when needed.

- Brenda Creighton
Parkwood Events Coordinator



Dennis Featherstone
Team Leader

I. Finance Team

The team was established at the beginning of 2018 when the previous Finance and Maintenance team was split into two teams.

Last year was very busy as the team sought to share the duties of the former Treasurer among a small team. As Envelope Secretary, Betty Paul established an accounting system for donations and income received. This system was kept up-to-date on a timely basis. The paying of non-payroll invoices was shared among Ugo Kejeh, Dianne Nickerson, Brenda and Dennis Featherstone. As Treasurer, Ugo posted the information on these payments as well as payroll information into the accounting system. Kathy Newton prepared the financial statements and converted the information generated by the accounting program into the formats used by the team and others. Remittances and special annual reports were handled in various ways.

The sharing of the work by the team was a learning process in 2018. One important goal in 2019 is to have the budget information available to teams on a timelier basis.

Loan Repayment Fund

The loan from the Presbyterian Church Building Corporation is for $100,000 for a term of 16 years. Interest begins in year seven (2022) at 7 per cent on the balance outstanding at the end of the previous year. The payments on the principal start at $3,125 in year one and reach $7,042 in year six. Starting in year seven when both principal and interest payments are required, the annual payments range between $10,000 and $11,500 through year fifteen. Extra payments on principal may be made at no cost, providing advance notice of the payment is provided.

One feature of the loan is that if the loan is repaid by the end of year 12, then the interest paid up to that date is refunded. In the original pay back schedule, at the end of year 12 there would still be $26,000 owing on the principal and $20,000 in interest would have been paid. Extra payments made in the first six years of the repayment would reduce both the principal owing and the amount of interest paid over the term of the loan.

There is a second loan from the Presbytery of Ottawa for $30,000. The repayment begins in 2022 (the same year that interest payments begin for the main loan). The repayment schedule is for five years with the annual amount due starting at $6,750 and reducing to $6,150 for the fifth and final payment.

The focus of this note is on the loan from the PCBC and the six-year period when no interest is being charged on this loan.

The well-known option is to pay down the loan as fast as possible. Since interest is not charged for the first six years of the loan, it does not make a difference when an extra payment is made on the outstanding principal in this period. The important idea is to pay down the principal as much as possible during the interest-free period in order to avoid paying interest on the outstanding principal at 7 per cent starting in year seven.

Turning to the numbers, the table sets out the record for 2016-2018. So far the payment on the principal is $17,603 or $5,394 extra. The extra payment has in itself already reduced the amount of interest over the full term of the loan by a cumulative $3,400 and reduced the required period of payment of both principal and interest to 15 years. At the end of 2018, there is a balance of $13,910 in the Fund ($31,513 less $17,603)

Donations to and Payments from Loan Repayment Fund

Year	Donation	Paid on Loan	Required Payment	Extra Payment	Parkwood Balance
2016	$5,270	$5,270	$3,125	$2,145	0
2017	13,844	7,416	4,167	3,249	6,428
2018	12,399	4,917	4,917	0	7,482
Total	$31,513	$17,603	$12,209	$5,394	13,910

The goal for donations to the Parkwood Fund in 2018 was $10,000 and we were blessed to receive $12,399. Given the financial advantages of reducing the principal of the loan in the first 6 years, it would seem appropriate to use some of the outstanding balance of $13,910 in the fund to further reduce the outstanding principal. In addition to our required payment on principal in 2019 of $5,167 one option would be to use a further $8,000 of the balance as a further advance payment. This would leave a balance of $743 in the Loan Repayment Fund as a start of the funding to meet the required payment of $6,292 in 2020.

An extra payment of $8,000 this year would reduce the term of the loan by 1 ½ years and reduce the interest payable over the period of the loan by a further $4,400.

The combination of the extra payment already made plus an extra $8,000 would lower the outstanding principal by $13,394, lower the interest payable over the full term of the loan by $7,800 and reduce the term of the loan from 16 to 13 ½ years.

Recommendation A: The Finance Team recommends that the congregation agree to use $8,000 of the balance in the Loan Repayment Fund of $13,910 as an extra payment on the loan, with the payment to be made by March 31, 2019. (Total payment in 2019 would be the required $5,167 plus $8,000 or $13,167).

Recommendation B: The Finance Team recommends that the congregation approve a target of $10,000 for offering to the Loan Repayment Fund in 2019.

- Dennis Featherstone

8. Other Reports



Gord Walford
Team Leader

A. Personnel

The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. During 2018 we offered advice regarding the contract for the CE Support position. The team consists of three persons: Gord Walford (team leader), Duane Townsend and Terry McBurney. If anyone has an interested in this sort of work please speak to Gord about becoming part of our team.

- Gord Walford



Marcia Harten
Team Leader

B. Leading with Care

Session appointed Marcia at the end of the year.



Kathryn Newton
Team Leader

C. A Report of Parkwood Audit Team for the year ended December 31,2018

The Parkwood Audit Committee was appointed at the February 2018 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk and Stewart Elder.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the Book of Forms Section 170 that *…a congregation may seek volunteers to provide an independent and diligent scrutiny of the records.* The team's mandate is set out in this same section of the Book of Forms.

The team began its review of the financial records during the fall of 2018 and will complete its review of the financial records in January 2019. Audit finding and recommendations will be presented to the Finance Team representatives and a final report will be given to the congregation at the February 2019 annual meeting.

Kathryn Newton

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018

ASSETS	**Unrestricted**	**Reserve Funds (See Schedule)**	**Endowment Funds**	**Net Assets Dec. 31, 2018**	**Net Assets Dec. 31, 2017**
Current assets:					
Cash on Hand and in Bank	11,007	57,206	12,500	80,713	68,425
Accounts Receivable	317	-		317	-
HST Recoverable	4,571	-		4,571	2,500
	-	-		-	-
	15,895	**57,206**	**12,500**	**85,601**	**70,925**
Long-term investments - at cost	**-**	**-**		**-**	**-**
Church Building, Furnishings (note 2)	2,628,751	-		2,628,751	2,628,751
Land at Cost (note 2)	1	-		1	1
Total Assets	**2,644,647**	**57,206**	**12,500**	**2,714,353**	**2,699,677**
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
				-	
LIABILITIES				**-**	
Current :				**-**	
Accounts payable	1,359			1,359	-
Loans payable-short term- (Note 3)	5,168	-	-	5,168	4,168
Loans payable-long term- (Note 3)	107,229			107,229	113,146
				-	
Total Liabilities	**113,756**	**-**	**-**	**113,756**	**117,314**
NET ASSETS					
Opening Balance January 1 (including capital assets)	2,530,013	52,349	-	2,582,363	2,567,538
Net Income (Deficit) year to date	(2,539)	20,774		18,234	14,825
Net Transfers From (To) Funds	3,417	(15,917)	12,500	-	-
Adjustment to appraisal value of Capital Assets				**-**	**-**
Net Assets Closing Balance	**2,530,891**	**57,206**	**12,500**	**2,600,597**	**2,582,363**
Total Liabilities, Reserved Funds and Net Assets	**2,644,647**	**57,206**	**12,500**	**2,714,353**	**2,699,677**

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS
FOR THE YEAR ENDED DECEMBER 31, 2018

	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
RECEIPTS:				
OFFERING - Local Purposes	215,887	217,953	201,901	209,000
OTHER INCOME - Rentals	12,105	9,500	13,340	13,500
OTHER INCOME - Other	10		500	
OTHER INCOME and Recoveries	6,805	3,500	2,324	2,500
TOTAL RECEIPTS LOCAL PURPOSES	234,807	230,953	218,064	225,000
SPECIAL APPEALS-OUTREACH RECEIPTS	24,948	19,828	23,327	17,000
TOTAL RECEIPTS	**259,755**	**250,781**	**241,391**	**242,000**
EXPENDITURES				
FACILITY MANAGEMENT	69,302	71,606	69,756	70,312
FINANCE	108,066	105,850	104,616	108,211
WORSHIP COORDINATION	19,569	21,655	21,026	21,345
CHRISTIAN EDUCATION	11,801	14,625	10,658	11,080
SESSION	7,636	7,492	7,340	8,568
MISSION	6,350	5,350	5,350	5,350
OUTREACH	2,090	1,725	701	500
FELLOWSHIP	854	1,150	1,157	1,157
TOTAL EXPENDITURES LOCAL PURPOSES	225,668	229,453	220,603	226,523
SPECIAL APPEALS - OUTREACH PAID OUT	24,948	19,828	23,327	17,000
TOTAL EXPENSES	**250,616**	**249,281**	**243,930**	**243,523**
NET REVENUE (EXPENSE) FOR THE PERIOD	**9,139**	**1,500**	**(2,539)**	**(1,523)**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2018
AND TEAM BUDGETS FOR 2019

FACILITY MANAGEMENT	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Fuel	2,433	2,470	2,495	2,470
Lighting	6,462	6,550	5,187	5,265
Computer Supplies & Services	1,557	1,700	1,042	2,250
Snow Removal & Lawn	4,322	4,850	10,016	8,500
Furniture Equipment & Repairs	1,583	2,000		
Repairs, Replacement & Maintenance	15,718	10,850	12,329	13,870
Telephone	2,946	3,055	5,082	3,300
Water and Sewer	1,142	1,200	765	788
Stationery & Office Supplies	8,463	8,575	7,501	7,620
Insurance	4,194	4,250	4,328	4,608
Administrative Assistant	11,384	12,478	11,899	12,256
Caretaker	9,098	13,628	9,112	9,385
Total	**69,302**	**71,606**	**69,756**	**70,312**

FINANCE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
EI Expense	2,319	2,466	2,106	1,641
CPP Expense	4,263	4,594	3,871	5,205
Minister's Stipend	58,400	59,276	59,276	59,276
Minister's Continuing Education	600	600	600	600
Presbyterian Church Pension Plan	10,935	9,914	9,914	12,422
Extended Health & Dental	4,380	4,673	4,533	4,767
Minister's Housing Allowance	23,500	23,500	23,500	23,500
Bank Fees and Interest	897	827	817	800
Students/Interns	2,773			
Total	**108,066**	**105,850**	**104,616**	**108,211**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2018
AND TEAM BUDGETS FOR 2019

CHRISTIAN EDUCATION

	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Christian Education Support Worker	8,755	10,000	7,571	8,025
Church Library	185	200	199	200
Young Adults		250	193	196
Youth Group		1,000	459	466
Video License		350	363	-
Church School	1,048	1,250	609	918
Adult Education	941	500	335	333
LOGOS Program	872	1,000	844	857
Nursery Care				
Summer Programming		75	84	85
Total	**11,801**	**14,625**	**10,658**	**11,080**

MISSION

	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Carlington Chaplaincy Fund	500	300	300	300
Covenant Orthodox Presbyterian Church	2,200	2,000	2,000	2,000
Gracefield Christian Camp	1,450	1,450	1,450	1,450
Inter-Varsity Christian Fellowship	500	300	300	300
Ottawa Intercity Ministries	500	300	300	300
Other Missions	1,200	1,000	1,000	1,000
Total	**6,350**	**5,350**	**5,350**	**5,350**

OUTREACH

	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Advertising-newspapers	1,169	500		
Advertising-Yellow Pages				
Brochures for visitors		100		
English Fellowship Evening	106	200		
Other outreach	344	525	320	
Pause Table	471	400	380	500
Total	**2,090**	**1,725**	**701**	**500**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2018
AND TEAM BUDGETS FOR 2019

WORSHIP COORDINATION	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Director of Music Ministry	18,000	18,300	18,425	18,500
Audio-visual		100	44	50
Hymnals/Bibles Repairs/Replace		25		
Music for Worship		50		50
Piano/Organ Maintenance/Piano	239	360	847	405
Christian Copyright License	518	520	536	540
Continuing Education for Dir. Of Music		250		250
Other Expenses		100	100	50
Organist/Pianist Supply	812	900	924	900
Pulpit Supply		1,050	150	600
Total	**19,569**	**21,655**	**21,026**	**21,345**

SESSION	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Congregational Supplies	444	350	310	300
Presbytery Dues	6,874	6,287	6,287	7,768
Evangelical Fellowship	163	200	192	200
Web Hosting	155	155	152	
Renewal Fellowship		100		100
Leading with Care		100		
Other Expenses		300	399	200
Total	**7,636**	**7,492**	**7,340**	**8,568**

FELLOWSHIP	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Social Hour Supplies	854	1,100	1,157	1,157
Support for Gracefield Weekend		50		
Total	**854**	**1,150**	**1,157**	**1,157**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2018
AND TEAM BUDGETS FOR 2019

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS

	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET
Canadian Bible Society	400			
Canhave Children's Centre Inc.	10		405	
Covenant Orthodox Presbyterian Church	2,300		2,890	
Emmanuel International Ministries			209	
Evangelical Fellowship of Canada			45	
Jews For Jesus	305			
Gracefield Christian Camp & Retreat Centre	200		200	
Harvest House Ministries	1,335			
Interserve Canada			355	
Matthew House Ottawa			290	
Ottawa Innercity Ministries			180	
Ottawa Mission			10	
Presbyterians Sharing	17,793	19,828	16,393	17,000
Presbyterian World Service & Development	2,365		1,585	
Salaam Ministries			765	
The Navigators	240			
Total	**24,948**	**19,828**	**23,327**	**17,000**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018

Statement of fund balances:	Opening	Receipts			Expenditures		Intrafund	Surplus	Closing
	Balance	Designated	Other	Total	Program	Total	Transactions	Changes	Balance
Fund Description	Jan. 1, 2018	Offering & Receipts	Contributions	Receipts	Cost	Expenditures			Dec. 31, 2018
Team Programmes									
Fellowship Team Fund	1,676	346		346	158	158		187	1,863
Course Fees Fund	334			-	395	395		(395)	(61)
Flower Fund	2	170		170	85	85		85	87
Key Deposit	152			-		-		-	152
Logos Program	889	2,120		2,120	2,573	2,573		(453)	436
Outreach Projects	1,845	129		129		-		129	1,974
Pastoral Care Fund	828	399		399	651	651		(253)	575
Special events (includes Refugee)	52			-		-		-	52
Youth Leadership Fund	1,576	50		50	873	873		(823)	752
Youth Group Fund	2,053	2,206		2,206	1,763	1,763		444	2,496
Urbana Fund	-	1,135		1,135	600	600		535	535
Planned Giving Fund	7,500	5,000		5,000		-	(12,500)	(7,500)	-
TOTAL	**16,907**	**11,554**	**-**	**11,554**	**7,098**	**7,098**	**(12,500)**	**(8,044)**	**8,863**
Capital Expenditures									
Audio Visual Fund	233	175		175	84	84		91	324
Furnishings & Construction Fund	607	520		520	666	666	587	441	1,048
Hymn Books, Bibles Fund	249			-		-		-	249
Organ Replacement Fund	254			-		-		-	254
Reserve for Capital Expenditures	684	1,605		1,605		-	3,000	4,605	5,289
Loan Repayment Fund	6,428	12,399		12,399		-	(4,917)	7,482	13,910
TOTAL	**8,455**	**14,699**	**-**	**14,699**	**750**	**750**	**(1,330)**	**12,619**	**21,074**
Parkwood									
Memorial Fund	6,539	1,625		1,625	1,761	1,761		(136)	6,403
Parkwood Session Benevolent Fund	2,366	5,476		5,476	3,272	3,272		2,204	4,570
Session -send a child to camp	-	2,685		2,685	2,685	2,685		-	-
Student Assistance Fund	1,012	300		300		-		300	1,312
TOTAL	**9,916**	**10,086**	**-**	**10,086**	**7,718**	**7,718**	**-**	**2,368**	**12,284**
Bequests								-	
Mltchell-Hempstock Interest Fund	7,312			-		-		-	7,312
Unallocated interest fund	9,759			-		-	(2,087)	(2,087)	7,672
TOTAL	**17,071**	**-**	**-**	**-**	**-**	**-**	**(2,087)**	**(2,087)**	**14,984**
Total Reserved Funds	**52,349**	**36,340**	**-**	**36,340**	**15,566**	**15,566**	**(15,917)**	**4,856**	**57,206**

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

	Unrestricted	Reserve Funds (See Schedule)	Endowment Funds	Total Dec. 31, 2018	Total Dec. 31, 2017
Cash from operating activities					
Net revenue (loss) for the year	(2,539)	20,774	-	18,234	14,825
Add items not involving cash					
Interfund transfers	3,417	(15,917)	12,500	-	-
	878	4,857	12,500	18,234	14,825
Changes in non-cash working capital					
(Increase) decrease in Accounts Receivable	(317)			(317)	
HST/GST recoverable	(2,071)	-	-	(2,071)	5,922
Net cash generated through operating activities	**(1,510)**	**4,857**	**12,500**	**15,846**	**20,747**
Investing Activities					
(Increase) decrease in Investments (net)	-	-	-	-	-
Financing Activities					
Increase (decrease) in Accounts Payable	1,359			1,359	-
Increase (decrease) in Loans Payable	-	-	-	-	-
Repayments of Loans Payable	(4,917)			(4,917)	(7,416)
	(3,558)	**-**	**-**	**(3,558)**	**(7,416)**
Net increase (decrease) of cash during year	**(5,069)**	**4,857**	**12,500**	**12,288**	**13,331**
Cash- beginning of year	16,076	52,349	-	68,425	55,094
Cash - end of year	**11,007**	**57,206**	**12,500**	**80,713**	**68,425**

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following;

The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated December15, 2016.

The land is stated at nominal value as the cost is not determinable.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, HST recoverable, current and long-term liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. BUILDINGS AND FURNISHINGS:

The Church building and furnishing are recorded at estimated replacement value at December 31, 2017 based on the most recent insurance valuation dated December 15, 2016. The value of the Building and Furnishings at this time was estimated at $2,628,751. The cost of land at 10 Chesterton Drive is recorded at a nominal value of $1.

3. SECURED LOAN PAYABLE:

Lending Fund Loan

In December 2015, the Church secured a loan of $65,000 from the Lending Fund of the Presbyterian Church in Canada (the Fund). The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 21, 2015.

In July 2016, the Church secured a further advance of $35,000 from the Lending Fund of the Presbyterian Church in Canada which was also obtained for the purpose of completing the expansion of the Building, as approved at its Annual Meeting on February 20, 2016.

The Lending Fund loan is secured by a charge on the land and building at 10 Chesterton Drive, Ottawa Ontario,

The loan is interest free for the first 6 years, with 7% interest per annum on the outstanding balance thereafter from the 7th to the 15th year. Payments on the loan are to be made quarterly, based on a predetermined repayment schedule with interest amounts being added to the principal repayment amount beginning in the 7th year (2022).

The total principal repayment due in the 12 months ending December 31, 2018 is $5,168.

Extension Fund Loan

In May 2016, the Church secured a loan of $30,000 from the Extension Fund of the Presbyterian Church in Canada, the Presbytery of Ottawa. The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 20, 2016.

This Loan is unsecured and repayable in full, by May 9, 2027. There will be no interest charged on or before May 9, 2022. Should any portion of the loan be outstanding as of May 10, 2022 there will be interest charged on the outstanding balance at an annual rate of interest equal to the average GIC rate of interest charged by the 5 largest Canadian chartered banks.

Principal repayments of the loan are due as follows: $6000 due annually, on or before each of the following dates; May 9, 2023; May 9, 2024; May 9, 2025; May 9, 2026 and May 9, 2027.

4. INTERFUND TRANSFERS: During the year ended December 31, 2018 the following transfers between funds were made:

A transfer of $1500 from the Unallocated Interest Fund to the Reserve for Capital Expenditure Fund as approved at the February 24 2018 Annual Congregational Meeting.

A transfer of $1500 from the Operating Fund to the Reserve for Capital Expenditure Fund as approved at the February 24 2018 Annual Congregational Meeting.

A transfers of $586.57 from the Unallocated Interest Fund to the Furnishings and Construction Fund as approved at the February 24 2018 Annual Congregational Meeting.

During the year a total of $4917 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Secured Loan Payable.

During the year a total of $12,500 was transferred from the Planned Giving Fund to set up an external endowment fund account (Planned Giving Ministry) currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.

5. ENDOWMENT FUND:

The Endowment Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.

8. New Business



Dianne Nickerson
Budget Team

A. Budget Team Report and Recommendations

Overview of 2018

With a late surge of very generous givings in December, Parkwood ended up with a small deficit of about $1,500 in the Operating Fund for the year. Givings for Presbyerians Sharing were $16,393 which fell short of our target of $19,828. Givings to the Loan Repayment Fund were greater than our target of $10,000 for the year. (See elsewhere in the annual report for more details and recommendations for the Fund.) In total, givings and income for all purposes in 2018 were $277,731 which was midway between the total for 2016 and 2017.

Recommendation #1

The Budget Team recommends that the deficit for 2018 be financed by a transfer of $2,538 from the Unallocated Interest Fund to the Operating Fund.

Financial Goals for 2019

The three major financial goals continue to be:

- Provide funds to make Parkwood a desirable place to worship by having sufficient staff, building maintenance and program support
- Make an important contribution to the general Presbyterians Sharing program
- Make a significant contribution to the Loan Repayment Fund

The specific targets for these three goals are set out in the table.

Recommendation #2

The Budget Team recommends that the congregation approve a target for offerings for Local Purposes of $209,000 in 2019 (line 1 in the table)

Recommendation #3

The Budget Team recommends that the congregation approve expenditures for local purposes of $226,523 in 2019 (line 10 in the table)

The approval of the recommendations for offerings and expenditures implies a deficit of $1,523 for 2019. The team is hopeful that some combination of donations beyond our target or unspent approved expenditures would eliminate the forecast deficit.

- Dianne Nickerson

Overview of Total Sources and Uses of Funds, 2016-2019						
		2016	2017	2018	2019	2016-18
		Actual	Actual	Actual	Goal	Average
	Source of Funds					
	Offering					
1	Offering for Local Purposes	185,072	215,888	201,901	209,000	200,954
2	Loan Repayment Fund	5,270	13,844	12,399	10,000	10,504
3	Presbyterians Sharing	16,765	17,793	16,393	17,000	16,984
4	Special Mission Appeals	2,984	7,155	6,934	7,000	5,691
5	Donations to other Designated Funds	16,722	18,966	18,940	19,000	18,209
6	Planned Giving Ministry	0	7,500	5,000	0	4,167
7	Sub-total	226,813	281,146	261,567	262,000	256,509
8	Other income (rentals, recoveries)	24,731	18,920	16,164	16,000	19,938
9	Total Source of Funds	251,544	300,066	277,731	278,000	276,447
	Use of Funds					
10	Expenditures for Local Purposes	220,041	225,669	220,603	226,523	222,104
11	Loan Repayment Fund	5,270	7,416	4,917	13,167	5,868
12	Presbyterians Sharing	16,765	17,793	16,393	17,000	16,984
13	Special Mission Appeals	2,984	7,155	6,934	7,000	5,691
14	Expenditures from Designated Funds	6,896	13,945	13,764	19,000	11,535
15	Planned Giving Ministry	0	0	12,500	0	4,167
16	Total Use of Funds	251,956	271,978	275,111	282,690	266,348
	Balance for Local Purposes					
17	Total Income (row 1 + row 8)	209,803	234,808	218,065	225,000	220,892
18	Total Expenditures (row 10)	220,041	225,669	220,603	226,523	222,104
19	Balance	-10,238	9,139	-2,538	-1,523	-1,212
	Note: $60,800 of donations not shown in the table were spent on construction in 2016.					

B. Allocation for Presbyterian Sharing for 2019

Session recommends that the congregation approve a target of $17,000 for Presbyterians Sharing for 2019 (line 3 in the table)

C. Appointment of Treasurer and Envelope Secretary

Session recommends for 2019 that:

Ugo Kejeh continue as Treasurer

Betty Paul continue as Envelope Secretary.

D. Appointment of Audit Team for 2019

E. Membership of Ministry Teams 2019-2020

(including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky** (pamelapestaluky@live.ca)
2. Marcia Harten
3. Holly MacDonald
4. Alta MacFie
5. Victoria Mabie *(ex officio)*
6. Carrie Morris
7. Michael Morris

Fellowship (6)

1. **Don Pestaluky** (donwp@live.ca)
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson
5. Jean Sida

Finance Team (5 plus *ex officio*)

1. **Dennis Featherstone** (dennis.f@rogers.com)
2. Asuquo Eniang
3. Brenda Featherstone
4. Ugo Kejeh, Treasurer *(ex officio)*
5. Betty Paul, Envelope Secretary *(ex officio)*
6. Gordon Walford

Facility Management Team (9 plus *ex officio*)

1. **Terry McBurney** (tjmcburney@bell.net)
2. Jim Elder
3. Martha Fair
4. Dalia Hanna, Admin. Assistant *(ex officio)*
5. Marcia Harten
6. Dave Joiner, Caretaker *(ex officio)*
7. Jim MacDonald
8. Alta MacFie
9. Dale Tuck

Mission (at least 6)

1. **Stewart Elder** (stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire

Outreach (at least 6)

1. **Dale Tuck** (dltuck43@gmail.com)
2. Olivia Meyia-Takoukam
3. Linda Robinson

Pastoral Care (no set number)

1. **James Hurd** (ex officio) (jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game *(on leave of absence)*
4. Betty Paul
5. Margaret Roach
6. Barbara Townsend
7. Duane Townsend
8. Dale Tuck

Policy and Planning (at least 6 plus *ex officio*)

1. **Dianne Nickerson** (dcnickerson@sympatico.ca)
2. Dennis Featherstone (ex officio)
3. Holly MacDonald
4. Dale Tuck
5. Gordon Walford

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair** (fairmj@magma.ca)
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Dianne Nickerson
6. Dianne Smith (ex-officio)

NOTES:

"ex officio" = by virtue of office

The Minister (James Hurd) is a member of each team ex officio, but without a vote.

This list includes corrections and/or additions before and during the annual meeting

Parkwood 2018 Annual Report
ERRATA – corrections to printed Annual Report

p. 7 Clerk of Session Report should be numbered A.

p. 8 Roll Clerk Report should be numbered B.

Communion Clerk Report should be numbered C.

p. 9 Representative Elder Report should be numbered D.

Memorials Clerk Report should be numbered E.

P. 10 Youth Leadership Fund Report should be numbered G.

Planned Giving Ministry Report should be numbered H.

P. 17 Mid-week Summer Fellowship 2017 – change date to 2018

p. 20 last line Tim and Alice Visser moved to Westport not Perth

p. 21 under Refreshments should read 2018 not 2017

p. 32 add 8. In front of Other Reports

p. 43 under 4.Interfund Transfers. The third statement should read: "A transfer of $586.57 from the Unallocated Interest Fund to the Furnishings …."

p. 44 Change "8. New Business" to "9. New Business"
Recommendation #1 should read "a transfer of $2,538" (not $1,523)
Recommendation #2 should read "$209,000 in 2019" (not 2018)
Recommendation #3 should read "$226,523 in 2019" (not 2018)
Last paragraph: "a deficit of about $1,200 for 2019" should read "a deficit of $1,523 for 2019.

p. 46 Finance Team should read

Finance Team *(5 plus ex officio)*

1. **Dennis Featherstone**
   (dennis.f@rogers.com)
2. Asuquo Eniang
3. Brenda Featherstone
4. Ugo Kejeh, Treasurer *(ex officio)*
5. Betty Paul, Envelope Secretary *(ex officio)*
6. Gordon Walford

***NOTE**: all the above have been corrected in the online version as of 3/3/2019, 6:30 PM*

3/3/2019, 6:35 PM

2019 Annual Report



Parkwood
PRESBYTERIAN CHURCH
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Phone:613-225-6648 Fax:613-225-8535
office@parkwoodchurch.ca
www.parkwoodchurch.ca











In Memoriam

Flora Brown

Sylvia Hepburn

Bob Hocking

Michael Hughes

Elizabeth Pettigrew

Jin-Tiong Tan

Evelyn Warburton

Marjorie White

A Word from the Minister

"Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labour in the Lord is not in vain." (1 Corinthians 15: 58, NIV)

In the old Authorised (or King James) translation, Paul's words in 1 Corinthians 15 are translated "**always abounding** in the work of the Lord", and that phrase — which has stuck with me over many years — comes to mind as I review the record of the work of Parkwood Church through the past year 2019.

First of all, "always abounding in the work of the Lord" is a fitting description of the lives of those whose earthly pilgrimages came to completion during the year, and whose names are listed on the "In memoriam" page. Second, the words reflect the commitment and dedication of the officers of session, whose reports follow. Third, they are an apt description of the activities of the various Ministry Teams whose summaries of the year's events are described. Fourth, they reflect the financial contributions and commitments described in the overview of our monetary stewardship. Finally, they come to mind when I look at the enthusiastic and joyful expressions on the faces of those whose participation in the life and witness of Parkwood's church family is shown in the photos which accompany this year's Annual Report.

We invite you to join in reviewing the work and witness of Parkwood during the past year, reading the Annual Report in preparation for our annual congregational meeting, which is scheduled for Saturday, February 29, 2020 at 6 p.m. Please join us for the meeting if you can, and for the potluck supper beforehand at 5 p.m. Also, if you would like to join one of the ministry teams "always abounding in the work of the Lord" for the year 2020, please let us know. There are great opportunities for us to abound together!

In Christ's service, thankful and abounding in His grace,

Your pastor,

James T. Hurd.

Proposed Agenda
Annual Congregational Meeting

Saturday, February 29, 2020 – 6:00 p.m.

Congregational Supper – 5:00 p.m. Page

1. Call to Order – 6:00 p.m.
2. Opening Devotions
3. Election of Secretary
4. Approval of Agenda
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- **E.** Memorials Clerk - J. Huber 9
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11. Adjournment
12. Closing Prayer

5. Minutes of the Annual Meeting Saturday February 23, 2019

Parkwood Presbyterian Church, Ottawa
The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 23, 2019 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 6 p.m., following a congregational potluck supper.

Opening Devotional Exercises
The congregation sang "Come, children, join to sing", accompanied by A. Pattison on the piano. Thereafter the minister led in prayer, and read Psalm 67 and offered a brief exposition and comment thereon.

Memorial Minute
Thereafter he led in prayer, interceding for the work and witness of the church, and offering thanksgiving for former members and adherents recently deceased, including Eric Berntson, Aija MacMillan, Adeline Mushi, Robbie Nickerson, Rosmarie Spoerri, Ethel Upex, Bill Van Noort, and Jon Wadleigh. The congregation sang, unaccompanied, "We praise Thee, O God, our Redeemer, Creator".

Attendance
In addition to the minister, forty-two members and adherents were present, as follows: Daniel Akat, Stella Akat, Dora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Brenda Featherstone, Dennis Featherstone, Carolyn Herbert, John Huber, Karen Hurd, Susanne Johnson, Ted Johnson, Mabel Low, Holly MacDonald, Jim MacDonald, Alta MacFie, Don MacMillan, Terry McBurney, Rachel McGregor, Claire McPhee, Floyd McPhee, Dan Moffet, Kathy Newton, Dianne Nickerson, Scott Nickerson, Arthur Pattison, Betty Paul, Don Pestaluky, Pamela Pestaluky, Mohammed Raouf, Ramtin Raouf, Stewart Reeves, Lorne Roach, Margaret Roach, Jan Sheridan, Jean Sida, Ed Steenhorst, Vicki Steenhorst, Barbara Townsend, Duane Townsend, Dale Tuck.

Those present at the supper before the meeting also included: Daniella Akat, Placid Akat, Mashid Eshtiagh, Lucas Liu, John-Henry Morten, Louise Reid, and Majari Sutherland, and two children.

Regrets
Regrets were registered by John Fair, Martha Fair, Marcia Harten, Suzanne McBurney, and Judy Reeves.

Election of Secretary
The chair called for the election of a secretary for the meeting.

D. Pestaluky nominated D. Featherstone. The nomination was seconded by D. Nickerson. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming.

On motion duly made and seconded, it was agreed that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

Agenda
A motion to adopt the printed agenda was sustained. (Jan Sheridan/Ed Steenhorst)

Minutes of the 2018 Annual Meeting (February 24, 2018)
A motion to adopt the minutes of the meeting held February 24, 2018 was sustained. (Terry McBurney/Rachel McGregor)

Reports of Session Officers
A motion to receive and consider the eight reports from session officers was sustained. (Brenda Featherstone/Dianne Nickerson). Terry McBurney asked if it would be possible for some additional historical data to be included in future reports of the Roll Clerk, and the Moderator indicated he would raise this request with the Roll Clerk.

Reports of Ministry Teams
A motion to receive and consider the nine reports of Ministry Teams was sustained. (Brenda Featherstone/Dianne Nickerson)

Policy and Planning
A motion to adopt the report of the Policy and Planning Team was sustained. (Dianne Nickerson/Holly MacDonald)

Worship Co-ordination
A motion to adopt the report of the Worship Coordination Team was sustained. (Susanne Johnson/Brenda Featherstone)

Christian Education
A motion to adopt the report of the Christian Education Team was sustained. (Pam Pestaluky/Holly MacDonald)

Pastoral Care
A motion to adopt the report of the Pastoral Care Team was sustained. (Dora Brown/Dianne Nickerson)

Fellowship
A motion to adopt the report of the Fellowship Team was sustained. (Don Pestaluky/Carolyn Herbert) It was noted that a dinner to celebrate Black History Month was held in February. Holly MacDonald expressed appreciation for all that the team does and a round of applause followed.

Outreach
A motion to adopt the report of the Outreach Team was sustained (Dale Tuck/Ramtin Raouf)

Mission
A motion to adopt the report of the Mission Team was sustained. (Stewart Elder/Ed Steenhorst)

Facility Management
A motion to adopt the report of the Facility Management Team was sustained. (Terry McBurney/Scott Nickerson). Terry McBurney commented on the team's recognition of the continued contribution of Dalia (Administrative Assistant) and Dave (Caretaker) as well as the Furnishings Group and IT Team. Rachel McGregor asked if the kitchen was subject to regular health inspections. The answer was yes but this has not yet happened.

Finance
A recommendation that the congregation agree to use $8,000 of the balance in the Loan Repayment Fund of $13,910 as an extra payment on the loan, with the payment to be made by March 31, 2019 was sustained. (Dennis Featherstone/Dianne Nickerson). The total payment in 2019 would be the required $5,167 plus $8,000 or $13,167.

A recommendation that the congregation approve a target of $10,000 for offering to the Loan Repayment Fund in 2019 was sustained. (Dennis Featherstone/Brenda Featherstone)

A motion to adopt the report as a whole was sustained. (Dennis Featherstone/Dale Tuck)

Other Reports

Personnel
A motion to adopt the report of the Personnel Team was sustained. (Terry McBurney/Dale Tuck)

Leading with Care
No report. It was noted that the session had appointed a new Team Leader in Dec. 2018.

Audit Team
A motion to receive the report and financial statements was sustained. (Kathy Newton/Stewart Elder). On page 43 under Interfund Transfers, the third note should read "A transfer of $586.57 from the Unallocated Interest Fund ...".
A motion to receive the amended report of the Audit Team and to adopt the financial statements for the year ended December 31, 2018 was sustained. (Dianne Nickerson/Stella Akat)

New Business

Budget Team Report and Recommendations
A motion to receive and consider the Budget Team report and recommendations was sustained. (Dianne Nickerson/Don Pestaluky)

A recommendation that the deficit for 2018 be financed by a transfer of $2,538 from the Unallocated Interest Fund to the Operating Fund was sustained. (Dianne Nickerson/Dale Tuck)

A recommendation that the congregation approve a target for offerings for Local Purposes of $209,000 in 2019 was sustained. (Dianne Nickerson/Stewart Reeves)

A recommendation that the congregation approve expenditures for local purposes of $226,523 in 2019 was sustained. (Dianne Nickerson/Brenda Creighton)

A motion to adopt the report as a whole, as amended, was sustained. (Dianne Nickerson/John Huber)

Allocation for Presbyterians Sharing for 2019
A Session recommendation that the congregation approve a target of $17,000 for Presbyterians Sharing for 2019 was sustained. (Dennis Featherstone/Dianne Nickerson)

Appointment of Treasurer and Envelope Secretary
A Session recommendation that the congregation approve Ugo Kejeh as Treasurer and Betty Paul as Envelope Secretary was sustained. (Holly MacDonald/Dianne Nickerson).

Appointment of Audit Team for 2019
A motion to re-appoint the same team as in 2018 and to empower them to name a replacement if necessary was sustained. (Dan Moffet/Jean Sida) The team is Kathy Newton, Stewart Elder and Harry VanDyk.

Membership of Ministry Teams
Brenda Featherstone volunteered to join the Finance Team. The names of Gord Walford and Asuquo Eniang should be included with the Finance Team along with there being 5 rather than 3 members of the team. A motion to accept the amended membership list for the teams was sustained. (Ramtin Raouf/Dianne Nickerson)

Other New Business
Rachel McGregor indicated that various grants are available for building and office upgrades. It was agreed to communicate this information to Martha Fair who has been monitoring some websites for grant information for churches.

Appreciation was expressed to Dalia Hanna for the quality of the Annual Report document.

Dennis Featherstone indicated that Ugo Kejeh has suggested Parkwood contact a person he knows who has done considerable fundraising work. A motion that Session and the Facility Management Team organize an open meeting to hear about and discuss a range of fundraising ideas with the eventual goal to organize our efforts to raise money for repairs to various parts of the building was sustained. (Dennis Featherstone/Dan Moffet)

Adjournment
A motion to adjourn was sustained. (Terry McBurney/Dianne Nickerson)

Closing Prayer
The Moderator closed the meeting with prayer, at 7:45 p.m.

Dennis Featherstone
Secretary

Rev. James T. Hurd
Moderator

6. Reports of Session Officers



Dennis Featherstone
Clerk of Session

A. Clerk of Session Report

The following were the main activities of Session during 2019:

- As elders, individually and collectively, prayerfully and actively offered pastoral care for members and adherents
- Held a special meeting in January to study the paper "On the question of unity and diversity" sent down by the 144th General Assembly
- Developed and submitted a response to the paper referred for study
- Prepared a pastoral letter reviewing the outcome of voting at General Assembly and stated Parkwood's position on the definition of marriage as a union of one man and one woman
- Determined how to use the new online application process to apply for a grant for a summer student
- Directed that a sign be posted in the kitchen: "use of Styrofoam plates and cups in the kitchen is discouraged"
- Agreed to a revised set of Wedding fees
- Prepared a Memorial Minute for Flora Brown
- Worked with the Covenant Orthodox Presbyterian Church to revise the document covering Leah Hopp's service in Uganda

As of December 31, 2019 the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Marion Campbell; Asuquo Eniang; Laura Game; Marcia Harten; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Judy Reeves; Linda Robinson; Jan Sheridan; Duane Townsend; Dale Tuck; and Gordon Walford. Susan McCullough is on special leave. Kris Marion is on leave.

In 2019, Marion Campbell was inactive.

Flora Brown passed away in June and a Memorial Service was held on August 29. Ivan Hooper requested his demit as an elder. Session is very thankful for Flora's and Ivan's many years of service as elders.

- Dennis Featherstone



Marcia Harten
Roll Clerk

B. Roll Clerk Report

Number of members on the roll, December 31, 2018	**186**
Number added during 2019	
By transfer	0
By profession	0
By Session resolution	1
Total added	**1**
Number removed during 2019	
By transfer	0
By death	5
By Session Resolution	0
Total removed	**5**
Number of members on the roll, December 31, 2019	**182**

Number of members on the roll for the previous three years.

	2016	2017	2018
Number added	3	6	7
Number removed	3	8	10
Number Dec. 31	191	189	186

- Marcia Harten, Roll Clerk




Laura Game & John Huber, Communion Clerks

C. Communion Clerk Report

The record of communion for 2019 is as follows:

March 3:	108 served
April 18 (Maundy Thursday):	35 served
June 2:	84 served
October 6:	81 served
December 1:	104 served
Pastoral Care Communion	
April 30:	23 served
October 22:	17 served

A special thanks to all who helped in the preparation, serving of communion and the clean-up that follows.

- *Laura Game, Communion Clerk*



Gord Walford
Representative Elder

D. Representative Elder Report

The Presbytery of Ottawa consists of twenty churches and one extension work, the Barrhaven Mission, as well as an Arabic ministry which began in 2015 as an initiative of Grace Church, Orleans. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employs a part-time Ministry Animator, Cheryl Gaver. The presbytery also oversees the operation of Gracefield camp through a Board of Directors. During 2019 the presbytery saw no departures or retirements, and one addition, Reine Boghos to St. Timothy's in January; two ministers continue as stated supply: Ruth Draffin to Rockland Community Church (formerly the Upper Room, Rockland) and Jonathan Dent to Grace Church, Orleans, although Grace is currently proceeding with a call to Jonathan. Three churches are vacant: St. Andrew's Aylmer, St. Giles, and Westminster, although a call has been processed to Westminster and an induction should have taken place by the time this report is published. The Aylmer congregation is operating under a long-term supply arrangement; St. Giles is operating with short-term stated supply and has an active the search committee. The presbytery met eight times in 2019, six "regular meetings", one induction service (St. Timothy's), and one meeting to process a call (Westminster).

I serve Synod as the convener of the Finance Committee and as such am a member of Synod Council. The Synod consists of five Presbyteries: Quebec, Montreal, Seaway-Glengarry, Ottawa and Lanark-Renfrew. Synod Council met twice in 2019, in May and September. Synod Council has assumed duties previously undertaken by various Synod committees. James also sits on Synod Council, as clerk of our presbytery. Synod decided in 2018 to meet every 2 years; it did not meet in 2019; the next meeting of Synod is due to take place in October 2020.

Our minister, James T. Hurd, is the Presbytery Clerk; the Moderator is Debi Brown, representative elder from St. Andrew's church, Aylmer. A number of Parkwood people sit on Presbytery committees.

It has been an honour and a privilege to represent Parkwood at Presbytery and Synod this past year. The Presbyterian Church in Canada continues to face considerable challenges, especially navigating through the issue of human sexuality. Much prayer is needed for the presbyteries and General Assembly in 2020 as major decisions are contemplated. The future unity and witness of the Presbyterian Church in Canada as we know it may be significantly affected by these decisions.

- Gord Walford



John Huber
Memorials Clerk

E. Memorials Clerk Report

During 2019, in memory of individuals, Parkwood received gifts directed to the following Funds: Benevolent, Flower, Furnishings/Capital Reserve, Loan Repayment/Building, Memorial, and Pastoral Care. Gifts were received in memory of Flora Brown, Aelene Denier, Sylvia Hepburn, Bob Hocking, Robbie Nickerson, Andrew "Andy" Nixon, Sophie Pestaluky, Elizabeth Pettigrew, and Evelyn Warburton.

Donations are received by the Treasurer, who reports the balance of the Funds monthly to the Memorials Clerk (who advises the Session). A memorial record is also kept. In the financial statements, the amounts received, spent and the balance in the Funds are reported in the table "Continuity Schedule of Reserved Funds." All gifts are held in trust; designated gifts are used for the purpose stated, and use of the undesignated gifts is decided by Session, for the glory of God and for use at Parkwood.

- John Huber



Jan Sheridan
Benevolent Fund
Coordinator

F. Benevolent Fund Report

Throughout the year, the Session Benevolent Fund quietly and confidentially assists members of the congregation facing unexpected financial expenses. Funds come primarily through the Christmas Eve Service and the White Gift offerings.

White Gifts were converted to vouchers or hampers and delivered, thanks to Marcia Harten and Alta MacFie.

Since White Gifts Offerings are donated as late as December 24th, it is important that monthly needs are provided throughout the year. Regular small gifts are very much appreciated.

The fund is audited each year.

- Jan Sheridan





Marcia Harten

G. Youth Leadership Fund

The Parkwood Presbyterian Church Youth Leadership Fund was established to financially assist youth with the cost of participating in activities which develop their Christian leadership skills. By participating in events which foster leadership, youth grow in their skills and confidence as leaders, becoming valuable leaders in their community. To assist youth, ages eight to eighteen, funds can be requested by a confidential recommendation of two elders.

The fund is audited annually.
In 2019, several youth from Parkwood were provided with financial support, helping them attend programs which develop leadership skills. We are thankful for the generosity and support of our youth.

- Marcia Harten

H. Refugee Fund

Currently there are no monies in this Fund.

There were requests from individuals wishing to have family and/or friends get assistance from Parkwood. The requests were forwarded to Toronto with the common response being that the government has a limited quota which was reached early in 2019 and that we should hold the requests until later in the year so that we might present them early in 2020. Obviously, it would take some time to have any requests reviewed by our Toronto office and no one has continued the contact so there will be no requirements for monies to directly support refugees in 2020.

Regarding refugees that are currently in Canada, it was determined by Session that the fund might be used for such assistance. There was an opportunity to hold a 60s music evening in support of this fund in the fall with Outreach support but we were unable to close. Hopefully, we will be able to provide funds by this method in the Spring.

There was a request from St. Stephen's Church Ottawa to support a family that they have had some experience with. Parkwood decided that we could not fund them at this time but have offered some support services which they were quite happy to receive.

- Dale Tuck

I. Planned Giving Ministry

In 2019, donations to the Planned Giving Fund were $6,500. This amount was transferred to the separate bank account for the Planned Giving Ministry (PGM) at BMO. As of the end of 2019, a total of $19,000 has been donated to the PGM.

During 2019, discussions were held with officials at BMO to determine the various ways that an investment in a GIC could be made. A decision was taken to divide the investment of $19,000 into five separate GICs with maturities of one through five years. (This approach is called laddering and is a generally accepted way to invest in GICs.) In addition, for the GICs maturing after three through five years, the investments combined two components. The first component was a guaranteed rate of return and the second was a return linked to different stock market indices. This approach to investment has the benefit of the basic amount of the investment being protected by the CDIC, a guaranteed small rate of return and the possibility of a somewhat higher rate of return.

Each donor must sign a Planned Gift Agreement Form. The process of making a donation includes proposing how the funds are to be used. It is required that Session approves the proposed use of the funds. Session has approved the Gifts of Change project through the PWS&D as acceptable and consistent for a gift to the PGM of Parkwood. With the investment of $19,000 to date, all of the investment returns have been designated to go to the Gifts of Change project. These returns will begin at maturity for the separate GIC investments.

While the donations to the Planned Giving Fund are transferred as donations to the Planned Giving Ministry at BMO, the audit team at Parkwood will be responsible for reviewing the flow of funds and their investment.

- *Dennis Featherstone and Stewart Elder*

7. Report of Ministry Teams



Dianne Nickerson
Team Leader

A. Policy and Planning Team

The Policy and Planning Team (P&P) is composed of elders appointed by Session, with the Minister and Clerk of Session as *ex officio* members. P&P assists Session in the general planning and policy development on matters relating to the life and work of the congregation. The year 2019 was relatively quiet for the P&P team. The team contributed to the following issues faced by Parkwood:

- Computer spam issue during the summer and the subsequent decision to work towards the development and use of non-personal email addresses for team leaders on the Parkwood website.
- Review of our insurance policy, especially Parkwood's use of a special insurance certificate for the rental of off-site facilities such as the gymnasium at Elizabeth Wyn Wood School for the sports activities of LOGOS.
- Invited a representative from St. Bartholomew's Church to discuss their successful use of various fundraising approaches to raise a significant supplemental amount of money for use by the congregation.
- Studied a referral from the General Assembly on a proposed policy and procedure for addressing harassment in the Church. After review, the team recommended to Session that our response be that we should be aware of the possibility and develop best practices for preventing and responding to any incidents, but there is no need at this time for a formal policy.

As of December 31, 2019, the following are members of P&P: Dianne Nickerson, Holly MacDonald, Dennis Featherstone (ex officio), and Rev. James Hurd (ex officio). Both Gord Walford and Dale Tuck have now stepped down from the team for various reasons. Their dedication and participation has been greatly appreciated over the time they have been on the team, and we offer them our thanks and God's blessings.

- Dianne Nickerson



John Fair
Team Leader

B. Worship Coordination Team

Our team met three times in 2019 – January 24, May 23 and October 10. Our meetings are normally held on Thursday evenings following choir practice because several members are already at the church. Our team consists of Dianne Smith, Susanne Johnson, Dianne Nickerson, Ted Johnson, Brenda Creighton and Rev. James Hurd. The unseen member of the team is Martha Fair who telephones the ushers to remind them they are on duty the following Sunday and who types up the ushering roster for the year and the power point operator schedule. I extend my thanks to them all for the work they do.

Thanks also go out to those who have volunteered to usher Sunday by Sunday. They are some of the first people to greet you at the door of the Sanctuary and to be of any assistance to someone

before, during and after the service. They are also some of the first to greet visitors and may be one reason that person comes back. Your ushers are a vital part of all that goes together for a God-honouring worship service.

The same can be said about those who do the power point. We rely on a good team each week to run the power point for the hymns and the Scripture readings. Extra work is required at Christmas in particular. Training is available to anyone who would like to contribute to the worship service in this way at Parkwood. We would encourage you to consider helping as our present power point team would appreciate some extra help. Our thanks to them for their willingness, dedication and commitment each week. Thanks as well to Dalia Hanna who prepares the slides for the scripture readings and checks the order of prepared power point presentations for each week.

Carl Martin is our "sound guy" as he calls himself. He is a part of the faithful team that assembles each week for the worship service and we commend Carl for his weekly commitment and the extra work, especially at Christmas and Easter, to man the soundboard. Thank you Carl.

The WCT often checks and replenishes, as required, the visitor cards, visitor offering envelopes and prayer request cards found in each pew.

We also thank Dianne Smith, our Director of Music Ministry, and the choir for their willingness to share their talent each week for the glory of God. It is a twice-weekly commitment for them – rehearsal on Thursday evening and then on Sunday morning plus the planning that goes into the music each week. The choir will welcome you any time to come and join them in serving God with your voice.

On Friday, March 1, 2019 Parkwood hosted the World Day of Prayer. We provided the ushering on that day. On Easter Sunday morning, April 21, the WCT hosted breakfast after the Sunrise Service. We had approximately 50 in attendance that enjoyed fresh coffee, juices, pancakes and sausages cooked up by Carolyn Herbert and Ed and Vicki Steenhorst with help from Martha and John Fair.

The WCT provided some funds, as did other churches, for the annual Reformation Service held at St. Paul's Presbyterian on October 27 in the evening with Rev. Dr. Kevin Livingston as the guest preacher. We welcomed Rev. Pieter Heerema of Calvary Christian Reformed Church as part of the Reformation Pulpit exchange for the Sunday morning worship service.

On November 24, Parkwood participated in the Ottawa Presbytery pulpit exchange with Rev. Denise Allen-Macartney from Gloucester Presbyterian Church preaching that Sunday.

On December 8, 2019 we hosted the Arise School of Dance who came to do a tenth anniversary Christmas dance presentation using music from Handel's Messiah. We thank the volunteers who came and helped to prepare the front of the Sanctuary for the presentation and restore everything after the service. Our team extended the invitation for the School to come and helped co-ordinate the preparations. The presentation was well received from comments made after the presentation.

Advent and Christmas require the most work for our team. We have to acquire readers for each Sunday in Advent plus those needed for Christmas Eve and Christmas Day. This year we required 14 individual readers for Christmas Eve and Christmas day plus four families to do the Advent readings. Our gracious thanks to those who so willingly participated and did a wonderful job, especially our young people. We also set up the Advent Candleholder at the front. Brenda Creighton makes sure we have candles and a means of lighting them. Thanks again to Holly MacDonald and Pam Pestaluky for decorating the Sanctuary, Gathering Place and Fellowship Hall so beautifully. Well done!

The average attendance at worship in 2019 was 97.

We look forward to serving the Lord and the congregation in 2020 through the WCT.

- *John Fair*



Dianne Smith
Director of Music Ministry

Choir Report

The choir continued to meet each Thursday under the leadership of Dianne Smith. Choir members are James Hurd, Susanne Johnson, Alta MacFie, Dolly McKyes, Betty Paul, Diane Walford, Asuquo Eniang, Ted Johnson and Gord Walford. During the spring we were also joined by Chris Masse. Dianne included a little bit of sight reading, ear training and sound production in each practice.

The choir's main function is to assist in leading the worship music during the Sunday service to God's glory. To accompany the congregational singing, Dianne Smith played the piano or organ, Gordon Walford played guitar and occasionally the banjo, Asuquo Eniang played the bass guitar, saxophone and drums, and Susanne Johnson played the flute. On Christmas Eve, Diane Walford played the piano along with Diane Smith on the organ – an awesome duo. We much appreciated Yaman Ozcan, a professional drummer, joining us to play percussion. John Harder assisted on the piano after he had finished his studies at Humber College.

The choir also provides offertory music. Dianne Smith chooses a wide variety of contemporary and traditional music selections for the choir to sing. This past year, a number of individuals provided special music. Vicki Mabie and Susanne Johnson each played flute solos, Susanne Johnson and Diane Walford sang a duet, Gord and Diane Walford also sang duets. Gord Walford sang a solo part in *The Circle of Song* anthem. Lori Stewart returned to Ottawa a couple of times from Turks and Caicos much to our delight and sang a solo. Graham Walford sang a solo part in the anthem on Mother's Day. Susanne Johnson sang a number of solos. She also led the Sunday School children in singing some anthems during Sunday worship, sometimes by themselves and sometimes joined by the senior choir. Holly MacDonald played the chimes for one of their songs. The LOGOS children under the direction of Holly MacDonald and Pamela Pestaluky also provided music.

A number of people assisted Dianne in playing preludes and postludes. Abigail Bereket and Susanne Johnson played the piano. Asuquo Eniang joined Dianne Smith on the saxophone.

During the summer, Asuquo Eniang, Janice Gray, Brenda Creighton and Gordon and Diane Walford provided the music for the worship services and accompanied the congregational singing.

Apart from the Sunday worship services, choir members, along with others, provided music at various events. Susanne assisted with the music when it was Parkwood's turn to lead worship at Starwood. At the Christmas pot-luck supper, the choir sang, Jean-Pierre and Joelle Hanna played a piano solo each and a duet, Art Pattison played dinner music and Gord and Diane Walford led the carol sing.

Alta MacFie, Dianne Smith and Ted and Susanne Johnson took part in a hymn sing on Oct. 20th held at Knox Presbyterian Church downtown, an event to celebrate their 175th anniversary year.

Gord and Diane Walford took a turn for a period of weeks providing the music at the Barrhaven Fellowship. They also accompanied the music for the Chesterton Towers Christmas Carol Sing.

John Harder again gave a wonderful jazz concert at Parkwood on May 31st. The proceeds were donated to the Reserve for Capital Expenditures. John played jazz sax and invited his friends Nikolas Kouloufakos, Randy Demmon and Yaman Ozcan to play piano, bass and percussion with him to form a quartet. John also played a number of piano solos. The concert was well attended. We hope this will become an annual event. We note that, at age eleven, John started studying the saxophone with Asuquo Eniang. Samantha Sutherland and John Pierre Hanna very ably read the programme notes introducing each piece of music.

Alta MacFie, Susanne Johnson and Diane and Gord Walford accompanied the hymns during the Lenten Services.

New choir members are welcome. Being able to read music is an asset but not a requirement.

- Alta MacFie
Choir President



Pamela Pestaluky
Team Leader

C. Christian Education Team

The Christian Education Team is responsible for running the church school, youth and young adult programs, LOGOS, short term courses of interest to the congregation as well as maintaining the church library. It is with great regret that we accepted the resignation of Michael and Carrie Morris from our team. We are thankful for and blessed by their term of service.

Church School

Church school is provided for children ages 2½ and up including high school students. We give thanks to God for the growth in the church school, for the dedication of the teachers and the parents and grandparents who faithfully bring their children to church to learn about God's love.

We continue with corporate worship down in the Fellowship Hall after the children's story and before they head off to their individual classes. I would like to thank Susanne Johnson, John Harder, Diane Walford, and Dianne Smith for joining us to practice songs with the children which they are then able to present to the congregation as part of their worship. They joined the senior choir in singing "Hosanna" on Palm Sunday, "We Want to see Jesus Lifted High" in June and "Teach Me Your Way" in November.

At the suggestion of a member of our congregation, the children decorated and signed Christmas cards that were sent on to those serving in our military.

The church school continues to support Cinta, our sponsored child from Indonesia. A collection is taken each week for her financial support ($41.00 monthly) and the individual classes continue to pray for her and her family. A birthday card, Christmas card and letters from the church school have been sent to Cinta. Peter Paul's Grade 6-8 class has put up and maintains a bulletin board in the Fellowship Hall which showcases letters received from Cinta and items of interest from where she lives.

From January to June classes were organized as follows: Preschool to Grade 2 – Pamela Pestaluky, Grades 3 and 4 – Majari Sutherland with Placid Akat as her back up, Grades 5,6 & 7 –Peter Paul, Susan McCullough and Greg Newton and Grades 8 through high school are with Victoria Mabie.

There was a reorganization of classes in September. Alice Veras has taken over the preschool to Grade 2 class with adult support from Laura Game and Marcia Harten; Pamela Pestaluky has Grade 3 to Grade 5, Phillip Macfie is an alternate; Peter Paul and Susan McCullough have Grade 6 to Grade 8 and Victoria Mabie leads the high school students.

Because of reorganization of the classes, Majari Sutherland is not teaching this term. We give thanks for her long term of service.

Regular church school was not held during the summer holidays; instead, the children came together in the Fellowship Hall for a movie and worksheets related to the theme. Thank you to all of the volunteers who stepped forward to lead one or more of the summer Sunday classes.

The Christian Education Team is encouraging the youth to take part in the worship service as readers, greeters, ushers, power point operators and working in the kitchen.

- Pamela Pestaluky
Church School Co-ordinator

An unexpected class submitted by Peter Paul, teacher of the Grade 6 – 8 class.

Sometimes things work out completely differently than I had planned and also much better than I had thought they would. This was one of those Sundays...

I had planned to talk about Thanksgiving, so we got started by going for a walk out back of the church to find some samples from nature (wood, leaves, rocks, etc.). My hope was to use these as a starter for a discussion about God's natural world, and its link to Thanksgiving.

When we came back in, we started to talk about nature, and God's provision...but this led to a discussion about how the earth was created, how old it was, where calendars were invented, how many people live on the earth, how many people are born and die each day, what happens when we die, and what is the difference between our brain and our soul??????

Needless to say, some of these are big questions, and need more than a brief discussion, but I was so encouraged to hear the boys were keen to ask about these topics. We even did some fact checking on a cell phone.

Not every class motivates us all to this level, but it sure was encouraging to be there as it happened. I think God was there helping me. ☺

- *Peter Paul*



Youth and Young Adults
Victoria Mabie

2019 has been another eventful year for the youth at Parkwood Church. Beginning with Sunday school, we started the year continuing to work through parts of the book of Revelation, followed by some discussions on topics teens would face in their day to day life. Bible trivia was also enjoyed by the teens on Sunday mornings, leading to heightened competitiveness and inquiring minds. After the summer, the high school class began working through a five session curriculum, called *Faith Commander,* which focused on five values, such as faith and forgiveness, which are found in some of the parables of Jesus. Each session had a video that would introduce the topic, give real life examples helping to explain the value being taught and the videos were taught by members of the Robertson Family, stars on the TV Show, *Ducky Dynasty.* Each video followed up with questions to start a discussion and help the teens apply the topic to their own lives and how they can live out each of these values.

The Youth Group participated in a variety of events this past year, beginning with a congregational games night at Parkwood Church at the end of January. In February, the Youth Group went to Winterlude in the Market to see some of the ice sculptures and ate beavertails before heading to Knox Presbyterian Church in downtown Ottawa for a Presbytery event. With the teens from other Presbyterian Churches from across the city, they prepared the meal that everyone attending the event ate. They also prepared food for people at *Restoring Hope Ministries*, a local emergency shelter that reaches out to teens on the street. At the end of February, a group of six people from Parkwood took part in the *Coldest Night of the Year* walk, completing the 5 km route. This is an annual fundraising event where the money raised went to the Ottawa Mission. The walk began around 4 p.m., right before dusk. The purpose for the walk taking place at this time of the day is so that the participants can experience a taste of what those who live on the streets face each day as the sun goes down and it begins to get colder, and they have to find a place to go for the night and to try to stay warm. At the beginning of March, we had a Saturday afternoon at the church with games and snacks. Over March Break, 8-10 teens and three leaders went to Camp Fortune for a day of skiing. This was a new adventure for some, while others were speeding down the more challenging hills before lunch time.

In April, a group of youth and some adult helpers attended the youth conference, *No Other Name,* at the Met on Good Friday. The focus of this event is

that Jesus is the Name above all other names. Teens from all over the city gather to worship Jesus together, learning more about God, His Word, and how to live out this amazing gift of grace we have received through Jesus. The event is an afternoon and evening made up of speakers, worship, games and activities, a pizza supper, giant beach balls, great fellowship, and much much more! In May, the teens assembled benches under the guidance of Karen Hurd. They sanded some of the boards and then put them together resulting in 6 new benches to be used at Gracefield Christian Camp. At the end of May, John Harder, a young adult from Parkwood, put on a fundraiser concert to help raise funds for the kitchen renovations that took place in late September. The Youth Group also participated in the evening by helping to host a bake sale, where the funds also went towards the kitchen renovations. Finally, in June, we had the end of year party before the teens finished school for the summer.

We jumped back into Youth Group activities early in September by attending the Redblacks football game at TD Place, where they had the *Faith Day* presentation after the game. This is where a few players, as well as the team's chaplain and some previous coaching staff, came out and talked about how their faith and relationship with Jesus impacts playing football, and vice versa, as well as the impacts of both on their family lives. Later in September, the Youth Group joined the congregation for Parkwood's annual congregational day away at Gracefield Camp. Some of the youth joined the group and took the bus from Parkwood to Gracefield with other members of the congregation, spent the day there, then returned to Parkwood by bus at the end of the day. The day at Gracefield consisted of Bible studies, fishing, swimming, a hike to Turtle Rock, games, a campfire, free time and many other activities. In October, we held an activities night at Parkwood. We had a Bible study with an activity or two attached to it, followed by some other games and crafts.

In November, we got together for a night of packing shoeboxes for Operation Christmas Child. After meeting at Parkwood, we headed to the dollar store to pick up some items to put in the shoe boxes where each of the kids picked out a few things that they could contribute. We were able to put together 10 boxes that evening. Later that month, we attended an interactive telling of the nativity story called *Bethlehem Live* at Trinity Bible Church in Osgoode. This live performance takes place all around the church property, both inside and outside, with people acting out the different parts of the Christmas story. As the audience, we 'travel' around starting with a meeting with King Herod to meeting the wise men and shepherds to experiencing the busy marketplace and finally ending the journey in Bethlehem in the stable where Jesus was born. To conclude the year, we had our annual Christmas party, where we had a pizza dinner, a Christmas message, gingerbread house building and decorating and a gift exchange. We had one teen graduate high school this past June and two kids move up into Youth Group this September as well.

The Young Adults group also saw a few new faces this past year, with some students from Carleton joining us back in the winter, and another joining in the fall. One of the young adults that joined at the beginning of the year has begun helping out with the Fellowship Team, helping with set up for congregational dinners, and with ushering on Sunday mornings. Though competing with the busy schedules of the students on Sundays for the lunch and study, the group has continued on. After beginning working through the Gospel of Mark in fall 2018, we finished going through the remainder of the chapters during the winter and spring of 2019. In the fall of 2019, a study on the end times began, discussing topics relating to situations we are facing in the world today, and what the Bible says about the last days.

- Victoria Mabie



Holly MacDonald
Director

LOGOS Program

LOGOS is Parkwood's mid week activity for children in grades 1-8. We had 12 nights of LOGOS beginning in February and then 10 weeks beginning in September. There are approximately 21 children enrolled and we can have up to 5 high school students volunteer on any given night. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year. This works well to provide space for the older children to play wide games.

In the winter/spring term the children practiced and presented a musical "Rescue in the Night" the story of Daniel in the lion's den. The children acted and sang their parts with enthusiasm and the congregation was blessed with their message during a Sunday worship service. Special thank you to John Harder for accompanying the children on piano and Gord Walford for helping with sound.

In the Fall term the LOGOS children participated in the worship service by reading scripture, singing 2 songs and taking up offering.

Holly MacDonald has continued as director of LOGOS. Victoria Mabie has been decorating the Fellowship Hall each week for the themes. We have a regular staff of 14 adult volunteers at LOGOS, with various others helping from time to time. These motivated, caring and creative people, from our congregation, cook, serve and clean up theme based dinners, teach Bible and worship skills and plan and supervise games and recreation. Their gifts are put to good use in the nurture and education of these children from our church and community. We have several new leaders this year. The following is a list of LOGOS leaders in 2019:

Cooks: Ed and Vicky Steenhurst

Dinner Dean: James Hurd

Bible Teachers:
Gr 1&2: Amanda Clay (Spring), Alice Veras (Fall)
Gr 3&4: Victoria Mabie (Spring), Janet Mabie (Fall)
Gr 5&6: Claire McPhee/ Michael Burdo (Spring) and Victoria Mabie/ Michael Burdo (Fall)
Gr 7&8: Linda Robinson

Worship Leaders:
Holly MacDonald, Pamela Pestaluky, Victoria Mabie

Recreation Leaders:
Gr 1-4: Daniella Akat, Alice Veras, Savannah Elder
Gr 5-8: Jim MacDonald, Philip MacFie, Victoria Mabie

Helpers:
Mashid Eshtiagh, Melinda Kitowicz, Steve Game, Laura Game, Don Pestaluky, Michael Burdo, Jacob Solomon, James Marion, Ramtin Raouf, Samantha Sutherland, Daniella Akat

Thank you to all members of the congregation who have supported LOGOS with their gifts and prayers.

- Holly MacDonald

Mid-week Summer Fellowship

Our mid-week Summer Fellowship met on nine Wednesday evenings in July and August. Usually we began with a hymn or song, and prayer and scripture reading, followed by a DVD presentation. Our study this year was entitled Knowing Scripture, by R. C. Sproul, which was based on his book by the same title, published a few years ago by InterVarsity Press, and presented various basic principles for reading and interpreting the Bible. Opportunity for questions and discussion followed the presentation, and each evening concluded with a short prayer and sometimes a hymn.

Attendance ranged from 15 to 20 persons, and for the five weeks for which the minister was present averaged 17. Thanks is expressed to John Fair, who facilitated two evenings while the minister was on vacation, and elders Asuquo Eniang and John

Huber, who facilitated the third evening when the minister was similarly absent.

On the first and last evenings, a barbeque supper was enjoyed prior to the worship and study, arranged by the Fellowship Team. The summer program assistant, Placid Akat prepared the cold drinks and cookies for the other evenings.

- James T. Hurd.



Alta MacFie
Librarian

Library

Sixty-seven books were added this year, many of which have been highlighted in the Pulse. Some were purchased and others donated. We now have a sizeable collection of books on the family and parenting as well as topics of human sexuality. Some of the books added are excellent reference materials for preparing Bible studies. Children's Bible story books were also added. Please note that, if you are planning to contribute books for consideration for the library, the copyright date should be later than 2000 in most cases.

Parkwood's library may be searched from https://www.librarything.com/catalog/ParkwoodLibrary . There is a brief tutorial posted on our church website with instructions for searching this catalogue. Shelf labels for major topics have now been added to guide you in finding books. I am always happy to help as well.

Books both in the bookcase in the Gathering Place as well as in the Library itself may be borrowed. There are sign-out books in both locations. Quite a number of books have been borrowed this year. The children's books are used by our summer camps, by visitors to the church and by Parkwood families needing a quiet, reflective time. Reading Christian books is an excellent way to explore subject matter in depth and thus increase our understanding of Scripture and of the Christian worldview. Devotional literature and practical books on the Christian life can provide encouragement and comfort.

- Alta MacFie



Dora Brown
Team Leader

D. Pastoral Care

The members of Parkwood's Pastoral Care Team are: James Hurd, Margaret Roach, Betty Paul, Dale Tuck, Barbara and Duane Townsend, Dora Brown, and Laura Game on leave of absence (LOA). Members were commissioned on Sunday September 8, 2019.

The team met monthly, except in July and August. Each team member takes a turn to prepare opening devotions then we review activities, discuss current issues and pray together.

On April 30 and October 22, a communion worship service was arranged at Parkwood for members who have difficulty attending regular Sunday Services. Transportation was arranged by the team as needed. Diane Walford played the piano for the services. Refreshments were graciously provided by the Sheep Ladies for a social time after each service. The services were very much appreciated by those able to attend.

Lunch and Learn events were hosted on the third Monday of the month, in March, April, May, September and October with speakers on a variety of topics. Topics included Hospice Care Canada speaking on Advance Planning for when we may be too ill to make decisions about our care, a lawyer speaking on Powers of Attorney and Wills, Celiac Disease and Gluten Free meals, Foot Care and Downsizing of personal items. We again asked for input from the congregation for topics and/or speakers or suggestions. Soup, sandwiches, dessert and help to set up and clear up were provided by church members.

Betty Paul and Dora Brown were spiritual care volunteers at Peter D. Clark Long Term Care Home, visiting residents and bringing residents to worship services. Betty, Dora and Rev. Hurd are members of their Spiritual Care Committee and help to plan spiritual care visits and regular worship and memorial services for the residents. A Presbyterian mid-week worship service is held once a month at the Home conducted by John Fair.

Parkwood held Sunday morning worship services at Starwood Nursing Home, in March, June, September and December. Margaret Roach coordinated members of the Pastoral Care team and church members to conduct the services and help to bring residents to the services. Margaret played the piano for the services and arranged for others to add their musical talents. Rev. Hurd conducted monthly worship services at Crystal View Lodge through June. Due to a change in administration monthly services were discontinued in the fall. He also conducted services at City View Retirement Residence on a monthly basis.

The team provided large-print "Today" devotional booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond. "Today" booklets were also placed in the Gathering Place to be available for pickup by any interested persons.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received.

Barbara Townsend coordinated providing families or individuals who had suffered a loss with booklets "Journeying Through Grief" that expressed care and support for those grieving. Laura Game on behalf of the Pastoral Care Team sent cards and notes to congregation members who had experienced a loss of a loved one, for those recovering from an illness and for special occasions.

Presbyterian Presbytery Hospital Pastoral Care Teams met at Parkwood during the year to discuss and plan pastoral care visiting to Presbyterians in Ottawa hospitals. There is a great need for Pastoral care volunteers in all churches and for hospital visiting.

Parkwood Pastoral Care Team members Margaret Roach and Dora Brown were responsible for visiting patients of the Presbyterian faith at the Ottawa Hospital Civic

Campus during February, March and July and at the Queensway Carleton Hospital weekly throughout the year. Rev. Hurd is the representative of the Presbytery of Ottawa on Queensway Carleton's Spiritual Care Advisory Committee.

The Ottawa Pastoral Care Training Program offers courses in Ottawa twice each year, in spring and fall, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals. The course involves a two-hour session once a week over ten weeks. Team members once again were asked to encourage members of the congregation to take the program. More members are needed on the Parkwood pastoral care team. Don McMillan and Susanne Johnson took the training course this year. The Program also offers continuing education and advanced courses each year which several members of Parkwood Pastoral Care Team attended.

- Dora Brown



Don Pestaluky
Team Leader

E. Fellowship Team

It is with thanks and praise to God for the following Parkwood Church events and activities that occurred during the past year and for the many persons who gave of their time and resources to these events and activities.

The Fellowship Team is especially grateful to those who had donated foodstuffs and kitchen supplies/kitchenware for various social events and activities.

The Fellowship Team held a team meeting on Sunday, January 27th to plan activities for the year. In attendance were Matriarch: Jean Sida, Session Rep: Pamela Pestaluky, Member and Secretary: Carolyn Herbert, Team Leader: Don Pestaluky and Guests: Dale Tuck (Outreach), Louise Read and Rev. Pastor James Hurd. Regrets: Susanne Johnson and Dianne Game.

A Potluck Supper was hosted by the Fellowship Team prior to the Annual Congregational Meeting that was held on Saturday, February 23rd. 34 persons enjoyed supper before the meeting. Thanks to all who assisted with set-up and clean-up for this supper.

On Friday, March 1st the Fellowship Team assisted Dora Brown in hosting The World Day of Prayer service at Parkwood. About 40 people attended this event. Special thanks to Jean Elder, Dan Moffet & Brenda Creighton and Dale Tuck who also assisted at this event.



On Tuesday, March 5th, the Fellowship Team hosted a Shrove Tuesday Pancake Supper which was promoted and provided free to the community around Parkwood Church. 61 people attended the supper which included 8 visitors. Special thanks to Robert and Sarah McCaughern and Pamela Pestaluky who cooked the pancakes and to Carolyn Herbert who prepared gluten free pancakes for this event. John-Henry Morten set up the tables and Barbara Newman helped with clean-up. With free will offering this supper raised $155.05 for the Fellowship Fund. – Thank you!

Special thanks to Ed and Vicki Steenhorst and Carolyn Herbert who, on behalf of the Fellowship Team assisted, the Worship Team in hosting the annual Easter Sunrise pancake breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday, April 21st – and after what was a cool morning. With free will offering this breakfast raised $54.25 for the Fellowship Fund. Thank you!

The Fellowship Team hosted a successful Congregational Picnic this summer which was held on Sunday, June 23rd at Parkwood. Hamburgers, hot dogs, cold drinks, coffee, ice cream and potluck salads and desserts were enjoyed by all in attendance. Thank you to Bobby Décosse and Derek Newton for manning the BBQs. 107 people attended the picnic including members of the Korean Church. With free will offering this picnic raised $54.00 for the Fellowship Fund. Thank you!

A Strawberry Social was held after the Worship Service on Sunday, June 30th. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. Thanks to Bob Game and Ted Johnson who assisted in husking the berries. No free will offering was taken at this event.

Mid-Week Fellowship began on Wednesday, July 3rd and continued through the summer to Wednesday, August 28h. A BBQ kicked off the study with cold drinks served every Wednesday and a second BBQ was held upon conclusion of the study. 17 people attended the first BBQ and 15 attended the second BBQ. Special Thanks to Jacek Kitowicz who manned the second BBQ.

The Annual Corn Boil was held after Worship Service on Sunday September 8th. Thanks to Ted Johnson, Bob Game, Jean Sida, Rachel McGregor, Judy Hole, and Louise Read for their assistance in husking the 12 dozen of corn which were eaten at this event. Thanks to Jim MacDonald for his help with boiling the corn. No free will offering was taken at this event.

Thank you to all the ladies from the congregation who baked and contributed goodies for the CANHAVE Marketplace Fundraiser which was held at Parkwood Church on Saturday, September 14th.

Members of the Fellowship Team served refreshments for this event.

A Christmas Potluck Supper was held on Saturday, December 8th with over 100 people attending. Thank you to all who participated in bringing food to this event. Thank you to Jacek Kitowicz and John-Henry Morten for setting up the tables in the Fellowship Hall for this event. Special thanks to Pamela Pestaluky who assisted with set-up and clean-up and to those who cleaned and put away the tables after the event. Special thanks as well to Rev. Pastor James Hurd who was emcee for the evening and to Susanne Johnson for arranging music and songs for us to enjoy. Thanks to Holly MacDonald for the beautiful and festive centre pieces for our tables.

During 2019, receptions were held for the late Evelyn Warburton, the late Elizabeth Pettigrew and the late Flora Brown. Members of the Fellowship Team also assisted with the gathering for the late Sylvia Hepburn. The Fellowship Team is most appreciative of the assistance received from members of the congregation who provided sandwiches and dainties for these receptions. Special thanks to those who helped set up for the receptions, who helped in the kitchen, who helped with clean-up and who served as ushers, and lift and parking lot attendants.

Celebrating Our Birthdays

This year Parkwood celebrated the birthdays of its congregation by enjoying birthday cake every quarter of the year after Sunday Worship Service. Specifically the names of members and adherents celebrating a birthday in each quarter were posted in the Fellowship Hall and those in attendance on the respective Sunday were sung Happy Birthday to and had their picture taken. This celebration of fellowship was the initiative of Mahshid Eshtiagh and Mohammad Raouf who also generously donated the birthday cakes and supplies. Thank you Mahshid and Mohammad!

With the first birthday celebration a free will offering raised $20.55 for the Fellowship Fund. Thank you.





Black History Month at Parkwood

On Saturday, February 16, 2019, the Parkwood hosted Black History Month to honour the legacy of Black Canadians (past and present). The purpose of this event was to celebrate past black people and their contributions to Canada and was in line with the theme of the Government of Canada's Black History Month Campaign: Black Canadian Youth, Boundless, Rooted and Proud. The event brought together church members, family and friends, and other well-wishers. There were approximately ninety people present to support the occasion. Money was raised through ticket sales and contributions from: Dolly McKyes, Kofi & Nana Sakyi, and Olivia Meyia-Takoukam. This event was well supported by the church elders and members, who helped with the set-up and clean-up of the

Fellowship Hall. The event was comprised of a fashion show, a dinner dance and a speech. A Marimba Band was present to provide live music for the event. All proceeds raised from the event were donated to Parkwood.

- Nana & Kofi Sakyi

Day Away at Gracefield

This year's annual Gracefield Day Away was held on Saturday September 21, 2019. The event was organized by Jim and Holly MacDonald. A Mini-Coach bus was rented and people enjoyed a relaxing trip from the church parking lot in the morning to Gracefield camp and then returned in the late evening. The day was unusually warm and we enjoyed hiking, fishing, Bible study, field games, camp fire as well as swimming and canoeing. Some simply enjoyed the weather and the beautiful view! Lunch was enjoyed by all at White Pine and a barbeque was served at the supper meal courtesy of Don Pestaluky and Eli Brown. Fireworks were set off at the beach before boarding the bus for the return trip. Attendance was strong with all ages represented including many youth and some people who had never been to the event in the past. It was a wonderful day of fellowship, enjoying God's creation together. Forty-one people attended this event, 30 adults and 11 youth. A Parkwood T-shirt fundraiser is planned in December to make up a small deficit that has accrued this year and last year.

- Jim & Holly MacDonald



Refreshments

For 2019, the congregation is thankful to God for the following coffee and tea hosts who made our Fellowship time after Sunday Service most enjoyable: Ed & Vicki Steenhorst, Stewart & Jean Elder, Dale Tuck & Albert Deboer, Frances Robertson & Heather Peckett, Carolyn Herbert & Majari Sutherland, Hanna Kamoo & Tami Kamou, Mahshid Eshtiagh & Mohammad Raouf, Dora Brown & Romero Veras, Claire McPhee & Lee-Ann Décosse, Nana Sakyi and Don Pestaluky.

For the upcoming year, Jacek Kitowicz will also be a coffee and tea host and Nana Sakyi will act as a spare. Students: Charlotte & Dan Lukute have offered their assistance with refreshments. The Fellowship Team is also grateful to those who had donated supplies and healthy peanut-free snacks for our coffee hour during this past year.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities, relationships are built within and beyond our Church Family.

The current members of the Fellowship Team are: Jean Sida (Matriarch), Dianne Game, Susanne Johnson, Carolyn Herbert and Don Pestaluky. The Fellowship Team's Session representative is Pamela Pestaluky. You are invited to join this Team and we would be delighted to have you share your talents at Parkwood. Please give this your prayerful consideration and speak to Don Pestaluky if you have any questions. Thank you.

- Don Pestaluky

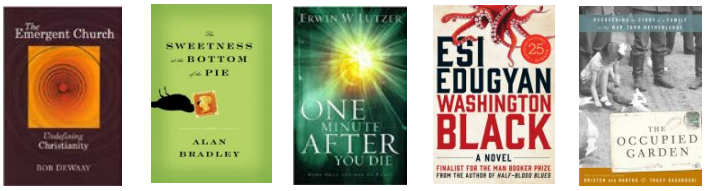


Marcia Harten

Parkwood Book Group

This year a group gathered to discuss a variety of books. The Parkwood Book Group met on Monday afternoons in alternate months. The list included non-fiction as well as fiction. On February 11, we met and discussed *The Emergent Church*, by Bob DeWaay. On April 8, we met to discuss *Sweetness at the Bottom of the Pie*, by Alan Bradley. On June 10, we discussed *One Minute After you Die*, by Edwin W. Lutzer. At September's meeting we talked about an historical book, *Washington Black*, by Esi Edugyan. The book discussed on November 11, was *The Occupied Garden*, by Tracy Kasaboski.

The 2019 book list.



- Marcia Harten

Koffee Klatch

Ladies of the church meet each Tuesday at 1:30 p.m. in the Library at Stirling Park Place. Join us for fellowship, then on to a study in the Bible, taken in turns. We plan special potlucks for Christmas and June, then we have a break until September. All are welcome.

- Jan Sheridan

Sunday Bible Study

In response to the members request to change the time we were meeting, we changed from meeting at 3:00 p.m. to meet after church service at 11:45 a.m. in the library. Except for July and August, we met on Sunday approximately twice a month at Parkwood. We completed the Bible Study booklet "Exploring The Essentials" printed by Operation Timothy Bible studies. It covered Discipleship and how Bible scripture relates to us as Christians. We have started the second booklet in the series "Knowing The Truth". With the goal to help people grow spiritually, it covers topics of Gaining Eternal Assurance, Discovering The Holy Spirit, Knowing Your Enemy, Dealing With Temptation, Your Calling As An Insider and Telling Others About Christ. We feel we have learned much over the year and invite others to join us. You do not need to be a scholar of theology, just a desire to learn more about how the Bible speaks to us as Christians. We are a small friendly group and would welcome you.

- Dora Brown

Men's Breakfast

Our current meeting place is at the Local Heroes restaurant in the Bleeker Mall on Clyde Ave. The regular time is from 8:00 am to 10:00 am on the last Saturday of the month.

We had slightly fewer men attend the breakfast in 2019. However, we now have some women as regular or semi-regular attenders. Gord Walford brings his guitar and leads the singing. Each of us keeps the others updated on our activities or special concerns during the past month.

Tim Visser kept the speaker schedule for part of the year with Dale Tuck attempting to keep up for the rest of the year.

We had 8 speakers in 2019, Jan.- May, Sept.-Nov., none in the summer or December.

- Dale Tuck



Dale Tuck
Team Leader

F. Outreach Team

What does Outreach do? Currently we coordinate "at the door" greeting and lift staffing. Kristine Marion continues to prepare the list for this Outreach.

The major Outreach program during 2019 was to provide a Pause Table at Algonquin College to show support for students during exams and when they first arrive at school. The students continue to express thanks to Linda Robinson who has provided continuing stalwart service as coordinator for this work.

Pastor James has a lunch with young adults on a regular basis.

LOGOS can certainly be described as outreach.

Meeting and having coffee with community partners is outreach.

Working with and providing assistance to refugees is outreach.

Focused advertising including brochures and electronic for church events can be and is provided by Outreach.

Outreach welcomes all suggestions for the announcement of our Lord Jesus Christ into the world in which we live.

- *Dale Tuck*

Algonquin College 'Pause Table' Outreach

The enthusiasm expressed by the Algonquin students and teachers who stop by to choose refreshments is wonderful. They enjoy the home baked goodies. Ever so popular are the muffins and rice krispies squares. Students engage in conversations with the Spiritual Centre Chaplains and volunteers. Students are provided with pamphlets about the activities offered by Parkwood Church. Overall, our presence at the pause table in April and December and the welcoming in September are excellent opportunities to demonstrate our concern for the students and sharing the love of God. A special thanks to the countless volunteers who provide the home baked goods and refreshments.

– *Linda Robinson*

ESL (English as a Second Language)

ESL (English as a second language) conversation was offered on Monday evenings at Parkwood from January through June. Those attending expressed gratitude for the opportunity to practice and improve their English-language oral speaking and comprehension skills.

Owing to a reduction in those expressing interest, the ESL initiative was not resumed in the fall. Other opportunities now exist in the community for similar conversation (e.g. through the public library).

Should sufficient interest be expressed or a need become evident, we are open to resuming the ESL conversation group in the future.

We remain grateful to John Huber and Peter Paul, both of whom made significant contributions during the past ten years when we have offered ESL opportunities.

- James T. Hurd.

Barrhaven Bible Study Group

On October 3, 2018 we began to study the Westminster Confession of Faith. Lord willing, we will complete our study in January 2020. It has been one of the longest studies we have undertaken but also one of the most rewarding.

The Confession is complex. It is detailed. It is thorough. It is a Confession worth the time, thought and effort to study. Over 100 pages of notes will have been produced by the time we are done. Even then we will not have been able to plumb the depth of the Biblical thought and Christian conviction of the over 100 Reform preachers of faith of which many were Puritans who spent three years writing the Westminster Confession of Faith.

The Confession was adopted by the Presbyterian Church of Scotland and later by The Presbyterian

Church in Canada as one of our valued subordinate standards.

I wish to thank our faithful Bible study group who come each week and contribute to the study and discussion. Our people come from three other area churches but most are from Parkwood. They come from as far north as Aylmer, Quebec, as far south as Manotick, and as far west as Arlington Woods.

I also want to thank Martha for the work she does each week in setting out the refreshments for the group. The refreshments include her homemade muffins and cookies. There is always cheese, plus fruit drink, decaffeinated tea and coffee.

We welcome newcomers to our home each Wednesday evening from 7:30 – 9:00. In January, 2020 we are celebrating our tenth year. We would be pleased to have you join us.

- *John Fair*

Website

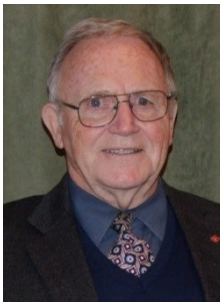
Website (http://www.parkwoodchurch.ca)

Parkwood Church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford. During 2019 sermons were recorded mainly through the sound system. If anyone is willing to help in this area please let us know. Weekly bulletins, monthly calendars and Pulse newsletters are provided by the Admininstrative Assitant, Events Coordinator and the Pulse Editor. During the months of July and August an online edition of the Pulse is published that is not available in print. A one-year archive of newsletters is available online. Thanks to all who contribute.

During 2019 statistics are somewhat puzzling: the stats show a 33% decrease in pages visited, a 3% increase in "hits" and a 12% increase in bandwidth. Top pages visited include our home page, news/coming events, contact us, activities, bulletins & audio sermons. Top downloads include the bulletin, the history document on the Mulvagh farmhouse "The House Built Upon the Rock" and a number of the Tshiluba worship songs. Most of the connections to our site (79%) are direct, i.e. not through search engines.

Parkwood continues to maintain a presence on Facebook. Posts to our Facebook page tend to be announcements about current and upcoming events. In addition to the webservant, our minister and Christian Education Support Worker have editing/posting privileges. An experimental "boost" to a Facebook post during 2019 (funded by the Outreach Team) produced a significant increase in views, and a few actual visits by persons who had seen the post about the event.

- *Gord Walford, Webservant*



Stewart Elder
Team Leader

G. Mission Team

In order to facilitate the work and witness of the congregation at Parkwood in the local, national, and international mission of Christ's church, the Mission Team meets regularly at our church on the first Tuesday of the month at 19:00 hours.

The Team gives thanks to our Lord and Saviour for the numerous mission opportunities of Kingdom service and witness presented to Parkwood Church throughout the year 2019. Suggestions of mission opportunities that witness and promote the love of Christ are always welcomed and can be made directly to any member of the Mission Team or simply placed in the Mission mail-slot located just outside the Volunteer Room.

2019 AGM Mission Team Budget approved Support

In the financial statements of the Mission Team section, the Covenant Orthodox Presbyterian Church is listed. This Church is the channel through which our congregation supports the lay missionary work of Leah Hopp, who is a member of Parkwood Church and who is also recognized as an Associate Missionary of the Foreign Missions Orthodox Church.

Additionally, the Intervarsity Christian Fellowship is the mission support for Alaina Johnston, the IVCF Ottawa Team Leader to the students and faculty of Carleton and Ottawa Universities.

As much of our work is not reflected in the pages of our financial statements, we bring itemized details forward for your information and perusal through our end of year annual report.

Other Missions 2019 Budget

Algonquin College Campus Ministry	$ 100
CanHave Children's Centre	$ 100
Hope and Healing International (originally called Christian Blind Mission)	$ 100
Christian Hit Radio	$ 100
Effect Hope (originally called Leprosy Mission)	$ 100
Lay Leadership Conferences	$ 100
Renewal Fellowship	$ 100
SCA International (originally called Shantymen Christian Association)	$ 100
The Ottawa Mission	$ 100
The Voice of the Martyrs	$ 100
Other Missions subtotal	$ 1,000

The $100 for Lay Leadership, e.g. Urbana Youth Conference, on the above list was not expended in 2019.

2019 Additional Support decisions and Appeals

The Mission Team would like to thank the 27 members of the Parkwood Family who participated in our "Church Around the world".

monthly Sunday Bulletin insert survey. The Final results showed that 70% read the insert regularly, 85% found it informative, and 66.6% advised the Mission Team to continue to order the Church Around the World Periodical as a monthly Sunday Bulletin insert. In response to the survey results, the Mission Team has decided to continue ordering the Church Around the World monthly Sunday Bulletin inserts. In retrospect the Mission Team felt that this project went well in 2019.

Special Appeals

During 2019, the Mission Team made 4 Special Appeals to the Congregation, for additional financial support:

Date	Special Appeal	Received
24 Feb	Jesus The Only Way	$ 393
9 June	Arabic Evangelical Mission EFC Evangelical Fellowship of Canada	$ 405
22 Sept	Harmony house	$ 180
24 Nov	Focus on the Family	$ 175

Christian Salvage Report

In August there was a large response by Parkwood's congregation to the 4 Aug Sunday Bulletin note requesting additional contributions to the Christian Salvage Mission project. Thanks to Brenda Creighton and Dan Moffet, transportation of precious, gently used, Christian literature was accomplished. The 17 boxes donated by Parkwood were warmly received at the local collection drop off address in Arnprior. Through this Christian Literature project, one sees how good and pleasant it is for brothers to dwell in unity of purpose. Psalm 133:1 (paraphrased). The Mission Team considered this project to be a special summer highlight of the year, 2019.

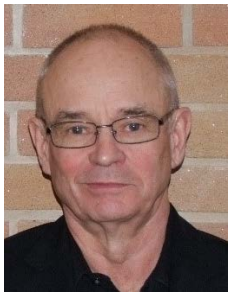




Operation Christmas Child

Thanks once again, to those who participated in this exciting outreach programme. In 2019 the Parkwood Family donated 62 Christmas Shoe Boxes that we know will bring joy, hope and the message of God's love to boys and girls who are the victims of war, disease and poverty.

In His Service
- Stewart Elder



Terry McBurney
Team Leader

H. Facility Management Team

In December, 2017, the Session restructured the previous Finance and Maintenance Team into separate teams for Finance and for Facility Management. The members of the Facility Management Team for 2019 were Alta Macfie, Dale Tuck, Rev. James Hurd (ex officio) Jim Elder, Jim MacDonald, Marcia Harten, Martha Fair and Terry McBurney.

The Facility Management Team is assigned the following responsibilities:

a) Maintenance of the church building, property and equipment.
b) Provision of necessary furnishings and equipment for all users of the church building.
c) Oversee work of IT Team in its management of the computer infrastructure.
d) Safety and security of the church building and property.
e) Direction and support of the Administrative Assistant (in conjunction with the Minister).
f) Direction and support of the Caretaker.
g) Direction and support of the Events Coordinator.
h) Maintenance of a secure space for the required retention of church records.

The Facility Management Team works to ensure the regular maintenance of the Church's building and property. The Team has established an on-call system to ensure that a member of the team is always available to respond to issues as they arise, with the assistance of the Administrative Assistant, the Events Coordinator and the Caretaker. We are also in the process of establishing an administrative linkage between the Ottawa Korean Presbyterian Church and Parkwood Church.

Some of the tasks completed in 2019 include:

1. The renovation of the Kitchen to replace damaged cabinets and counter tops.
2. Repainting of the kitchen and repair/touch up of walls throughout the facility.
3. Reorganization of the chair storage and storage cupboards in the Fellowship Hall.
4. Improvements in IT infrastructure, including installation of a security camera at the front entrance.
5. Installation of siding on the storage shed.
6. Repair and rebuilding of the bicycle pad.

In additional to routine maintenance issues, in our 2018 Annual Report, the team identified the following issues that are beyond the annual budget assigned to the team but which, in our view must be addressed in the next three years to maintain

the integrity of the building and to ensure safety of the users:

1. Refurbish the cabinets in the kitchen to address infection risk and improve the appearance of the kitchen. This is felt to be the highest priority, for completion in 2019. Estimated cost- $3,000.00. (As noted above, this was completed in 2019 at an estimated cost of $7,500.)
2. Replace nine (9) exterior windows (estimated cost $8-10,000). This would most effectively be carried out at the same time as the painting of the exterior of the building.
3. Paint or cover the wood surfaces on the exterior of the building (estimated cost- $16-20,000. It is felt that the task of painting the exterior wood surface is too large and too dangerous to be undertaken by volunteers. Estimates were obtained to paint the building and the cost of this is estimated to be approximately $14-16,000. Initial estimates indicate that the cost of applying vinyl siding to all wood surfaces and the soffits/fascia would be in the range of $18-20,000 but would reduce maintenance costs over time.
4. Replacement of the chairs throughout the building. The current inventory of 134 chairs is, by various estimates, 15-25 years old and the chairs regularly require repair (56 chairs so far) which has been generously done by a member of the congregation. However, the Team recommends that the chairs be replaced within a three year period. Estimated cost <$13,000.

The remaining major capital projects (items 2-4) still require to be addressed in a timely fashion to prevent further deterioration of the building and its contents. The Facility Management Team has identified other major maintenance projects to be addressed, such as the replacement of the lighting in the Fellowship Hall, and the replacement of carpeting throughout the building, but has assigned a lower priority to these projects.

The Facility Management Team has reviewed the job performance of the Administrative Assistant and the Caretaker. We feel that each of the incumbents is performing at a high level in their respective positions. During 2019, the Facility Management Team reviewed and revised the job description of the Administrative Assistant; the Team feels that the Administrative Assistant is able to assume additional duties and is working with her to implement these changes. The Team also has appreciated the assistance of the Caretaker, David Joiner, in routine maintenance projects within the building.

We appreciate the dedication of Brenda Creighton in fulfilling the role of Events Coordinator.

We appreciate the work of the Furnishings Group, under Alta MacFie's leadership.

- Terence McBurney



Alta MacFie
Team Leader

Furnishings Group

The Furnishings Group consists of Alta MacFie, Marcia Harten, Dianne Nickerson, Caroline Herbert and Pamela Pestaluky. The group worked on a number of projects.

- A bulletin board was made by Jim and Alta MacFie to hang in the Gathering Place. The frame, made from wood preserved from the old Mulvagh Wing, was stripped and stained to match the existing bulletin board. The hardness of the wood proved not only a challenge for the saw but was also resistant to the absorption of glue and stain. The cork board itself is also recycled material. The two bulletin boards will replace those on the kiosk when it is replaced. The board closest to the office is for Parkwood events. The board furthest from the office is primarily for community events.

- We have chosen some decals to decorate one of the nursery walls. They will be installed in the New Year.
- Some pediatric chairs were purchased to replace the ones that have reached the end of their life. Some used chairs were also donated.
- The Furnishings Group chose the countertop and wall paint for the kitchen renovation.
- Guidelines were prepared for the use of the bulletin boards in the Gathering Place. The guidelines are available in the Administrative Assistant's office and in the "How-To" binder in the Volunteer Room.

- Alta MacFie

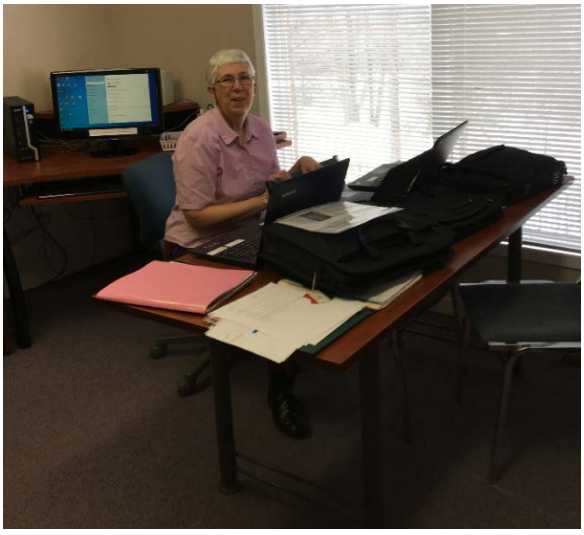
IT Team Report

Members of the IT Team are Andrew McGregor, Lead, Brenda Creighton, James T. Hurd, Terry McBurney, Dan Moffet, Regan Rambally and Gord Walford.

This year we worked on the following:

- Upgrades to the Windows operating systems.
- New versions of the **Church Windows** software which is used in the office to prepare documents like the Congregational Directory and the Christmas and Easter letters.
- Purchased and installed a new recording laptop for worship as the previous laptop had reached the end of its reliability. A new version of the recording software (Goldwave) was purchased as well.
- Rewired the cabling in the Sanctuary to allow the projection of power point slides from the sound board at the back of the Sanctuary for special occasions such as the Arise School of Dance, Pastoral Care Communion services and weddings and funerals.
- Replaced the monitor on the Music Computer with one that Andrew donated.
- Replaced battery in UPS (power backup) on Music Computer.
- Power Point Upgrades – Recent Windows 10 upgrades created a problem with the display of power point worship slides. We upgraded to a later format and Dan created new templates for the various slides that are used in worship.
- Met with the Clerk of Session to discuss the issue of spam at Parkwood. Decision was made by Session to replace all personal addresses for team leaders on the church website to non-personal email addresses. Work in progress. This does not affect individuals.
- Andrew purchased and installed a camera at the front door so staff working alone in the building can see who is at the front door.
- Brenda does weekly Norton antivirus updates and weekly backups of the network, which are stored offsite.
- Regan Rambally continues to support and troubleshoot the telephone (A.K.A. Talkswitch) system which is due for replacement.
- Asuquo Eniang programs the outside electronic sign.
- Gord Walford maintains the website and provides behind the scenes support for office email.
- Dan Moffet continues to provide advice and hands-on repairs and trouble shooting the sound system.

- Brenda Creighton & Andrew McGregor



Parkwood Events Report



I continue to schedule all of the regular Parkwood groups and meetings hosted at the church or off site, as well as for our sister church Ottawa Korean Presbyterian (OKPC) who meet on Sunday afternoons and Friday evenings for worship.

We continue to host other events for non-Parkwood groups including AA and JOWAEM (Jesus the Only Way Arabic Evangelical Mission). This year there were 2 Chinese New Year parties, 2 summer camps, a wedding shower, baby shower, 2 birthday parties, a condo meeting and 2 weddings (one with reception). Thanks to Dan Moffet and Linda McNaule for providing extra help for some of these events.

The Policy & Planning Team revised the **Schedule of Fees Weddings and Receptions** which was approved by Session and has been implemented. Problems with the online form used to purchase liability insurance for some events were fixed after contacting Marsh (Parkwood's insurer).

The **Parkwood Facilities Checklist** was revised and distributed to all Team Leaders and OKPC. A copy is posted on the bulletin board in the Kitchen for those who use the building. As we have a part time caretaker and many events occur on the weekend, it is appreciated when people clean up after their meetings and return tables and chairs to their regular arrangement.

There are many inquiries to rent space in the building but not all result in a rental occurring. Sometimes our name is passed on to friends, so every inquiry is offered the chance to come and see the spaces that are available. There is no space available during the day on Sundays.

Parkwood Church Activities are on a calendar on the kiosk in the Gathering Place and on the website or the back page of the Pulse. All scheduled **Parkwood Events** are on large calendars in the Volunteer Room which are updated weekly.

I couldn't do this work without the support of Dave Joiner our Caretaker who keeps the building so spotless and for the extra setup of tables and chairs and cleaning when it is needed. Thanks to Dan Moffet for his preparation of seating arrangements for all regular events as well as proposals for special events. Thank you to Marcia Harten for all the painting touch-ups and to Alta MacFie for leading the refurbishing of the kitchen. No more leaks! And finally, thanks to Dennis Featherstone for his continued guidance.

- Brenda Creighton
Parkwood Events Coordinator



Dennis Featherstone
Team Leader

I. Finance Team

Parkwood completed its second year under the new allocation of financial responsibilities. Betty Paul continued as Envelope Secretary and provided an accounting system for donations and income received. Dianne Nickerson (with some help from Brenda Featherstone) prepared cheques to pay non-payroll invoices. Ugo Kejeh prepared the monthly payroll and posted all cheques to the SAGE overall accounting system. Kathy Newton prepared the bank reconciliation and financial statements and also made various adjustments. At this point, Ugo then prepared the standard financial statement for review by each team.

Loan Repayment Fund

In the Annual Report for 2018, there was a detailed description of the terms of our two loans. The loan from the Presbyterian Church building Corporation (PCBC) was for $100,000 and the loan from the Ottawa Presbytery was for $30,000. The repayment

on the second loan is scheduled to begin in 2022.The description highlighted the benefit of payments beyond the required amount: would reduce the principal outstanding, the total amount of interest paid and the length of the payback period. At the Annual Meeting in February of 2019, the congregation agreed to make an extra payment of $8,000 from the "reserve" in our fund. The cumulative extra payments of $13,394 have lowered the interest payable over the full term of the loan by $7,000 and reduced the term of the loan from 16 to 13 1/2 years.

In 2019, the donation to the Loan Repayment Fund was $6,230 which fell short of our recent annual target giving for repayment of $10,000. The balance in the "reserve" after the extra payment was $743 ($6,428 plus 7,482 less 13,167) after the extra payment. The addition of the donation of $6,230 for 2019 brought the total reserve to $6,973. While the total reserve is sufficient to meet the higher required payment of $6,292 in 2020, it would be advantageous to continue to set a goal for donations of $10,000 in order to have the option to make an extra payment with its accompanying benefits.

Donations to and Payments from Loan Repayment Fund

Year	Donation	Required Payment	Paid on Loan	Extra Payment	Change to "Reserve"
	(1)	(2)	(3)	(4)	(5) = (1)-(3)
2016	$5,270	$3,125	$5,270	$2,145	0
2017	13,844	4,167	7,416	3,249	6,428
2018	12,399	4,917	4,917	0	7,482
2019	6,230	5,167	13,167	8,000	-6,937
Total	$37,743	$17,376	$30,770	$13,394	6,973

It is prudent to advise the congregation of a "double whammy" combination which will occur in 2022. In that year, we are required to start paying interest on the loan from the PCBC. As well, we are required to begin repayment of principal and interest on the loan from the Presbytery. The effect is that the total required repayments will be around $16,000 in 2022.

Recommendation A: The Finance Team recommends that the congregation approve a target of $10,000 for offering to the Loan Repayment Fund in 2020.

- Dennis Featherstone

8. Other Reports



Gord Walford
Team Leader

A. Personnel

The mandate of the Personnel Team is to provide a consultative and supportive group for teams with staff earning remuneration and for other volunteers. During 2019 I stepped down from that team; until someone else steps forward to take on this responsibility, personnel issues will be handled by the Parkwood Session.

- Gord Walford



Marcia Harten
Team Leader

B. Leading with Care

Leading with Care is "a policy for ensuring a climate of safety for children, youth and vulnerable adults in The Presbyterian Church of Canada". It is designed to prevent abuse and protect the vulnerable by providing a safe environment. This includes:

- leaders and teachers obtaining police checks for working in the vulnerable sector whether employed or volunteering,
- the training and support of leaders and teachers, and
- reporting any incidents of abuse, neglect and harm to the appropriate agencies.

To find the Leading with Care document, please go to the links page on our website at http://parkwoodchurch.ca/links.html and scroll down to site map and select it. Under "other" you will find "Leading with Care".

- *Marcia Harten*



Kathryn Newton
Team Leader

C. Report of Parkwood Audit Team for the year ended December 31, 2019

The Parkwood Audit Committee was appointed at the February 2019 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk, and Stewart Elder.

In order to provide that the financial accounts of the congregation are "properly audited", the General Assembly of the Presbyterian Church in Canada has set out in the Book of Forms Section 170 that …a congregation may seek volunteers to provide an independent and diligent scrutiny of the records. The team's mandate is set out in this same section of the Book of Forms.

The team began its review of the financial records during the fall of 2019 and will complete its review of the financial records in January and February 2020 with a report to be given at the February 2020 annual meeting.

(revised report submitted to the annual meeting)

- *Kathryn Newton*

9. Financial Statements for 2019

[to be appended]

10. New Business



Dianne Nickerson
Budget Team

A. Budget Team Report and Recommendations

Overview of 2019

The congregation donated generously in 2019, especially in December, and the balance for Local Purposes was a surplus of just over $2,300. The total source of funds was up nearly $10,000 from 2018. While donations were above the individual goal for some categories, donations fell short of our goal for the Loan Repayment Fund and Presbyterians Sharing.

Financial Goals for 2020

The three major financial goals continue to be:

- Keep Parkwood a desirable place to worship by having sufficient staff, an attractive and safe building and support for a range of programs.
- Make a significant contribution to the Loan Repayment Fund.
- Make an important contribution to the general Presbyterians Sharing program.

The specific targets for these three goals are set out in the table.

Recommendation #1
The Budget Team recommends that the congregation approve a target for offerings for Local Purposes of an increase of 2 per cent in 2020 to $213,965. (line 1 in the table)

Recommendation #2
The Budget Team recommends that the congregation approve expenditures for Local Purposes of $231,190 in 2020. (line 10 in the table)

While there is a current forecast of a small deficit (line 19 in the table) for Local Purposes in 2020, the team is hopeful that some approved expenditures will not be spent for any of a variety of reasons which would eliminate the forecast deficit.

- Dianne Nickerson

Overview of Total Sources and Uses of Funds, 2017-2020

		2017 Actual	2018 Actual	2019 Actual	2020 Goal	2017-19 Average
	Source of Funds					
	Offering					
1	Offering for Local Purposes	215,888	201,901	209,769	213,965	209,186
2	Loan Repayment Fund	13,844	12,399	6,230	10,000	10,824
3	Presbyterians Sharing	17,793	16,393	16,146	17,000	16,777
4	Special Mission Appeals	7,155	6,934	6,650	6,500	6,730
5	Donations to other Designated Funds	18,966	18,940	19,433	19,000	19,113
6	Planned Giving Ministry	7,500	5,000	6,500	0	6,333
7	Sub-total	281,146	261,567	264,178	266,465	268,964
8	Other income (rentals, recoveries)	18,920	16,164	23,227	16,500	19,437
9	Total Source of Funds	300,066	277,731	287,955	282,965	288,401
	Use of Funds					
10	Expenditures for Local Purposes	225,669	220,603	230,612	231,190	225,628
11	Loan Repayment Fund	7,416	4,917	13,167	10,000	8,500
12	Presbyterians Sharing	17,793	16,393	16,146	17,000	16,777
13	Special Mission Appeals	7,155	6,934	6,650	6,500	6,730
14	Expenditures from Designated Funds	13,945	13,764	14,778	19,000	14,162
15	Planned Giving Ministry	0	12,500	6,500	0	6,333
16	Total Use of Funds	271,978	275,111	287,853	283,690	278,131
	Balance for Local Purposes					
17	Total Income (row 1 + row 8)	234,808	218,065	232,996	230,465	228,623
18	Total Expenditures (row 10)	225,669	220,603	230,612	231,190	225,628
19	Difference	9,139	-2,538	2,384	-725	2,995

Note: In line 8, there was no grant for a summer student in 2018 and no grant is assumed for 2020.

B. Target for Presbyterians Sharing for 2020

Session recommends that the congregation approve a target of $17,000 for donations to Presbyterians Sharing in 2020 (line 3 in the table).

C. Appointment of Treasurer and Envelope Secretary

Session recommends that:
Ugo Kejeh continue as Treasurer
Betty Paul continue as Envelope Secretary.

D. Appointment of Audit Team for 2020

E. Fundraising Approaches

At the Annual Meeting in February of 2019, the congregation approved a motion "that Session and the Facility Management Team organize an open meeting to hear about and discuss a range of fundraising ideas with the eventual goal to organize our efforts to raise money for repairs to various parts of the building". There was a challenge to find a person with fundraising experience who would visit Parkwood without a fee. It also took some time to determine the appropriate details behind a gift card program. As a basis for discussion and decision at the Annual Meeting on February 29, the following note sets out two options for fundraising by Parkwood.

Church bazaars, book sales, etc.

Ms Hetherington of St. Bartholomew's Church spoke to the P&P team during the spring. She is very active with others in that congregation in raising a significant amount of money through various fundraising events. The following are her general suggestions and experiences for church fundraising.

In her experience, the basics for fundraising are:

- Plan two to three months in advance
- Be creative in how you reach out with your advertising
- Organize and delegate responsibilities (table co-ordinators), then review after the event
- Try to make the event a fellowship, rather than a job
- Try to have a single focus event such as book sale, bazaar, music or International Food but when appropriate sell food at events.
- Try to get donations from businesses, with silent auctions for some of the donations

Other points are:

- Consider coloured advertising posters
- Try for no overhead costs for the event
- A group can have one free insert into Our Town in the Citizen
- Try to offer reasonably "good stuff" –can charge higher prices and usually sells

Observation

Churches vary considerably in their locations, number and age of members, occupational experience of members, the immediate demographic area, etc. While St. Bartholomew's membership and surrounding area are significantly different from that for Parkwood, we can still draw from the approach and experience of how other churches do fundraising. A review of the listings in Our Town in the fall of 2019 revealed that many churches still offer bazaars and book sales to the community.

Gift Cards Program

In this program, participants fill out order forms for gift cards, choosing the businesses they typically patronize. The church would purchase the gift cards. Participants would pay the face value of the cards when they receive them. The church receives a discount on the price of the cards. Parkwood's profit would be the difference between the face value of the cards and the discounted price. The businesses that accept these cards include gas stations, department stores, amazon.ca and chapters Indigo, a few popular restaurants and coffee shops, grocery stores, cinemas, hardware stores and some popular clothing and shoe stores.

The basic idea is that we would pay for our purchases using gift cards instead of cash, debit or credit. The church could expect to earn approximately 4% from your purchases. The evaluation of the program suggests that a minimum purchase of cards would be $5,000. This amount could be achieved if 10 families purchased $500.00 in gift cards.

Observation

There is strong competition in the market place for the method of non-cash payment: dividend credit cards, debit cards and the gift cards are the main examples. The gift card program is not well known but it is used by a range of groups including churches, sporting teams and certain educational institutions. The gift card program at Parkwood could be used in a variety of ways: members and adherents could buy the cards, they could be sold to friends and neighbours and they could be used for purchases by Parkwood. A switch to the gift card program would represent a change for current users of the dividend credit cards but it would be for a good purpose.

If you have other ideas for possible fundraising approaches, do not be bashful. Share them. Together we should be able to come up with a useful approach to fundraising.

- *Alta MacFie and Dennis Featherstone*

F. Membership of Ministry Teams 2020-2021
(including maximum team strength)

Christian Education (6 plus *ex officio*)

1. **Pamela Pestaluky**
2. Marcia Harten
3. Holly MacDonald
4. Alta MacFie
5. Victoria Mabie (*ex officio)*

Fellowship (6)

1. **Don Pestaluky**
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson
5. Jacek Kitowicz
6. Jean Sida (Matriarch)

Finance (5 plus *ex officio*)

1.
2.
3.
4. Stewart Elder
5. Asuquo Eniang
6. Ugo Kejeh, Treasurer (*ex officio*)
7. Betty Paul, Envelope Secretary (*ex officio*)

Facility Management (9 plus *ex officio*)

1. **Terry McBurney**
2. Jim Elder
3. Martha Fair
4. Dalia Hanna, Admin. Assistant *(ex officio)*
5. Marcia Harten
6. Dave Joiner, Caretaker *(ex officio)*
7. Jim MacDonald
8. Alta MacFie
9. Dale Tuck

Mission (5 plus ex officio)

1. **Stewart Elder**
2. Asuquo Eniang
3. John Huber
4. Andrew McRae
5. Paul Mkandawire

Outreach (at least 6)

1. **Dale Tuck (Acting)**
2. Olivia Meyia-Takoukam
3. Linda Robinson

Pastoral Care

1. **Rev. James Hurd** (*ex officio*)
2. Dora Brown
3. Laura Game *(on leave of absence)*
4. Betty Paul
5. Margaret Roach
6. Barbara Townsend
7. Duane Townsend
8. Dale Tuck

Policy and Planning (at least 6 plus ex officio)

1. **Dianne Nickerson**
2. Dennis Featherstone (*ex officio*)
3. Holly MacDonald

Worship Co-ordination (6 plus *ex officio*)

1. **John Fair**
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Dianne Nickerson
6. Dianne Smith (ex-officio)

NOTE: *The Minister (James Hurd) is a member of each team "ex officio" by virtue of office, but without a vote.*

This list is subject to corrections and/or additions before and during the annual meeting

9. Financial Statements for 2019 and Budget for 2020

PARKWOOD PRESBYTERIAN CHURCH

FINANCIAL STATEMENTS

December 31, 2019

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31 , 2019

ASSETS	Unrestricted	Reserve Funds (See Schedule)	Endowment Funds	Net Assets Dec. 31, 2019	Net Assets Dec. 31, 2018
Current assets:					
Cash on Hand and in Bank	$ 13,453	$ 51,948	$ 19,000	$ 84,401	$ 80,713
Accounts Receivabke	-	-		-	317
HST Recoverable	4,633	-		4,633	4,571
	-	-		-	-
	18,085	51,948	19,000	89,033	85,601
Long-term investments - at cost	-	-		-	-
Church Building, Furnishings (note 2)	2,628,751	-		2,628,751	2,628,751
Land at Cost (note 2)	1	-		1	1
Total Assets	$ 2,646,837	$ 51,948	$ 19,000	$ 2,717,785	$ 2,714,353
LIABILITIES, RESERVED FUNDS AND NET ASSETS					
				-	-
LIABILITIES				-	-
Current :				-	-
Accounts payable	$ 1,166			$ 1,166	$ 1,359
Loans payable-short term- (Note 3)	6,292	-	-	6,292	5,168
Loans payable-long term- (Note 3)	92,938			92,938	107,229
				-	-
Total Liabilities	100,396.09	-	-	100,396	113,756
NET ASSETS					
Opening Balance January 1 (including capital assets)	$ 2,530,890	$ 57,206	$ 12,500	$ 2,600,596	$ 2,582,363
Net Income (Deficit) year to date	2,384	14,409	-	16,793	18,234
Net Transfers From (To) Funds	13,167	(19,667)	6,500	-	-
Adjustment to appraisal value of Capital Assets				-	-
Net Assets Closing Balance	2,546,441	51,948	19,000	2,617,389	2,600,597
Total Liabilities, Reserved Funds and Net Assets	$ 2,646,837	$ 51,948	$ 19,000	$ 2,717,785	$ 2,714,353

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
RECEIPTS:				
OFFERING - Local Purposes	201,901	209,000	209,769	213,965
OTHER INCOME - Rentals	13,340	13,500	12,960	12,500
OTHER INCOME - Other	500		3	
OTHER INCOME and Recoveries	2,324	2,500	10,264	4,000
TOTAL RECEIPTS LOCAL PURPOSES	218,064	225,000	232,996	230,465
SPECIAL APPEALS-OUTREACH RECEIPTS	23,327	17,000	22,796	17,000
TOTAL RECEIPTS	**241,391**	**242,000**	**255,792**	**247,465**
EXPENDITURES				
FACILITY MANAGEMENT	69,756	70,312	69,093	72,597
FINANCE	104,616	108,211	112,846	108,096
WORSHIP COORDINATION	20,926	21,345	20,721	22,390
CHRISTIAN EDUCATION	10,658	11,080	11,524	11,224
SESSION	7,340	8,568	8,903	8,904
MISSION	5,350	5,350	5,826	5,700
OUTREACH	701	500	640	880
FELLOWSHIP	1,157	1,157	1,059	1,150
PASTORAL CARE				250
TOTAL EXPENDITURES LOCAL PURPOSES	220,503	226,523	230,612	231,190
SPECIAL APPEALS - OUTREACH PAID OUT	23,327	17,000	22,796	17,000
SPECIAL APPEALS - OUTREACH PAYABLE	-	-	-	-
TOTAL EXPENSES	**243,830**	**243,523**	**253,408**	**248,190**
NET REVENUE (EXPENSE) FOR THE PERIOD	**(2,439)**	**(1,523)**	**2,384**	**(726)**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2019
AND TEAM BUDGETS FOR 2020

FACILITY MANAGEMENT	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Fuel	2,495	2,470	2,510	2,510
Lighting	5,187	5,265	6,111	6,111
Computer Supplies	1,042	2,250	320	735
Snow Removal	10,016	8,500	8,350	4,810
Groundskeeping			3,317	4,000
Furniture, Equipment Repairs & Replacement			323	2,000
Repairs, Replacement & Maintenance	12,329	13,870	10,500	11,455
Telephone	5,082	3,300	1,496	1,496
Water and Sewer	765	788	1,581	1,700
Stationery and Office Supplies	7,501	7,620	8,844	8,844
Insurance	4,328	4,608	5,395	5,395
Internet			1,522	1,900
Administrative Assistant	11,899	12,256	10,588	12,256
Caretaker	9,112	9,385	8,235	9,385
Total	**69,756**	**70,312**	**69,093**	**72,597**

FINANCE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
EI Expense	2,106	1,641	2,237	2,269
CPP Expense	3,871	5,205	5,041	5,437
Minister's Stipend	59,276	59,276	59,276	60,165
Minister's Continuing Education	600	600	600	600
Presbyterian Church Pension Plan	9,914	12,422	12,283	10,395
Extended Health and Dental	4,533	4,767	3,585	4,862
Minister's Housing Allowance	23,500	23,500	23,500	23,500
Bank Fees and Interest	817	800	868	868
Student/Intern			5,457	
Total	**104,616**	**108,211**	**112,846**	**108,096**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2019
AND TEAM BUDGETS FOR 2020

CHRISTIAN EDUCATION

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Christian Education Support Worker	7,571	8,025	8,026	8,026
Church Library	199	200	171	200
Young Adults	193	196	189	196
Youth Group	459	466	767	466
Video license	363	-	-	
Church School	609	918	899	918
Adult Education	335	333	388	333
LOGOS Program	844	857	1,058	1,000
Summer Programming	84	85	26	85
Total	**10,658**	**11,080**	**11,524**	**11,224**

MISSION

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Carlington Community Chaplaincy	300	300	300	300
Covenant Orthodox Presbyterian Church	2,000	2,000	2,000	2,000
Gracefield Camp	1,450	1,450	1,450	1,450
InterVarsity Christian Fellowship	300	300	300	300
Ottawa Innercity Ministries	300	300	300	300
Other Missions	1,000	1,000	1,476	1,350
Total	**5,350**	**5,350**	**5,826**	**5,700**

OUTREACH

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Advertising & Promotions			11	
Brochures for visitors			-	100
English Fellowship Evening			-	
Pause Table	380	500	589	660
Other Outreach	320		40	120
Total	**701**	**500**	**640**	**880**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2019
AND TEAM BUDGETS FOR 2020

WORSHIP COORDINATION	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Director of Music Ministry	18,425	18,500	18,480	18,700
Audio Visual	44	50	19	50
Hymnals/Bibles Repairs/Replacement			-	-
Music for Worship		50	58	50
Piano/Organ Maintenance	847	405	382	400
Christian Copyright Licence	536	540	436	540
Continuing Education for Dir. Of Music		250	-	250
Organist/Pianist Supply	924	900	700	900
Pulpit Supply	150	600	525	1,400
Other Worship Expense	100	50	121	100
Total	**20,926**	**21,345**	**20,721**	**22,390**

SESSION	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Congregational Supplies	310	300	237	350
Presbytery Dues	6,287	7,768	7,768	7,334
Evangelical Fellowship membership	192	200	183	200
Web Hosting	152		156	160
Renewal Fellowship membership		100	100	100
Leading with Care			-	160
Microfilming				300
Other Session Expenses	399	200	459	300
Total	**7,340**	**8,568**	**8,903**	**8,904**

FELLOWSHIP	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Social Hour	1,157	1,157	1,009	1,100
Gracefield Weekend			50	50
Total	**1,157**	**1,157**	**1,059**	**1,150**

PASTORAL CARE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Miscellaneous				250
Total	**-**	**-**	**-**	**250**

PARKWOOD PRESBYTERIAN CHURCH
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2019
AND TEAM BUDGETS FOR 2020

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS

	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET
Arabic Evangelical Mission			393	
CANHAVE	405		550	
Covenant Orthodox Presbyterian Church	2,890		2,710	
Emmanuel International Ministries	209		-	
Evangelical Fellowship	45		405	
Focus on the Family			175	
Gracefield Camp	200		100	
Harmony House			180	
Interserve Canada	355		-	
Matthew House	290		-	
Ottawa Innercity Ministries	180		75	
Ottawa Mission	10		-	
Presbyterians Sharing	16,393	17,000	16,146	17,000
Presbyterian World Service & Development	1,585		1,142	
PWS&D Malawi			890	
Salaam Ministries	765		30	
Total	**23,327**	**17,000**	**22,796**	**17,000**

PARKWOOD PRESBYTERIAN CHURCH
CONTINUITY SCHEDULE OF RESERVED FUNDS
FOR THE PERIOD ENDED DEC. 31, 2019

Statement of fund balances: Fund Description	Opening Balance Jan. 1, 2019	Receipts Designated Offering Receipts	 Other Contributions	 Total Receipts	Expenditures Program Cost	 Total Expenditures	Intrafund Transactions	Surplus Changes	Closing Balance Dec. 31, 2019
Team Programmes									
Fellowship Team Fund	1,863		289	289	35	35		254	2,117
Course Fees Fund	(61)			-		-		-	(61)
Flower Fund	87	100		100	81	81		19	106
Key Deposit	152			-		-		-	152
Logos Program	436	1,772	305	2,077	2,430	2,430	150	(203)	233
Outreach Projects	1,974	25	63	88	168	168		(81)	1,894
Pastoral Care Fund	575	151	177	328	658	658		(330)	245
Special events (includes Refugee)	52			-		-		-	52
Youth Leadership Fund	752	500		500		483		17	769
Youth Group Fund	2,496	620	352	972	1,150	1,150	(150)	(328)	2,168
Urbana Fund	535			-		-		-	535
Planned Giving Fund	-	6,500		6,500	-	-	(6,500)	-	-
TOTAL		**9,668**	**1,185**		**4,523**	**5,006**	**(6,500)**	**(652)**	**8,210**
Special Purpose Funds									
Audio Visual Fund	324	25		25		-		25	349
Furnishings & Construction Fund	1,048			-	128	128		(128)	920
Hymn Books, Bibles Fund	249			-		-		-	249
Organ Replacement Fund	254			-		-		-	254
Reserve for Capital Expenditures	5,289	6,412	979	7,391	6,665	6,665		726	6,015
Loan Repayment Fund	13,910	6,230		6,230		-	(13,167)	(6,937)	6,973
TOTAL	**21,074**	**12,667**	**979**	**13,646**	**6,793**	**6,793**	**(13,167)**	**(6,314)**	**14,760**
Parkwood									
Memorial Fund	6,403	2,230		2,230	747	747		1,483	7,885
Parkwood Session Benevolent Fund	4,570	5,312		5,312	5,206	5,206		106	4,676
Student Assistance Fund	1,312	121		121		-		121	1,433
TOTAL	**12,284**	**7,663**	-	**7,663**	**5,953**	**5,953**	**-**	**1,710**	**13,994**
Bequests									
MItchell-Hempstock Interest Fund	7,312			-		-		-	7,312
Unallocated interest fund	7,672			-		-		-	7,672
TOTAL	**14,984**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**14,984**
Total Reserved Funds	**57,206**	29,998	2,165	**32,163**	17,269	**17,752**	**(19,667)**	(5,257)	**51,949**

PARKWOOD PRESBYTERIAN CHURCH
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED DECEMBER 31, 2019

	Unrestricted	Reserve Funds (See Schedule)	Endowment Funds	Total Dec. 31, 2019	Total Dec. 31, 2018
Cash from operating activities					
Net revenue (loss) for the year	$ 2,384	$ 14,409	$ -	$ 16,793	$ 18,234
Add items not involving cash					
Interfund transfers	13,167	(19,667)	6,500	-	-
	15,551	(5,258)	6,500	16,793	18,234
Changes in non-cash working capital					
(Increase) decrease in Accounts Receivable	317			317	(317)
HST/GST recoverable	(61)	-	-	(61)	(2,071)
Net cash generated through operating activities	**15,807**	**(5,258)**	**6,500**	**17,049**	**15,846**
Investing Activities					
(Increase) decrease in Investments (net)	-	-	-	-	-
Financing Activities					
Increase (decrease) in Accounts Payable	(193)			(193)	1,359
Increase (decrease) in Loans Payable	-	-	-	-	-
Repayments of Loans Payable	(13,167)			(13,167)	(4,917)
	(13,360)	**-**	**-**	**(13,360)**	**(3,558)**
Net increase (decrease) of cash during year	**2,446**	**(5,258)**	**6,500**	**3,689**	**12,288**
Cash- beginning of year	11,007	57,206	12,500	80,713	68,425
Cash - end of year	**$ 13,453**	**$ 51,948**	**$ 19,000**	**$ 84,401**	**$ 80,713**

PARKWOOD PRESBYTERIAN CHURCH
NOTES TO FINANCIAL STATEMENTS
For the year ended December 31, 2019

1. ACCOUNTING POLICIES:

These financial statements report on the activities of Parkwood Presbyterian Church, 10 Chesterton Drive, Ottawa, Ontario. The Church was originally established in February 1965.

The Church operates exclusively as a not-for-profit organization and as such is exempt from income tax. The Church is a registered charity.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, except for the following:
The church building and furnishings are stated at estimated replacement value based on an insurance valuation dated December15, 2016.

The land is stated at nominal value as the cost is not determinable.

These statements are prepared using the cash basis of accounting other than HST recoverable which is accrued at the time the expenditure to which it relates is incurred.

The following significant accounting principles have been used in preparation of these financial statements:

Revenue recognition:

Donations are recorded as revenue in the year in which they are received unless designated for a future period in which case they are deferred and taken into revenue in the period in which the related expenditure is made.

Financial instruments:

The Church's financial instruments are comprised of cash on hand and in the bank, HST recoverable, current and long-term liabilities. All financial instruments are reported at their fair values on the statement of financial position. The fair values are the same as the carrying values due to the nature of the financial instruments. Unless disclosed elsewhere in the notes to the financial statements, it is management's opinion that the Church is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

Use of estimates:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of asset and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. BUILDINGS AND FURNISHINGS:

The Church building and furnishing are recorded at estimated replacement value at December 31, 2017 based on the most recent insurance valuation dated December 15, 2016. The value of the Building and Furnishings at this time was estimated at $2,628,751. The cost of land at 10 Chesterton Drive is recorded at a nominal value of $1.

3. SECURED LOAN PAYABLE:

Lending Fund Loan

In December 2015, the Church secured a loan of $65,000 from the Lending Fund of the Presbyterian Church in Canada (the Fund). The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 21, 2015.

In July 2016, the Church secured a further advance of $35,000 from the Lending Fund of the Presbyterian Church in Canada which was also obtained for the purpose of completing the expansion of the Building, as approved at its Annual Meeting on February 20, 2016.

The Lending Fund loan is secured by a charge on the land and building at 10 Chesterton Drive, Ottawa, Ontario.

The loan is interest free for the first 6 years, with 7% interest per annum on the outstanding balance thereafter from the 7th to the 15th year. Payments on the loan are to be made quarterly, based on a predetermined repayment schedule with interest amounts being added to the principal repayment amount beginning in the 7th year (2022). Extra payments on principal may be made at no cost, providing advance notice of the payment is provided.

The total principal repayment due in the 12 months ending December 31, 2020 is $6,292.

Extension Fund Loan

In May 2016, the Church secured a loan of $30,000 from the Extension Fund of the Presbyterian Church in Canada, the Presbytery of Ottawa. The loan was obtained for the purpose of completing the expansion of the Building at 10 Chesterton Drive, as approved by the congregation at its Annual Meeting on February 20, 2016.

The Loan is unsecured and repayable in full, by May 9, 2027. There will be no interest charged on or before May 9, 2022. Should any portion of the loan be outstanding as of May 10, 2022 there will be interest charged on the outstanding balance at an annual rate of interest equal to the average GIC rate of interest available from the 5 largest Canadian chartered banks.

Principal repayments of the loan are due as follows: $6,000 due annually, on or before each of the following dates: May 9, 2023; May 9, 2024, May 9, 2025; May 9, 2026; and May 9, 2027.

4. INTERFUND TRANSFERS:

During the year ended December 31, 2019 the following transfers between funds were made:

During the year, a total of $150.00 was transferred from the Youth Fund to the Furnishings and Construction Fund as approved by the Christian Education Team.

During the year a total of $13,167 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Secured Loan Payable.

During the year a total of $6,500 was transferred from the Planned Giving Fund to the external Endowment Fund account (Planned Giving Ministry) currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.

5. ENDOWMENT FUND:

The Endowment Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.














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