

# **Parkwood Presbyterian Church**

## **Annual Reports**

### **The 2020s**

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



# *Annual Report*

## *2020*



*Parkwood Presbyterian Church*





# SWEET MEMORIES

*IN MEMORIAM*

*Helen Curnow*

*Gayle Dumsday*

*Joan Holmes*

*Roberta Hurd*

*Eldon Jorgensen*

*Norma Robinson*

## A Word from the Minister

The annual report for the church is always prepared in advance of the annual congregational meeting. **"Meeting" this year has taken on a different meaning!**

Having read from start to finish the final draft of the report which is now either in your hands or on your screen, I am conscious that we have carried on with the work and witness of the church throughout the past year, in spite of having fewer and different meetings.

**After 11 months of online "meetings" we have a different perspective on — and perhaps a different appreciation of the value of — "meetings".**

People miss seeing each other in person. Those living alone, especially, miss physical contact. Human touch — a handshake, or a warm hug — are important ways that we communicate our care for one another. Extended families very much miss seeing each other — and the church, in Christ, is one extended family.

Sharing food and drink is also part of our life together. Many of us, for many years, have shared a fellowship pot-luck supper together prior to our annual congregational meeting. We have looked forward to informal conversation and individual affirmation. We eat, and reflect together on the past year, and we aim to spur one another on to love and good deeds going forward.

I was reminded in my daily Bible reading this morning of two things, both of which are perhaps appropriate **as we continue to face life and its challenges in the midst of a global pandemic. Paul writes: "If we live, we live to the Lord; and if we die, we die to the Lord. So, whether we live or die, we belong to the Lord." He goes on in the same chapter to say, "For the kingdom of God is not a matter of eating and drinking, but of righteousness, peace and joy in the Holy Spirit, because anyone who serves Christ ... is pleasing to God." (Romans 14: 8, 17-18, NIV)**

We need the assurance that in the real and difficult environment in which all people around the world are facing a common challenge — a serious threat to health and thus life — disciples of Jesus Christ have a healthy and life-giving perspective. Whether in life or in death, we belong to God, and are united to Jesus by the Holy Spirit. We need not fear the present nor the future.

We are also called and invited to recognize that present restrictions on gathering, and eating and drinking together, are temporary. Physical separation does not change the reality of our spiritual union. We are **one in Christ. Our "righteousness, peace and joy" are in the Holy Spirit and are no less real and present** when we are serving Christ in our individual daily lives as when we are eating and drinking together.

Let us give thanks for the presence of Christ and the work inspired and enabled by the Holy Spirit in our lives, and for the continued life and witness of the Church as the family of God, pointing others to Christ even and especially when we continue to be — for a short time — physically apart.

All members and adherents are invited to register with the church office to attend the annual congregational meeting, to be held online via Zoom conference, on Sat., Feb. 28, 2021 at 7 p.m.

**Your pastor, in Christ's service,**

James T. Hurd.



# Proposed Agenda

## Annual Congregational Meeting

Saturday, February 27, 2021 – 7:00 p.m.

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## 5. Minutes of the Annual Meeting February 29, 2020

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 29, 2020 in the Fellowship Hall.

### Call to order

The meeting was called to order by the minister, James T. Hurd, at 7 p.m., following a congregational potluck supper.

### Opening Devotional Exercises

The minister led in prayer, and read Revelation 3: 7-13 and offered brief comment thereon, after which the congregation sang, unaccompanied, the hymn "Jesus, with Thy church abide". Thereafter the minister led in prayer, interceding for the work and witness of the church, and offering thanksgiving for former members and adherents who had departed this life during the past year, including Flora Brown, Sylvia Hepburn, Robert Hocking, Michael Hughes, Elizabeth Pettigrew, Jin-Tiong Tan, Evelyn Warburton, and Marjorie White.

### Attendance

In addition to the minister, thirty-nine members and adherents were present, as follows: Dora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Asuquo Eniang, Brenda Featherstone, Dennis Featherstone, Marcia Harten, Carolyn Herbert, John Huber, Susanne Johnson, Ted Johnson, Jacek Kitowicz, Victoria Mabie, Alta MacFie, Jim MacFie, Don MacMillan, Rachel McGregor, Claire McPhee, Floyd McPhee, Dan Moffet, John Moors, Dianne Nickerson, Gwen Norminton, Arthur Pattison, Betty Paul, Peter Paul, Don Pestaluky, Pamela Pestaluky, Cedric Pettigrew, Lorne Roach, Margaret Roach, Grace Sample, Joanne Sample, Jan Sheridan, Jean Sida, Dale Tuck, Diane Walford, and Gord Walford.

### Regrets

Regrets were registered by John Fair, Martha Fair, Laura Game, Suzanne McBurney, Terry McBurney, and Kathryn Newton.

### Election of Secretary

The chair called for the election of a secretary for the meeting.

R. McGregor nominated D. Featherstone. The nomination was seconded by J. Sida. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming,

On motion of B. Creighton, seconded by D. Pestaluky, it was agreed that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

### Approval Of Agenda

A motion to adopt the printed agenda was sustained. (B. Creighton/D.Moffet)

### Minutes of the 2018 Annual Meeting (February 23, 2019)

A motion to adopt the minutes of the meeting held on February 23, 2019 was approved. (D. MacMillan/D.Nickerson)

### Reports of Session Officers and Ministry Teams

A motion to receive and consider all reports was sustained. (D. Nickerson/D.Moffet)

There were no questions on any of the nine reports from the Session Officers. A motion to adopt the reports of the Session Officers was sustained. (G.Walford/B. Featherstone)

In the report from the Christian Education team, Philip MacFie should be added as an alternate for Grade 3 to 5, on page 14, paragraph four.

A recommendation that the congregation approve a target of \$10,000 for offering to the Loan Repayment Fund in 2020 was sustained. (D. Featherstone/J. Sheridan)

A motion to adopt the corrected team reports was sustained. (D. Nickerson/B. Creighton)

## Other Reports

### Personnel and Leading with Care

In the report from Leading with Care, there are two corrections: the spelling of Parkwood in the website address and after the website address insert "first links page".

A motion to adopt the corrected reports was sustained. (D. Pestaluky/B. Creighton)

### Audit

The final report of the Audit Team for the year ended December 31, 2019 was submitted by Kathryn Newton, leader of the team, and read by Stewart Elder.

The Parkwood Audit team was appointed at the February 2019 annual congregational meeting. The team consists of Kathryn Newton, Harry VanDyk 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 late** November 2019 and was completed in February 2020. The findings of the audit team, based on the work performed, are that the books and records of Parkwood Presbyterian Church for 2019 appear to be in order.

The detailed finding of the audit team will be presented to the Treasurer and the leader of the Finance Team.

**The "review" of the Planned Giving/Endowment Fund** will take place subsequent to the date of the Annual meeting by a person(s) appointed by the Session to do so.

We would like to extend particular appreciation to Dianne Nickerson, cheque preparer, and Betty Paul, envelope secretary, for their meticulous work in preparation of cheques, deposits and documentation supporting the weekly offering, receipts and disbursements records. Their detailed work enabled the audit team to be most efficient in their work.

A motion to adopt the report was sustained. (B. Featherstone/S. Elder)

## Financial Statements for 2019

Three pages with a correction for the inclusion of donations of \$550 for CANHAVE in special appeals received and disbursed were circulated to those in attendance. A motion to adopt the corrected financial statements was sustained. (D. Nickerson/D. Tuck)

### New Business

#### Budget Team Report and Recommendations

A motion to receive and consider the Budget Team report and recommendations was sustained. (D. Nickerson/D. Pestaluky)

A recommendation to approve a target for offerings for Local Purposes of an increase of 2 percent in 2020 to \$213,965 was sustained. (D. Nickerson/R. McGregor)

A recommendation to approve expenditures for Local Purposes of \$231,190 in 2020 was sustained. (D. Nickerson/ D. Tuck)

A motion to adopt the report as a whole was approved. (D. Nickerson/M. Harten)

#### Allocation for Presbyterians Sharing for 2020

A Session recommendation that the congregation approve a target of \$17,000 for donations to Presbyterians Sharing in 2020 was sustained. (D. Featherstone/D. Tuck)

#### 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 (D. Featherstone/M. Harten)

#### Appointment of Audit Team for 2020

Rachel McGregor volunteered to join Kathryn Newton, Harry VanDyk and Stewart Elder on the team. A motion to approve the four members of the Audit Team for 2020 was sustained. (J. Moors/A. Eniang)



## Fundraising Approaches

There was a discussion of the note on fundraising approaches, in particular on the use of gift cards. A motion to authorize Alta MacFie to communicate to the congregation via the bulletin and the newsletter the proposal to raise funds via the sale of gift cards, listing the available cards and requesting expressions of interest, and to proceed if sufficient interest is indicated and adequate volunteer support for administration of the program is found was sustained. (D. Pestaluky/J. Sheridan)

## Membership of Ministry Teams

Jacek Kitowicz volunteered to join the Fellowship Team. It was agreed to include the Planned Giving Fund team in the list of ministry teams. The members are Stewart Elder, Marcia Harten, Asuquo Eniang and Dennis Featherstone.

A motion to accept the amended membership list for the teams was sustained. (D. Pestaluky/C. Herbert)

## Adjournment

A motion to adjourn was sustained (D. Nickerson/M. Harten)

## Closing Prayer

The Moderator closed the meeting with prayer, at 7:55 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 2020:

- As elders, individually and collectively, prayerfully and actively offered pastoral care for members and adherents
- Received Presbytery Visitation team in February
- Approved proposed fundraiser by Savannah Elder
- Mohammad Raouf was ordained as an elder
- Organized celebration of Judy and Stewart **Reeve's combined service of over 90 years as elders**
- Planned a Session retreat meeting for May
- Agreed to forward to Presbytery an Overture on how to retain or sustain unity within the denomination for eventual forwarding to General Assembly
- Agreed to apply for Federal Wage Subsidy
- Approved revision to Benevolence Policy, **Jan's request to step down as Convenor and Susan McCullough's offer to become Convenor**
- Continuous review of when it might be appropriate to reopen for public worship
- Approved proposed safety protocols, duties and number of volunteers for eventual reopening
- Continuous monitoring of work to develop ability to livestream from Sanctuary
- **Prepared note of appreciation for Jan's 50 years of continuous service and organized inclusion in worship service on November 29**

## The 2020 Annual Report of Parkwood Presbyterian Church, Ottawa

As of December 31st, 2020 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; Susan McCullough, Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Mohammad Raouf, Linda Robinson; Duane Townsend; Dale Tuck; and Gordon Walford. Kris Marion is on leave.

For 2021, Session will organize a congregational meeting to provide everyone with an update on the status of the question of unity and diversity in the context of the teaching and practice of human sexuality in The Presbyterian Church in Canada. There will be an opportunity to ask questions. This meeting will be separate from and later than the Annual Meeting in February. Session will draw up detailed plans for the update note and process at its regular meeting in February.

In 2020, Marion Campbell and Duane Townsend were inactive.

At the January meeting, the request to demit by Judy Reeves was accepted with regret. At the December meeting, the request to demit by Jan Sheridan was accepted with regret. Session is **very thankful for Judy's forty years of service as an elder and for Jan's fifty years of continuous service as an elder.**

*-Dennis Featherstone*

*Clerk*



Marcia Harten

Roll Clerk

### B. Roll Clerk Annual Report

Number of members on the roll,  
December 31, 2019 182

#### Number added during 2020

By transfer	0
By profession	0
By Session resolution	0
Total added	0

#### Number removed during 2020

By transfer	1
By death	2
By Session Resolution	0
Total removed	3

Number of members on the roll,  
December 31, 2020 179

Number of members on the roll for the previous three years.

	2017	2018	2019
Number added	6	7	0
Number removed	8	10	3
Number Dec. 31	189	186	182

*- Marcia Harten,*

*Roll Clerk*





Laura Game  
&  
John Huber  
Communion Clerks

### C. Communion Clerk Report

The record of communion for 2020 is as follows:

March 1:	81 served
April 9 (Maundy Thursday):	-----
October 4:	4 reported
December 6:	20 reported
Pastoral Care Communion	-----

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 2020 the presbytery saw no departures, one retirement, and three inductions: Jonathan Dent to Grace Orleans in January, Chris Clarke to Westminster in February and Paul Wu to St. Giles in December; one minister continues as stated supply: Ruth Draffin at Rockland Community Church. Two churches are **vacant: St. Andrew's** Aylmer (operating under a long-term supply arrangement) and Trinity Carp, which became vacant at the end of the year. The presbytery met twelve times in 2020, **six "regular meetings", three induction services,** and three special meetings: one on a pastoral relations matter, one on 2019 remits related to human sexuality and theology and one mainly to do with Gracefield Camp.

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; it met online via Zoom in October 2020. A full **"in-person" synod is planned for 2021 in Cornwall**, including a conference on the theme **"Climate Control: What Can I Do?"**

## 2020 Annual Report of Parkwood Presbyterian Church, Ottawa

Our minister is the Presbyter ~~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 2021 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. At the time of writing this report the 2021 General Assembly is set to meet online and there is considerable concern over the ability to make wise and considered decisions in such a milieu.

*-Gord Walford*



John Huber  
Memorials Clerk

### E. Memorials Clerk Report

During 2020, in memory of individuals, Parkwood received gifts directed to the following Funds: Audio Visual/IT, Benevolent, Capital Reserve Expenditures, Fellowship, Flower, Loan Repayment, Memorial, and Operating. Gifts were received in memory of Helen Curnow, Gale Dumsday, Joan Holmes, Roberta Hurd, Arthur Johnson, Elmirah & Edmond Kelsick, Margaret Cousins (**Jean Kerr's sister**), Ivan Martin, Robert Nickerson, Elizabeth Pettigrew, Tom & 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

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*



Susan McCullough  
Benevolent Fund Coordinator

### F. Benevolent Fund Report

The Benevolent Fund is very grateful to the congregation for their support.

Throughout the year, the Session Benevolent Fund quietly and confidentially assists members of the congregation and community facing unexpected financial expenses. Funds come primarily through the Christmas Eve Service and the White Gift offerings.

Food vouchers, Transportation vouchers and Emergency Funds are requested through the elders and the church office.

This year White Gifts were converted to vouchers and cheques thanks to Marcia Harten and Alta MacFie.

There are monthly needs provided throughout the year. Donations throughout the year are appreciated.

Please continue to pray for the fund and the community it supports.

The fund is audited each year.

*-Susan McCullough*





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 2020, many activities were cancelled due to COVID-19. No funds were requested or distributed.

Submitted by:  
- Marcia Harten



Dale Tuck

#### H. Refugee Fund

As noted in the 2019 report, Session had determined that this fund could be used for the support of refugees currently resident in Canada. Such a request was received late in the year. A bank account has now been established to provide regular access to funds. In particular, Alta MacFie, Karen Hurd, Peter Paul and John Huber have been very involved with the assistance of refugees in our congregation. We especially thank them for their

We especially thank them for their commitment and ongoing support.

*Respectfully submitted*

*-Dale Tuck*

#### I. Planned Giving Ministry

In 2020, donations to the Planned Giving Fund were \$5,000. This amount was transferred to the separate bank account for the Planned Giving Ministry (PGM) at BMO. As of the end of 2020, a total of \$24,000 has been donated to the PGM. 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. All of the donations to date have requested that the investment returns be designated in support of the Presbyterian Church in Canada, Gifts of Change projects. These returns will begin at maturity for the separate GIC investments.

As indicated in the report for 2019, the investment strategy is to divide the total investment into five separate GICs with maturities of one through five years. For three of the investments, there is a combination of a guaranteed rate of return and 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.

The total donation of \$24,000 has been invested or used as follows: \$19,000 is invested as described above and the newly donated \$5,000 is held in our bank account at BMO awaiting a review of investment options early in 2021.

For 2020, BMO certified that the Fund had a credited, accrued interest total of \$168.73. This accrued interest was added to the funds already invested. The asset balance in the Fund at year-end is \$24,186.73.

*-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, 2020, the following are members of P&P:

Dianne Nickerson, Holly MacDonald, Dennis Featherstone (*ex officio*), and Rev. James Hurd (*ex officio*).

Due to Covid-19 restrictions, we met only twice in 2020, on January 15<sup>th</sup> and February 19<sup>th</sup>. In January, we looked into the viability of on-line donations through Canada Helps. Dennis and James attended a workshop on January 29<sup>th</sup> to obtain more information about the program. It was agreed and approved that Dennis and Gord Walford be registered as representatives for gaining access to the Canada Helps website for on-line donations through them.

On the issue of structural change designed to retain or sustain unity with the denomination given the divide over issues of sexuality and marriage, we brought a recommendation to Session asking James to send an appropriate overture to General Assembly on this subject. General Assembly was originally scheduled for June 2020 but was not held due to the pandemic. We await a response to our overture.

In February, we discussed the problems we face due to the small number of active elders at Parkwood. There are many reasons why some elders cannot be active, namely age, sickness, work restrictions, home difficulties, etc.

**A recommendation for an elders' retreat to "brain storm" these issues was brought to** Session and approved. Plans were made to hold the retreat at the end of May. However, the pandemic intervened and the retreat was postponed indefinitely. Terms of Reference for the Budget Team were discussed with a view to revision/update. This will be re-visited at a future meeting.

There is a growing need for more volunteers to fill vacant or understaffed volunteer positions, which we hope to address as soon as we can, for example, Church Historian.

May God bless us and keep us safe.

*-Dianne Nickerson, Team Leader*



John Fair  
Team Leader

### B. Worship Co-ordination Team AGM Report for 2020

Our team had only one face-to-face meeting in 2020 and that was on January 23. We set our next meeting for May 21 but that meeting never happened. From March 15 on because of COVID-19 restrictions we met through e-mails back and forth.

Our first major responsibility of 2020 was Easter. The Easter Sunrise service and the Easter breakfast at the church were cancelled. Rev. James Hurd continued to lead worship Sunday by Sunday including Lenten evening services, Maundy Thursday, Palm Sunday, Good Friday and Easter Sunday.

On Sunday, December 13 the Arise School of Dance performed via a video. This special 15-minute production entitled, *Born in Me*, was presented as part of the Sunday morning worship

service in the middle of Advent. Since they were not performing live they asked that Parkwood send a donation which **with the team's approval, we** gladly did in the amount of \$200.

We are grateful to those who when asked if they would do the readings for the four Sundays in Advent were willing to do so. We also arranged the readers for the Christmas Eve and Christmas day services and again appreciate the willingness of those approached to read Scripture. Due to COVID-19 restrictions each reader had to send in their recording to the church office for inclusion in the service. We also arranged for the church to be decorated even though we were not holding the services in the sanctuary. However, the decorated tree was used each Sunday as a bright, beautiful background for all the services. Thank you to Pam Pestaluky and Holly MacDonald and a couple of their elves for a majestic effort that was appreciated by all who joined in worship throughout the Advent and Christmas weeks.

On October 2, 2020 our team along with others from Parkwood, received a request from Session for information with regard to preparation for re-opening the church for in-person worship. We responded with ten directives or guidelines which each usher would agree to if they were willing to come and serve as an usher. We therefore canvassed our roster of ushers to see who would be willing to resume their ushering duties in accordance with the guidelines. We were overwhelmed with the response and willingness of each of the eleven who said they would serve. Thank you to them.

They are now on stand-by until Session deems it safe and appropriate to reopen. We appreciate the work and thought Session has put in to constantly review the possibility of re-opening.

The WCT wishes to thank Dianne Smith, our Director of Music and the choir and the musicians for all their work in 2020. It was an ever-changing challenge each week to have the music ready as everything had to be pre-recorded and then submitted on time for inclusion in the worship service. Well done – thank you.

Lastly, but with much gratitude our team gives thanks to the technical team that never fail to have everything in order for Sunday morning. We start with Rev. James Hurd who manned StreamYard Sunday by Sunday. We also thank Brenda Creighton, Dan Moffet, Mohammad Raouf, Gordon Walford, Dale Tuck and Dalia Hanna our Administrative Assistant, for all their creative, resilient, adaptive efforts to make sure worship happened every Sunday morning. COVID-19 provided the challenge and these people met the challenge. Thank you from all of us. Jesus said in Matthew 16: 18 that the gates of hell will not overcome his church. Soli Deo Gloria.

The average Sunday in-person attendance in 2020, from January 1 through March 15 was 84. The **average** attendance in 2019 was 97.

*Respectfully submitted*

*-John Fair*



Dianne Smith

### Choir Report

The choir rehearsed Thursday evenings and later on in the year on Saturday evenings. Following the outbreak of Covid-19 rehearsals were held outdoors until the weather turned too cold. We then switched over to rehearsals on Saturday evenings via Zoom which Dianne Smith hosted from her home.

Choir members are James Hurd, Susanne Johnson, Alta MacFie, Dolly McKyes, Betty Paul, Diane Walford, Asuquo Eniang, Ted Johnson, Gord Walford and Lori Stewart.

**The choir's main** function is to assist in leading the worship music during the Sunday service whether live or online to the glory of God. To accompany the



congregational singing, Dianne Smith played the piano or organ, Gordon Walford played guitar, Asuquo Eniang played the bass guitar, saxophone and drums, Yaman Ozcan, a professional drummer, played percussion and Susanne Johnson played the flute and piano.

First of all we would like to extend a heartfelt thank you to all who have helped out this year! Choir members, soloists, instrumentalists and tech people - thank you for your dedication.

The choir and various instrumentalists provided offertory music, preludes and hymns. Some were recordings we had on hand from earlier services that were held at Parkwood and others were pieces which Dianne Smith chose which included a wide variety of contemporary and traditional music selections. These selections were recorded following social distancing protocol and were then blended by our very talented tech people. We wish to send a special thanks to all those who jumped in and learned new technology recording voices over the instruments. This is not as easy as it might seem!

During the March lock-down Dianne recorded the service music from her home and sent it to Gord Walford.

Gord Walford recorded the music in the Sanctuary for the month of June and early July.

Summer supply was provided by pianist Sunny Kim who did a wonderful job making the service recordings for us. Dan Moffet and Brenda Creighton recorded the music on Tuesday evenings with Sunny during Dianne's vacation. We are very grateful to Sunny for her assistance and all her hard work.

**After Dianne's return from vacation, Dan continued** to record service music, hymns and songs in the Sanctuary on Thursday evenings including the piano, band and organ. Our first attempt to prepare a remote solo recording was with Savannah Elder in early October and her recording of Back to God.

Solo voices are added by individuals recording their voice in their house on a phone or computer

while listening to a recording previously made in the Sanctuary. They return the recording to Dan for merging into the already recorded music. Late fall singers and Susanne on flute and Asuquo on sax recorded their part over the guitar and piano recordings from their homes and Dan mixed it all together. Band members include Yaman Ozcan percussion, Asuquo Eniang bass guitar and saxophone, Gord Walford guitar and Dianne Smith piano and organ.

Come the fall we had choir practice on Saturdays at 5 pm outdoors until the weather became cooler in late October when we switched to zoom. On a warm day in October Dolly, Alta, Susanne, Ted, Asuquo and Lori were able to record some music that was to be used in future services as anthems during the offering.

One of the highlights was Lori Stewart's solo "I heard the bells on Christmas Day" with choir voices of Susanne, Asuquo, Gord and Diane mixed in electronically and used in the Christmas Day service.

During the 2020 Christmas season we were fortunate to be able to use recordings that Gord Walford had made of the music from the 2019 Christmas Eve service. Dan Moffet was able to incorporate these hymns and Carols into the Christmas services. It was so special to hear the congregation all singing together in these recordings while we were all apart.

Susanne joined the Parkwood worship band on piano in the Christmas season, playing preludes and leading the Carols. Our thanks to two piano **students of Dianne's, Aubree Luimes and Abigail Bereket**, for their piano offertories. Other highlights were a piano medley by Diane Walford from her backyard and a solo with guitar by Gord Walford, singing/guitar, saxophone solos by Asuquo, flute and vocal solos by Susanne. Dolly McKyes and her choral group EXSSA (Ex Students of Saker Baptist College, Limbe Cameroon) presented a very meaningful and inspiring musical offering. Thanks to Golda Akat, Savannah Elder, Holly MacDonald, Jennifer Hurd, James Hurd and John Harder for their musical contributions.

Also special thanks to Andrea Gibson who helped us out playing piano preludes early in the year. We are thankful to all these gifted musicians for their musical contributions to the glory of God!

We wish to send a special thanks to Brenda, Dan, Gord, Dale and Mohammed for their technological and organizational help. New choir members are welcome. Being able to read music is an asset but not a requirement.

- Susanne Johnson



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.

##### Church School

Church school is provided for children ages 2 ½ 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.**

From January until the COVID-19 lockdown in March, corporate worship was held down in the **Fellowship Hall after the children's story and** before they went to their individual classes.

From January until March Alice Veras taught the preschool to Grade 2 class with adult support from Laura Game and Marcia Harten, Pamela Pestaluky and Philip MacFie taught Grade 3 to Grade 5, Peter Paul and Susan McCullough taught Grade 6 to Grade 8 and Victoria Mabie led the high school students.

*Submitted by: Church School Coordinator*

*-Pamela Pestaluky*

#### New Testament Survey Course Spring 2020

A total of twenty-five people associated with Parkwood participated in an online New Testament survey course during April through June 2020. The course was prepared by Stowe Campbell and Dom Corriveau of The Navigators to train Navigator staff. This course involved about five hours of work each week for 12 weeks. Each week there were New Testament readings that together covered the whole of the New Testament, plus a one-hour video, and a one-hour Zoom meeting (Wednesday evenings) to discuss questions, and provide an opportunity for sharing and prayer. Some participants did additional reading. The course gave an introduction to personal discipleship, biblical literary features, historical context, and vocabulary as well as showing the relationship between the New Testament and biblical theology. This was a good sharing experience while many were isolated. The level of the material was quite challenging, as was using the Zoom format. Participants had many good questions.

**Our group was divided into two groups: "young adults" (ages 16-35) and "older adults" (age 35 and up).** We had **eleven "young adults" and eleven "older adults" participating in addition to** leaders Karen Hurd, Vicky Mabie, and James Hurd. Average attendance was 20 people.

Our final Zoom class was held with both groups together and Stowe Campbell (New Zealand) answering questions about the New Testament from participants.

## 2020 Annual Report of Parkwood Presbyterian Church, Ottawa

Participants expressed appreciation for the course. All were encouraged to learn more about discipleship and use other free courses available from The Navigators online.

Course website:

<https://www.tdcresourcehub.org/biblical-studies-program>

Submitted by: **Karen Hurd**



Victoria Mabie  
Youth and Young Adults

Youth and Young Adults 2020

What a year it has been! it was definitely not the year I was expecting when I started planning youth group and high school Sunday school at Parkwood.

The year started out strong with a few events occurring outside the church and around the city.

In January, roughly half a dozen youth, along with myself and another adult volunteer, attended a conference at the Metropolitan Bible Church called *Just Ask*. This was a full day event hosted together by Exousia, a local group supporting youth ministry, youth workers and the church, and Ravi Zacharias International Ministries. The day was made up of large group sessions and smaller sessions focusing on specific topics. The youth were welcomed and encouraged to ask questions about what they were wrestling with and what they were curious about.



February started out with a small group going tobogganing at **Mooney's Bay**, followed by a stop at **Tim Horton's afterwards for hot chocolate**. We ended the month by participating in the *Coldest Night of the Year* walk, with the money we raised going to help the Ottawa Mission. We had 11 people join the five kilometer walk (nine youth, two adults), where we started at the Shaw Centre



went through downtown, stopped at the Ottawa Mission for a quick snack, a spot to warm up, and a brief talk on what the Ottawa Mission does, and then through Sandy Hill and back to the Shaw Centre. When we got back to the Shaw Centre, a light chili dinner was provided for us and the other participants to eat while we warmed up.

At the beginning of March, we had an event at the church where we made cake pops, had a devotion and played a few games.

A trampolining event had been planned for the March Break but was cancelled after the province was shut down due to the COVID-19 pandemic.

In April, we began a New Testament study over Zoom for the youth and young adults, which started out with approximately 12 students participating. I co-led this group with Karen and James Hurd, meeting every Wednesday night for an hour or so, working through each of the books in the New Testament. The participants would read the assigned books during the week leading up to the meeting and come with their questions. Many good questions and answers were raised during these sessions.

Most years, the youth at Parkwood attend a conference on Good Friday at the Metropolitan Bible Church called *No Other Name*. This year, the put together a virtual event that was live streamed on the afternoon of Good Friday.

This online conference included speakers who spoke of Jesus being the name above all names, worship time and a live chat where people could post comments and questions.

During this time, I tried reaching out to the youth in some different ways, trying to keep them engaged, connecting with others, and knowing they were not alone during a very challenging time. I posted questions and quizzes on the Parkwood Youth Facebook and Instagram pages. I recorded a few videos to reinforce that we are not alone, giving messages of the hope that we find in Jesus. We started up youth events again a little later in the spring, having meetings on Zoom once every couple of weeks with games and a Bible discussion.

In June, we had four youth graduating from grade eight and three youth graduating from grade 12. As a way to congratulate them, a number of people sent in video messages that were compiled into one larger video. These were then sent to each of the graduates.



We had a summer student, Sarah, who worked with the youth in July and August, who planned a number of activities for them. She led online Zoom youth events, including a couple Bible trivia nights, and a 'Christmas in July' event. She helped connect some of our youth with the Korean Church

for a Narnia study. The student also organized a music video and Bible verse video where the kids and youth enthusiastically took part. Both of these videos were included in the online Sunday morning worship services.

In September, we got back to a more regular schedule, having a youth event on Zoom every second Friday night. These consisted of more nights with games and devotions and Bible discussions. We also attended an online conference called *Change Conference*, where the youth listened to different speakers and participated in game activities by responding to questions in the chat. This event was attended by youth from across Canada.

Our final meeting before Christmas was our annual Christmas party, which felt a little different from other years as we were still meeting on Zoom. We played some Christmas related games and trivia, had a small talent show, and a Christmas devotion.

In September, we also started up high school Sunday school online, meeting each Sunday on Zoom at 11:15am for roughly 45 minutes. We have been working through a curriculum by David C. Cook that works through the spiritual gifts, looking at what they are, giving Biblical examples and then giving the youth space to apply it to their own lives and how they could work on trying out that gift in the coming week to see if it is one of the spiritual gifts God has given them. Leading up to Christmas, we switched to a 4-week Advent series by J. D. Greear, where he takes a deeper look at the names given to Jesus in Isaiah and how they show us more about who He really is.

**Learning to connect with and engage the youth completely online for the majority of the year has definitely come with its challenges but has also allowed me to see some good things happening. Connections throughout the week have increased. They are asking more questions and it is evident that they are thinking a lot about their faith and their own lives and their futures. I do feel that relationships have deepened between the youth, as well as between the youth and the leaders.**



It has definitely been a year like no other, but I can see God working through it and in the lives of the youth and young adults. A big thank you to everyone who has helped out with making the youth ministry and young adult ministries possible. I could not do it without you and am forever grateful for how you have helped speak truth into the lives of our young people.

-Victoria Mabie



Holly MacDonald  
Director

#### LOGOS Program

**Logos is Parkwood's** mid-week activity for children in grades 1-8. We had planned to hold Logos on our regular schedule, which is 12 nights of Logos beginning in February and then 10 weeks beginning in September. Due to the Covid-19 pandemic we were forced to cancel Logos and were only able to meet in person from January 29<sup>th</sup> to March 3<sup>rd</sup>. There were approximately 20 children enrolled and we had up to 4 high school students volunteer on any given night. We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year for the 6 weeks that we were able to meet. Before the closure, the children had been learning the actions to a fun and **lively song "My Lighthouse"**. **Over the summer** they were encouraged to video themselves doing the actions to the song. These videos were edited **and put together by Parkwood's summer student, Sarah Driediger**, to create a fun and encouraging **montage that was played during Parkwood's online** service and distributed via the e-letter. Special thanks to John Harder for providing the musical accompaniment.

In the fall it was decided that we should try to hold a Logos-like activity night on Zoom. From November 18- December 9<sup>th</sup> (Wednesday nights for 1-1.5 hours) we held **"ZOGOS"** for children

From grades 5-8. Victoria Mabie was the leader with Holly MacDonald assisting. Each night had a theme, a game and a Bible lesson and lots of time to chat and catch up with each **other's** news. This proved to be a fun and valuable activity with between 4 and 8 children participating. We have planned more for the New Year until we are back to in-person Logos!

While we were having in-person Logos, Holly MacDonald was director of Logos and Victoria Mabie was decorating the Fellowship Hall each week for the themes. We had 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, cooked, served and cleaned up theme-based dinners, taught Bible and worship skills and planned and supervised games and recreation. Their gifts were 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 for the 6 weeks we had Logos:

Cooks: Ed and Vicky Steenhorst

Dinner Dean: James Hurd

Bible Teachers: Gr. 1&2: Alice Veras, Gr. 3&4: Janet Mabie, Gr. 5&6: Victoria Mabie/ Michael Burdo, Gr. 7&8: Linda Robinson

Worship Leaders: Holly MacDonald, Pamela Pestaluky, Victoria Mabie

Recreation Leaders: Gr. 1-4: Holly MacDonald, Janet Mabie, Gr. 5-8: Jim MacDonald, Victoria Mabie

Helpers: Mahshid Eshtiagh, Melinda Kitowicz, Michael Burdo, Jacob Solomon, James Marion, Ramtin Raouf, Samantha Sutherland

Thank you to all members of the congregation who have supported Logos with their gifts and prayers

*Submitted by: Director Holly MacDonald*

### Church School & Logos Pandemic Efforts

When it became clear in April that Logos would not be able to continue for the year, Holly MacDonald, Pamela Pestaluky and Victoria Mabie undertook to reach out to the Church school and Logos families.

Their first endeavour was creating and delivering **"surprise boxes" for the Logos and church school** families for Easter. These boxes were full of craft and game activities as well as scripture verses and some special surprises for the children. Included in the boxes were cards and envelopes that the children/youth could send out to seniors in our congregation.

In July, church school bible lessons for each Sunday during the summer were delivered. These packages also included bibles for the younger children. Summer surprise boxes followed in August for each of the families. Special thanks to our summer student, Sarah Driediger. She took on the graphic design needed for each of these activities and made it extra special.



The end of October reverse trick or treating took place. Dressed for the occasion Holly and Pamela were able to get around to most of the homes of the children and youth at Parkwood. Treat bags were left for each one with a Halloween prayer included. Many of the children mentioned how much they missed Logos. We were amazed at how much the children had grown in 7 months.

November Advent wreaths were made and sent out to each of the church and Logos families with children.



Thanks to Don Pestaluky for cutting the wooden candle stands. 26 adventwreaths were made in total. Also included were readings for each of the **Sunday's in Advent** for the families to read together.



Bible lessons for children from preschool to Grade 5 were provided for each Sunday from November 29 until December 27. These lessons covered the story of the birth of Jesus.

These deliveries were made possible by the following drivers: Jan Sheridan, Victoria & Elizabeth Mabie, Alta & Philip MacFie, Marcia Harten, Susan McCullough & Andrew McRae, Kathy & Bob Newton, Holly MacDonald and Pamela & Don Pestaluky. Many thanks for taking the time to make contact with the families. Many of the drivers reported warm words of thank and gratitude for the deliveries.



Both families and drivers appreciated the opportunity for short socially distanced visits.

Submitted by:

-Holly MacDonald & Pamela Pestaluky



Alta MacFie  
Librarian

### Library Report

Sixty-six new books were added for a total of 1214 books in our library. One of the books, *New Testament Introduction* by Donald Guthrie, recommended by Pastor James, was purchased to answer questions people had during the online New Testament survey course held in the spring. A set of Focus on the Family Adventure in Odyssey Imagination Station books for children were purchased half price; there are some bargains to be had during the pandemic. *Discipleship on the Edge*:

*An Expository Journey Through the Book of Revelation*, highly recommended by Rev. Heerema, visiting pastor from Calvary Christian Reformed Church during a pulpit exchange was also purchased.

Unfortunately, with the library closed due to COVID-19, there have been many fewer books borrowed. Books may still be borrowed by request to Alta MacFie [macfies@rogers.com](mailto:macfies@rogers.com). The catalogue of books may be searched by going to <https://www.librarything.com/catalog/Parkwoodlibrary>. A brief introduction to many of the new books was included in several of the issues of the Parkwood Pulse.

### RightNow Media



A new initiative this year was a subscription to RightNow Media, a Christian video streaming service with an extensive offering of faith-based videos that can be accessed whenever you want on your phone, iPad, computer or TV. This service is free to all at Parkwood and may be shared with others whom you think would benefit from its content. To subscribe, notify the church office [office@parkwoodchurch.ca](mailto:office@parkwoodchurch.ca) and an invitation will be sent. This platform will be used for Bible studies, Sunday School and Youth Group as well as for personal study or inquiry. There is a large **selection of children's** videos as well.

- Alta MacFie



Dora Brown  
Team Leader

#### D. Pastoral Care

The members of **Parkwood's Pastoral Care Team** are: Rev. James Hurd, Margaret Roach, Betty Paul, Dale Tuck, Barbara and Duane Townsend, Dora Brown, and Laura Game (LOA). Rev. Hurd is chair and Dora Brown secretary.

The team met monthly, except in July and August, at the church January, February and March and by Zoom April to December to review activities, discuss current issues and pray together. Each meeting was opened with devotions by a team member. Due to Duane's illness Duane and Barbara have not participated in Zoom meetings.

During our meetings we discussed the impact of the pandemic on our community and in Long Term Care Homes. Following a request by session, we submitted our suggestions for returning to church services and programs in the church building. We expressed our concerns about the need for physical distancing, masks and sanitizing protocols and the oversight of implementing them.

During the events in the USA we questioned if we are sensitive to acts of discrimination in our community and church and confirmed that we all have a responsibility for justice and equality.

Communion worship services for members who have difficulty attending regular Sunday Services were discontinued. Team members made phone calls to those on our pastoral care list and other members of the congregation to keep in contact and check how they were coping.

Lunch and Learn events were discontinued. Dora has asked if there is an interest in having virtual Lunch and Learn events.

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 up until March. Dora helped to chair the **Home's Spiritual Care Committee and 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. All spiritual care volunteers and weekly worship services were discontinued in March at Peter D. Clark. Worship services at Starwood Nursing Home, Crystal View Lodge and Cederview Retirement Residence were also discontinued in March.

The team provided large-print **"Today" devotional** booklets to the Peter D. Clark residents, and to individuals within Parkwood Church and beyond that **were mailed out by the church office. "Today"** booklets were also placed by the church office 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 email and as new prayer requests were received.

Barbara Townsend coordinated the sending of **"Journeying Through Grief" booklets** to families or individuals who had suffered a loss. The booklets 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.

Team members Margaret Roach and Dora Brown who visited patients of the Presbyterian faith at the Ottawa Hospital Civic Campus and at the Queensway Carleton Hospital were discontinued in March by the hospitals due to the pandemic. Rev. Hurd is the Presbyterian Presbytery representative on Queensway Carleton Hospital Pastoral Care Advisory Committee.

The Ottawa Pastoral Care Training Program, which is part of the requirements to be eligible to serve as a pastoral care visitor in hospitals was cancelled. The Program held continuing education events by Zoom on Spiritual Care in the era of Physical Distancing and one on Medical Assistance in Dying for current pastoral care team members.



## 2020 Annual Report of Parkwood Presbyterian Church, Ottawa

There is a need for more congregation members to take the Pastoral Care Training Program when it **restarts and to become members of Parkwood's** Pastoral Care Team.

Prayer Requests were circulated to members of the Prayer Chain by Jean Elder. The total requests for 2020 were 664 and expressions of thanks numbered 177.

*Submitted by the Pastoral Care team secretary*

*-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.

On Sunday January 26<sup>th</sup>, the Fellowship Team held a team meeting to plan activities for the year. In attendance were, Session Representative: Pamela Pestaluky, Team Member and Secretary: Susanne Johnson, Team Member: Carolyn Herbert, Team Leader: Don Pestaluky and Guest: Jacek Kitowicz who was invited to and accepted membership into the Fellowship Team. Regrets: Team Member: Dianne Game.

On Tuesday February 25<sup>th</sup>, the Fellowship Team assisted with refreshments at a Presbytery Meeting held at Parkwood.

On Tuesday February 25<sup>th</sup>, the Fellowship Team hosted a Shrove Tuesday Pancake Supper which was promoted and provided free to the community around Parkwood Church. 60 persons attended the supper which included local Councillor Keith Egli who expressed his appreciation to Parkwood in his weekly community newsletter. 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. Jacek Kitowicz set up the tables and with John Henry Morten helped clean-up. With free will offering this supper raised \$77.95 for the Fellowship Fund. – Thank you!



On Saturday February 29<sup>th</sup>, the Fellowship Team hosted a Potluck Supper prior to the Annual Congregational Meeting. 22 persons enjoyed supper before the meeting. Thanks to all who assisted with set-up and clean-up for this supper.

On Sunday March 15<sup>th</sup>, the Fellowship Team assisted Session with cake and refreshments in the **celebration of Judy and Stewart Reeves' combined** service of over 90 years as elders in the Presbyterian Church.

On Monday February 24<sup>th</sup>, the Fellowship Team assisted with a catered reception held for the late Gayle Dumsday. Special thanks to those who helped set up for the reception, who helped in the kitchen, who helped with clean-up and who served as ushers and lift and parking lot attendants.



### Celebrating Our Birthdays:

On Sunday January 12<sup>th</sup>, Parkwood celebrated the birthdays of those whose birthday was in was in the previous calendar quarter by enjoying birthday cake after the Worship Service. Those in attendance celebrating birthdays 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 cake and supplies. Thank you Mahshid and Mohammad!

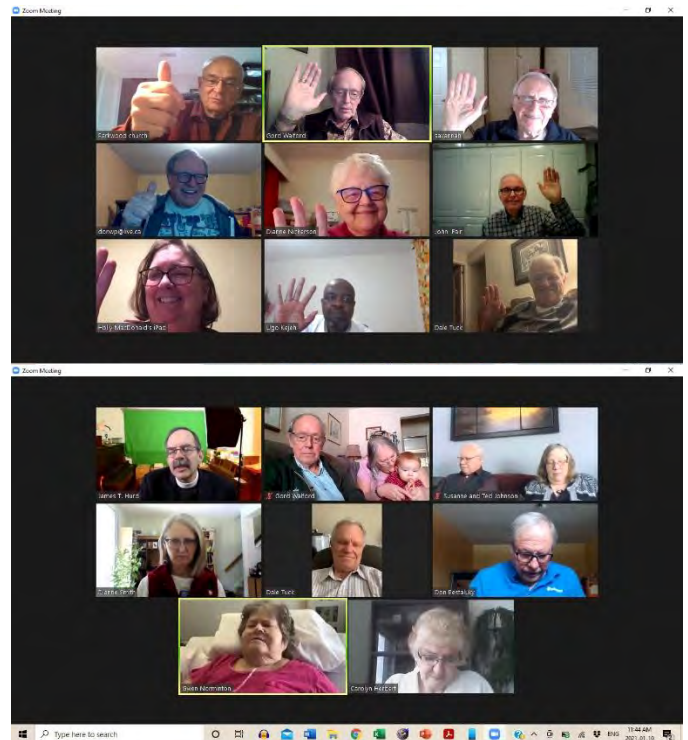
### Refreshments:

The congregation is thankful to God for the following coffee and tea hosts who make our Fellowship time after Sunday March most enjoyable: Ed & Vicki Steenhorst, Stewart & Jean Elder, Carolyn Herbert & Majari Sutherland, Hanna Kamoo & Tami Kamou, Mahshid Eshtiagh & Mohammad Raouf, Claire McPhee & Lee Ann Davis, Dora Brown, Albert Deboer, Heather Peckett, Dale Tuck, Romero Veras and Don Pestaluky. Special thanks to students, Charlotte & Dan Lukute who assisted the coffee and tea hosts.

### Virtual Fellowship Hour:

**The Fellowship Team's Session Representative,** Pamela Pestaluky, reported that Session had expressed that there was a need to connect during these COVID times. On this basis the Fellowship Team contacted and invited members of the congregation to a Zoom Fellowship Hour after the Sunday Worship Service on October 18<sup>th</sup> and every

second Sunday thereafter. In total 6 Virtual Fellowship Hours had been held and enjoyed by a total of 77 persons from the congregation. This bi-weekly Virtual Fellowship Hour will be extended into the New Year and everyone is welcome to participate. Please contact a member of the Fellowship Team or the Church office if you would like to connect with friends at Parkwood Church. Special thanks to Rev. James Hurd who has facilitated this fellowship hour through his Presbytery Zoom account and Jim MacDonald for his technical assistance.



During one Virtual Fellowship Hour, Holly MacDonald suggested a delightful activity and with Pamela Pestaluky organized on behalf of the Fellowship Team a Christmas Cookie Exchange

Submitted by: Pamela Pestaluky

### Christmas Cookie Exchange:

This event took place on Saturday, December 12<sup>th</sup> with 18 bakers participating. Surplus cookies were used to make up small plates of cookies surprising 23 seniors and 4 health workers from Parkwood. Enlisted with Holly and Pamela were three extra drivers to make the cookie deliveries which for the most part were made on Sunday and Monday afternoon.



Christmas cards were attached and signed as from the Baking Elves of Parkwood.

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, **Jacek Kitowicz** 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 (613-226-3089) if you have any questions. Thank you

*-Don Pestaluky, Team Leader*

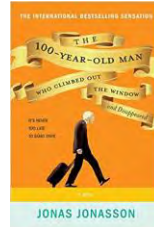


Marcia Harten

#### Parkwood Book Group

This year a group gathered to discuss a book in February. We had a lively discussion about *The Hundred Year Old Man Who Climbed Out of The Window and Disappeared*, Jonas Janasson.

Due to COVID- 19 there were no further gatherings of the Parkwood Book Group.



*- Marcia Harten*

#### Sunday Bible Study Report 2020

We met after Sunday church service in Parkwood church library until March when the church was closed due to the pandemic. We started meeting by Zoom Sunday at 12:00 PM in April and now at 12:15 PM. We meet every Sunday unless agreed upon to cancel a study.

We are using study booklets from the church library called Operation Timothy, an investigative bible study with the goal of helping people grow spiritually. We have completed books one and two and are now studying book three. Book Three **"Living With Power" will study the process of** depending completely on the Holy Spirit, as well as, getting a deeper intimacy with God. The topics in book three are: Learning to study the bible, understanding the value of prayer, taking a closer look at the church, developing character in my personal life, gaining a deeper walk with God and understanding **suffering, discerning God's will and** responding in obedience.

We read scripture following the guidelines of the topic and discuss it among us. We are a small group and welcome others to join us.

*Coordinator:*

*-Dora Brown*





Dale Tuck  
Team Leader

#### F. Outreach Team

What did Outreach do? During the pandemic, not much in the traditional sense. However, the new conditions prompted many to take up the task of providing regular services on Sunday mornings and to expand access to Bible study.

Dan Moffet and Brenda Creighton have put in many hours working with the Worship team in the recording of video and audio for presentation during Sunday morning. At first, we had no ability to do this whatsoever. By year end, Dalia, our admin assistant, was capable of integrating the input from Dan and Brenda into a video file so that pastor James could more easily deliver the service from his remote location. We thank Dan, Brenda and Mohammad Raouf who provided the technical capability to integrate this and to train Dalia in the new process. The output connects us to the outside world which is attested to by regular attendance by Leah Hopp in Uganda and several others.

Substantial work was done in attempting to present services from the sanctuary. We thank Mohammad Raouf for his yeoman work in this regard. Success was accomplished with John Fair holding the first service from the sanctuary on the morning of January 3rd 2021.

Linda Robinson is the prime mover behind the Pause Table at Algonquin College but that was put on the side due to Covid. Anything regarding get togethers ie. Black History or recitals was not possible.

Outreach continues to welcome all suggestions for the announcement of our Lord Jesus Christ into the world in which we live.

*Respectively submitted: Dale Tuck*



John Fair

#### *Barrhaven Bible Study Group*

The year 2020 was the start of our tenth year together as a group of 15-16. We had begun the study group on January 16, 2011. In 2020 due to health related issues some had to withdraw. The beginning of the year saw us conclude our study of the Westminster Confession of Faith which we had started on October 3, 2018. It was one of the longest studies we had undertaken but throughout the many months it proved to be a worthwhile study of one of the most comprehensive theological statements that has endured the test of time. It continues to be, since 1646, a solid doctrinal and theological guide and instruction in the Christian faith for Presbyterians and other denominations that recognize its supreme value and worth for every Christian. Its strength, value, worth and relevance comes from its source which is the Scriptures of the Old and New Testament. Every statement is solidly backed by Scripture. Our study produced over 100 pages of notes which each attendee was furnished with week by week. I thank the group for their perseverance, faithfulness and interest. We then planned for our next study and with the consensus of the group we were to begin Paul's epistle to the Philippians, Martha and I were going to be away and the plan was to start up again in early April. Then came - COVID-19. We were out of action until October 6, 2020 when we were able to start again using ZOOM. We did not know how many would join us on-line but we were overwhelmed by the response. We have a group now of 24, of which 14 come from other churches. We give God thanks and the glory.

Martha sends out the ZOOM link every week and the attendance has been excellent. What will happen when COVID-19 ends we do not know. But we know who holds the future so we leave it all in God's grace and plan.

- Martha and John Fair





#### 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 2020 sermons were recorded mainly through the sound system and audio files posted online up to March 22. Subsequently services have been held online, either livestreamed or pre-recorded; video recordings of these services are archived on our **YouTube channel, "Parkwood Ottawa".** Production of the videos involves a considerable number of people, in particular Dan Moffet & Brenda Creighton, Mohammad Raouf and Gord Walford. Weekly bulletins, monthly calendars and Pulse newsletters as well as frequent e-letters since September are provided by the office admin, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. The Pulse has reverted to mainly an online version, although a print version is available through the church office. A one-year archive of newsletters is available online. Thanks to all who contribute.



During 2020 statistics show number of visits remained steady at an average of 220 per month, number of pages visited declined slightly, number of hits increased 20% and bandwidth used increased over 35%. Most popular pages are the **"home" page (15,000 views)**, the main news page (2,000 views) and the **"contact us" page (1,800 views)**; also quite popular was the entry page set up for mobile devices such as smartphones and tablets (1,100 views).

The two donation pages have been visited 370 times. Observations indicate that the maximum number of households watching the online service over 38 services since Apr. 26/20 is 49. Parkwood continues to maintain a presence on Facebook. Posts to our Facebook page tend to be links to the livestreamed and pre-recorded services. In addition to the webservant, our minister, Christian Education Support Worker and the CE Team person who is liaison with RightNow Media have editing/posting privileges. In addition to our main Facebook page, Parkwood Youth have a presence on Facebook maintained by our CE Support Worker.

*-Gord Walford,  
Webservant*



Stewart Elder  
Team Leader

#### G. Mission Team

In spite of the numerous difficulties and various safety precautions brought about as a result of the Covid 19 challenges, the Mission Team was able to continue on remarkably well.

It is only fitting to start the year's report with an expression of thanks to those who assisted us in overcoming a problem caused, in essence, by the closing down of easy access to our downstairs Mission Team Bulletin Board. The Mission Team considers the downstairs Bulletin Board to be our major ongoing communication option with which we communicate mission challenges and needs to the congregation.

The Web Site, The Pulse, The E-mail Letter, the Sunday Bulletins and indeed even the AGM Report in the absence of normal access to our downstairs Bulletin Board, all became significantly more importance to us as useful communication tools and options.

As a consequence, special long-due thanks of appreciation are offered to Dalia Hanna, Brenda Creighton, Carrie Morris, and Gord Walford, The Office staff who are always helpful and supportive of the Mission promotion work especially exceeded themselves this year. Their special efforts are greatly recognized by the Mission Team. Other helpers too numerous to mention are also well known to us and according to Hebrews 6: 10, also to God.

2020 is the year that introduced some of us to hands on Zoom meeting technology for a first-time experience, where, under the guidance of Rev James Hurd we were shepherded along successfully. The decision to use Zoom meetings for our monthly gatherings, greatly helped us to engage together in the planning, preparation, and presentation of the various Mission Team Ministry projects that were able to be accomplished throughout the year.

#### Special Appeals:

The Mission Team has been humbled by the faithful support given through out the year, by our Church family members. We recognized we faced a challenge of sacrificial donation stress at a time of even greater need for additional mission- outreach assistance, brought on by the crippling effects of the Covid 19 pandemic. To that end, it was decided to limit our number of Special Appeals in the year, from the normal 4 to just two. The two selected Special Appeal recipients in 2020 were:

#### 1. Amethyst Women's Addiction Centre:

**Amethyst Women's Addiction Centre** serves women in need and is located right here in **Ottawa**. The Mission of Amethyst Women's Addiction Centre is to offer alternative addiction services to women. Amethyst works toward changing unjust social structures that place women at risk of addiction. Amethyst addresses and communicates the specific ways in which substance use and / or problem gambling **affect women's well-being** and why social change is necessary. Parkwood Church received \$160 in support of this Special Appeal ministry.

#### 2. Bright Hope for Tomorrow:

Bright Hope for Tomorrow Mission shares the love of Christ with people by partnering with indigenous Churches, helping the poor produce a product and providing relief to people in crisis. It brings hope to those who live in extreme poverty and who earn less than two dollars a day. Parkwood Church received \$375 in support of this Special Appeal ministry.

In addition, two unexpected Presbyterian Church in Canada requests for assistance were brought before the congregation by the Mission Team during the year:

- Lebanon Relief Disaster:  
PWS&D reported that \$143,000 was received in response to the Lebanon crisis from Presbyterians across Canada.
- The Near East School of Theology, (NEST).  
The request in support of the NEST recovery from their explosion received \$275 from Parkwood Church. This donation was immediately matched by the International Ministries Department of the Presbyterian Church in Canada.

The congregation is to be commended for having responded so quickly to these requests. Based on Presbyterian Church in Canada reports received later on, the donations were eagerly welcomed and accepted by those who had been hit so hard through the unexpected disaster. No doubt, their disaster-stress-level was greatly increased during this special time of world- wide concern and anxiety.

#### The Christian Salvage Ministry:

We have been able to renew a local volunteer contact with this important Christian ministry. The **ministry accepts donated "gently used" Christian Literature**. Once the donations arrive at their warehouse in Hamilton, they are sorted out and placed in an overseas shipping container for eventual delivery to Africa (sometimes India). Upon arrival the literature is freely distributed through local Christian Churches within the selected region.

## 2020 Annual Report of Parkwood Presbyterian Church, Ottawa

This year our Parkwood Office has been able to renew local contact with this important Christian ministry through a representative who lives in the Kars, Ont. Area. Thanks to Brenda Creighton and Dan Moffet, 10 boxes of Christian Literature were offered on behalf of Parkwood and accepted for eventual delivery sometime after the present Ottawa lock down period ends.

### Operation Christmas Child:

The Operation Christmas Child project brings **joy, hope and the message of God's love to boys and girls** who are the victims of war, disease, and poverty. Thanks to those who participated this year, Parkwood Church contributed 44 shoe boxes that were filled with toys, gifts, and prayers in support of this exciting outreach program.

### Church Around the World:

As we did not have any idea how long will be required for normal circumstances of church worship and fellowship to recommence, we decided to order a digitized version of the Church Around the World information update Bulletin.

*AGM Mission Team Budget supported Ministries in 2020*

### Five Major Support Items:

- Carling Community Chaplaincy
- Covenant Orthodox Presbyterian Church (Uganda)
- Gracefield Camp and Retreat Centre
- Inter-Varsity Christian Fellowship
- Ottawa Innercity Ministries

### 10 Additional Support Items:

- The Bible Ministry selected for support in 2020 was The Bible League of Canada
- Algonquin College Campus Ministry
- **Can Have Children's Centre**
- Christian Hit Radio inc. (CHRI)
- Jesus the Only Way Evangelical Arabic Ministry
- Ottawa Mission
- Renewal Fellowship
- Sat 7
- Teen Challenge Ottawa
- Voices of the Martyrs

### What went well?

The decision to use Zoom technology for our monthly Mission Team meetings has been beneficial in overcoming meeting challenges inflicted by Covid 19 difficulties. The Mission Team is thankful to James for offering to act as the Zoom Host Convenor. Appreciation of what the Mission Team has been able to accomplish during the stress of Covid 19 is also expressed as being remarkable.

### What can we do better?

- Better promotion of the 1<sup>st</sup> Wednesday of the month PWS&D Champions Prayer Guide through the Parkwood Church E-mail letter and occasional Pulse notices.
- Create more congregational interest in the ministry work of the Carlington Community Chaplaincy by placing one or two Pulse Up-Date blurbs on What is Happening at the Chaplaincy.

Personal thanks are also extended on behalf of myself as Team Leader to all of the Mission Team members for their service throughout the year 2020: Rev James T. Hurd (ex officio), Asuquo, Eniang, Andrew McRae, Paul Mkandawire, and John Huber.

*In His service.  
-Stewart Elder*



Terry McBurney  
Team Leader

### H. Facility Management Team

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) Direction and support of the Administrative Assistant (in conjunction with the Minister)
- e) Direction and support of the Caretaker
- f) Direction and support of the Events Coordinator
- g) Maintenance of a secure space for the required retention of church records.

2020 has been a unique year for each of us. With church services and the use of the facility for other purposes suspended in March, 2020, the tasks of facility maintenance have also been constrained. We have reduced the hours of work for the Administrative Assistant and the Caretaker; however, their efforts have been essential to maintain the worship and mission activities of Parkwood.

We anticipate that this curtailment will stretch into the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 2021. Some of the maintenance projects that we had hoped to undertake in 2020 have been postponed. Some of the tasks completed in 2020 include:

1. Revision and updating of the Emergency Response Plan
2. Conducting of an inventory of all equipment and furnishings in the building.
3. Improvements in IT infrastructure, including installation of a security camera on the front entrance.

However, several projects cannot be delayed indefinitely and we hope to address these starting in 2021:

1. The replacement of windows that are badly deteriorated.
2. Painting or cladding of the external woodwork of the building.
3. Replacement of the stacking chairs in the Fellowship Hall and in meeting rooms.

As noted in previous Annual reports, the cost of these projects exceeds the provisions in our **Team's annual budget** for Facility repairs and maintenance but we will prioritize the work and begin a phased approach to addressing these issues.

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 and we feel that each of the incumbents is performing at a high level in the respective positions.

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 and the IT team under the leadership of Andrew McGregor (See following reports.)

Respectfully submitted.

*Facility Management Team Leader*  
- Terence McBurney



Alta MacFie

### Furnishings Group **Report**

The Furnishings Group consists of Alta MacFie, Marcia Harten, Dianne Nickerson, Carolyn Herbert, Pamela Pestaluky and Martha Fair. The team, although not as active this year due to COVID 19 stay-at-home restrictions, still accomplished a few items especially in early 2020.

- A decal picture was attached to one the nursery walls making the room a little more inviting.





- Some handsome second-hand upholstered chairs were purchased for the Library and Gathering Place to replace the black chairs that were showing wear.
- Stacking chairs were researched to replace the current ones as they reach the end of their life. If you have been in the church recently, you will have noticed two sample chairs under consideration. People who have tried them out report that they are very comfortable and easy to transport.

*Respectfully submitted,*  
-Alta MacFie



Brenda Creighton &  
Andrew McGregor

### 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:

- Installed upgrades to the Windows operating systems on all computers and laptops.

- Installed 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.
- Andrew prepared a laptop with required software for the Summer Programs Assistant so she could work offsite.
- At the request of Session, Andrew purchased on behalf of the church, a subscription to Zoom Pro so Parkwood groups could meet remotely.
- Google Suites Email project to replace all personal addresses for team leaders on the church website to non-personal email addresses is on hold because of the pandemic.
- Andrew investigated and arranged for upgrading of the internet service in the building which allows us to livestream from the Sanctuary. The new package is a saving to the budget but with much more capacity.
- Arranged for the office email and phone messages to be retrieved remotely for the Admin Assistant Office and Summer Programs Assistant. Provided documentation and training for same.
- Brenda does weekly Norton antivirus and Windows updates and backups of the network which are stored offsite.
- With the pandemic, there was a need to find other ways to use our existing equipment to record worship services. Dan Moffet arranged for a consultant to provide recommendations on problems with the sound board and the equipment used to make audio recordings. We have replaced microphones and purchased cables which allow us to record in a new way. Dan also replaced defective cable connectors and labelled all cables with their length. He arranged, with approval from Facility Management, to purchase and install replacement track lights in the Sanctuary to provide more lighting for the video recordings.
- Regan Rambally continues to support and troubleshoot the telephone. He also researched possible **replacements for the system which is "end of life in 2022"**.
- Asuquo Eniang continues to program the outside electronic sign.
- Gord Walford maintains the website and provides behind the scenes support for office email.

Andrew moved to Kingston in December but continues to provide support remotely.

*Respectfully submitted*

*-Brenda Creighton & Andrew McGregor*



## Parkwood Events Report

It was a very different year for Parkwood Events. There were a couple of outside rentals before March but the time from mid-March was spent cancelling outside events and fielding requests from people still wanting to rent space, even for a wedding. Many thanks to Dennis Featherstone for his guidance as Session worked through the various changes to rules re reopening.

I continue to schedule all of the regular Parkwood groups and meetings hosted via Zoom so we can ensure that there is someone who can run the **meeting and that there isn't an overlap as we have** only purchased one Zoom Pro subscription. The office sets up the Zoom invitations.

Our sister church Ottawa Korean Presbyterian (OKPC) continues to use the Sanctuary on Sundays to Zoom their worship service. I also **schedule people's need to be in the building so** Dave is able to sanitize the rooms they have used or passed through to get to that room.

The Parkwood Church Activities calendar is on the website and on the back page of the Pulse. I **couldn't do this work without the support of Dave** Joiner our Caretaker who keeps the building so spotless, especially with the extra cleaning required because of Covid-19. Thanks to Dennis Featherstone for his continued guidance and encouragement.

*- Brenda Creighton*



Dennis Featherstone  
Team Leader

## I. Finance Team

There are several volunteers who handle the various aspects of the financial affairs of Parkwood. Betty Paul is the Envelope Secretary and maintained an accounting system for donations and income received. Dianne Nickerson prepared cheques to pay non-payroll invoices. Dennis Featherstone prepared cheques to forward donations for special appeals and the donations budgeted for the Mission Team. Ugo Kejeh is the Treasurer, 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. Ugo then prepared the standard monthly financial statement for use by each team and communication to the congregation.

## Loan Repayment Fund

As shown in Table LR1, the donation to the Loan Repayment Fund in 2020 was \$13,251 which included a significant one-time memorial gift. The total donation less the required payment led to an increase in the fund balance of \$6,959 bringing the total balance in the fund to \$13,932. Three extra payments (2016, 2017 and 2019) have totalled \$13,394 which decreased the loan repayment period by over two years and saved interest payments of roughly \$8,100.

Table LR1					
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
2020	13,251	6,292	6,292	0	6,959
Totals	\$50,994	\$23,668	\$37,062	\$13,394	\$13,932

## Coming Sharp Increase in Loan Repayments

The primary loan of \$100,000 from the Presbyterian Church Building Corporation is interest free for seven years, has a repayment schedule lasting 16 years, and if a congregation repays the loan by the end of the twelfth year (2027) then the interest paid will be refunded. The secondary loan of \$30,000 from the Presbytery of Ottawa requires repayment of principal and interest over a five-year period from 2023 to 2027. The individual and total required repayments are set out in Table LR2. As shown, the annual repayment by 2023 is well over double the current repayment obligation.

Table LR2					
Required Loan Repayments, 2021 to 2027					
	Primary Loan		Secondary Loan		Total
	Principal	Interest	Principal	Interest	Repayment
2021	7,042				7,042
2022	7,167	3,544			10,711
2023	7,167	4,349	6,000	750	18,266
2024	7,167	3,847	6,000	600	17,614
2025	7,167	3,345	6,000	450	16,962
2026	7,167	2,844	6,000	300	16,311
2027	7,167	2,342	6,000	150	15,659

## Repayment Strategy

The general strategy underlying the annual targets for donations and loan repayments has been to target annual givings of \$10,000; to try to have a year-end balance in the fund equivalent to or greater than the required payment for the following year; and to make a recommendation for an extra payment on the loan from time to time. With a current balance of \$13,932 in the fund, one option would be to send our entire "extra" balance of \$6,890 (\$13,932 less required payment of \$7,042) as an extra payment. A second option would be more cautious with our extra payment because of the sharp increase coming in loan repayments. An extra payment of \$3,000 would be consistent with this more cautious approach. (This would reduce interest payments by \$1,625 in addition to the reduction in principal of \$3,000) A third option would be to not make an extra payment at this time to keep our reserve in the face of the forthcoming jump in repayment requirements.

Before the pandemic struck, Parkwood had begun discussions on ways to do fundraising. Indeed, some fundraising events were planned for 2020 until they were cancelled due to the virus. Once Parkwood is reopen for public worship there will be a need for fundraising to assist with the magnitude of the loan repayments.

Recommendation A: That the congregation approve a target of \$10,000 for offering to the Loan Repayment Fund in 2021.

Recommendation B: That the congregation approve a repayment in 2021 of the required amount of \$7,042 plus an additional \$3,000 for a total repayment of \$10,042.

Submitted by: Dennis Featherstone

## 8. Other Reports



Marcia Harten  
Team Leader

### A. 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 our website at <http://parkwoodchurch.ca> and click links and scroll down to site map and select it. Under "other" you will find "Leading with Care".

- Marcia Harten



Kathryn Newton  
Team Leader

B. Report of Parkwood Audit Team for the  
year ended December 31, 20**20**

The Parkwood Audit Committee was appointed at the March 2020 annual congregational meeting. The team consists of Kathryn Newton, Stewart Elder and Rachel McGregor.

In accordance with the team's mandate as set out in this 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.

Despite the restrictions of Covid 19, the team was able to begin work in late November 2020 and was completed in early February 2021. The findings of the audit committee, based on the work performed, is that the books and records of Parkwood Presbyterian Church for 2020 appear to be in order.

The detailed findings of the audit committee will be presented to the Treasurer and the Finance Team Lead separately.

The "review" of the Planned Giving Fund records for both 2019 and 2020 was undertaken during this same time period and appears to be in order. Details of this review were presented to the Planned Giving Fund Managers.

We would like to extend particular appreciation to Dianne Nickerson, cheque preparer, and Betty Paul, envelope secretary, for their meticulous work in preparation of cheques, deposits and documentation supporting the weekly offering, receipts and disbursement records. Their detailed work enabled the audit committee to be most efficient in its work.

I have confirmed that Stewart Elder, Rachel McGregor and I are willing to serve as the Audit Committee for the year ending December 31, 2021.

*Respectfully submitted,*

*-Kathryn Newton (revised Feb. 27, 2021)*



## 9. Financial Statements for 2020 and Budget for 2021

### **PARKWOOD PRESBYTERIAN CHURCH**

#### **FINANCIAL STATEMENTS**

**December 31, 2020**

2020 Annual Report of Parkwood Presbyterian Church, Ottawa

**PARKWOOD PRESBYTERIAN CHURCH  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2020**

<b>ASSETS</b>	<b>Unrestricted</b>	<b>Reserve Funds (See Schedule)</b>	<b>Endowment Planned Giving Funds</b>	<b>Net Assets Dec. 31, 2020</b>	<b>Net Assets Dec. 31, 2019</b>
<b>Current assets:</b>					
Cash on Hand and in Bank	21,884	65,946	5,000	92,830	84,401
Bank Term Investment Certificates	-	-	19,000	19,000	-
Accounts Receivable	-	-	-	-	-
HST Recoverable	2,908	-	-	2,908	4,633
	-	-	-	-	-
	<b>24,792</b>	<b>65,946</b>	<b>24,000</b>	<b>114,738</b>	<b>89,033</b>
Church Building, Furnishings (note 2)	2,628,751	-	-	2,628,751	2,628,751
Land at Cost (note 2)	1	-	-	1	1
<b>Total Assets</b>	<b>2,653,544</b>	<b>65,946</b>	<b>24,000</b>	<b>2,743,490</b>	<b>2,717,785</b>
<b>LIABILITIES, RESERVED FUNDS AND NET ASSETS</b>					
<b>LIABILITIES</b>					
Accounts payable	1,250	-	-	1,250	1,166
Loans payable-short term- (Note 3)	7,042	-	-	7,042	6,292
Loans payable-long term- (Note 3)	85,896	-	-	85,896	92,938
				-	-
<b>Total Liabilities</b>	<b>94,188</b>	<b>-</b>	<b>-</b>	<b>94,188</b>	<b>100,396</b>
<b>NET ASSETS</b>					
Opening Balance January 1 (including capital assets)	2,546,441	51,948	19,000	2,617,389	2,600,596
Net Income (Deficit) year to date	6,623	25,290	-	31,913	16,793
Net Transfers From (To) Funds	6,292	(11,292)	5,000	-	-
Adjustment to appraisal value of capital assets	-	-	-	-	-
<b>Net Assets Closing Balance</b>	<b>2,559,356</b>	<b>65,946</b>	<b>24,000</b>	<b>2,649,303</b>	<b>2,617,389</b>
<b>Total Liabilities, Reserved Funds and Net Assets</b>	<b>2,653,544</b>	<b>65,946</b>	<b>24,000</b>	<b>2,743,490</b>	<b>2,717,785</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS**  
**FOR THE YEAR ENDED DECEMBER 31, 2020**

2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
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RECEIPTS:

OFFERING - Local Purposes

209,769	213,965	191,680	200,000
12,960	12,500	7,595	7,500
		13,570	
5,777		4,356	
4,489	4,000	2,734	4,000

RENTAL INCOME

REVENUE From Federal CEWS Subsidy

REVENUE From Federal Student Grant

OTHER INCOME - RECOVERIES

TOTAL RECEIPTS LOCAL PURPOSES

SPECIAL APPEALS-OUTREACH RECEIPTS

232,996	230,465	219,935	211,500
22,796	17,000	23,029	15,000

**TOTAL RECEIPTS**

<b>255,792</b>	<b>247,465</b>	<b>242,964</b>	<b>226,500</b>
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EXPENDITURES

FACILITY MANAGEMENT

FINANCE

CHRISTIAN EDUCATION

MISSION

OUTREACH

WORSHIP COORDINATION

SESSION

FELLOWSHIP

PASTORAL CARE

69,093	72,597	57,168	62,388
112,846	108,096	111,302	108,872
11,524	11,224	9,860	11,051
5,826	5,700	5,311	5,493
640	880	236	-
20,721	22,390	20,649	21,830
8,903	8,904	8,605	8,022
1,059	1,150	180	-
	250	-	-

TOTAL EXPENDITURES LOCAL PURPOSES

SPECIAL APPEALS - OUTREACH PAID OUT

230,612	231,190	213,312	217,656
22,796	17,000	23,029	15,000

**TOTAL EXPENSES**

<b>253,408</b>	<b>248,190</b>	<b>236,341</b>	<b>232,656</b>
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**NET REVENUE (EXPENSE) FOR THE PERIOD**

<b>2,384</b>	<b>(726)</b>	<b>6,623</b>	<b>(6,156)</b>
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**PARKWOOD PRESBYTERIAN CHURCH  
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2020  
AND TEAM BUDGETS FOR 2021**

p. 1 of 4

FACILITY MANAGEMENT				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Fuel	2,510	2,510	2,242	2,300
Lighting	6,111	6,111	4,508	4,500
Computer Supplies	320	735	293	1,200
Snow Removal	8,350	4,810	5,177	5,000
Grounds keeping	3,317	4,000	2,986	3,500
Furniture, Equipment Repairs & Replacement	323	2,000	25	1,000
Repairs, Replacement & Maintenance	10,500	11,455	8,024	10,000
Telephone	1,496	1,496	1,383	1,550
Water and Sewer	1,581	1,700	1,624	1,656
Stationery and Office Supplies	8,844	8,844	6,252	6,000
Insurance	5,395	5,395	6,654	6,654
Internet	1,522	1,900	1,528	1,528
Administrative Assistant	10,588	12,256	10,153	10,000
Caretaker	8,235	9,385	6,319	7,500
Total	<b>69,093</b>	<b>72,597</b>	<b>57,168</b>	<b>62,388</b>

FINANCE				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
EI Expense	2,237	2,269	2,280	2,548
CPP Expense	5,041	5,437	4,573	4,845
Minister's Stipend	59,276	60,165	60,165	60,165
Minister's Continuing Education	600	600	600	600
Presbyterian Church Pension Plan	12,283	10,395	10,395	11,387
Extended Health and Dental	3,585	4,862	4,862	4,959
Minister's Housing Allowance	23,500	23,500	23,500	23,500
Bank Fees and Interest	868	868	719	868
Student/Intern	5,457		4,208	-
Total	<b>112,846</b>	<b>108,096</b>	<b>111,302</b>	<b>108,872</b>



**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2020**  
**AND TEAM BUDGETS FOR 2021**

p. 2 of 4

CHRISTIAN EDUCATION				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Christian Education Support Worker	8,026	8,026	8,026	8,600
Church Library	171	200	204	200
Young Adults	189	196	205	196
Youth Group	767	466	-	-
Video License	-	-	-	-
Church School	899	918	728	300
Adult Education	388	333	93	330
LOGOS Program	1,058	1,000	606	500
Nursery Care	-	-	-	-
Summer Programming	26	85	-	25
RightNow Media	-	-	-	900
<b>Total</b>	<b>11,524</b>	<b>11,224</b>	<b>9,860</b>	<b>11,051</b>

MISSION				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 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	1,476	1,350	961	1,143
<b>Total</b>	<b>5,826</b>	<b>5,700</b>	<b>5,311</b>	<b>5,493</b>

OUTREACH				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Advertising & Promotions	11	-	-	-
Brochures for Visitors	-	100	-	-
English Fellowship Evening	-	-	-	-
Pause Table	589	660	191	-
Other Outreach	40	120	45	-
<b>Total</b>	<b>640</b>	<b>880</b>	<b>236</b>	<b>-</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2020**  
**AND TEAM BUDGETS FOR 2021**

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WORSHIP COORDINATION				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Director of Music Ministry	18,480	18,700	18,696	18,700
Audio Visual	19	50	37	50
Hymnals/Bibles Repairs/Replacement	-	-	-	-
Music for Worship	58	50	-	50
Piano/Organ Maintenance	382	400	441	440
Christian Copyright Licence	436	540	444	540
Continuing Education for Director Of Music	-	250	-	250
Organist/Pianist Supply	700	900	800	800
Pulpit Supply	525	1,400	200	900
Other Worship Expense	121	100	31	100
Total	<b>20,721</b>	<b>22,390</b>	<b>20,649</b>	<b>21,830</b>

SESSION				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Congregational Supplies	237	350	-	-
Presbytery Dues	7,768	7,334	7,334	7,102
Evangelical Fellowship Membership	183	200	178	180
Web Hosting	156	160	303	160
Renewal Fellowship Membership	100	100	100	100
Leading with Care	-	160	-	80
Microfilming	-	300	-	-
Other Session Expenses	459	300	691	400
Total	<b>8,903</b>	<b>8,904</b>	<b>8,605</b>	<b>8,022</b>

FELLOWSHIP				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Social Hour	1,009	1,100	180	-
Gracefield Weekend	50	50	-	-
Total	<b>1,059</b>	<b>1,150</b>	<b>180</b>	<b>-</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2020**  
**AND TEAM BUDGETS FOR 2021**

p. 4 of 4

PASTORAL CARE				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Miscellaneous		250	-	-
Total	-	250	-	-

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS				
	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2021 BUDGET
Arabic Evangelical Mission	393		-	
CANHAVE	550		1,470	
Covenant Orthodox Presbyterian Church	2,710		3,560	
Evangelical Fellowship	405		-	
Focus on the Family	175		-	
Gracefield Camp	100		50	
Harmony House	180		-	
Presbytery of Ottawa - Barrhaven Mission			50	
Ottawa Innercity Ministries	75		195	
Effect Hope - Leprosy			120	
Ottawa Mission	-		275	
Renewal Fellowship			400	
Bright Hope for Tomorrow			375	
Amethyst Addiction Centre			160	
PWS&D Special Appeal for Lebanon			325	
PCIC- Near East School of Theology			275	
Presbyterians Sharing	16,146	17,000	14,534	15,000
Presbyterian World Service & Development	1,142		625	
PWS&D Malawi	890		175	
Salaam Ministries	30		440	
Total	22,796	17,000	23,029	15,000

**PARKWOOD PRESBYTERIAN CHURCH**  
**CONTINUITY SCHEDULE OF RESERVED FUNDS**  
**FOR THE PERIOD ENDED DECEMBER 31, 2020**

Statement of fund balances: Fund Description	Opening Balance December 31, 2019	Receipts			Expenditures Program Expenditures	Interfund Transactions	Surplus Changes	Closing Balance December 31, 2020
		Designated Offering Receipts	Other Contributions	Total Receipts				
<b>Team Programs</b>								
Fellowship Team Fund	2,117	400	322	722	-		722	2,839
Course Fees Fund	(61)			-	-		-	(61)
Flower Fund	106	50		50	-		50	156
Key Deposit	152	45		45	-		45	197
Logos Program	233	200		200	425		(225)	8
Outreach Projects	1,894	1,000		1,000	-		1,000	2,894
Pastoral Care Fund	245	242		242	306		(64)	182
Special events	52			-	-		-	52
Youth Leadership Fund	769	225		225	23		202	970
Youth Group Fund	2,168	680		680	942		(262)	1,906
Urbana Fund	535			-	-		-	535
Planned Giving Fund	-	5,000		5,000	-	(5,000)	-	-
<b>TOTAL</b>	<b>8,210</b>	<b>7,842</b>	<b>322</b>	<b>8,165</b>	<b>1,697</b>	<b>(5,000)</b>	<b>1,467</b>	<b>9,678</b>
<b>Special Purpose Funds</b>								
Covid Expense Fund	-	225		225	225		-	-
Audio Visual Fund	349	250		250	500		(250)	99
Furnishings & Construction Fund	920			-	241		(241)	679
Hymn Books, Bibles Fund	249			-	48		(48)	201
Organ Replacement Fund	254			-	-		-	254
Reserve for Capital Expenditures	6,015	1,000		1,000	-		1,000	7,015
Parkwood Refugee Fund	-	1,200		1,200	396		804	804
Loan Repayment Fund	6,973	13,251		13,251	-	(6,292)	6,959	13,932
<b>TOTAL</b>	<b>14,760</b>	<b>15,926</b>	<b>-</b>	<b>15,926</b>	<b>1,410</b>	<b>(6,292)</b>	<b>8,224</b>	<b>22,984</b>
<b>Parkwood</b>								
Memorial Fund	7,885	1,036		1,036	-		1,036	8,922
Parkwood Session Benevolent Fund	4,676	10,232		10,232	6,963		3,270	7,946
Student Assistance Fund	1,433	-		-	-		-	1,433
<b>TOTAL</b>	<b>13,994</b>	<b>11,269</b>	<b>-</b>	<b>11,269</b>	<b>6,963</b>	<b>-</b>	<b>4,306</b>	<b>18,300</b>
<b>Bequests</b>								
Mitchell-Hempstock Interest Fund	7,312			-	-		-	7,312
Unallocated interest fund	7,672			-	-		-	7,672
<b>TOTAL</b>	<b>14,984</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,984</b>
<b>Total Reserved Funds</b>	<b>51,949</b>	<b>35,037</b>	<b>322</b>	<b>35,359</b>	<b>10,070</b>	<b>(11,292)</b>	<b>13,998</b>	<b>65,946</b>



**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF CASH FLOWS**  
**FOR THE PERIOD ENDED DECEMBER 31, 2020**

	<u>Unrestricted</u>	<u>Reserve Funds</u>	<u>Endowment</u>	<u>Total</u>	<u>Total</u>
		<u>(See Schedule)</u>	<u>Funds</u>	<u>Dec. 31, 2020</u>	<u>Dec. 31, 2019</u>
<b>Cash from operating activities</b>					
Net revenue (loss) for the year	6,623	25,290	-	31,913	16,793
Add items not involving cash					
Interfund transfers	6,292	(11,292)	5,000	-	-
	<b>12,915</b>	<b>13,998</b>	<b>5,000</b>	<b>31,913</b>	<b>16,793</b>
<b>Changes in non-cash working capital</b>					
(Increase) decrease in Accounts Receivable	-			-	317
HST/GST recoverable	1,724	-	-	1,724	(61)
<b>Net cash generated through operating activities</b>	<b>14,639</b>	<b>13,998</b>	<b>5,000</b>	<b>33,637</b>	<b>17,049</b>
<b>Investing Activities</b>					
(Increase) decrease in Investments (net)	-	-	(19,000)	(19,000)	-
<b>Financing Activities</b>					
Increase (decrease) in Accounts Payable	84			84	(193)
Repayments of Loans Payable	(6,292)			(6,292)	(13,167)
	<b>(6,208)</b>	<b>-</b>	<b>-</b>	<b>(6,208)</b>	<b>(13,360)</b>
<b>Net increase (decrease) of cash during year</b>	<b>8,431</b>	<b>13,998</b>	<b>(14,000)</b>	<b>8,429</b>	<b>3,689</b>
<b>Cash- beginning of year</b>	13,453	51,948	19,000	84,401	80,712
<b>Cash - end of year</b>	<b>21,884</b>	<b>65,946</b>	<b>5,000</b>	<b>92,830</b>	<b>84,401</b>

**PARKWOOD PRESBYTERIAN CHURCH  
NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 2020**

**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.

**Financial instruments:**

The Church's financial instruments are comprised of cash on hand and in the bank, short-term financial instruments, 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.

**PARKWOOD PRESBYTERIAN CHURCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended December 31, 2020**

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 7<sup>th</sup> to the 15<sup>th</sup> 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 7<sup>th</sup> 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, 2021 is \$7,042.

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, 2020 the following transfers between funds were made:

During the year a total of \$6,292 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 \$5,000 was transferred from the Planned Giving Fund to the external Endowment /Planned Giving Ministry Fund account currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.

**5. ENDOWMENT/PLANNED GIVING MINISTRY FUND:**

The Endowment /Planned Giving Ministry Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis, or for a specified fixed term, with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.

**6. INTERNAL BORROWING:**

At the Annual Meeting on February 21, 2015 a motion was approved by the congregation to borrow internally from the Organ Replacement Fund for purposes of funding the proposed building construction project. The total transferred from the Organ Replacement Fund to the Building Replacement Fund during the year ended December 31, 2016, was \$15,000.

This internal loan was made on an interest-free basis with no fixed terms of repayment.

## 10. New Business



Dianne Nickerson  
Budget Team

### A. Budget Team Report and **Recommendations**

#### Overview of 2020

In the face of a challenging year for everyone, most organizations experienced a decline in income. Parkwood was no exception. Still, over \$260,000 was donated to Parkwood or received in rental income and other recoveries. This is a blessing for which we should be very thankful, despite the total being down \$21,000 from 2019. Parkwood qualified to apply for the Federal Wage Subsidy due to the decline in total income. A subsidy of over \$13,000 was received which is another reason to give thanks.

For local purposes, offerings were down \$18,000 and rental income was down nearly \$5,000.

Expenditures for local purposes were about \$17,000 less than in 2019, in large part due to the building not being open for public worship. The potential deficit of nearly \$8,000 combined with the subsidy led to a surplus for local purposes of \$6,623.

The greater part of the decline in expenditures in 2020 was centered in the budget for Facility Management. Part of the decline was due to reduced operating expenses from the building not being open for worship for over nine months of the year.

Another part of the decline was due to proposed equipment repairs, and replacement not being undertaken. The repairs and replacement need to be done at some point and will put pressure on the budget in future years.

#### Financial Goals for 2021

The three major financial goals continue to be:

- Keep Parkwood Church 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 our target for donations to the Presbyterians Sharing program

The process to prepare a budget for 2021 requires an assumption about when the church will reopen for public worship. For budget purposes, the underlying assumption is that the church will reopen for public worship on September 19. The actual decision to reopen will be taken by Session based on the appropriate factors which Session has considered in addressing this question during 2020. A decision to open earlier or later than September 19 would have some unknown effect on the actual budget expenditures for 2021.

There is a question of how the surplus for local purposes for 2020 should be viewed and used. The Budget Team is of the view that it should be viewed in combination with the budget for 2021 because the pandemic is affecting operations for both years. Specifically, the surplus for 2020 would be used to partially offset any deficit for 2021.

The process to reduce the proposed and in some cases postponed expenditures for 2021 was very difficult. It was a challenge to develop a way for a specific inclusion in the budget or to put a plan in place to handle major repairs such as for the piano. If such an emergency were to become a reality, it might be a challenge to use fundraising or any other reliance on the interaction of people to raise the required funds during the pandemic.

#### Recommendation #1

The Budget Team recommends that the surplus for Local Purposes in 2020 be used to offset any deficit for Local Purposes in 2021.

#### Recommendation #2

The Budget Team recommends that the congregation approve expenditures for Local Purposes of \$217,656 in 2021 (line 22 in the table)



**Recommendation #3**

The Budget Team recommends that the congregation approve a target for offerings for Local Purposes of \$200,000 in 2021 (line 1 in the table)

- Dianne Nickerson

B. Target for Presbyterians Sharing for 2021

Session recommends that the congregation approve a target of \$15,000 for donations to Presbyterians Sharing in 2021 (line 3 in the table)

C. Appointment of Treasurer and Envelope Secretary

D. Appointment of Audit Team for 2021

**Overview of Total Sources and Uses of Funds, 2018-2021**

	2018	2019	2020	2021	2018-20
	Actual	Actual	Actual	Goal	Average
<b>Source of Funds</b>					
Offering					
1 Offering for Local Purposes	201,901	209,769	191,680	200,000	201,117
2 Loan Repayment Fund	12,399	6,230	13,251	10,000	10,627
3 Presbyterians Sharing	16,393	16,146	14,534	15,000	15,691
4 Special Mission Appeals	6,934	6,100	8,495	6,500	7,176
5 Donations to other Designated Funds	18,940	19,433	17,108	15,000	18,494
6 Planned Giving Ministry	5,000	6,500	5,000	0	5,500
7 Sub-total	261,567	264,178	250,068	246,500	258,604
8 Other income (rentals, recoveries)	16,164	17,450	10,329	11,500	14,648
9 Sub-total	277,731	281,628	260,397	258,000	273,252
10 Federal Student Grant		5,777	4,356		
11 Sub-total	277,731	287,405	264,753	258,000	273,252
12 Federal CEWS Subsidy			13,570		
13 Total Source of Funds	277,731	287,405	278,323	258,000	273,252
<b>Use of Funds</b>					
14 Expenditures for Local Purposes	220,603	230,612	213,312	217,656	221,509
15 Loan Repayment Fund	4,917	13,167	6,292	10,042	8,125
16 Presbyterians Sharing	16,393	16,146	14,534	15,000	15,691
17 Special Mission Appeals	6,934	6,100	8,495	6,500	7,176
18 Expenditures from Designated Funds	13,764	14,778	10,070	15,000	12,871
19 Planned Giving Ministry	12,500	6,500	5,000	0	8,000
20 Total Use of Funds	275,111	287,303	257,703	264,198	273,372
<b>Balance for Local Purposes</b>					
21 Total Income (rows 1+8+10+12)	218,065	232,996	219,935	211,500	215,764
22 Total Expenditures (row 14)	220,603	230,612	213,312	217,656	221,509
23 Difference	-2,538	2,384	6,623	-6,156	2,156

*table revised Feb. 27, 2021*

E. Membership of Ministry Teams 2021-22  
(including maximum team strength)

*Christian Education* (6 plus ex officio)

1. Holly MacDonald  
(hollyamacdonald@live.ca)
2. Marcia Harten
3. Alta MacFie
4. Victoria Mabie (*ex officio*)
5. Pamela Pestaluky

*Fellowship* (6)

1. Don Pestaluky  
(donwp@live.ca)
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson
5. Jacek Kitowitz

*Finance Team* (5 plus ex officio)

1. Dennis Featherstone (ex officio, co-leader)  
(dennis.f@rogers.com)
2. Gord Walford (co leader)  
(gord.walford@rogers.com)
3. Stewart Elder
4. Asuquo Eniang
5. Ugo Kejeh, Treasurer (*ex officio*)
6. Betty Paul, Envelope Secretary (*ex officio*)

*Facility Management Team* (9 plus ex officio)

1. Terry McBurney  
(tjmcburney@bell.net)
2. Jim Elder
3. Mahshid Eshtiagh, Admin. Assistant (*ex officio*)
4. Martha Fair
5. Marcia Harten
6. Dave Joiner, Caretaker (*ex officio*)
7. Jim MacDonald
8. Alta MacFie
9. Jim MacFie
10. Dale Tuck

*Mission* (5 plus ex officio)

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. Olivia Meyia-Takoukam
3. Linda Robinson

*Pastoral Care*

1. Rev. 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. 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

*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)

*Planned Giving*

1. Stewart Elder  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Dennis Featherstone
4. Marcia Harten

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

*updated Mar. 5/21,  
based on Annual Meeting Feb. 28/21*

Membership of Ministry Teams 2021-22  
(including maximum team strength)

*Christian Education* (6 plus ex officio)

1. Holly MacDonald  
(hollyamacdonald@live.ca)
2. Marcia Harten
3. Alta MacFie
4. Victoria Mabie (*ex officio*)
5. Pamela Pestaluky

*Fellowship* (6)

1. Don Pestaluky  
(donwp@live.ca)
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson
5. Jacek Kitowitz

*Finance Team* (5 plus ex officio)

1. Dennis Featherstone (*ex officio*, co-leader)  
(dennis.f@rogers.com)
2. Gord Walford (co leader)  
(gord.walford@rogers.com)
3. Stewart Elder
4. Asuquo Eniang
5. Ugo Kejeh, Treasurer (*ex officio*)
6. Betty Paul, Envelope Secretary (*ex officio*)

*Facility Management Team* (9 plus ex officio)

1. Terry McBurney  
(tjmcburney@bell.net)
2. Jim Elder
3. Mahshid Eshtiagh, Admin. Assistant (*ex officio*)
4. Martha Fair
5. Marcia Harten
6. Dave Joiner, Caretaker (*ex officio*)
7. Jim MacDonald
8. Alta MacFie
9. Jim MacFie
10. Dale Tuck

*Mission* (5 plus ex officio)

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. Olivia Meyia-Takoukam
3. Linda Robinson

*Pastoral Care*

1. Rev. 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. Dale Tuck

*Policy and Planning* (at least 6 plus ex officio)

1. Dianne Nickerson  
(dcknickerson@sympatico.ca)
2. Dennis Featherstone (*ex officio*)
3. Holly MacDonald

*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*)

*Planned Giving*

1. Stewart Elder  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Dennis Featherstone
4. Marcia Harten

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

*updated Mar. 5/21,  
based on Annual Meeting Feb. 28/21*





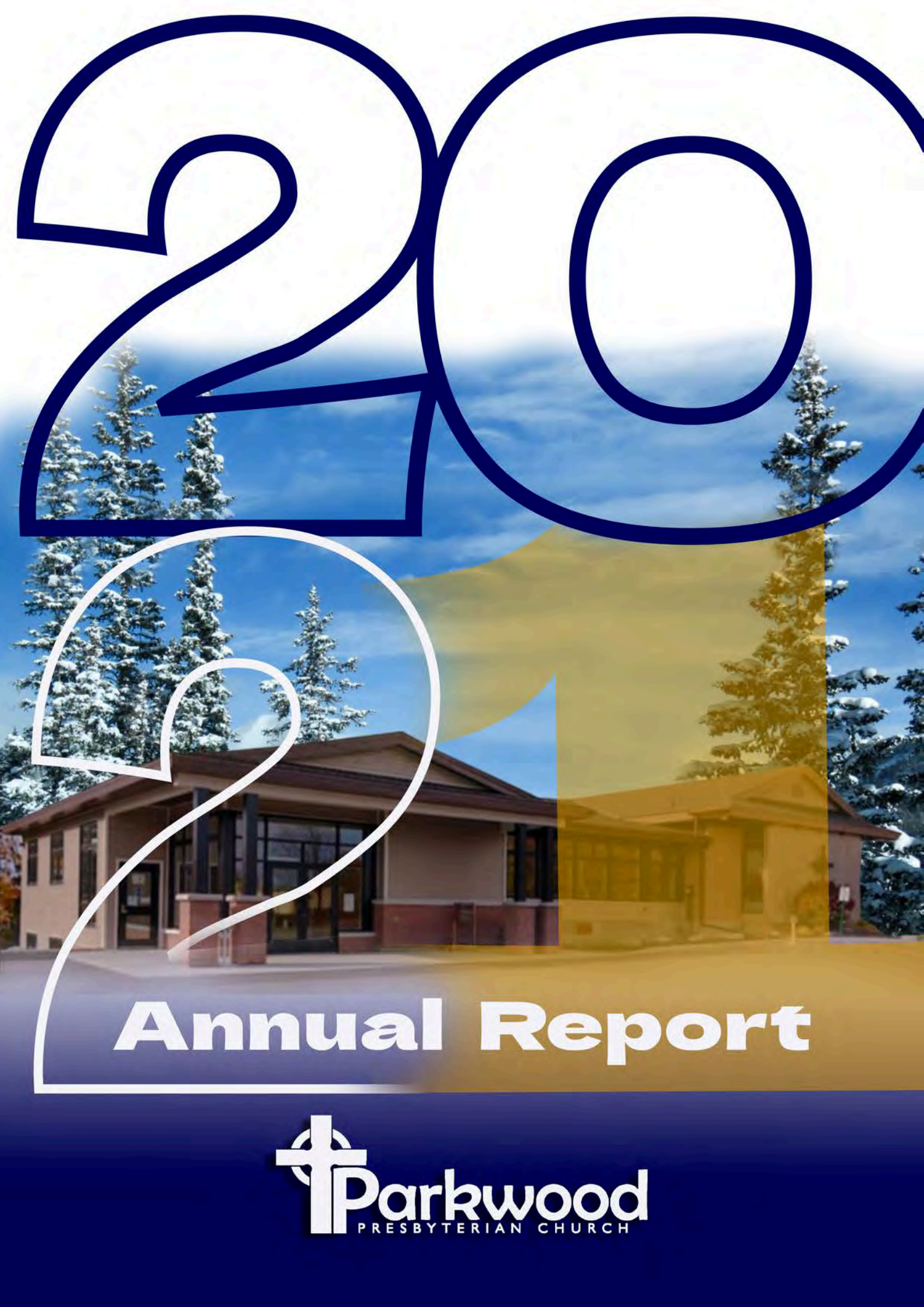




**Parkwood**  
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# Annual Report



# Compassionate Works at Parkwood Church 2021







Robert Blanchard



Marion Campbell



Joyce Dance

# In Memoriam



Sibby Fennema



John Moors



Nouha Nasser



Gwen Norminton



Cedric Pattigrew

## 2021



Jean Sida



Duane Townsend



Proposed Agenda  
**Annual Congregational Meeting**  
**Saturday, February 26, 2022 – 7:00 p.m.**

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<b>1. Call to Order – 7:00 p.m.</b>	
<b>2. Opening Devotions</b>	
<b>3. Election of Secretary</b>	
<b>4. Approval of Agenda</b>	
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## A Word from the Minister

"I always thank God for you because of his grace given you in Christ Jesus. For in him you have been enriched in every way — in all your speaking and in all your knowledge — because our testimony about Christ was confirmed in you. Therefore you do not lack any spiritual gift as you eagerly wait for our Lord Jesus Christ to be revealed. He will keep you strong to the end, so that you will be blameless on the day of our Lord Jesus Christ. God, who has called you into fellowship with his Son Jesus Christ our Lord, is faithful." (1 Corinthians 1: 4-9, NIV)

Paul wrote these words to a church that was divided, and struggling to deal with all sorts of problems in very challenging circumstances. Yet first and foremost, before he addresses any of the issues and problems, he begins by giving thanks, and reminding the church that God is faithful, that Christ is present with and among His church, and that the church has all spiritual gifts needed to remain faithful and strong.

We look back on the year 2021, and indeed on the year 2020, and recognize that we have come through two long, hard years in which the world has suffered through a global pandemic. The reality of the virus which has infected millions of people, and various efforts to manage its spread and effects, have affected all of us in so many ways.

We also recognize that The Presbyterian Church in Canada is caught up in a struggle to present a faithful witness to an unchanging gospel in the midst of a rapidly changing society. That reality also affects us as we seek to discern the way forward.

As we review the work and ministry of Parkwood Church during 2021, and look to what the year ahead may hold, we will need to address many challenges. Let us do so, not out of fear or confusion, but in faith and confidence, born of our thankfulness for God's provision in the past and with the assurance of His affirmation that Jesus Christ gives to His Church all things needful for us to fulfill the mission entrusted to us. He calls us to make disciples of all nations, to baptize in the name of the Father and of the Son and of the Holy Spirit, to teach everything Christ has commanded us. In the same breath (Matthew 28: 20) He assures us, "Surely I will be with you always, to the very end of the age."

Thankful for all the spiritual gifts highlighted in or hinted at in this annual report, and for God's faithfulness in enabling our ministry together for Jesus Christ,

Your pastor, in the strength and confidence of Christ,

James T. Hurd.

## A. Annual Meeting Minutes – February 27, 2021

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 27, 2021 via Zoom conference.

### Call to order

The meeting was called to order by the minister, James T. Hurd, at 7:15 p.m., following brief introduction to the use of Zoom conference procedures.

### Opening Devotional Exercises

The minister led in prayer and read Romans 16: 1-16 and offered brief comment thereon, calling attention to the recent home call in 2021 of elders Jean Sida and Duane Townsend, and reading the names of members and adherents who had departed this life during the year 2020, as follows: Helen Curnow, Gayle Dumsday, Joan Holmes, Roberta Hurd, Eldon Jorgensen, and Norma Robinson, and offering prayers of thanksgiving for their lives and service.

### Attendance

In addition to the minister, fifty-one members and adherents were present, as follows: Daniel Akat, Dora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Asuquo Eniang, Mahshid Eshtiagh, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Gordon Gardner, Janet Gardner, Marcia Harten, Carolyn Herbert, Karen Hurd, John Huber, Susanne Johnson, Ted Johnson, Taman Kamou, Victoria Mabie, Holly MacDonald, Alta MacFie, Jim MacFie, Don MacMillan, Suzanne McBurney, Terry McBurney, Susan McCullough, Andrew McGregor, Rachel McGregor, Claire McPhee, Floyd McPhee, Dan Moffet, John Moors, Kathy Newton, Dianne Nickerson, Betty Paul, Peter Paul, Don Pestaluky, Pamela Pestaluky, Cedric Pettigrew, Mohammad Raouf, Regan Rambally, Judy Reeves, Stewart Reeves, Lorne Roach, Margaret Roach, Jan Sheridan, Dianne Smith, Diane Walford, and Gord Walford.

### Regrets

Regrets were registered by Barbara Townsend.

### Election of Secretary

The chair called for the election of a secretary for the meeting.

R. McGregor nominated D. Featherstone. The nomination was seconded by D. Nickerson. D. Featherstone accepted the nomination.

The chair called for further nominations. None were forthcoming.

It was duly moved, seconded, and agreed, that nominations cease.

The chair declared D. Featherstone elected secretary by acclamation.

### Approval of Agenda

A motion to adopt the printed agenda was sustained. (Stewart Elder/Jan Sheridan)

### Minutes of the 2019 Annual Meeting (February 29, 2020)

A motion to adopt the minutes of the meeting on February 29, 2020 was approved (Rachel McGregor/John Moors)

### Reports of Session Officers and Ministry Teams

A motion to receive and consider all reports was approved. (Carolyn Herbert/Terry McBurney)

There were no questions on any of the nine reports from Session Officers, but a few typos were noted.

A motion to adopt the reports of the Session Officers was sustained. (Gordon Gardner/ Brenda Creighton)

A motion to adopt the report of the Policy and Planning team was approved. (Dianne Nickerson/ Kathy Newton)

A motion to adopt the report of the Worship Coordination team was adopted. (John Fair/Brenda Creighton)

A motion to adopt the report of the Christian Education team was approved. (Pam Pestaluky/Holly MacDonald)

## 2021 Annual Report of Parkwood Presbyterian Church, Ottawa

A motion to adopt the report of the Pastoral Care team was approved (Dora Brown/Margaret Roach)

A motion to adopt the report of the Fellowship team was adopted (Don Pestaluky/Susanne Johnson)

A motion to adopt the report of the Outreach team was approved. (Don MacMillan/Asuquo Eniang)

A motion to approve the report of the Mission team was approved. (Stewart Elder/Terry McBurney)

A motion to approve the report of the Facility Management team was approved. (Terry McBurney/Don Pestaluky) Terry expressed appreciation to Dalia and Dave for their special efforts during the pandemic. Capital expenditures during 2021 will focus on replacing some windows. A large number of chairs and tables has been donated.

A motion to approve the report of the Finance team was approved. (Dennis Featherstone/Gord Walford)

A recommendation that the congregation accept a target of \$10,000 for offering to the Loan Repayment Fund in 2021 was sustained. (Dennis Featherstone/Don Pestaluky)

A recommendation that the congregation approve a repayment to the outstanding loan of the required amount of \$7,042 plus an additional \$3,000 for a total repayment of \$10,042 was sustained. (Dennis Featherstone/Dan Moffet)

A motion to adopt the report of the Finance Team as a whole was approved. (Dennis Featherstone/Don Pestaluky)

### **Other Reports**

#### **Leading with Care**

A motion to approve the report for Leading with Care was approved. (Marcia Harten/Brenda Creighton)

#### **Audit**

The final report of the Audit Team for the year ended December 31, 2020 was submitted and read by Kathryn Newton, leader of the team.

The Parkwood Audit Committee was appointed at the February 2020 annual congregational meeting.

The team consists of Kathryn Newton, Stewart Elder and Rachel McGregor.

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.

Despite the restrictions of Covid 19, the team was able to begin work in late November 2020 and was completed in early February 2021. The findings of the audit committee, based on the work performed, are that the books and records of Parkwood Presbyterian Church for 2020 appear to be in order.

The detailed findings of the audit committee will be presented to the Treasurer and the Finance Team Lead separately.

The "review" of the Planned Giving Fund records for both 2019 and 2020 was undertaken during this same time period and appears to be in order. Details of this review were presented to the Planned Giving Fund Managers.

We would like to extend particular appreciation to Dianne Nickerson, cheque preparer, and Betty Paul, envelope secretary, for their meticulous work in preparation of cheques, deposits and documentation supporting the weekly offering, receipts and disbursement records. Their detailed work enabled the audit committee to be most efficient in its work.

A motion to adopt the report of the team was approved. (Kathy Newton/Stewart Elder)

A motion to express the appreciation of the congregation to the audit team and to Dianne Nickerson and Betty Paul for their work during 2020 was approved. (Holly MacDonald/Dennis Featherstone)

### **Financial Statements for 2020**

A motion to adopt the financial statements (pages 33 to 43) was approved. (Gord Walford/Brenda Creighton)

### **New Business**

### **Budget Team Report and Recommendations**



## 2021 Annual Report of Parkwood Presbyterian Church, Ottawa

A motion to receive and consider the Budget Team report and recommendations was approved. (Dianne Nickerson/Gord Walford)

A recommendation to use the surplus for Local Purposes in 2020 to offset any deficit for Local Purposes in 2021 was approved. (Dianne Nickerson/Dan Moffet)

A recommendation to approve expenditures of \$217,656 in 2021 was sustained. (Dianne Nickerson/John Fair)

A recommendation to approve a target for offerings for Local Purposes of \$200,000 in 2021 was sustained. (Dianne Nickerson/Dan Moffet)

A motion to adopt the report as a whole was approved. (Dianne Nickerson/Dan Moffet)

### **Allocation for Presbyterians Sharing for 2021**

A Session recommendation that the congregation approve a target of \$15,000 for donations to Presbyterians Sharing in 2021 was moved. (Dennis Featherstone/Brenda Creighton). There was a discussion of how our donation would be used by the PCC in 2021. It was suggested that the word "mission" on our offering envelopes beside the words "Presbyterians Sharing" might be confusing to some people making a donation. The vote on the motion supported the motion and the motion was sustained. Don MacMillan registered his dissent on the approved motion.

### **Appointment of Treasurer and Envelope Secretary**

A Session recommendation that the congregation approve Ugo Kejeh as Treasurer and Betty Paul as Envelope Secretary for 2021 was sustained. (Dennis Featherstone/John Moors)

### **Appointment of Audit Team for 2021**

A motion to approve Kathy Newton, Stewart Elder and Rachel McGregor as the Audit Team for 2021 was sustained. (Don MacMillan/Dianne Nickerson)

### **Membership of Ministry Teams**

Jim MacFie has agreed to join the Facility Management Team. Jean Sida's name must unfortunately be removed from the Fellowship Team.

Dennis Featherstone and Gord Walford are co-leaders of the Finance Team. There are up to five members of the Finance Team plus four ex-officio members, making up to nine members in total. Session has approved in principle the establishment of a Media Team. The question of the terms of reference for this team will be considered at the Session meeting in March.

### **Adjournment**

A motion to adjourn was sustained. (Dianne Nickerson/Marcia Harten)

### **Closing Prayer**

The Moderator closed the meeting with prayer at 9:05 p.m.

*Secretary*

*-Dennis Featherstone*

*Moderator*

*-Rev. James T. Hurd*

## B. Special Meeting Minutes – May 1, 2021

At the call of the session, a special congregational meeting of Parkwood Church, Ottawa was held on Saturday, May 1, 2021 via Zoom conference for the following purposes: to provide an update on the status of the proposal in The Presbyterian Church in Canada to change the current definition of marriage; to provide an opportunity for the congregation to express support or otherwise for the session's expressed position in support of the current definition of marriage; to give opportunity for comments or reflections upon the session's proposal for restructuring; and to give opportunity for the congregation to reflect on the possible implications for future ministry and leadership in the event that the General Assembly adopts the proposed changes to the church's teaching on marriage.

In addition to the minister, fifty-three members and adherents were present, as follows: Helen Atkinson, Dora Brown, Brenda Creighton, Jean Elder, Stewart Elder, Asuquo Eniang, Mahshid Eshtiagh, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Gordon Gardner, Janet Gardner, Marcia Harten, Carolyn Herbert, Karen Hurd, John Huber, Susanne Johnson, Ted Johnson, Christina Kritsch, Victoria Mabie, Holly MacDonald, Alta MacFie, Jim MacFie, Philip MacFie, Don MacMillan, Susan McCullough, Rachel McGregor, Dolly McKyes, Margaret McPherson, Claire McPhee, Floyd McPhee, Olivia Meyia-Takoukam, Dan Moffet, John Moors, Derek Newton, Kathy Newton, Robert Newton, Dianne Nickerson, Betty Paul, Peter Paul, Heather Peckett, Don Pestaluky, Pamela Pestaluky, Mohammad Raouf, Judy Reeves, Stewart Reeves, Lorne Roach, Margaret Roach, Jan Sheridan, Dianne Smith, Barbara Townsend, and Dale Tuck.

The minister called to meeting to order at 7:05 p.m., leading in prayer, and reading 1 Corinthians 3: 10b—4: 5, offering brief comment thereon, and again leading in prayer.

The chair called for the election of a secretary. D. Nickerson, seconded by J. Huber, placed in nomination the name of D. Featherstone, who signified his willingness to serve.

The chair called for further nominations, after which it was moved by P. Pestaluky, seconded by D. Nickerson, and agreed, that nominations cease.

The chair declared D. Featherstone elected as secretary by acclamation.

The Moderator reviewed the major developments underlying the upcoming General Assembly in early June:

- As background, the evolving history of the consideration for the change in the definition of marriage, from 2017 to the present
- Approximately 20 per cent of the PCC has a first language other than English (Korean, Arabic, Hungarian, etc) and generally they have a strong attachment to the PCC
- Parkwood and several other congregations have prepared overtures on the development of two synods for consideration should the upcoming votes on the definition of marriage and eligibility for ordination be in favour of a change
- The first overture on gracious dismissal originated with the Grace Orleans session and has been followed by 17 similar overtures
- The Assembly Council does not want to consider an existing report on gracious dismissal until after the resolution of the two remits
- While the current plan is for the General Assembly to meet via ZOOM in early June, there is an overture requesting that major decisions be delayed until General Assembly can meet in person.

In advance of the meeting, a copy of a summary letter and a series of questions and answers were circulated to the congregation via the e-newsletter. Those in attendance were invited to ask questions or to provide comments on the circulated questions and answers. In summary, there were four areas of question and comment:

Remits B and C: The remits will be voted on separately because they are independent questions.

Two Synods: The comments generally reflected doubt on the overall benefit of two synods, and in particular that equal benefits would be available to both synods.

Gracious dismissal: Session was encouraged to review the evolving thinking on the concept and to study it further to be able to provide details.

Other: There were pleas for no change to the existing position on the definition of marriage. Also, there were questions about how well the approximately 400 commissioners to the General Assembly would be able to represent the preferences of the over 70,000 members of the PCC.

To assess the degree of support for the session's position on the definition of marriage and eligibility for ordination, two questions were put via an anonymous electronic poll:

Poll question #1

Does the congregation support the session's position that the current definition of marriage as stated in the confessions (Westminster Confession of Faith and Living Faith) should continue to be upheld?

Yes – 36

No - 6

Undecided - 3

Total votes cast - 45

Poll question #2

Do you support the position of the session that the current standards for ordination as ministers and elders remain as they are currently?

Yes - 35

No - 7

Undecided - 5

Total votes cast – 47

It was moved by Brenda Featherstone and seconded by John Huber that we adjourn and John Huber, John Fair and the Moderator adjourned the meeting with prayer at 9:25 p.m.

*Secretary*

*-Dennis Featherstone*

*Moderator*

*- Rev. James T. Hurd*

## 6. Reports of Session Officers



**Dennis Featherstone**  
**Clerk of Session**

### A. Clerk of Session

The main activities of session during 2021 were the preparations and communications concerning the important General Assembly (GA) meeting in June as well as the monitoring of the general COVID situation to determine when we should have in-person worship services.

The work concerning the voting on Remit B and Remit C at GA included:

- Prepared for a special meeting of session in early March to discuss what and how to communicate to the congregation the possible effects of the voting on the two Remits
- prepared a two-page note on the two remits and Parkwood's position on the issues for circulation in advance of the congregational meeting
- circulated the minutes of the special congregational meeting on May 1 to all those on the email list kept by the church office. Fifty-three members and adherents were present for the meeting held by ZOOM. The congregation strongly supported the session's position on the continuation of marriage as the union of one man and one woman.
- reviewed the Minister's eight-page report on the voting and procedures used for the GA in early June. Elders were disappointed with how the business was conducted.
- observed that both Remit B and Remit C passed at GA by essentially a two-thirds' majority vote
- reaffirmed unanimously its position on marriage within the Christian church as being the union of one man and one

## 2021 Annual Report of Parkwood Presbyterian Church, Ottawa

- woman and that the standards of conduct expected for pastors and elders should remain unchanged
- sent a letter to like-minded congregations to share wisdom and planning as well as to offer support and encouragement after the voting as GA
- initiated an exploration of networking among like-minded congregations in the Presbytery and the first meeting of representatives from four such local congregations was held in November

The work on reviewing when we should re-open for in-person worship included:

- set up a sub-group within session to review developments during the summer
- reviewed the frequent guidelines issued by Ottawa Public Health
- monitored how other congregations were responding to COVID developments
- decided to reopen for in-person worship on September 5 with advance registration and other conditions for attendance
- decided on December 20 to suspend in-person worship until further notice due to the rapid spread of the omicron variant of COVID

Other activities during 2021 included:

- prepared a summary of the many contributions made by Jan Sheridan as an elder at Parkwood for 50 years for submission to and publication in the Presbyterian Connection
- sent a letter of commendation to Vicky Mabie for her ongoing work with the youth at Parkwood during the pandemic
- reviewed a draft term of reference for the Media Support Team

As of December 31, 2021, the following are the Ruling Elders of Parkwood: Dennis Featherstone, Clerk; Daniel Akat; Asuquo Eniang; Laura Game; Marcia Harten; John Huber; James Hurd, Minister and Moderator; Holly MacDonald; Alta MacFie; Paul Mkandawire; Dianne Nickerson; Pamela Pestaluky; Mohammad Raouf, Linda Robinson; Dale Tuck; and Gordon Walford. Kris Marion is on leave.

In 2021, session suffered the loss of elders Jean Sida, Duane Townsend and Marion Campbell with their passing. Susan McCullough requested and was granted her demit as elder after many years of contribution as an elder, as a teacher in the Church School and recently as co-ordinator of the Benevolent Fund.

Dennis Featherstone retired as clerk at the end of the year after 10 years of service. Paul Mkandawire was nominated and approved to become the Clerk commencing January 1, 2022.

*Session Clerk*

*-Dennis Featherstone*

*December 31, 2021*



**Marcia Harten**  
**Roll Clerk**

### B. Roll Clerk Annual Report

Number of members on the roll,  
December 31, 2020 **179**

Number added during 2021	
By transfer	1
By profession	1
By Session resolution	0
<b>Total added</b>	<b>2</b>

Number removed during 2021	
By transfer	0
By death	8
By Session Resolution	4
<b>Total removed</b>	<b>12</b>

Number of members on the roll,  
December 31, 2021 **169**

Number of members on the roll for the previous three years.

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Number added	0	0	2
Number removed	6	3	12
Number Dec. 31	182	179	169

*Roll Clerk*

*-Marcia Harten*



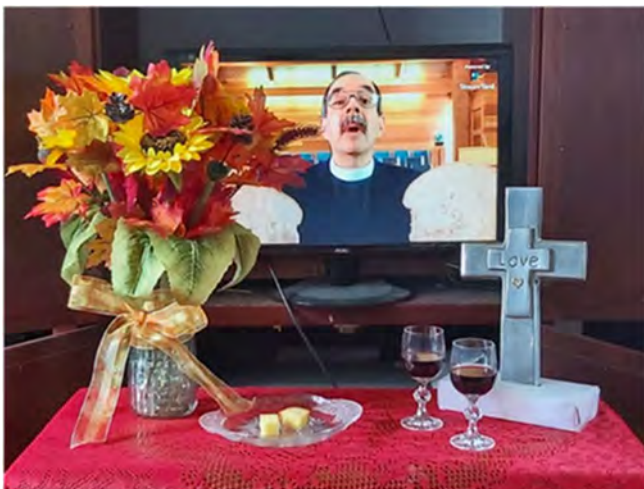
**Laura Game  
&  
John Huber**  
**Communion Clerks**

### C. Communion Clerk Report

The record of communion for 2021 is as follows:

March 7:	22 reported
April 1 (Maundy Thursday):	23 reported
June 6:	35 reported
October 3:	39 served/reported
December 5:	51 served/reported

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



*Communion Clerk*  
- Laura Game



**Gord Walford**  
**Representative Elder**

### D. Representative Elder Report

The Presbytery of Ottawa consists of twenty churches and mission work, the Jesus the Only Way Arabic Evangelical Mission 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 2021 the presbytery saw the closing of the Barrhaven Mission; no departures, retirements, or inductions: one minister continues as stated supply - Ruth Draffin at Rockland Community Church. Two churches are vacant: St. Andrew's Aylmer (operating under a long-term supply arrangement) and Trinity Carp, which became vacant at the end of 2020. The presbytery met six times in 2021.

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 2021, in April and September, via Zoom; Synod met in October, and hosted a conference on the same weekend conference on the theme "Climate Control: What Can I Do?" James also sits on Synod Council, as clerk of our presbytery.

Our minister is the Presbytery Clerk; the Moderator is Jonathan Dent, minister at Grace church, Orleans. 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.



General Assembly in June 2021 adopted two contentious remits that threaten the future of The Presbyterian Church in Canada as we know it.

*Submitted by:*

*-Gord Walford*



**John Huber**  
**Memorial Clerk**

### **E. Memorials Clerk Report**

During 2021, in memory of individuals, Parkwood received gifts directed to the following Funds or other items:

Benevolent, Capital Expenditures/Projects, Christian Education, Fellowship, Loan Repayment, LOGOS, Memorial, Operating, Pastoral Care, Youth Group, Youth Leadership. Gifts were received in memory of Phil & Marion Campbell, Joyce Dance, Gayle Dumsday, Sibby Fennema, Ramona Gray, Sylvia Hepburn, Roberta Hurd, Niels & Dorothy Lund, John Moors, Nouha Nasser, Gwen Norminton, Ozongashu, Joyce Pattishall, Cedric & Elizabeth Pettigrew, Jean Sida, Duane Townsend, and Tom & Evelyn Warburton.

Donations are received by the Treasurer, who reports the balance of the Funds monthly to the Memorials Clerk (who informs the Session). A memorial record is kept by the Treasurer and forwarded to the Memorials Clerk. In the financial report, 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 the use of Parkwood.

*Memorial Clerk*

*- John Huber*



**John Huber**  
**Benevolent Fund Coordinator**

### **F. Benevolent Fund Report**

I took over from Susan McCullough as coordinator in November and would like to thank her very much for the support she gave me organizing the transfer and the well-kept records that I now add to, as needed. Thank you, Susan!

Throughout the year, the Session Benevolent Fund quietly and confidentially assists members of the congregation and those in the community who face unexpected financial expenses. Funds come primarily through the Christmas Eve church service and the White Gift offerings.

Food vouchers, and Emergency funds are requested through the elders or the church office. This year White Gifts were converted to food vouchers and cheques thanks to Marcia Harten and Alta MacFie.

Monthly needs are occasionally provided for throughout the year so donations to the Fund at any time are appreciated. The fund is audited each year.

Please continue to pray for the Fund and the community of people it helps support.

*Benevolent Fund Coordinator*

*- John Huber*



**Marcia Harten**  
**Youth Leadership Fund**

### 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 2021, many activities were cancelled due to the restrictions of COVID-19. Fortunately, a few youth were able to benefit from the Youth Leadership Fund by participating in a skill development program.

*Submitted by:*  
*- Marcia Harten*



**Dale Tuck**  
**Refugee Fund Coordinator**

### H. Refugee Fund Report

The team has been very busy this year trying to help a refugee family in our midst. Assistance was required due to medical issues and homelessness. So as not to lose their possessions, the team has tried to provide some financial assistance and we must thank the person who stepped up to arrange and pay for this help. It is our prayer that suitable assisted living housing will be provided in the very near future.

Many cannot provide money but in-kind help such as helping with a storage space or providing a room, transportation, or other such help would be greatly appreciated.

We also thank those who have enabled our fund to grow to be able to commit some resources to others in 2022.

*Respectfully submitted:*

*-Dale Tuck*



**Dennis Featherstone**  
**Clerk of Session**

### I. Planned Giving Ministry Report

Another \$5,000 was donated in 2021 to the Planned Giving Fund. A "direct" donation of \$25 was also received to cover fees imposed by BMO on transactions in the bank account. These donations were transferred to the separate bank account for the Planned Giving Ministry at BMO. As of the end of 2021, a total of \$29,000 has been donated to the PGM through our accounts. Of this total \$28,000 has been invested in various GICs at BMO and are protected by the CDIC. An amount of \$1,000 remains in the bank account. The return on investments continues to accrue and will become cash at the maturity of the various investments.

The initial strategy for the use of the donations was to hold them long-term and to send the investment return (interest and/or the return linked to different stock market indices) to the project as designated by the person making the donation. At this time, all designations have been in support of The Presbyterian Church in Canada, Gifts of Change projects.

During 2021, a review of the overall strategy was initiated. Various questions were asked. Could a higher rate of interest be obtained at another financial institution but with the investment still protected by the CDIC?

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Was the interest from maturing GICs being set aside by BMO for use by Parkwood or was it “rolled over” along with the principal into another GIC at the maturity date? Should a minimum annual amount be the target for the amount of money to be sent in support of the Gifts of Change or any other designated project given the desire for a gift to be made now as well as at some time in the future?

Some of the questions were answered during 2021. Inquiries were made at financial institutions known to pay a higher rate of interest on GICs than at the large, chartered banks. Unfortunately, the accounts paying higher rates of interest at these organizations were reserved for individuals and not organizations such as churches. Secondly, a review of how BMO was treating the interest earned on a maturing GIC revealed that BMO was simply including the interest earned in the new GIC. This was contrary to the directions of Parkwood but could not be reversed. Specific instructions were issued as to how to treat interest earned in the future. The accrued interest will become cash interest when the GIC next matures. Thirdly, it was decided that the annual amount to be sent to the Gifts of Change project should be \$300. The remaining questions will be addressed in 2022.

*Submitted by:*

*-Stewart Elder and Dennis Featherstone*

## 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, 2021, the following are members of P&P: Dianne Nickerson, Holly MacDonald, Dennis Featherstone (*ex officio*), and Rev. James Hurd (*ex officio*).

We continue to review Terms of Reference (ToR) of the various teams with a view to updating. We have prepared a draft ToR for Historian, which will be finalized in 2022. We also reviewed the ToR for the Budget Team and Finance Team. We found the ToR for the Finance Team needed no changes. However, we found some overlap between the Budget Team and the Finance Team. We will review the Budget Team ToR in 2022 to make changes regarding overlap, as well as any other necessary amendments.

Continuing Covid 19 restrictions again hampered our abilities to deal with some ongoing issues concerning active participation in the work of our church, such as filling vacant positions on teams and other areas of concern. However, over the summer and fall, meetings with all team leaders were held which led to the creation of a Media Support Team. The team will consist of 4 sub-groups [audio/visual, information technology infrastructure, website, content] which together will improve and enhance our on-line experiences. Jim MacDonald has been appointed as leader of this team.

It is to be noted that the Session's overture requesting restructuring of the national church in view of the divergent opinions on matters of human sexuality was received by the General Assembly in June 2021 and referred to the Assembly Council with direction to report to the General Assembly in 2022.

We considered referrals for study and report sent to us from the 146<sup>th</sup> General Assembly. Our responses are as follows:

With respect to edicts and preambles for ordination, induction, and admission of the minister of Word and Sacrament and of the ruling elders:

that the proposal to reword the edicts and preambles for the ordination and admission of ministers and elders not be pursued according to the present draft which is deficient because

(i) it lacks a robust affirmation of the Scriptures of the Old and New Testaments as the written word of God and the only rule of faith and life; (ii) it is too long; and (iii) removes a clear affirmation of allegiance to Jesus Christ as our Prophet, Priest and King.

With respect to a proposed change to the title from "Physician Assisted Suicide" to "Physician Assisted Suicide: Medical Assistance in Dying.":

that the proposal to change the title of the document "Physician Assisted Suicide" to "Physician Assisted Suicide: Medical Assistance in Dying" be affirmed but that the substance of the document not be changed but affirmed.

With respect to a proposal to delete section 8.1 re dissent:

that the proposal to change section 8.1 of The Book of Forms re the provision for dissent to be lodged by individual elders absent while attending General Assembly against actions taken by the session in their absence not be supported, but rather the provision for elders and presbyters to dissent from actions taken in their absence from any court while having expressed regrets or while on official business for any court of the church be strongly affirmed and explicitly restored to section 12.1 of the Book of Forms.

May God bless us and keep us safe.

*Team Leader*

*-Dianne Nickerson*



**John Fair**  
**Team Leader**

## **B. Worship Co-ordination Team**

We met only twice in 2021 and both times were via Zoom. Our first meeting was August 10. The purpose was to inform the WCT of the intent of Session to reopen Parkwood for in-person worship. The WCT convener had attended two prior meetings of a reopening committee of Session regarding the possibility of in-person worship.

The items considered at our August 10 meeting had to do with marking and cordoning off the pews for proper social distancing in the sanctuary. We opted for every third pew to be used which gave the required safe distancing. There were essentially 3 pew seating arrangements to be used - family which allowed up to six per pew or 2 related people at one end and a single person at the other end or 2 singles, one at each end.

Offering plates would be placed on a table at the back so that offerings could be left at the end of the service and then be retrieved by the envelope secretary. Pre-registration was required in order to attend which included the mandated questions regarding one's COVID status. A diagram of the sanctuary was also prepared by the WCT convener with the available pews marked so the ushers could properly and quickly seat attendees.

Attendees were to enter and leave the sanctuary at the rear of the sanctuary and were asked to leave the building immediately after the service.

Ceiling fans were to be left off so there would be no down draft and windows were to be opened (weather permitting) to provide circulation of air. After the service, the sanctuary had to be disinfected.

All these changes were implemented and worked well. The changes also meant revising the guidelines for the ushers.

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We thank them for willingly and quickly adapting to the new requirements. Our thanks as well to Dale Tuck as team leader for Outreach who was at the front entrance every Sunday to not only greet all who came, but to also screen each attendee as to masking, vaccination status and recording everyone's temperature.

Our second meeting on November 6 was to inform the WCT that pre registration was no longer required but all other measures were still in place. The convener was to contact Pam Pestaluky and Holly MacDonald regarding Christmas decorations for the sanctuary and the Gathering Place. Our thanks to them and their elves for making both areas at Parkwood so beautiful for Advent and Christmas. Unfortunately in-person worship was canceled the week of Christmas.

The convener also recruited readers for the four Advent services plus Christmas Eve and Christmas Day. Thanks to all who willingly and gladly did the readings as requested.

The other major item on our agenda for the November 6 meeting was to consider and approve our proposed budget for 2022 which was submitted for the annual team leaders budget meeting, January 19, 2022.

2021 also saw a major overhaul of the sanctuary piano. Some much needed work was done to enhance the quality of sound and greatly extend the life of the piano. This involved replacing the tuning pins, cleaning and tightening the action screws and replacing the back catch leathers. We had to arrange for the pickup and delivery of the piano to the shop where the work was to be done plus its return once the work was complete.

2021 included a review and update to the terms of reference (TOR) for the WCT at the request of Dennis Featherstone, then clerk of Session. The convener was away at the time the request came in so Brenda Creighton graciously and capably reviewed our mandate and made the changes needed. These changes were forwarded to the convener who passed them on to the WCT members for review and comment. The amended TOR were then sent back to Dennis Featherstone. One of the major items to be included in our mandate had to do with copyright for lyrics and to

arrange for yearly renewal of the CCLI license for the music Parkwood uses each week and report that usage. When requested, Dianne Smith reports the usage to CCLI in 6 month periods every two years. Brenda Creighton ensures that the music that is used each week meets the license requirements for displaying lyrics and live streaming.

Many thanks to our choir and musicians under the direction of Dianne Smith for the hymns and songs for worship and for working in an environment that required making adjustments. Thanks as well to the technical team that ensured the proper transmission of the worship service each week without fail and was constantly working to improve its quality. Slides are prepared each week which truly enhance the visual aspect of worship. Brenda Creighton works with Rev. Hurd to prepare the sermon slide each week. She also selects the images used for the offertory and special music selections. Mahshid Eshtiagh prepares the slides for the beginning of the service as well as the announcements.

We have been thankful to God that despite COVID we have been able to gather online and for a few weeks in-person for worship each week. That is through the hard work and committed efforts of many people and the grace of God to see us through. In 1 Samuel 2:30b God said - "*Those who honour me, I will honour....*" Let us continue to honour God. Soli Deo Gloria.

*Respectfully submitted by:*

*- John Fair*





**Dianne Smith**  
**Director of Music Ministry**

### ***Choir Report***

In gratitude we reflect on 2021. Thanks is expressed to the singers, instrumentalists and tech people who support the ministry of music at Parkwood. We have met in various ways. Music has been recorded at Parkwood Thursday evenings, and in people's homes. In lockdown the choir met faithfully Saturdays 5-6 pm on Zoom. I recorded the hymns in my basement at another point. Currently we are livestreaming from Parkwood and rehearsing there on Thursdays.

First the singers: Gord, Diane, Susanne, Ted, Lori, Asuquo assisted by Peter and Holly have contributed music. As well as singing in the choir, Diane composed and led "Gifts of Christmas" through Advent and Christmas as we lit the candles. Peter joined in with his guitar and voice. Diane also composed and sang "Love the Lord your God." Gord, Diane, Susanne, Lori and Asuquo also recorded music at home which we were able to use in the services. Diane and Gord recorded a duet just outside their home. Susanne recorded vocal, piano and flute music. Lori recorded solos, music for duets and the choir from her home in Grand Turk. Asuquo produced several videos, including "He knows my name" with saxophone, voice, percussion, piano from his home studio. Holly sang "Leaning on the everlasting arms" with Gord and Diane.

John Harder helped with the Christmas services playing piano duets with Dianne and adding piano to the carols played by Dianne on organ. John also recorded the piano accompaniment for "Waves of mercy" which the summer assistant Sarah sang and made a video with the Sunday school children.



Next the tech support: Thanks to Brenda and Dan who recorded us in the sanctuary and spent hours editing material we sent in from our homes so we could have solos, duets and choir music. Mohammad and Mahshid and the Media Support Team now livestream the services from Parkwood.

Also thanks to my piano students who contributed videos we included in the services. While Yaman was unable to join us recently in person, he got permission for us to use videos his friend Pastor Jason Strain and his worship team from Community of Hope Church in Surrey BC composed and performed. We are always open to requests for hymns, songs anthems etc. Thanks very much,

*Submitted by:*

*- Dianne Smith*



**Holly MacDonald**  
**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, arranging Summer Mid-week Fellowship, as well as maintaining the church library.

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From July 7 to August 11, six Summer Mid-week Fellowship gatherings were held outdoors on the grass at the back of the parking lot, exploring the biblical concept and theme of "Rest". Attendance varied between 6 and 15, and we were thankful for the help of our Summer Program Assistant in helping to facilitate our meetings.

**Church School**

With the pandemic going into its second year it is becoming more difficult to stay connected with the children and youth from a distance. This is a period of time in their lives where there are so many changes in their physical, mental and emotional growth.

At Easter time 17 families (31 children) received boxes that had various Easter/spring crafts and Easter treats. There were 7 craft ideas in each box with instructions and materials needed as well as a letter from Holly MacDonald and Pamela Pestaluky.



The older children/youth received a loot bag of candies as well as a note from us and sermon question & answers from Pastor James. 21 of these bags were delivered.

For the families with children up to Grade 6 I put together 5 church school lessons for the Easter season. 15 families (24 children) received these lessons.

I also encouraged the families to access RightNow Media for videos on the Easter story specifically “5 Minute Family Devotional” by JellyTelly and “NUA Easter” by Sarah Campbell.

A special thanks to the Parkwood delivery elves:  
Alta MacFie, Victoria Mabie, Kathy Newton and  
Susan McCullough.



Prior to the beginning of Advent Holly MacDonald and I put together 21 Advent wreaths for home use. Accompanying the wreaths were four readings that could be done, one for each Sunday of Advent, with a fifth reading for Christmas Eve. These readings corresponded with what was happening in the Sunday services.

13 families (21 children) received 6 church school lessons on the Christmas story. This was broken into two groups: kindergarten to Grade 2 and Grade 3 to Grade 6.

As with Easter, I recommended 3 different videos, for different age groups, from RightNow Media: Advent by Derwin Gray, NUA: Christmas and "Why do we call it Christmas" by Phil Vischer"

These deliveries were made possible by the following drivers: Alta MacFie, Marcia Harten, Victoria Mabie, Susan McCullough and Kathy Newton. Many thanks for taking the time to make contact with the families. Many of the drivers reported warm words of thanks and gratitude for short socially distanced visits.

Submitted by:  
-Pamela Pestaluky

### ***Paddle Anyone?***

While the pandemic has kept us “distanced”, some Parkwood people have been using their canoeing skills on nearby waterways. We visited the Rideau River, Crotch Lake (North Frontenac Parklands) and the Barron Canyon in Algonquin Park. Outings were small groups and family-based. If you are interested in joining us in 2022, contact Karen Hurd. Participants must know how to swim. At least one family member needs to know how to steer the canoe.



*Submitted by:*  
-Karen Hurd



**Victoria Mabie**  
**Christian Education**  
**Support Worker**

### ***Youth and Young Adults***

As we entered 2021, the youth and kids’ ministries at Parkwood remained virtual as we continued to walk through the pandemic together. Even with the unpredictability and uncertainty that surrounded us, God has been working through the ministries at Parkwood and in the lives of the kids and youth there. While the majority of the year of programming at Parkwood in 2021 took place online, we have been able to continue connecting in a number of ways. Through the continued closure of in-person meetings, some of the youth have begun to feel more comfortable connecting

with the volunteers and myself, reaching out during various times just to talk and have someone listen to them. The youth group at Parkwood is one ministry that has continued to meet throughout the pandemic, the majority of the year being online.

The youth events usually took place on Friday evenings for a couple of hours, about twice a month. The evenings would generally consist of games, activities, a Bible study or devotional and time to connect and share what they have been doing and what’s new in their lives as well as being able to connect with their church friends that most had not seen in person in quite a while. During Easter, No Other Name, the annual youth conference that takes place in Ottawa was once again held online for the youth to attend on the evening of Good Friday. The evening consisted of worship, a speaker who talked about her faith journey over the span of the evening, as well as the opportunity to engage with other youth attending the online conference.



At the beginning of the summer, we had a number of students graduating, both from grade 8 and grade 12. In order to be able to celebrate with them in the midst of the pandemic, we had socially distanced visits with the graduating students. A few of us from the Christian Education Team drove to the graduating students houses to congratulate them, hold up balloons, congratulations signs and flags, and gave each of them a graduation gift.

Over the summer, the youth events continued and were led by our summer student, Sarah. She held



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four events on Zoom, having themes for each night (for example, Family Feud Night, which she included the congregation in by sending out a questionnaire for them to fill out to use for the answers in the game). Over the summer, Sarah also organized, choreographed, led and put together a music video with some of the youth to the song, "Every Move I Make".



Some of the video was filmed in the parking lot at Parkwood Church with a few people one afternoon. Other parts were filmed by some of the other youth from their homes and emailed in.

When youth group resumed at the beginning of the school year, we continued with online meetings for the month of September. At our Christian Education meeting in September, we discussed how things were going and what our options were for moving forward, and decided it was in the best interest of all to try to reopen. Our first event in October was a Thanksgiving/Harvest themed event that took place in the parking lot of Parkwood Church on the Friday evening before Thanksgiving. Fall festival and Thanksgiving themed games were played, and there was a Thanksgiving themed devotional.



COVID protocols were followed, masks were worn and distancing was maintained while outside. The next event was also an outdoor event where the youth took part in pumpkin carving, where lots of creative pumpkin designs were made that night.

In November, we began with a leaf raking event, where the youth came together on a beautiful Saturday afternoon and raked up the leaves in the church's backyard. The leaves were moved to one big pile in the yard so that they could be jumped into before being cleared away into yard waste bags. It was a great team effort between the youth and adults who came out. Many thanks to all who helped out that afternoon!



We then moved inside the Fellowship Hall for the remainder of November and December as it was getting dark early and rather cold outside. Being in the Fellowship Hall, we were able to maintain social distancing to keep everyone safe, while continuing to wear masks throughout the entirety of the event. Sanitizer and hand wipes were available as well. For these events, we did some socially distant games, as well as a scavenger hunt using scripture references to figure out the clues that led them to locations where they would find their next clue.



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We had our annual Christmas party in December where there were games, gingerbread house making and other Christmas activities, such as decorating masks to make them look festive.



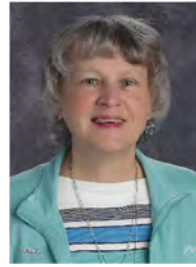
Throughout the year, the high school Sunday school class (grades 9-12) has continued to meet on Zoom. We have met on Sunday mornings, immediately following the worship service on Sundays from 11:15am – 12pm. We worked through a variety of curriculums found on RightNow Media, generating profound discussion and times of fellowship and connection.

In order to stay connected with the older kids and pre-teens, we held a few sessions of “Zogos” (Logos on Zoom) for grades 4-8. This took place during the winter on Wednesday evenings for roughly an hour. We met a number of times for games and a Bible discussion, allowing for the kids to come out on Zoom and spend time with their friends while being spiritually fed.

Through the challenges of being online throughout the year, there have been many blessings as relationships have grown and connections have been made with the youth. I thank everyone who has stepped in throughout this past year to support and encourage the youth ministry at Parkwood. It is a team effort and you are all a vital part of leading our youth and kids at this time in their lives, especially as we continue to navigate our way through the pandemic.

*Submitted by:*

*- Victoria Mabie*



**Alta MacFie**  
**Librarian**

### ***Library***

No new books were added this year and only a few books were borrowed due to the church closures. Books may be requested by emailing Alta MacFie [jamacf@bell.net](mailto:jamacf@bell.net). The catalogue of books may be searched online at <https://www.librarything.com/catalog/Parkwoodlibrary>.

Notices about various online opportunities such as the annual Calvin College January series, Focus on the Family feature speakers and pertinent RightNow media offerings were added from time to time to the E-Bulletin.

### **RightNow Media**

A faith-based video streaming service initiated by the Christian Education Team this past year, has been a benefit to many, adults, and children alike. The Sunday School recommended videos for each age group for Christmas and Easter. The Christian Education Support Worker, Vicky Mabie, used the videos extensively for her teen Sunday School Bible lessons and her youth group discussions. During the first six months (December 2020 to June 2021), there were 32 active users and 200 interactions for a total of 50 hours. From June 2021 to December 2021 there have been 33 active users and 250 interactions for a total of 80 hours of use. The average time spent during each interaction is 20 minutes which is the time span of the average video. RightNow Media has been a valuable resource during the pandemic. If you have not yet signed up for your free subscription, you can do so by accessing <https://www.rightnowmedia.org/Account/Invite/ParkwoodChurch>.



### **On-line Course: Reformation**

The Christian Education Team offered an eight-week course on the protestant reformation of the sixteenth century. The course was presented via Zoom by Jim MacFie on Thursday evenings starting in mid-January. The course was received enthusiastically by a group of 20 adults and teens. The course concentrated on the lives and beliefs of Martin Luther and John Calvin.

*Submitted by:*

*-Alta MacFie*



**Dora Brown  
Team Secretary**

### **D. Pastoral Care Team**

The members of Parkwood's Pastoral Care Team are: Rev. James Hurd, Margaret Roach, Betty Paul, Dale Tuck, Dora Brown and (LOA). Laura Game, Barbara Townsend. Rev. Hurd is chair and Dora Brown secretary. Our sympathy and prayers were extended to Barbara on the death of Duane, her husband and a member of our pastoral care team.

The team met monthly on Zoom, except in January and July. The September meeting was held in the parking lot at the church, local construction made it difficult to hear each other. At each meeting we reviewed activities in relation to the pandemic, discussed current issues and our pastoral care contacts made in person or telephone. Each meeting was opened with prayer and devotions by a team member.

We acknowledged the changes made in pastoral care following the guidelines for physical distancing, masks and sanitizing protocols. Pastoral care communion and monthly lunch and learn sessions were cancelled. Spiritual care volunteers were no longer allowed to visit patients in hospitals or Long-Term Care homes. We recognized the impact of the pandemic on our community and Long-Term Care Homes.

Team members continued to make phone calls to those on our pastoral care list and other members of the congregation to keep in contact and check how they were managing. Isolation has been difficult for many residents.

We reviewed the proposed changes to the MAID legislation (medical assistance in dying) and what it will mean for the disabled and mentally ill.

Worship services at Peter D Clark Long Term Care home, Starwood Nursing Home, Crystal View Lodge and City View Retirement Residence were cancelled. Spiritual Care volunteers who had been visiting residents and helping to take residents to worship services at Peter D. Clark were suspended. Just prior to the current Coronavirus wave of Covid-19, we had restarted worship services on the resident units at Peter D. Clark. Rev. Hurd and Dora Brown attended zoom spiritual care meetings for the reopening of spiritual care at Peter D. Clark and Rev. Fair has restarted once a month service at the home.

The team reordered large-print "Today" devotional booklets to be provided to the Peter D. Clark residents and to individuals within Parkwood Church and beyond. These were mailed out by the church office. "Today" booklets were also placed by the church office in the Sunshine Room 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. This has been a busy year for Jean as several members of our congregation have asked for prayers for their loved ones.

The booklets "Journeying Through Grief" were sent to families or individuals who had suffered a loss. The booklets expressed care and support for those grieving. Barbara Townsend had coordinated the sending of the booklets. A new contact person is needed to organize and send out the booklets. The funeral services held on Zoom this past year for members of our congregation have been helpful for families and friends. 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.

Pastoral care visits to patients of the Presbyterian faith at the Ottawa Hospital Civic Campus and the Queensway Carleton Hospital were discontinued by the hospitals due to the pandemic. Margaret Roach and Dora Brown, who have visited patients of Presbyterian faith at the Civic Hospital campus and Queensway Carleton Hospital for at least 20 years, have resigned from visiting at the Civic Hospital campus. The Hospitals and Long Term Care continue to discontinue visiting due to the pandemic. Rev. Hurd is the Presbyterian Presbytery representative on Queensway Carleton Hospital Pastoral Care Advisory Committee.

The Ottawa Pastoral Care Training Program, part of the requirements for pastoral care and to be eligible to serve as a pastoral care visitor in hospitals, was held on Zoom. Susan McCullough and Marcia Harten completed the training program this past year. The Pastoral Care Training Program also held Spiritual Care continuing education events and advanced courses on Zoom.

We asked in the Pulse if people would be interested in attending a Lunch and Learn presentation on the web but received no replies. We encouraged more congregation members to take the Pastoral Care Training Program. Unable to meet together for worship service in church or to enjoy the social time after church service has been difficult for some. Isolation, lack of contacts and anxiety of getting the virus and/or a vaccine has impacted the physical and mental health of many in our community. The ability for us to come together on Zoom or YouTube for church service, social time or to attend meetings has been helpful for our well being.

We continue to respond to a pastoral care need if it is brought to the attention of a member of the pastoral care team. Pandemic safety measures will be followed.

*Pastoral Care Team secretary*

*-Dora Brown*



**Don Pestaluky**  
**Team Leader**

### **E. Fellowship Team**

It is with thanks and praise to God we report on the following Parkwood Church activities that occurred during the past year and for the many persons who gave of their time and resources to these activities.

On Monday May 29th, the Fellowship Team held a team meeting via zoom to discuss a request from the Facility Management Team for volunteers to assist in clean up of the kitchen in anticipation and on the condition of the Church being able to reopen. During the week of November 29th – December 3rd members of the Fellowship Team assisted with the removal and disposal of expired and obsolete kitchen supplies, and the cleaning of kitchen appliances and cupboards inclusive of their contents.

On November 18<sup>th</sup> and November 22<sup>nd</sup> the Fellowship Team provided comments to the Policy and Planning Team concerning the Draft Terms of Reference for a proposed Media Support Team at Parkwood.

### **Virtual Fellowship Hour**

A total of 22 Virtual Fellowship Hours were held with an average of 18 persons attending. In October, as in person Sunday Worship Service became available, the Fellowship Hour had been held monthly as opposed to every second Sunday. This Virtual Fellowship Hour will continue into the New Year every second Sunday of the month following the Sunday Worship Service and everyone is welcome to participate.

Please contact a member of the Fellowship Team or the Church office if you would like to connect with friends at Parkwood Church.

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Special thanks to Rev. James Hurd (and John Fair in Rev. Hurd's absence) who has facilitated this fellowship hour through his Presbytery Zoom account as well as Jim MacDonald for his technical assistance.

### **Easter Baskets to Seniors**

This year the Parkwood Elves decided to expand beyond Christmas and include Easter. A total of 35 Baskets were put together and delivered to senior members/adherents of Parkwood. An Easter card from the Parkwood Elves was also included. Special thanks to Mahshid Eshtiagh for designing our Easter cards. Kudos to Victoria Mabie for snatching up the baskets which were headed for the trash. And, as always, a special thanks to our many drivers.



*Submitted by:*  
*-Pamela Pestaluky*

### **Christmas Cookie Exchange**

Holly MacDonald and Pamela Pestaluky put out a call the end of November for bakers to make cookies that would be delivered to members of our congregation. The support from the baking elves was overwhelming and we were able to deliver 47 packages of cookies the week of December 12<sup>th</sup>. Each delivery included a Christmas card from the Parkwood elves as well as a pipe cleaner Christmas wreath. A special thanks to Kathy Newton and Susan McCullough for joining the elf team with the cookie and wreath preparations required before deliveries could be made. As well, thanks go out to our faithful drivers. Marcia Harten, John Huber, Victoria Mabie, Alta MacFie, Susan McCullough, Kathy Newton and Dale Tuck. This couldn't happen without people willing to make the deliveries.



*Submitted by:*  
*-Pamela Pestaluky*



### **Outdoor Christmas Pots**

The Parkwood elves were able to put together and deliver 18 outdoor Christmas pots with funding from the Fellowship Team. Working conditions were much warmer than last year when the elves were putting together Christmas wreaths.



*Submitted by:*  
*-Pamela 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: 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 (613-226-3089) if you have any questions. Thank you.

*Fellowship Team Leader*  
*-Don Pestaluky*

### **Sunday Bible Study**

We met on Zoom at 12:15 pm every Sunday unless agreed upon to cancel a study. We are using study booklets from the church library called Operation Timothy, an investigative Bible study

with the goal of helping people grow spiritually. We have completed books one, two and three and are now studying book four of the series Making a Difference. Book four has six main topics The six topics are: Living the Christian life at home; Integrating Christian principles in the workplace; Discovering God's values regarding money; Christ's Vision for the World; Understanding Spiritual birth, growth, and reproduction; Developing a purpose statement. We read scripture relevant to the topics and following the guidelines of the study. We discussed the topic in relation to how it applied to each of us. We have almost completed the Operation Timothy series of booklets and will need to decide on our next topics. We are a small group and welcome others to join us.

*Coordinator*  
*-Dora Brown*



**Dale Tuck**  
**Team Leader**

### **F. Outreach Team**

The greatest Outreach accomplishment this year was performed by Mohammad with his creation, development, and delivery of the streaming of both worship and funeral services. Many people who in no way would have any contact with Parkwood, were able to do so. His time, effort, and technical ability were invaluable.

Much of the normal outreach was not able to be done this year due to Covid and restrictions put upon those that would normally do the college student welcome work for Parkwood.

*Team Leader*  
*-Dale Tuck*



### **Barrhaven Bible Study Group**

This year was the eleventh straight year for our Bible Study. We were shut down for a few months in the spring of 2020 due to COVID but were back via Zoom by October 2020 and have been able to meet ever since thanks to Zoom.

One benefit we have experienced since we have gone on-line is that the number who are able to attend has gone up and has remained so. We could not have accommodated our present group of 24 in our basement had it not been for Zoom. The twenty four people who faithfully attend each week represent eight churches of which ten attendees come from Parkwood. Others come from as far away as Miramichi, New Brunswick. Manotick, Barrhaven, Aylmer Quebec and Kanata.

We start our study at 7:30 with prayer after a meet and greet at 7:15 and we end at 8:30 with a closing prayer. In 2021 we began with a study of Paul's letter to the Philippians. Then in the fall we began 1 Peter. Our study is based on notes that are written and distributed in advance. We review the notes which are based on each Scripture verse and then ask for comments, thoughts and questions. Martha sends out the Zoom link every week.

Outside of good verse by verse expository preaching, detailed Bible study is needed in order to grow in one's faith and knowledge of God the Father, Christ the Son and the Holy Spirit.

John Calvin. 1509-1564, the great Reformer and sort of grandfather to the Presbyterian church, wrote - *"That man has made great proficiency in the word of God, who does not fail to admire whatever he reads or hears every day, that contributes to his unceasing progress in faith."* The apostle Paul scolded the church at Corinth because they were still on milk when they should have been on meat in regard to their progress in the faith. Come and join us for an hour of progress. Zoom makes room for more.

*Respectfully submitted:*

*- Martha and John Fair*



**Stewart Elder**  
**Team Leader**

### **G. Mission Team**

1. As a result of the COVID 19 restrictions still being in place, the Mission Team decided to take advantage of the continued opportunity of using a Zoom platform as a safety measure for our meetings. We are grateful to both Rev Hurd and Asuquo Eniang who very capably act as our Zoom Meeting Hosts. The decision to have Zoom meetings has worked out very well for us. While meeting travel-time is obviously reduced to zero, meeting attendance and participation has been significantly increased. Mission Team members are normally very busy people and as a consequence, our monthly meetings are scheduled for the first Tuesday of each month, from Sept to June, starting at 7 pm and closing by 8:30 pm. Travel time and safety concerns remain significant factors for our Team Membership, many of whom come a long way to attend our meetings. With the deterrent prospect of winter weather combining with night travel darkness, the safety advantage of using Zoom technology to host our meetings becomes obvious.

2. The following served as members of the 2021 Mission Team:

Rev James T. Hurd (Ex-Officio), Andrew McRae, Asuquo Eniang, John Huber, Paul Mkandawire, and Stewart Elder. The Mission Team, would like to thank everyone who responded with prayer, and/or financial support to the various projects and requests for assistance that we brought before the Parkwood Church family through out the year 2021. We would also like to express thankful appreciation and recognition of the promotional support offered to the Mission Team

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through the assistance of the Administrative Assistant - Mahshid Eshtiagh, the Events Co-ordinator - Brenda Creighton, the Pulse Editor - Carrie Morris, the Web Servant - Gord Walford, the Envelope Secretary - Betty Paul, and the Session Clerk - Dennis Featherstone. Special kudos are also expressed to Mohammed Raouf, for his unique and significant involvement with the Mission Team presentations of our Special Appeals.



3. The Mission Team is responsible to Session to bring forward community, national, and world, mission-assistance requests, to the congregation in order that all aspects of Parkwood Church's responsibilities to the world may be realized. Under our Terms of Reference, the Mission Team is directed to develop awareness of the work of the Presbyterian Church in Canada in global mission and recommend ways in which Parkwood might support that work. We consider that a significant portion of our response to that mandate is being accomplished as we annually present up to 4 Special Appeals to the congregation.

In 2021, the four Special Appeals presented were:

- Feb 21, The Parkwood Church Refugee Fund: Shortly after the Special Appeal was presented, a total of \$2,239 was received in support of the Refugee Fund, part of which is deemed to have been donated in response to our Mission Team First Special Appeal.
- June 13, Christian Counseling Ottawa, \$575.00 was received in support of this ministry.

- Sept 26, The Christian Salvage Mission, \$245.00 was received in support of this ministry.
- Nov 21, Harvest House Ministries, \$350.00 was received in support of this ministry.

#### 4. Operation Christmas Child - Shoe Box Project:

The Operation Christmas Child Project brings joy, hope, and the message of God's love to boys and girls who are the victims of war, disease and poverty.



This year the Mission Team agreed that it would be appropriate and more inclusive to offer the opportunity of "On-Line" shoe box packing for those who experience difficulty, for one reason or another, that prevents or discourages their "hands-on" participation in our normal format. Thanks to those who participated this year, Parkwood Church was able to contribute 20 Christmas shoeboxes that were filled with toys, gifts and prayers in support of this exciting program.

#### 5. The Christian Salvage Ministry:

While the Christian Salvage Ministry closed its doors in 2021, due to the impact of the COVID 19 Pandemic, nonetheless the ministry operation, continues as an ongoing Christian charity. This Christian ministry collects gently used Christian literature donations at their warehouse in Hamilton, Ontario. From there, the donated Christian literature is eventually distributed to Christian Churches in India and Africa where it is eagerly received. The Christian Salvage Ministry

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has confirmed that they will re-establish contact with Parkwood Church when they have a new local volunteer to act as an official receiver of the donated literature.

### 6. The Mission Team Budget- Approved Ministries in 2021 are listed as follows:

#### a) Five Major Support Items:

- Carling Community Chaplaincy Covenant Orthodox Presbyterian Church (Uganda)
- Gracefield Camp and Retreat Centre
- Inter-Varsity Christian Fellowship
- Ottawa Innercity Ministries

#### b) Ten Additional Support Budgeted Items:

- A Bible Ministry from our Budget Support List of: Back to the Bible, Bible League of Canada, Canadian Bible Society, The Gideons International in Canada, and Wycliffe Bible Translations. The specific Bible Ministry selected for Mission Team Budgeted support in the year 2021 was The Canadian Bible Society.
- Algonquin College Campus Ministry
- CanHave Children's Centre
- Christian Hit Radio Inc. (CHRI)
- Jesus the Only Way Evangelical Arabic Ministry Ottawa Mission
- Renewal Fellowship
- Sat 7
- Teen Challenge Ottawa
- Voice of the Martyrs.

c) The Final Budget Approved item, covers Parkwood's cost to distribute monthly digitized versions of Church Around the World publications, in order to keep our congregation regularly informed about worldwide mission concerns.

### 7. What went well?

a) The highlight of the year was when Leah Hopp agreed to make a guest appearance at our Feb 2, meeting. After the meeting was opened with prayer, Leah was immediately welcomed and invited to give an update on her work in Uganda. Leah expressed appreciation for the ongoing emotional and prayer support given by Parkwood Church in partnering with her in the work in

Uganda. She shared some of her immediate plans for her return to Uganda, and following that answered individual questions from the various Mission team members. When that portion of our Feb meeting was finished a special prayer was given by the Mission Team, for Leah's safety and ongoing work on behalf of Christ's Church in Uganda. When Leah was about to leave the meeting, she mentioned that she had a couple of Prayer cards printed up. Rev Hurd encouraged her to send them to the Church Office addressed in care of Mahshid Eshtiagh, the Office Administrative assistant. I was indeed fortunate to obtain one of Leah's Picture - Prayer cards and it is now on my Home Mission Bulletin Board, in my computer room, as I am writing this note.



b) As expressed at the beginning of this report, the decision to use the Zoom technology for our monthly Mission Team meetings worked very well for us.

### 8. What can we do better?

Create more congregational interest in ministry work at Carlington Community Chaplaincy by encouraging a Parkwood volunteer to coordinate a review of "What's happening there?"

### 9. What still needs to be addressed?

The Mission Team welcome mat, at present, is open for up to two more members.

*In His Service*  
*Mission Team Leader*  
*-Stewart Elder*



**Terry McBurney**  
**Team Leader**

## **H. Facility Management Team**

The 2020 FMT annual report began with the statement that 2020 had been a unique year for each of us. This “uniqueness” has continued throughout 2021. With in-person church services and the use of the facility for other purposes suspended in March, 2020, the tasks of facility maintenance have also been constrained. We have reduced the hours of work for the Administrative Assistant and the Caretaker; however, their efforts have been essential to maintain the worship and mission activities of Parkwood. These constraints continued throughout 2021.

While the activity levels in the building were constrained in 2021, we still had to maintain the building. While utility costs were reduced slightly, the major costs associated with the maintenance of our building systems continued. However, the following projects, which cannot be deferred indefinitely, were set aside because of budget constraints and we hope to address these starting in 2022:

1. The replacement of windows that are badly damaged.
2. Painting or cladding of the external woodwork of the building.

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.

In 2021, we did complete the following projects:

1. The restructuring of the IT/Media resources. The move to on-line worship was successful, largely due to the efforts of Mohammed Raouf and the Media Team. At Session’s request, the Facility Management Team developed a recommended Media Strategy and structure to strengthen our ability to reach beyond our physical facility electronically to fulfil the Mission of Parkwood Church. The recommendations were accepted by Session. Jim MacDonald has accepted the role of Coordinator of the Media Team and will report separately.
2. The cleanup of brush and weeds on the grounds, including the removal of obsolete construction materials and accumulated “junk”. We thank the volunteers who helped, particularly the youth group who held a “fall cleanup day” to clean up the property.
3. The construction of an Electrical closet adjacent to the Chair Storage room in the Fellowship Hall. This was originally to be part of the last major building renovation but was deferred because of cost. We thank Dan Moffet and Marcia Harten for their efforts on this project.
4. A major kitchen cleanup in anticipation of reopening for worship reopening in December. This was done cooperatively by Logos, the Fellowship Group, the Facility Management Team and representatives from the Korean Congregation. This involved cleaning of the fridges and freezer and the disposal of outdated food products and washing of all dishes and linens. Then COVID intervened and we were delayed once again in reopening.

The Facility Management Team has reviewed the job performance of the Administrative Assistant and the Caretaker, and we feel that each of the incumbents are performing at a high level in the respective positions. David Joiner has indicated that he will resign from the Caretaker position in early 2022 and we have begun a process to recruit his replacement.



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We appreciate the dedication of Brenda Creighton in fulfilling the role of Events Coordinator.

We appreciate the work of the Furnishings Group (see attached report), under Alta MacFie's leadership and the IT team under the leadership of Andrew MacGregor.

*Facility Management Team Leader*  
-Terence McBurney



**Alta MacFie**  
**Group Leader**

### The Furnishing Group

The Furnishings Group received the gift of approximately 130 used black upholstered stacking chairs on dollies acquired from a government surplus auction. Along with them were twelve 5 ft. diameter round tables, four rectangular tables and four chairs with arms. Marcia Harten, Pamela Pestaluky and Alta MacFie vacuumed, steam cleaned and washed the chairs and dollies. Jim MacFie made a few repairs to the chairs.



Our old chairs were sorted to remove from circulation any whose structure was compromised. The metal frames were sold to a metal recycler. All the assorted chairs of differing styles were sold. The best of the older chairs have been kept for use on the upper floor including the choir area. Table dollies were purchased using donations and chair sales. Ten of the old wooden stacking rectangular tables have been kept. Six were sent to Gracefield Camp and the rest were recycled.

Pamela Pestaluky and Alta MacFie spent an afternoon (we got caught in a downpour) cleaning out the large shed at the back of the church property. There is now much more space available for storage and most of the junk has been removed. Two toilets stored there have been sold as well as a door and frame.

*Respectfully submitted by:*  
-Alta MacFie



**Jim MacDonald**  
**Team Leader**

### **I. Media Support Team**

The Media Support Team was formed late 2021 with Jim MacDonald as the Team Leader. The purpose of the Media Support Team is to facilitate the development and implementation of a media plan or strategy to support and encourage all ministry teams (Worship Co-ordination, Christian Education, Fellowship, Mission, Outreach, Pastoral Care, Facility Management, and Finance) and the congregation as a whole to reach out, using audio-visual technologies, to the congregation and the broader community to achieve the mission of Parkwood Church.

The Support Groups will include:

1. The Audio-Visual Support Group
2. The IT Support Group
3. The Website Support Group
4. The Content Support Group

The Media Support Team, having just been formed, does not have a report for this annual report. The Audio-Visual Support Group and the IT Support Group have been active through 2021. Their reports are below.

*Media Support Team Leader*

*-Jim MacDonald*

#### **Audio-Visual Support Group**

First of all, it is appropriate to thank Pastor James Hurd, Terry McBurney and Jim MacDonald for their collaboration, assistance and hard work in forming the Media Support Team of which the Audio-Visual Group is a subset. The Audio-Visual Subgroup was created in 2020 in response to the church's need to update its audio, video, and live broadcasting capabilities.

The task of this group is to assist and facilitate the audio-visual communication of all the ministry teams. It consists of Gord Walford, Alta MacFie, Asuquo Eniang and Mohammad Raouf.

We have managed to install a complete set of audio and video equipment for the live streaming of the church services in the last six months.

I have to thank Dale Tuck for donating cameras, laptops, and projectors and guides.

Thanks to the worship team who patiently worked with us so we could make the necessary changes.

We have been able to collaborate with Pastor Justin Kim and the Korean congregation's media team sharing our devices with them. We thank them for their guidance throughout the process.

For the first time this year, we were able to live stream five funeral services thus providing the opportunity for families to be with their loved ones from a distance.

Thanks to Gord Walford for sharing information and preparing the link for the live stream.

Thanks to Alta MacFie for learning to operate the Power Point slides and teaching it to others including some of our teens. Power point operators were Gerald and Rhoda Reid, Alta MacFie, Samantha Sutherland, Golda Akat, Joelle Hanna and Mahshid Eshtiagh.



Mohammad Raouf ran the live streaming but taught a few others to run it as well including Ramtin Raouf and Vicky Mabie so far.

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Teens may receive credit for their work towards the required service hours at their school. Thank you to all for your participation in our live streamed worship services. Thanks to Pastor James Hurd who hosted the live broadcast from his home for over a year and a half. Thanks to Dan Moffet and Brenda Creighton for providing music recordings in the earlier months and sermon slides for Sunday broadcasts. I pray that our efforts will have an impact in promoting Christianity and the Gospel of Jesus Christ.

*Audio-Visual Subgroup Leader*

*-Mohammad Raouf*

### **IT Support Group**

Members of the IT Support Group are Andrew McGregor, Lead, Brenda Creighton, James T. Hurd, Dan Moffet, Regan Rambally and Gord Walford.

This year we worked on the following:

- Installed upgrades to the Windows operating systems on all computers and laptops.
- Installed 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.
- Google Suites Email project to replace all personal addresses for team leaders on the church website to non-personal email addresses continues to be on hold because of the pandemic.
- Brenda does weekly Norton antivirus and Windows updates and backups of the network which are stored offsite.
- Andrew resolved, remotely from Kingston, the Shares issue which allows all backups to be done via the admin computer.
- Regan Rambally continues to support and troubleshoot the telephone. Note that this system is "end of life in 2022".
- Asuquo Eniang continues to program the outside electronic sign.
- Gord Walford maintains the website and provides behind the scenes support for office email.

- Andrew, who now lives in Kingston, has retired from the IT Team effective February 1, 2022.

*Submitted by:*

*-Brenda Creighton & Andrew McGregor*



**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 2021 services were livestreamed and the video recorded during the "broadcast" and archived on our YouTube channel, "Parkwood Ottawa". Production of the videos earlier in the year involved a considerable number of people, in particular Dan Moffet & Brenda Creighton, Mohammad Raouf and Gord Walford. In September when we opened up for in-house worship, the livestream was done from the sanctuary with "live" music, under Mohammad's direction. Weekly bulletins, monthly calendars and Pulse newsletters as well as e-letters (up to Sept. 24/21) are provided by the office admin Mahshid Eshtiagh, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. News items contained in the e-letter were reintegrated with the bulletin after Sept. 24. The Pulse has reverted to mainly an online version, although a print version is available through the church office. A one-year archive of newsletters is available online. During 2021 the church added e-transfer to the ways people could donate to Parkwood, and the "donate" page was adjusted accordingly. Thanks to all who contribute.

There are some issues with the online statistics for 2021 rendering certain comparisons inaccurate. Comparisons available show number of pages visited declining 6%, number of hits increasing 10% and bandwidth used decreasing slightly. An interesting thing happens looking at pages accessed. Other than the "home" page (10,500 "hits"), the most-accessed page is one created a few years ago by Gord Walford and Alta MacFie,

of [Tshiluba worship songs](#) (1,700 hits - follow the link and check it out). Following that are the news (1,500 hits), contact us (1,400 hits) and the entry page set up for mobile devices such as smartphones and tablets (1,100 hits). The various iterations of the donate page have been visited 415 times.

Observations indicate that the maximum number of households watching the online service in 2021 averaged 41/week. During the 16-week period when worship was in-house, online viewing averaged 34 while those worshipping in-house and those working to produce the service etc. averaged 21; weeks when the service was livestreamed only averaged 44 live viewers. Our YouTube channel had 104 subscribers at the end of 2021, up from 70 at the end of 2020. In the four weeks prior to the writing of this report January 20, 2022 our YouTube channel had 701 views and 279.5 hours viewed.

Parkwood continues to maintain a presence on Facebook. Posts to our Facebook page tend to be links to the livestreamed services. In addition to the webservant, our minister, Christian Education Support Worker and the CE Team person who is liaison with RightNow Media have editing/posting privileges. In addition to our main Facebook page, Parkwood Youth have a presence on Facebook maintained by our CE Support Worker.

*Webservant*

*-Gord Walford*



**Dennis Featherstone  
&  
Gord Walford  
Team Co-Leaders**

## **J. Finance Team**

There are several volunteers who handle the various aspects of the financial affairs of Parkwood. Betty Paul is the Envelope Secretary and maintains an accounting system for donations and income received. Dianne Nickerson prepares cheques to pay non-payroll invoices. Dennis Featherstone prepares cheques to forward donations for special appeals and the donations budgeted for the Mission Team. Ugo Kejeh is the Treasurer, prepares the monthly payroll and posts all cheques to the SAGE accounting system. Kathy Newton prepares the bank reconciliation and financial statements and also makes various adjustments. Ugo then finalizes the standard monthly financial statement for use by each team and communication to the congregation by the Finance Team. Gord Walford initiated the process to make e-transfers another alternative for making donations and processes the incoming e-transfers.

### **Loan Repayment Fund**

As shown in Table LR1, the donation to the Loan Repayment Fund in 2021 was \$8,655 somewhat less than our target of \$10,000 for the year. The total donation less the loan payment led to a decrease in the fund balance of \$1,387 bringing the total balance in the fund to \$12,545. The extra payment of \$3,000 was made, as approved at the annual meeting in February. There has been four extra payments totalling \$16,394 which decreased the loan repayment period by over two years and saved total interest payments of roughly \$10,000.



**Table LR1****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
2020	13,251	6,292	6,292	0	6,959
2021	8,655	7,042	10,042	3,000	-1,387
Totals	\$59,649	\$30,710	\$47,104	\$16,394	\$12,545

**Requirements for Loan Repayments**

The primary loan of \$100,000 from the Presbyterian Church Building Corporation (PCBC) is interest free for seven years, has a repayment schedule lasting 16 years, and if the congregation repays the loan by the end of the twelfth year (2027) then the interest paid will be refunded. The secondary loan of \$30,000 from the Presbytery of Ottawa requires repayment of principal and interest over a five-year period from 2023 to 2027. The individual and total required repayments are set out in Table LR2.

The interpretation of when interest payments begin requires some explanation. Parkwood arranged for a primary loan of \$65,000 in September of 2015 and an additional \$35,000 in April of 2016. The PCBC said for the interest-free period, "year one" is the first quarter of 2016 and "year seven" is the first quarter of 2022. While the first quarter of 2022 is interest free, interest will be charged for the following three quarters of the year.

**Table LR2****Required Loan Repayments, 2021 to 2029**

	Primary Loan		Secondary Loan		Total
	Principal	Interest	Principal	Interest	Repayment
2021	7,042				7,042
2022	7,167	2,706			9,873
2023	7,167	3,201	6,000	750	17,118
2024	7,167	2,699	6,000	600	16,466
2025	7,167	2,198	6,000	450	15,815
2026	7,167	1,696	6,000	300	15,163
2027 (yr.12)	7,167	1,194	6,000	150	14,511
2028	7,167	693			7,860
2029	2,727	191			2,916

**Repayment Strategy**

The general strategy underlying the annual targets for donations and loan repayments since repayment began has been to target annual giving of \$10,000; to try to have a year-end balance in the fund equivalent to or greater than the required payment for the following year; and to make an extra payment on the loan from time to time. As indicated earlier, extra payments have a significant effect on future repayments through reduced interest payments.

The financial repayment requirements for the retirement of the loans are set out in Table LR2. In 2022, interest on the primary loan becomes payable. The total required repayment in 2022 is \$9,873. In 2023, however, the repayment on the secondary loan begins which pushes the total loan repayment in 2023 to \$17,118. Will the donations from the congregation starting in 2023 be sufficient to meet the significant increase in repayment requirements or will there be a need for some effective fundraising?

The data in Table LR2 show the repayment of the loans will be completed in 2029, or year 14 in the repayment process. To achieve the goal of repaying the primary loan by 2027 (year 12), there will be a need for repayments above and beyond those set out in the table. A total extra payment of about \$10,000 would be required by the end of year 12 in order to get the total interest payments returned to Parkwood. The amount of interest paid and returned would depend on when the extra payments are made to complete the repayment of the loan. A working assumption is a return of \$13,000 of paid interest.

Where will the donations of the extra \$10,000 come from in order to get our interest payments returned to Parkwood? The extra payment(s) would need to be made prior to getting our interest payments returned.

**Recommendation:**

The congregation increase its target for donations to the Loan Repayment Fund to \$12,000 for 2022.

*Finance Team Co-Leader*

*-Dennis Featherstone*

## 8. Other Reports



**Marcia Harten**  
**Team Leader**

### A. 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 our website at <http://parkwoodchurch.ca>. Under the heading “LINKS”, the Leading With Care policy is available under “internal”.

*Submitted by:*

*- Marcia Harten*



**Kathryn Newton**  
**Team Leader**

### B. Parkwood Audit Committee: Report for the year ended December 31, 2021

The Parkwood Audit Committee was appointed at the February 2021 annual congregational meeting. The team consists of Kathryn Newton, Stewart Elder and Rachel MacGregor.

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 committee’s mandate is set out in this same section of the Book of Forms.

The committee began its review of the financial records during the fall of 2021 and will complete its review of the financial records in January and February 2022 with a report to be given at the February 2022 annual meeting.

*Respectfully submitted by:*

*-Kathryn Newton*

## 9. New Business



**Holly MacDonald**  
**Team Leader**

### **A. Budget Team Report and Recommendations**

#### Overview of 2021

Donations for local purposes in 2021 were \$190,158 or a little lower than for the previous year. Donations for all purposes in 2021 were roughly \$252,000 which was up a little from \$250,000 in the previous year. In addition to these financial donations, there were other major donations in 2021 including: Mohammad Raouf's donation of equipment and time for the streaming process; the donation of chairs and tables for use in Fellowship Hall; and the donation of time by Dan Moffet, Dave Joiner and Marcia Harten to renovate and finish the chair storage room and the electrical closet.

Expenditures for local purposes in 2021 were \$213,524 or a little lower than in the previous year. Some approved expenditures were not spent due to the church not being re-opened until September and parts of the youth program not being held.

There was a deficit for local purposes of about \$8,600 in 2021. At the annual meeting in February of 2021, the congregation agreed that any deficit for 2021 should be partially or completely offset with the surplus of about \$6,600 in 2020. (The surplus in 2020 was in part due to the COVID subsidy of \$13,570 from the Government.)

#### Goals for 2022

There continues to be major uncertainty in the timing of the re-opening for in-person worship and for general use of the church building. The basic goal when we re-open continues to be to keep Parkwood Church a desirable and safe place to

worship by having sufficient staff, an attractive and safe building and support for a range of programs.

While an exact date to re-open was not used in the budget process, it was implicitly assumed we would be open more in 2022 than in 2021. On the donation side, the starting assumption for donations for local purposes was a continuation at the level of \$190,000. But the Auditor advised the team to take into consideration that there would be a "loss" of givings to Parkwood in 2022 due to expected reductions in monthly donations resulting from deaths and/or attrition of donors. The team assumed this loss to be \$10,000 for local purposes. As a result, the final assumption for givings for local purposes in 2022 was \$180,000.

For expenditures in 2022, the team was able to trim back requested total expenditures to \$210,313 which is about \$2,000 lower than actual expenditures in 2021. A major challenge in the reduction process is that wages are 68 per cent of the budget, building maintenance is 20 per cent and programs are the remaining 12 per cent.

The balance for local purposes is the difference between revenue for local purposes (givings plus rental and other income) and expenditures. For 2022, this balance is a challenging deficit of \$16,813 which can be viewed as due to the likely loss of \$10,000 in givings and a continued underlying deficit in the range of \$6,000 to \$7,000.

#### Budget Strategy for 2022

Session and the Budget team have developed a strategy to address the forecast deficit for 2022:

1. Session is asking the congregation to make givings for local purposes to be their main focus in 2022, followed in relative importance by givings for Loan Repayment and then other funds and appeals;
2. The Budget team is to begin immediately to develop ways to increase Parkwood's income; and
3. The Budget team is authorized by Session to begin on April 30 to restrict approved budget

expenditures if the emerging budgetary balance requires such action.

In addition to the above, there is a need to ensure an adequate balance in the Operating Fund through 2022 and at \$15,000 at the end of the year. Depending on the financial needs, there may be a need to borrow from and/or transfer money from the Mitchell-Hempstock Interest and Unallocated Interest funds. If money is needed during the course of the year, Parkwood's Investment Policy indicates that Session may "authorize the Treasurer to borrow up to \$15,000 from one or more of the reserved funds."

Clearly there are major financial challenges ahead. There may be a need to find a way to ensure a cash balance of \$15,000 at the end of 2022. Deficits must be financed from some source of funds but these funds are limited. Eventually, the source of the deficits must be addressed which will require some combination of more revenue and/or decreased expenditures. The longer we wait to address the deficit problem, the more serious the problem can become.

#### **Recommendation #1**

The Budget team recommends that the congregation approve expenditures for Local Purposes of \$210,313 for 2022 (line 22 in the table)

#### **Recommendation #2**

The Budget team recommends that the congregation approve a target for givings for Local Purposes of \$180,000 (line 1 in the table)

Please see table on page 38.

*Submitted by:*

*-Dennis Featherstone*

#### **B. Target for Presbyterians Sharing in 2022**

Actual donations for Presbyterians Sharing in 2021 were \$11,424 compared with a target of \$15,000. Session recommends a target for donations of \$12,000 in 2022. **note:** see Errata, p. 51, right column, #4 for accepted target (zero).

#### **C. Appointment of Treasurer and Envelope Secretary for 2022**

#### **D. Appointment of Audit Team for 2022**

#### **E. Election of Trustee**

The trustees are elected by the congregation. In recent years, the trustees have been Dianne Nickerson, Stewart Reeves, and Jan Sheridan. In the latter part of 2021, the session received intimation from Jan Sheridan of her wish to resign as a trustee, and accepted her resignation with gratitude for many years of service.

After due consideration, the session wish to nominate Jim MacFie to serve as a trustee, and place this nomination before the congregation.



### Overview of Total Sources and Uses of Funds, 2019-2022

	2019	2020	2021	2022	2019-21
	Actual	Actual	Actual	Goal	Average
<b>Source of Funds</b>					
Offering					
1 Offering for Local Purposes	209,769	191,680	190,158	180,000	197,202
2 Loan Repayment Fund	6,230	13,251	8,655	12,000	9,379
3 Presbyterians Sharing	16,146	14,534	11,424	12,000	14,035
4 Special Mission Appeals	6,100	8,495	4,536	4,600	6,377
5 Donations to other Designated Funds	19,433	17,108	32,710	12,000	23,084
6 Planned Giving Ministry	6,500	5,000	5,000	0	5,500
7 Sub-total	264,178	250,068	252,483	220,600	255,576
8 Other income (rentals, recoveries)	17,450	10,329	10,403	11,000	12,727
9 Sub-total	281,628	260,397	262,886	231,600	268,304
10 Federal Student Grant	5,777	4,356	4,360	0	4,831
11 Sub-total	287,405	264,753	267,246	231,600	273,135
12 Federal CEWS Subsidy		13,570	0	2,500	4,523
13 Total Source of Funds	287,405	278,323	267,246	234,100	277,658
<b>Use of Funds</b>					
14 Expenditures for Local Purposes	230,612	213,312	213,524	210,313	219,149
15 Loan Repayment Fund	13,167	6,292	10,042	9,873	9,834
16 Presbyterians Sharing	16,146	14,534	11,424	12,000	14,035
17 Special Mission Appeals	6,100	8,495	4,536	4,600	6,377
18 Expenditures from Designated Funds	14,778	10,070	18,278	12,000	14,375
19 Planned Giving Ministry	6,500	5,000	5,000	0	5,500
20 Total Use of Funds	287,303	257,703	262,804	248,786	269,270
<b>Balance for Local Purposes</b>					
21 Total Income (rows 1+8+10+12)	232,996	219,935	204,921	193,500	219,284
22 Total Expenditures (row 14)	230,612	213,312	213,524	210,313	219,149
23 Difference		6,623	-8,603	-16,813	-660

## F. Membership of Ministry Teams 2022-2023

(including maximum team strength)

### **Christian Education** (6 plus ex officio)

1. **Holly MacDonald**  
(hollyamacdonald@live.ca)
2. Marcia Harten
3. Pamela Pestaluky
4. Alta MacFie
5. Victoria Mabie (*ex officio*)

### **Fellowship** (6)

1. **Don Pestaluky**  
(donwp@live.ca)
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson

### **Finance Team** (5 plus ex officio)

1. **Dennis Featherstone** (co-Leader)  
(dennis.f@rogers.com)
2. **Gord Walford** (co-Leader)  
(gord.walford@rogers.com)
3. Stewart Elder
4. Asuquo Eniang
5. Ugo Kejeh, Treasurer (*ex officio*)
6. Paul Mkandawire (*ex officio*)
7. Betty Paul, Envelope Secretary (*ex officio*)

### **Facility Management Team** (9 plus ex officio)

2. **Terry McBurney**  
(tjmcburney@bell.net)
3. Jim Elder
4. Martha Fair
5. Mahshid Eshtiagh, Admin. Assistant (*ex officio*)
6. Marcia Harten
7. Dave Joiner, Caretaker (*ex officio*)
8. Jim MacFie
9. Alta MacFie
10. Dale Tuck

### **Mission**

1. **Stewart Elder**  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Paul Mkandawire
5. Derek Newton

### **Media Support Team**

1. **Jim MacDonald**  
(jimamacdonald@live.ca)
2. Brenda Creighton
3. Asuquo Eniang
4. Alta MacFie
5. Olivia Meyia-Takoukam
6. Regan Rambally
7. Mohammad Raouf

### **Outreach** (at least 6)

1. **Dale Tuck (Acting)**  
(dltuck43@gmail.com)
2. Olivia Meyia-Takoukam
3. Linda Robinson

### **Pastoral Care**

1. **Rev. James Hurd** (*ex officio*)  
(jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game (*on leave of absence*)
4. Marcia Harten
5. Betty Paul
6. Margaret Roach
7. Barbara Townsend
8. Dale Tuck

### **Planned Giving**

1. **Stewart Elder**  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Dennis Featherstone
4. Marcia Harten

### **Policy and Planning** (at least 6 plus ex officio)

1. **Dianne Nickerson**  
(dcknickerson@sympatico.ca)
2. Dennis Featherstone
3. Holly MacDonald
4. Paul Mkandawire (*ex officio*)

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

1. **John Fair**  
(fairmj@magma.ca)
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Philip MacFie
6. Dianne Nickerson
7. 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.

(Revised 26-Feb-22)

# Financial Statements for 2021 and Budget for 2022

**PARKWOOD PRESBYTERIAN CHURCH**

**FINANCIAL STATEMENTS**

**December 31, 2021**

**PARKWOOD PRESBYTERIAN CHURCH  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2021**

<b>ASSETS</b>	Endowment /				
	Unrestricted	Reserve Funds (See Schedule)	Planned Giving Funds	Net Assets Dec. 31, 2021	Net Assets Dec. 31, 2020
<b>Current assets:</b>					
Cash on Hand and in Bank	13,377	79,991	8,800	102,168	92,830
Bank Term Investment Certificates	-	-	20,200	20,200	19,000
Accounts Receivable	-	-	-	-	-
HST Recoverable	3,143	-	-	3,143	2,908
	-	-	-	-	-
	<b>16,520</b>	<b>79,991</b>	<b>29,000</b>	<b>125,511</b>	<b>114,738</b>
Church Building, Furnishings (note 2)	2,628,751	-	-	2,628,751	2,628,751
Land at Cost (note 2)	1	-	-	1	1
Total Assets	<b>2,645,272</b>	<b>79,991</b>	<b>29,000</b>	<b>2,754,263</b>	<b>2,743,490</b>
<b>LIABILITIES, RESERVED FUNDS AND NET ASSETS</b>					
<b>LIABILITIES</b>					
Accounts payable	1,580	-	-	1,580	1,250
Loans payable-short term- (Note 3)	7,167	-	-	7,167	7,042
Loans payable-long term- (Note 3)	75,729	-	-	75,729	85,896
	-	-	-	-	-
Total Liabilities	<b>84,476</b>	<b>-</b>	<b>-</b>	<b>84,476</b>	<b>94,188</b>
<b>NET ASSETS</b>					
Opening Balance Jan. 1 (including capital assets)	2,559,356	65,946	24,000	2,649,302	2,617,389
Net Income (Deficit) year to date	(8,603)	29,087	-	20,485	31,913
Net Transfers From (To) Funds	10,042	(15,042)	5,000	-	-
Adjustment to appraisal value of capital assets	-	-	-	-	-
Net Assets Closing Balance	<b>2,560,795</b>	<b>79,991</b>	<b>29,000</b>	<b>2,669,787</b>	<b>2,649,303</b>
Total Liabilities, Reserved Funds & Net Assets	<b>2,645,272</b>	<b>79,991</b>	<b>29,000</b>	<b>2,754,263</b>	<b>2,743,490</b>



**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
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RECEIPTS:

OFFERING - Local Purposes	213,965	191,680	200,000	190,158	180,000
RENTAL INCOME	12,500	7,595	7,500	7,200	7,500
REVENUE From Federal CEWS Subsidy		13,570			2,500
REVENUE From Federal Student Grant		4,356		4,360	
OTHER INCOME - RECOVERIES	4,000	2,734	4,000	3,203	3,500

TOTAL RECEIPTS LOCAL PURPOSES	230,465	219,935	211,500	204,921	193,500
SPECIAL APPEALS-OUTREACH RECEIPTS	17,000	23,029	15,000	15,960	-

<b>TOTAL RECEIPTS</b>	<b>247,465</b>	<b>242,964</b>	<b>226,500</b>	<b>220,882</b>	<b>193,500</b>
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EXPENDITURES

FACILITY MANAGEMENT	72,597	57,168	62,388	58,914	58,706
MEDIA SUPPORT					2,630
FINANCE	108,096	111,302	108,872	112,912	106,969
WORSHIP COORDINATION	22,390	20,649	21,830	20,242	20,720
CHRISTIAN EDUCATION	11,224	9,860	11,051	8,277	9,500
SESSION	8,904	8,605	8,022	7,700	7,888
MISSION	5,700	5,311	5,493	5,480	3,900
OUTREACH	880	236	-	-	-
FELLOWSHIP	1,150	180	-	-	-
PASTORAL CARE	250		-	-	-

TOTAL EXPENDITURES LOCAL PURPOSES	231,190	213,312	217,656	213,524	210,313
SPECIAL APPEALS - OUTREACH PAID OUT	17,000	23,029	15,000	15,960	-
SPECIAL APPEALS - OUTREACH PAYABLE	-		-	-	-

<b>TOTAL EXPENSES</b>	<b>248,190</b>	<b>236,341</b>	<b>232,656</b>	<b>229,484</b>	<b>210,313</b>
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<b>NET REVENUE (EXPENSE) FOR THE PERIOD</b>	<b>(726)</b>	<b>6,623</b>	<b>(6,156)</b>	<b>(8,603)</b>	<b>(16,813)</b>
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**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2021**  
**AND TEAM BUDGETS FOR 2022**

p. 1 of 4

FACILITY MANAGEMENT					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Fuel	2,510	2,242	2,300	2,940	2,300
Lighting	6,111	4,508	4,500	3,750	4,500
Computer Supplies	735	293	1,200	1,165	
Snow Removal	4,810	5,177	5,000	3,279	5,000
Groundskeeping	4,000	2,986	3,500	4,629	4,000
Furniture, Equipment Repairs & Replacement	2,000	25	1,000	-	1,000
Repairs, Replacement & Maintenance	11,455	8,024	10,000	8,975	8,000
Telephone	1,496	1,383	1,550	1,403	1,550
Water and Sewer	1,700	1,624	1,656	1,668	1,656
Stationery and Office Supplies	8,844	6,252	6,000	5,729	6,000
Insurance	5,395	6,654	6,654	7,048	7,200
Internet	1,900	1,528	1,528	1,319	
Administrative Assistant	12,256	10,153	10,000	12,086	10,000
Caretaker	9,385	6,319	7,500	4,922	7,500
Total	<b>72,597</b>	<b>57,168</b>	<b>62,388</b>	<b>58,914</b>	<b>58,706</b>

MEDIA SUPPORT					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Audio Visual				-	-
Computer Supplies					870
Internet					1,600
Livestreaming maintenance					-
Web Hosting					160
Total					<b>2,630</b>

FINANCE					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
EI Expense	2,269	2,280	2,548	2,293	2,331
CPP Expense	5,437	4,573	4,845	4,864	4,809
Minister's Stipend	60,165	60,165	60,165	60,165	60,165
Minister's Continuing Education	600	600	600	600	600
Presbyterian Church Pension Plan	10,395	10,395	11,387	11,387	9,656
Extended Health and Dental	4,862	4,862	4,959	4,959	5,059
Minister's Housing Allowance	23,500	23,500	23,500	23,500	23,500
Student/Intern		4,208	-	4,079	
Bank Fees and Interest	868	719	868	850	850
Other Expense				214	
Total	<b>108,096</b>	<b>111,302</b>	<b>108,872</b>	<b>112,912</b>	<b>106,969</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2021**  
**AND TEAM BUDGETS FOR 2022**

p. 2 of 4

CHRISTIAN EDUCATION					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Christian Education Support Worker	8,026	8,026	8,600	7,968	8,600
Church Library	200	204	200	-	200
Young Adults	196	205	196	-	100
Youth Group	466	-	-	-	-
Video license	-	-	-	-	-
Church School	918	728	300	183	400
Adult Education	333	93	330	48	150
LOGOS Program	1,000	606	500	-	-
Nursery Care		-	-	-	-
Summer Programming	85	-	25	-	50
RightNow Media	-	-	900	78	-
<b>Total</b>	<b>11,224</b>	<b>9,860</b>	<b>11,051</b>	<b>8,277</b>	<b>9,500</b>

MISSION					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Carlington Community Chaplaincy	300	300	300	300	100
Covenant Orthodox Presbyterian Church	2,000	2,000	2,000	2,000	2,000
Gracefield Camp	1,450	1,450	1,450	1,450	1,450
InterVarsity Christian Fellowship	300	300	300	300	100
Ottawa Innercity Ministries	300	300	300	300	100
Other Missions	1,350	961	1,143	1,130	150
<b>Total</b>	<b>5,700</b>	<b>5,311</b>	<b>5,493</b>	<b>5,480</b>	<b>3,900</b>

OUTREACH					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Advertising & Promotions	-	-	-	-	-
Brochures for visitors	100	-	-	-	-
Pause Table	660	191	-	-	-
Other Outreach	120	45	-	-	-
<b>Total</b>	<b>880</b>	<b>236</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2021**  
**AND TEAM BUDGETS FOR 2022**

p. 3 of 4

WORSHIP COORDINATION					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Director of Music Ministry	18,700	18,696	18,700	18,696	18,700
Audio Visual	50	37	50	-	
Hymnals/Bibles Repairs/Replacement	-	-	-	-	-
Music for Worship	50	-	50	-	50
Piano/Organ Maintenance	400	441	440	638	400
Christian Copyright Licence	540	444	540	450	450
Continuing Education for Dir. Of Music	250	-	250	458	250
Organist/Pianist Supply	900	800	800	-	400
Pulpit Supply	1,400	200	900	-	370
Other Worship Expense	100	31	100	-	100
Total	<b>22,390</b>	<b>20,649</b>	<b>21,830</b>	<b>20,242</b>	<b>20,720</b>

SESSION					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Congregational Supplies	350	-	-	-	-
Presbytery Dues	7,334	7,334	7,102	7,102	7,358
Evangelical Fellowship membership	200	178	180	180	200
Web Hosting	160	303	160	155	
Renewal Fellowship membership	100	100	100	100	100
Leading with Care	160	-	80	67	80
Microfilming	300	-	-	-	-
Other Session Expenses	300	691	400	96	150
Total	<b>8,904</b>	<b>8,605</b>	<b>8,022</b>	<b>7,700</b>	<b>7,888</b>

FELLOWSHIP					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Social Hour	1,100	180	-	-	-
Gracefield Weekend	50	-	-	-	-
Total	<b>1,150</b>	<b>180</b>	<b>-</b>	<b>-</b>	<b>-</b>

PASTORAL CARE					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Miscellaneous	250	-	-	-	-
Total	<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2021**  
**AND TEAM BUDGETS FOR 2022**

p. 4 of 4

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS					0
	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 BUDGET
Canadian Bible Society					
Arabic Evangelical Mission		-			
CANHAVE		1,470		650	
Covenant Orthodox Presbyterian Church		3,560		350	
Christian Salvage Mission				322	
Christian Counselling Ottawa				575	
Gracefield Camp		50		-	
Harvest House Ministries		-		1,030	
Presbytery of Ottawa - Barrhaven Mission		50		50	
Ottawa Innerscity Ministries		195		50	
Effect Hope - Leprosy		120		-	
Ottawa Mission		275		220	
Renewal Fellowship		400		-	
Bright Hope for Tomorrow		375		-	
Amethyst Addiction Centre		160		-	
PWS&D Special Appeal for Lebanon		325		-	
PCIC- Near East School of Theology		275		-	
Presbyterians Sharing	17,000	14,534	15,000	11,424	-
Presbyterian World Service & Development		625		290	
PWS&D Relief - Malawi (2020) ; BC (2021)		175		500	
Salaam Ministries		440		500	
Total	<b>17,000</b>	<b>23,029</b>	<b>15,000</b>	<b>15,960</b>	<b>-</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**CONTINUITY SCHEDULE OF RESERVED FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

Statement of fund balances:

Fund Description	Opening Balance December 31, 2020	Receipts			Total Receipts	Program Expenditures	Interfund Transactions	Surplus Changes	Closing Balance December 31, 2021
		Designated Offering Receipts	Other Contributions						
<b>Team Programs</b>									
Fellowship Team Fund	2,839	350	39		389	211		177	3,017
Christian Education Fund	-	1,000			1,000	-		1,000	1,000
Course Fees Fund	(61)				-	-		-	(61)
Flower Fund	156				-	-		-	156
Key Deposit	197				-	-		-	197
Logos Program	8	258			258	-		258	266
Outreach Projects	2,894				-	-		-	2,894
Pastoral Care Fund	182	852			852	250		601	783
Special events	52				-	-		-	52
Youth Leadership Fund	970	908			908	223		684	1,655
Youth Group Fund	1,906	1,500			1,500	435		1,065	2,971
Urbana Fund	535				-	-		-	535
Planned Giving Fund	-	5,000			5,000	-	(5,000)	-	-
<b>TOTAL</b>	<b>9,678</b>	<b>9,868</b>	<b>39</b>		<b>9,906</b>	<b>1,120</b>	<b>(5,000)</b>	<b>3,786</b>	<b>13,464</b>
<b>Special Purpose Funds</b>									
Covid Expense Fund	-	225			225	406		(181)	(181)
Audio Visual Fund	99	20			20	-		20	119
Furnishings & Construction Fund	679	-	830		830	1,065		(235)	444
Hymn Books, Bibles Fund	201				-	-		-	201
Organ Replacement Fund	254				-	-		-	254
Reserve for Capital Expenditures	7,015	1,465	254		1,719	4,076		(2,357)	4,658
Parkwood Refugee Fund	804	5,779			5,779	1,480		4,299	5,103
Loan Repayment Fund	13,932	8,655			8,655	-	(10,042)	(1,387)	12,545
<b>TOTAL</b>	<b>22,984</b>	<b>16,144</b>	<b>1,084</b>		<b>17,228</b>	<b>7,027</b>	<b>(10,042)</b>	<b>158</b>	<b>23,142</b>
<b>Parkwood</b>									
Memorial Fund	8,922	3,399			3,399	2,722		677	9,599
Parkwood Session Benevolent Fund	7,946	5,763			5,763	6,408		(646)	7,300
Student Assistance Fund	1,433	70			70	-		70	1,502
<b>TOTAL</b>	<b>18,300</b>	<b>9,231</b>	<b>-</b>		<b>9,231</b>	<b>9,131</b>	<b>-</b>	<b>101</b>	<b>18,401</b>
<b>Bequests</b>									
Mitchell-Hempstock Interest Fund	7,312				-	-		-	7,312
Jean Sida Bequest	-	10,000			10,000	-		10,000	10,000
Unallocated interest fund	7,672				-	-		-	7,672
<b>TOTAL</b>	<b>14,984</b>	<b>10,000</b>	<b>-</b>		<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>24,984</b>
<b>Total Reserved Funds</b>	<b>65,946</b>	<b>45,243</b>	<b>1,123</b>		<b>46,365</b>	<b>17,278</b>	<b>(15,042)</b>	<b>14,045</b>	<b>79,991</b>

**PARKWOOD PRESBYTERIAN CHURCH  
STATEMENT OF CHANGES IN CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2021**

	Unrestricted	Reserved Funds (See Schedule)	Endowment / Planned Giving Funds	Total Dec. 31, 2021	Total Dec. 31, 2020
<b>Cash from operating activities</b>					
Net revenue (loss) for the year	(8,603)	29,087	-	20,485	31,913
Add items not involving cash					
Interfund transfers	10,042	(15,042)	5,000	-	-
	1,439	14,045	5,000	20,485	31,913
<b>Changes in non-cash working capital</b>					
(Increase) decrease in Accounts Receivable	-	-	-	-	-
HST/GST recoverable	(234)	-	-	(234)	1,724
<b>Net cash generated through operating activities</b>	<b>1,205</b>	<b>14,045</b>	<b>5,000</b>	<b>20,250</b>	<b>33,637</b>
<b>Investing Activities</b>					
(Increase) decrease in Investments (net)	-	-	(1,200)	(1,200)	(19,000)
<b>Financing Activities</b>					
Increase (decrease) in Accounts Payable	330			330	84
Repayments of Loans Payable	(10,042)			(10,042)	(6,292)
	(9,712)	-	-	(9,712)	(6,208)
<b>Net increase (decrease) of cash during year</b>	<b>(8,507)</b>	<b>14,045</b>	<b>3,800</b>	<b>9,338</b>	<b>8,429</b>
<b>Cash- beginning of year</b>	21,884	65,946	5,000	92,830	84,401
<b>Cash - end of year</b>	<b>13,377</b>	<b>79,991</b>	<b>8,800</b>	<b>102,168</b>	<b>92,830</b>

**PARKWOOD PRESBYTERIAN CHURCH  
NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 2021**

**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.

**Financial instruments:**

The Church's financial instruments are comprised of cash on hand and in the bank, short-term financial instruments, 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.



**PARKWOOD PRESBYTERIAN CHURCH  
NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 2021**

2 of 2

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 7<sup>th</sup> to the 15<sup>th</sup> 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 7<sup>th</sup> 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, 2022 is \$7,167.

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, 2021 the following transfers between funds were made:

During the year a total of \$10,042 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 \$5,000 was transferred from the Planned Giving Fund to the external Endowment /Planned Giving Ministry Fund account currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.

**5. ENDOWMENT/PLANNED GIVING MINISTRY FUND:**

The Endowment /Planned Giving Ministry Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis, or for a specified fixed term, with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.

**6. INTERNAL BORROWING:**

At the Annual Meeting on February 21, 2015 a motion was approved by the congregation to borrow internally from the Organ Replacement Fund for purposes of funding the proposed building construction project. The total transferred from the Organ Replacement Fund to the Building Replacement Fund during the year ended December 31, 2016, was \$15,000.

This internal loan was made on an interest-free basis with no fixed terms of repayment.

#### ADDENDUM to the Audit Committee Report

Final Report of the Audit Committee – for the year ended December 31, 2021

The Parkwood Audit Committee was appointed at the February 2021 annual congregational meeting. The team consists of Kathryn Newton, Stewart Elder and Rachel McGregor.

In accordance with the team's mandate as set out in this 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 was able to begin work in late November 2021 and was completed in early February 2022. The findings of the audit committee, based on the work performed, is that the books and records of Parkwood Presbyterian Church for 2021 appear to be in order.

The detailed findings of the audit committee will be presented to the Treasurer and the Finance Team Lead separately.

The "review" of the Planned Giving Fund records for 2021 was undertaken during this same time period and appears to be in order. Details of this review were presented to the Planned Giving Fund Managers.

We would like to extend particular appreciation to Dianne Nickerson, cheque preparer, and Betty Paul, envelope secretary, for their meticulous work in preparation of cheques, deposits and documentation supporting the weekly offering, receipts and disbursement records. Their detailed work enabled the audit committee to be most efficient in its work.

I have confirmed that Stewart Elder, Rachel McGregor and I are willing to serve as the Audit Committee for the year ending December 31, 2022.

*Respectfully submitted,*  
*Kathryn Newton*  
*Audit Team Lead*  
*February 26, 2022*

#### ERRATA

1. Pages 41, 47 and 48 were updated on Feb. 20 and a revised Annual Report was made available on the website that day, with the notation "REV 02-20-2022" in the bottom margin of the three pages.
2. p. 32, left side, 3<sup>rd</sup> bullet from bottom – delete "(A.K.A. Talkswitch)"

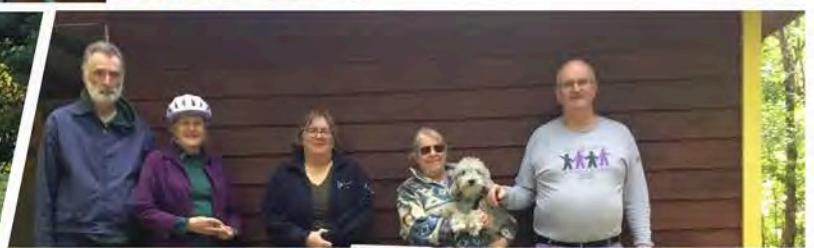
changes made during the Feb. 26 Annual Meeting:

3. p. 39, Membership of Ministry Teams: add
  - Philip Macfie to Worship Coordination
  - Olivia Meyia-Takoukam to Media Support
4. Under New Business, item B (p. 37, top of right column) the session recommendation to adopt a \$12,000 target for donations to Presbyterians Sharing for 2022 was defeated. Adjustments should be made as follows:  
  
p. 42, STATEMENT OF OPERATIONS, 2022 Budget, remove \$12,000 from SPECIAL APPEALS-OUTREACH RECEIPTS and PAID OUT and reduce TOTAL RECEIPTS and TOTAL EXPENSES accordingly.  
  
p. 46, SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS, 2022 Budget, remove the \$12,000 for Presbyterians Sharing and reduce the total to zero.

NOTE: in this version of the Annual Report, the errata listed above **have been corrected**.













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# ANNUAL REPORT



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**Darkwood**  
PRESBYTERIAN CHURCH





# *In Memoriam*

Albert De Boer

Bob Foster


Bob Game

Floyd McPhee

Dianne Mindel

Yaman Ozcan

Norma Porter





# Proposed Agenda

## Annual Congregational Meeting

Saturday, February 25, 2023 – 7:00 p.m.

Page

**1. Call to Order – 7:00 p.m.**

**2. Opening Devotions**

**3. Election of Secretary**

**4. Approval of Agenda**

**5. Adoption of Minutes of Congregational Meetings held in 2021**

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• Pastoral Care (Dora Brown) .....	20
• Fellowship (Don Pestaluky) .....	20
• Sunday Bible Study (Dora Brown) .....	21
• Barrhaven Bible Study Group (John Fair) .....	23
• Tuesday Bible Study (Claire McPhee) .....	24
• Outreach (Dale Tuck) .....	24
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## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

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\* added post-meeting

## A Word from the Minister

**Philippians 4: 8-9** - "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy — think about such things. Whatever you have learned or received or heard from me, or seen in me — put it into practice. And the God of peace will be with you." (NIV)

Looking over the annual report for the past year for Parkwood Church, I am struck afresh by the number of people doing a number of good things, the memories of which continue to be blessings to many. As we gather these up, and reflect upon them, I am reminded of Paul's parting words to the church in Philippi. The apostle begins his letter by saying, "I thank my God every time I remember you ... " (Philippians 1: 3, NIV) — and he ends it by encouraging them to remember and to think about all that is good.

In a world — our world — filled with bad news, we do well to dwell on the good things. One of the best and healthiest antidotes to the steady stream of bad news stories and stressful, problematic happenings in the world around us is to think about "whatever is noble, pure, lovely, admirable, excellent, and worthy of praise". This will promote mental and spiritual health, not to mention physical well being.

I encourage you to read, reflect upon, and remember the record of the good things — the true, the noble, the right, the pure, the lovely and the admirable — all those things that are excellent and worthy of praise — that are to be found among the record of the witness of the people of Parkwood during the past year. Even better, if you have been blessed by one or more or many of them, join in giving thanks to God for the witness of His church to Jesus Christ.

Let us give thanks together for all such things, and commit ourselves afresh to add to the list in the year ahead, that all of us — and others, too — may have reason to say, "I thank my God every time I remember you," and have more good reasons to remember and reflect upon and to put into practice "whatever you have learned or received or heard ... or seen ..." in us, as the body and community of Christ.

*Your pastor, thankful once again for God's faithfulness to and through His people,*

**James T. Hurd.**

## Annual Meeting Minutes 2022

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, February 26, 2022 via Zoom conference.

### Call to Order

The meeting was called to order by the minister, James T. Hurd, at 7:10 p.m., following a brief introduction to the use of Zoom conference procedures, and the noting of a couple of necessary corrections made to the original printed copies of the annual report subsequently corrected in the pdf version published online.

### Opening Devotional Exercises

The minister led in prayer, and read Romans 12 and offered brief comment thereon, and then led again in prayer, including the offering of thanksgiving for the life and witness of members and adherents called to the Lord's nearer presence during the year 2021, namely Robert Blanchard, Marion Campbell, Joyce Dance, Sibby Fennema, John Moors, Nouha Nasser, Gwen Norminton, Cedric Pettigrew, Jean Sida, and Duane Townsend.

### Attendance

In addition to the minister, forty-two members and adherents were present, as follows: Dora Brown, Jean Elder, Stewart Elder, Asuquo Eniang, Mahshid Eshtiagh, John Fair, Martha Fair, Brenda Featherstone, Dennis Featherstone, Marcia Harten, Carolyn Herbert, John Huber, Karen Hurd, Victoria Mabie, Holly MacDonald, Jim MacDonald, Alta MacFie, Jim MacFie, Philip MacFie, Don MacMillan, Suzanne McBurney, Terry McBurney, Claire McPhee, Floyd McPhee, Margaret McPherson, Olivia Meyia-Takoukam, Paul Mkandawire, Derek Newton, Kathy Newton, Dianne Nickerson, Betty Paul, Peter Paul, Don Pestaluky, Pamela Pestaluky, Regan Rambally, Judy Reeves, Stewart Reeves, Lorne Roach, Margaret Roach, Dianne Smith, Dale Tuck, and Gord Walford.

### Election of Secretary

The chair called for the election of a secretary for the meeting.

H. MacDonald nominated P. Mkandawire. The nomination was seconded by D. Nickerson. P. Mkandawire accepted the nomination.

The chair called for further nominations. None were forthcoming.

It was moved by T. McBurney, duly seconded, and agreed, that nominations cease.

The chair declared P. Mkandawire elected secretary by acclamation.

### Approval of Agenda

A motion to approve the agenda was agreed by Terry McBurney, seconded by Alta MacFie.

### Approval of Minutes

Dennis Featherstone agreed to approve minutes of the previous annual congregation meeting held on 25 February 2021, seconded by John Fair.

Dennis Featherstone also agreed to approve the minutes of the special meeting held on 1 May, 2021, seconded by Dale Tuck.

### Reports of Session Officers

Regan Rambally made a motion for the congregation to first receive all the reports before opening the floor for questions and comment on each one of them. Suzanne McBurney seconded the motion, and it was agreed.

#### A. Clerk of Session

Dennis Featherstone moved to approve the report and the motion was duly seconded.

A recommendation by Jim MacFie that Session should study the concept of gracious dismissal on page 9 of the report was approved by the congregation.



## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

- B. Roll Clerk Marcia Harten moved to approve the report duly seconded.
- C. Communion Clerk (Laura Game & John Huber)
- D. Representative Elder (Gord Walford)
- E. Memorials Clerk (John Huber)
- F. Benevolent Fund Co-ordinator (John Huber)
- G. Youth Leadership Fund (Marcia Harten)
- H. Refugee Fund (Dale Tuck)
- I. Planned Giving (Dennis Featherstone)

All of the reports were adopted.

### Reports of Ministry Teams

A. Policy & Planning – moved by Dianne Nickerson, seconded by John Huber.

B. Worship Co-ordination (including Choir report) – moved by John Fair, seconded by Don Pestaluky.

C. Christian Education (including Youth and Young Adults report and Library report) – moved by Holly MacDonald and seconded by Dianne Nickerson.

D. Pastoral Care – moved by Dora Brown and seconded by Margaret Roach.

E. Fellowship (including Bible Study report) – moved by Don Pestaluky and seconded by John Huber.

F. Outreach (including Barrhaven Bible Study) – moved by Dale Tuck and seconded by Don Pestaluky.

*A recommendation by Philip MacFie for Parkwood to develop an outreach strategy in response to the changing demographics resulting in part from the pandemic was approved by the congregation.*

G. Mission - Stewart Elder moved, seconded by John Huber. The Moderator reported that Leah Hope is planning to come back home for furlough on May 15 2022 and that she is looking forward to connecting with the congregation during this visit.

H. Facility Management (including Furnishing Group report) – moved by Terry McBurney.

I. Media Support (including Audio & Visual report, IT Support Group report, and Website report) – moved by Jim MacDonald, seconded by Philip MacFie.

J. Finance – Moved by Dennis Featherstone, seconded by Gord Walford A recommendation to increase its target for donations to the Loan Repayment Fund to \$12,000 for 2022 was approved by the congregation.

All of the reports of the Ministry Teams were adopted.

### Other Reports

A. Leading with Care – moved by Marcia Harten, seconded by Dianne Nickerson

B. Audit Team – moved by Kathy Newton, seconded by Stewart Elder.

The congregation approved Parkwood's financial statements for the year 2021 following a motion made by Margaret McPherson and seconded by Gord Walford.

### New Business

A. Budget Team Report - Holly MacDonald agreed to adopt the 2022 budget and Dianne Nickerson seconded the motion.

The congregation approved expenditures for Local Purposes of \$210,313 for 2022.

The congregation approved a target for givings for Local Purposes of \$180,000.

B. Target for Presbyterians Sharing for 2022

The congregation considered a recommendation from Session to set the target for Presbyterians Sharing for the year 2022 at \$12,000. After discussion, the congregation decided not to commit to any target for the year 2022. The main reasons for this decision included apparent lack of transparency regarding how the national church uses the funds it collects from congregations for Presbyterian Sharing and fears that the national church may be using some of this funding to support issues not well aligned with or even opposed to the interests of Parkwood.

C. Appointment of Treasurer and Envelope Secretary

The congregation re-appointed Ugo Kejeh and Betty Paul as Treasurer and Envelope Secretary, respectively.

D. Appointment of Audit Team for 2022

The congregation re-appointed Kathy Newton,

## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

Stewart Elder and Rachel McGregor as members of the Audit team.

### E. Election of Trustee

A motion by Dennis Featherstone on behalf Session recommending the nomination of Jim MacFie for the position of Trustee was seconded by Dianne Nickerson. The chair called for further nominations, none were forthcoming. Jim MacFie accepted the nomination. A motion that nominations cease was made by Holly MacDonald and was seconded by John Huber and carried. The chair declared Jim MacFie elected as trustee by acclamation.

### F. Membership of Ministry Teams

The congregation considered a list of members for different teams. The name of Philip MacFie was added to the Worship Coordination and name of Olivia Meyia-Takoukam was added to Media Support and on Outreach. The motion by John Fair and seconded by Don Pestaluky to approve the members was carried.

### G. Other

#### Jean Sida's Bequest

On behalf of Session the Moderator presented two separate recommendations from Session with respect to the use of Jean Sida's bequest \$10,000 from as follows:

- i) That \$1000 be designated for Gracefield Camp Christian Camp and Retreat Centre.
- ii) That the balance of \$9000 be designated for the purpose of replacement of windows in the church building.

The congregation approved the two recommendations on motion of Dianne Nickerson, seconded by Don Pestaluky.

A motion of Gord Walford and seconded by Dale Tuck asking Session to consider alternatives to Presbyterian Sharing for mission donations from Parkwood was defeated.

Karen Hurd made an appeal to the congregation to support a fundraising event for Gracefield planned for 20 August 2022.

### Adjournment

A motion to adjourn the annual congregation meeting advanced by Dianne Nickerson was seconded by Brenda Featherstone and carried.

### Closing Prayer

The moderator closed the meeting with prayer at 9:30 p.m.

Paul Mkandawire  
Secretary

Rev. James T. Hurd  
Moderator

## 6. Reports of Session Officers



**Paul Mkandawire**  
**Clerk of Session**

### A. Clerk of Session

Four main issues preoccupied session's attention on ongoing basis during the past year:

- Session spent considerable time evaluating Covid-19 measures with respect to safe reopening of Parkwood to in-person worship.
- Session devoted significant amount of time and energy at different points over the year grappling with the budget and exploring ways of bridging the projected expenditure deficit in our operating account.
- Session devoted significant attention towards supporting the establishment of the Assembly of God (Portuguese) congregation here in Ottawa.
- Session has continuously reflected and debated on the implications for Parkwood of the General Assembly's changes effected by Remit B and C.

Session's work on Covid-19 measures includes:

- Regular review of public health mandates from the Provincial Government and the City of Ottawa and communicating them to the congregation through various channels including posters, the Bulletin, and the Pulse.
- Exercising its discretion with respect to lifting of Covid-19 measures and making recommendations to the congregation correspondent with the health needs of Parkwood members.
- Re-designating pew sitting and space in the sanctuary for safe in-person worship consistent with public health mandates.

### **Session's work on Parkwood's operating budget included:**

- Review and approval of stewardship letter appealing for increased giving by members of the congregation.
- Placing announcements in the bulletin and making verbal appeal for more support during worship.

- Review and approval of a proposal from the Budget team for a fundraiser.

### **Sessions work on supporting AG (Portuguese) included:**

- Review and approval of terms of reference for renting the church building.
- Delegating authority to relevant teams to ensure that support systems needed for the AG (Portuguese) conduct service of worship are in place.
- Communicating to the congregation about the presence of AG (Portuguese) in our midst and the need to make them feel welcome at Parkwood.

### **Session's work concerning changes to Remits B and C included:**

- Meetings with members of session from Grace Orleans, St. Paul's, and Knox Manotick to learn from each other and for mutual support.
- Review of the communique prepared by Rev. James Hurd to the congregation on Remit B and C.
- Make plans to convene a separate congregational meeting to hear the views of members of Parkwood about changes to Remit B and C.

### **Other activities:**

- Complied minutes of the annual congregational meeting convened in February 2022.
- Prepared and submitted the 2022 Canada Summer Jobs application for Summer Program Assistant position at Parkwood.
- Reviewed the visitation report compiled by the delegates sent by the Presbytery of Ottawa to Parkwood.
- Appointed a force to design an outreach strategy for Parkwood.
- Reviewed and approved terms of reference for Worship Coordination and Security Guidelines for the church building.
- Approved the offer of loan of grand piano.
- Approved the baptism of Keegan Meyia-Takoukam and Alexandra Meyia-Takoukam.
- As clerk, I attended two presbytery meetings on behalf of Representative Elder in March and May 2022.

## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

As of December 31, 2022, the following are the ruling elders of Parkwood: Paul Mkandawire (clerk); Dennis Featherstone; Daniel Akat; Asuquo Eniang; Laura Game; Pamela Pestaluky; Mohammad Raouf; Dale Tuck; John Huber; Holly MacDonald; Alta MacFie; James Hurd (minister and moderator); Dianne Nickerson; Marcia Harten; Linda Robinson; Gord Walford.

*Submitted by:*

*Paul Mkandawire*

*Clerk of Session*



**Marcia Harten**  
**Roll Clerk**

### B. Roll Clerk

Number of members on the roll,  
December 31, 2021 **169**

Number added during 2022	
By transfer	0
By profession	0
By Session resolution	1
<b>Total added</b>	<b>1</b>

Number removed during 2021	
By transfer	1
By death	3
By Session Resolution	2
<b>Total removed</b>	<b>6</b>

Number of members on the roll,  
December 31, 2022 **164**

Number of members on the roll for the previous three years.

	2019	2020	2021	2022
Number added	0	0	2	1
Number removed	6	3	12	6
Number Dec. 31	182	179	169	164

*Submitted by:*

*Marcia Harten*  
*Roll Clerk*



**Laura Game**  
**&**  
**John Huber**  
**Communion Clerks**

### C. Communion Clerks

The record of communion for 2022 is as follows:

March 6:	43 reported
April 14 (Maundy Thursday):	25 reported
June 5:	47 reported
October 2:	51 served/reported
December 4:	65 served/reported

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

*Communion Clerk*  
*- Laura Game*



**Gord Walford**  
**Representative Elder**

### D. Representative Elder

The Presbytery of Ottawa consists of twenty churches and one mission work, the Jesus the Only Way Arabic Evangelical Mission, which began in 2015 as an initiative of Grace Church Orleans. In the fall of 2022 Presbytery was informed that the church plant in Rockland was likely to be ceasing regular worship services by the end of the year. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employed a part-time Ministry Animator, Cheryl Gaver, up to Cheryl's passing in April 2022; a process of discernment is currently taking place regarding the future of the position. The presbytery also oversees the operation of Gracefield camp through a Board of Directors. 2022 saw no departures or inductions and one retirement; one minister continues as stated supply - Ruth Draffin at Rockland



## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

Community Church. Three churches are vacant: St. Andrew's Aylmer (operating under a long-term supply arrangement), St. Martin's & St. David's, and Trinity Carp, into which a new minister was inducted on January 8, 2023. The presbytery met seven times in 2022.

I serve the Synod of Eastern Ontario 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 2022, in April and September, via Zoom; Synod met in October. James also sits on Synod Council, as clerk of our presbytery.

Our minister is the Presbytery Clerk; the Moderator is Jonathan Dent, minister at Grace Church, Orleans. 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. General Assembly in June 2021 adopted two contentious remits that threaten the future of The Presbyterian Church in Canada as we know it. By the time the Annual Meeting takes place, two meetings will have taken place outlining options for Parkwood going forward.

*Gord Walford*



**John Huber**  
**Memorial Clerk**

### E. Memorials Clerk

During 2022, in memory of individuals, Parkwood received gifts directed to the following Funds: Benevolent, CanHave, Loan Repayment, Memorial, Operating Budget, and Pastoral Care. Gifts were received in memory of Bob Foster, Bob Game, Gayle Dumsday, Dianne Mindel, Floyd McPhee, Marion Campbell, Mac Paul, Albert DeBoer, and Tom 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.

*Memorial Clerk*

*- John Huber*



**John Huber**  
**Benevolent Fund Coordinator**

### F. Benevolent Fund

Throughout the year, funds from the Benevolent Fund confidentially and quietly assist members and adherents of the congregation and people in the community who face unexpected financial expenses. Funds come mainly through the Christmas Eve church service and White Gift offerings.

Emergency funds and food vouchers (gift vouchers) are requested through the elders or the church office. This year white gifts were given as food vouchers and cheques thanks to Marcia Harten and Alta MacFie.

Monthly needs are provided for throughout the year so donations to the Fund at any time are much appreciated. The Fund is audited each year. Please continue to pray for Fund support and the community of people it helps.

*Benevolent Fund Coordinator*

*- John Huber*



**Marcia Harten**  
**Youth Leadership Fund**

### 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 2022, many activities were cancelled due to the restrictions of COVID-19. No requests for funds were submitted this year.

*Submitted by Marcia Harten*



**Dale Tuck**  
**Refugee Fund Coordinator**

### H. Refugee Fund

In last year's report we expressed our prayer that suitable housing be found for a family in our church. We are thankful for answered prayer as the family has had a house to call home in a very supportive community since July. We thank Romero Veras as well as some professional movers for their help in moving and assembling the furniture. This was an unexpected blessing. Appliances were found, transported, and installed.

We are thankful to Duane Mayo for the use of his truck. A set of dining table and chairs was donated. Support and encouragement were given through visits, household repairs, replacement of dishes that were broken in storage and drives to and from church.

Some assistance in the form of warm clothing was given to a second refugee family that arrived in Canada very recently and facing cold weather for the first time.

We thank Dale Tuck, Alta MacFie, Jim MacFie, Philip MacFie, Marcia Harten, Terry McBurney, John Huber, Derek Newton, Peter Paul and Betty Paul for their help this past year. We are also thankful for all those who have given money, household articles and furnishings.

*Respectfully submitted by:*  
*-Dale Tuck*



**Dennis Featherstone**  
**Planned Giving Ministry**  
**Team Member**

### I. Planned Giving Ministry

In 2022, there was a donation of \$5,000 to the Planned Giving Ministry. The donation was transferred to the separate bank account for the Planned Giving Ministry at BMO. As of the end of 2022, a total of \$34,000 has been donated to the Planned Giving Ministry.

There were three goals in 2022. First, clarifications of our preferences were successfully communicated to BMO, including BMO putting the interest earned from maturing GICs into our bank account rather than wrapping them into a renewal GIC and ensuring that we have the lowest cost bank account. Second, electronic access to our bank account was established which means that Parkwood can minimize the bank fees being charged and will enable e-transfers when earned interest is donated to charitable projects such as Gifts of Change.

The third goal was to take advantage of the rising trend in interest rates for GICs. Maturing GICs and the new donation were pooled into an investment late in 2022 at a GIC rate of 4.25 per cent per annum.

The team continues to prepare a detailed tracking of the several GICs which make up the investment portfolio. With the exception of \$100 kept in the bank account, the remainder of the total-to-date donations of \$34,000 is invested. The cash balance as of December 31 is \$552.42. In 2023, some of the cash balance will be distributed to the Gifts of Change project.

The team is Marcia Harten, Asuquo Eniang, Stewart Elder, and Dennis Featherstone.

*Submitted by*

*Dennis Featherstone*

## 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, 2022, the following are members of P&P: Dianne Nickerson, Holly MacDonald, Dennis Featherstone, Paul Mkandawire (*ex officio*), and Rev. James Hurd (*ex officio*).

Our team did a considerable amount of work reviewing, creating, overseeing, and updating terms of reference for various teams and personnel including, the following: Finance Team,

Budget Team, Worship Co-ordination Team, Historian, Media Support Team, Trustees. Input from team members was very helpful and much appreciated – thank you.

We continue to search for someone who would be willing to accept the position of Historian. This is one job that does not have deadlines! Simply gathering information for our history book and writing it down for future generations can be very interesting and rewarding. Please prayerfully consider this as one way you can serve God's church at Parkwood by contacting any member of Policy and Planning as listed above.

Parkwood is overdue to have its important records transferred to microfilm. To that end we investigated through the head office of the Presbyterian Church in Canada as to what records they have on file for us, as well as current costs for microfilming. In order to save money, Rev. Hurd usually transports the material to Toronto "the next time he is going there". Needless to say, during Covid, this has not happened, giving P&P more time to look into what needs to be sent. Because of our current finances due to Covid, it has been decided to budget for this endeavour in 2024. In the meantime, P&P will be asking team leaders to begin organizing their material before the fall, so that we can calculate the costs for inclusion in the budget for 2024. The leaders will receive an e-mail shortly from P&P in this regard.

The cost of Parkwood's insurance has increased, and we have been discussing issues regarding cost, as well as other matters, with our insurer. This has been very time-consuming and frustrating because we do not seem to be receiving answers to our questions from the appropriate people. This is a work in progress for 2023.

New policies are being worked on regarding the possibility of secure external access to electronic data, especially in these times of remote working, and other remote activities. Also, we continue to consider future goals and strategies for growth, participation, outreach, rentals, etc.

*Respectfully,*  
*Dianne Nickerson, Team Leader*



**John Fair**  
**Team Leader**

## **B. Worship Co-ordination Team**

The year 2022 was a busy year for the Worship Co-ordination Team (WCT). One of our responsibilities involves the Lenten and Easter Services plus the Sunrise service. At a Zoom meeting of the WCT and Fellowship Teams, we were able to organize both the services and the following breakfast.

Ed and Vicki Steenhorst and Carolyn Herbert were willing recruits to do all the breakfast preparation. We were so grateful for their help in putting on the breakfast.

In 2021 Policy and Planning commenced work on reviewing the Terms of Reference for the WCT. That work continued into 2022 with further input from the WCT. The final version was issued by Session on September 26, 2022 and is available on the Parkwood website.

WCT does a regular check to ensure that the prayer request card, welcome card and visitor offering envelope are available in each pew on any given Sunday.

One of the major duties of WCT is ushering. Before the end of each year a fresh roster is sent out to the ushers. Currently we have six teams, and a total of twelve people that graciously serve on their appointed Sunday. Ushering tasks begin by turning on the lights in the Gathering Place and the Sanctuary.

They then bring out the Pulpit Bible, the bulletins for the service, the offering plate and the reserve signs for the ushers on the back pew. One of the ushers places the Bible on the pulpit and marks the Scripture texts for the reader. The ushers are then ready to greet all who come, especially visitors and ensure that all receive a bulletin. They are always there to provide assistance in any way before, during and after the service. During the

singing of the last hymn, an usher retrieves the Bible from the front of the Sanctuary and precedes the minister down the center aisle after the Benediction.

We welcomed Ruth Ibelegbu and Barbara Kondric to the roster of ushers in 2022 and now for 2023 and thank them for their willingness to serve. We would welcome others to come and join in this work. Think of yourself as a doorkeeper in the house of the Lord. Psalm 84:10.

One of the major events that needed our attention in 2022 was the acquisition of a grand piano for the sanctuary. Parkwood had received the offer of a loan of a grand piano for an indefinite period of time. The offer was first referred to the WCT for comment and recommendation back to Session. However, our opinions were split and so our comments were sent back to Session without recommendation. Session went ahead and approved the piano being brought to Parkwood.

It has enhanced worship and the appearance of the sanctuary. It has also led to trying new arrangements for the pulpit, lectern and choir. On October 2, 2022 there was a joint meeting of the WCT with the Media Support Team and Christian Education. The purpose was to offer suggestions on how to use the space at the front of the Sanctuary in relation to the placement of the grand piano. The WCT wrote a report to Session with the ideas expressed by the participants. Things have yet to be determined as to a final arrangement. Parkwood is grateful for the piano.

We thank Holly MacDonald and Pam Pestaluky and their two elves who decorated the Gathering Place and the Sanctuary for Advent and Christmas. Thank you as well for those who volunteered and read Scripture at Advent and Christmas plus those who read each week as part of the worship service. This provides an opportunity for the laity and the youth to participate in the worship service.

Our thanks to Susanne and Ted Johnson for providing the decorations for Thanksgiving. Thank you to the Audio Visual Group of the Media Support Team who provide the technical expertise for the weekly broadcast of the Sunday worship service and those who prepare the bulletin and



the slides each week. Thank you as well to Dianne Smith and the choir for their weekly work supplying music and song for worship. Much goes on behind the scenes to ensure that we honour the Lord God which is our ultimate goal.

*Respectfully submitted by*  
*John Fair*



**Susanne Johnson**  
**Choir President**

### **Choir**

The choir's main function is to assist in leading the worship music during the Sunday service both live and online to the glory of God.

The choir and various instrumentalists provide offertory music, preludes and hymns. All music has to be approved for live streaming copyright.

2022 was an exciting year for the Choir! We experienced many challenges and changes and we managed to adapt to each situation. The Choir members remained active and dedicated through it all!

The Choir members are Gord Walford, Diane Walford, Asuquo Eniang, Ted Johnson and Susanne Johnson. To accompany the congregational singing, Dianne Smith played the piano or organ, Gordon Walford played guitar, Diane Walford played piano and the Djembe. Asuquo Eniang played the bass guitar, saxophone and drums, Susanne Johnson played the flute and piano.

In January and February 2022 rehearsals were held on Saturday evenings via Zoom which Dianne Smith hosted from her home. We were so happy that Lori Stewart was able to join in with us on our Zoom practices. For Sunday services, we used some recordings we had on hand from earlier services that were held at Parkwood. Dianne Smith

also chose pieces which included a wide variety of contemporary and traditional music selections. These selections were recorded and prerecorded following social distancing protocol and were then blended by our very talented tech people. Some of these lovely prerecorded pieces included a gorgeous saxophone/piano duet which Asuquo recorded in his home studio. We enjoyed a beautiful vocal solo called Only By Grace, which was sung by Lori Stewart and was recorded at her home on Grand Turk Island. Dianne Smith got permission to share a YouTube video of a piece of music called Calon Lan (Welsh for Pure Heart) which was sung by a group called Only Boys Aloud. We also enjoyed prerecorded music which featured the Parkwood Band and Susanne on Flute. Susanne also contributed a vocal solo, His Eye is on the Sparrow as well as some prerecorded piano and flute solos.

March 2022 Choir practice returned to in person rehearsals on Thursday evenings at 7:30. Once we were back together again the Choir had the joy of learning some new anthems and singing them to God's Glory on Sunday mornings.

In May a powerful storm came through leaving us without power. The Choir once again adapted using miner lamps in order to read our music and we enjoyed unplugged, acoustic services singing from the hymn books with the piano moved over to the window for light. Like the old days before electricity!

Summer supply was provided by pianists Sunny Kim, Janice Gray and Andrea Gibson who did a wonderful job. Ted and Susanne helped to lead the hymns during the summer months.

During the summer months Dianne Smith attended two online Conferences held by SICM (Summer Institute of Church Music) and Getty Sing! Dianne Smith extends many thank to Parkwood for their support in attending these conferences. The "Theme Song" for Getty Sing! was "He Will Hold Me Fast" and the highlight for us for 2022 was the honour of singing He Will Hold Me Fast at the memorial service for Floyd McPhee on July 2, 2022.

Come September we were thrilled to have been given the opportunity of storing and using a 10-foot Hyundai Grand Piano. We are so excited to have the use of such a beautiful instrument and we believe

that it truly enhances the music. We are most grateful to Parkwood for this wonderful opportunity.

In November we were delighted to have Isabelle Anguezoo and Olivia Meyia-Takoukam lead praise singing *Qui es comme toi?/Who is like unto Thee?*, in both French and English.

The Choir made an announcement looking for new members and as a result of that plea we welcomed two new choir members just in time for Christmas. We welcomed Grace Wiens and Katherine Finter to our group.

We were delighted to have Lori Stewart with us for two services this Christmas. Lori joined in with Diane Walford singing the Alto parts in all the Carols and Anthems.

One of the Christmas highlights was Lori Stewart's solo *Consider the Stars* accompanied by Dianne Smith with Susanne Johnson on flute.

Many thanks to all the Choir members, instrumentalists, soloists and everyone who contributed to the music ministry at Parkwood. We appreciate everything you do and pray that you will continue to join in with us to praise the Lord through music in 2023.

We also wish to send a special thanks to the Media Team and the Power Point operators for all their support and a special thank you to Brenda Creighton for all her organizational help filing music, looking after copyright requirements and so many other things she does for us. We are most appreciative.

We are always looking for new choir members! Everyone is welcome. Being able to read music is an asset but not a requirement. Just come make a joyful noise to the Lord!

*Susanne Johnson*  
*Choir President*



**Holly MacDonald**  
**Team Leader**

### **C. Christian Education Team**

Parkwood's Christian Education Team is responsible for helping people to learn about the Bible, our faith in Christ Jesus and how to apply these teachings in our daily lives. We run programming for children, teens and adults of all ages. The following are members of the team:

- Holly MacDonald (chair)
- Victoria Henry (ex officio)
- James T Hurd (ex officio)
- Pamela Pestaluky
- Marcia Harten
- Alta MacFie

Since 2020, the COVID 19 pandemic has made it difficult for the team to operate as it normally would. Many opportunities for learning were over ZOOM or hand delivered materials. Thank you to the team members for persevering and being agile and flexible as we dealt with providing Christian Education in trying circumstances! In 2022 we have begun to do more in person learning and rebuilding our programs. Below are reports from the various programs and activities that the CE Team have undertaken in 2022. Thank you to all who have volunteered and supported the team with prayer and support over the year.

### **Church School**

Church school has gone back to in person lessons. Attendance is small but enthusiastic. The children/youth are divided into two groups – Kindergarten to Grade 6 and Grade 7 to high school. With the help of Laura Game, Lorrie McEwen and Peter Paul I have been working with the younger group and Victoria Henry is leading the older group.

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On Easter Sunday, after the service, the younger children handed out jellybeans along with the Jelly Bean Prayer to members of the congregation.

During Advent the younger group had their own Advent wreath which we lit each Sunday of Advent, and they took turns with each of the readings.

After the May long weekend windstorm, Alex and Keegan M-T helped with the back yard cleanup. Their muscle power was appreciated.

*Submitted by  
Pamela Pestaluky*

### **Logos**

Logos is Parkwood's mid-week activity for children in grades 1-8. Due to the Covid 19 pandemic we were forced to cancel Logos in the spring of 2020. As things are returning to normal, we decided to begin Logos again this Fall. We started up again on October 4th and we had our last Logos night on November 30, 2022. Many of our former Logos participants are now in High School and we have had to start to rebuild the program. There were 7 children enrolled and we were happy to have 6 teen volunteers on a regular basis. It was good to have these former students back with us! We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again this year for the teens and older children.

Throughout the Fall the children have enjoyed great food and fun at our theme-based dinners, learned Bible stories and principles, learned how to play hand chimes, played games and had fun together!

Holly MacDonald has continued as director of Logos, Victoria Henry has been decorating the Fellowship Hall each week for the themes. We had a regular staff of 11 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 were 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:

Cooks: Ed and Vicky Steenhorst  
Assistant Cook: Marcia Harten

Dinner Dean:  
James Hurd

Bible Teachers:  
Gr 1-4: Lorrie MacEwen  
Gr 5-8: Victoria Henry

Worship Leaders:  
Holly MacDonald, Pamela Pestaluky

Recreation Leaders:  
Gr 1-4: Holly MacDonald,  
Gr 5-8: Jim MacDonald, Victoria Henry, Michael Burdo

Helpers:  
Golda Akat, Joelle Hanna, Shako Basho, Jubran Abou Kasem, Tony Abou Kasem, John Diaz

Thank you to all members of the congregation who have supported Logos with their gifts and prayers.

*Submitted by  
Holly MacDonald*



**Victoria Henry  
Christian Education  
Support Worker**

### **Youth and Young Adults**

The year 2022 remained to be a time of changes and adjustments in the youth ministry at Parkwood. Throughout 2020 and 2021, we had adapted to switching primarily to online ministry, having youth events and high school Sunday school classes over Zoom. After reopening in person for youth group for a couple months at the end of 2021, everything shifted back to online just before Christmas, which meant, we were back to online youth group at the beginning of 2022.

We continued meeting virtually every second week, generally on Friday nights for a couple hours to play games and have a Bible lesson and discussion. Those who came out still enjoyed being able to connect with their friends despite not being able to see them in person. Thankfully, this period of going back to online only lasted a couple months.

By late winter, we were easing back to being in person once again, holding our meetings in the Fellowship Hall where we had plenty of space to keep distance between ourselves while still wearing masks to keep each other safe. As we adjusted to being in person again while knowing COVID-19 was still around us, we were able to figure out a way to once again run the youth ministry at Parkwood in person while maintaining health protocols and keeping each other safe.

In April, the Parkwood youth group attended No Other Name, the annual youth conference that takes place on Good Friday. This was the first year that No Other Name met in person in three years due to the pandemic. At their new location, Cedarview Alliance Church, a large number of youth groups from across the city met that afternoon and evening for times of worship, speakers, discussions, games, and so much more.



Everyone was so excited to be back in person, getting to reconnect with their friends and make new ones. Parkwood had nine youth and two leaders attend.

We continued to meet throughout the spring for events, including in-person game nights, an afternoon water balloon fight, bowling and an end-of-school-year BBQ. The number of youths who came out tended to fluctuate, but overall, there was a gradual increase as we continued to learn how to do youth group in a “post-lockdown” world.



Throughout July and August, our summer student, Violet Busat, ran our youth events. She led the youth in a rock painting night where they could paint rocks with inspirational words or sayings, cute pictures or anything else that might brighten someone’s day when they saw it in a garden. She held another event where she led them through a virtual escape room that focused on Nehemiah. This had them working as a team through a number of puzzles that went along with the story of Nehemiah and the rebuilding of the wall.

We began our regular bi-weekly youth meetings again in September, starting up with a games and devotional night at the church. We met later that month for outdoor mini putt at Mini Golf Gardens, enjoying one of the last “good weather” nights before it got too cold. We had a couple of other games and devotional nights at the church throughout the fall. We also met with the youth group from Knox Presbyterian Church Manotick on two separate occasions, for a night of games and learning to cook and bake. In October, the family



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ministries coordinator from Knox led the group in baking red velvet cupcakes. In December, the two groups joined together to put together a spaghetti dinner. Both evenings were a time of good fellowship, witnessing the youth from Parkwood connect with kids and teens from another church.



Our final youth event before Christmas was our annual Christmas party. Due to the nasty winter weather we ended up moving the party to the Sunday before Christmas, following the church service. We had a good turnout, even having a couple of youth join us who are usually unable to join on our regular youth group meeting nights. We all enjoyed a fun afternoon of a taco lunch, a Christmas devotional, ugly Christmas sweater cookie decorating, and a gift exchange.

We have a wonderful team of helpers working with the youth on Friday nights, made up of Philip MacFie, Derek Newton, and Violet Busat. They have connected well with the youth and are a blessing to this ministry and all who are involved. We are all very thankful for their help on Friday nights and their guidance and love for the youth.

The high school Sunday school class had remained online throughout 2021 and continued in the same manner at the beginning of 2022. Numbers were consistent but low, and eventually we found there were a number of weeks where no youth came to the online class. As restrictions eased, we decided to try going back in person, but as a hybrid model – meeting in person, but still offering a virtual component. We had been meeting at 11:15 a.m. on Zoom, following the Sunday morning worship

service. Once we began to meet in person again, the youth requested to have the time of the class go back to the regular time slot of during the worship service. This encouraged more youth to attend, and attendance began to increase again. The hybrid model was offered until late spring, but eventually stopped as none were attending virtually anymore. We also welcomed the grade 8's into the high school class as we moved into the hybrid model.

We worked through a curriculum from RightNow Media, and other individual lessons on various topics they face in day-to-day life. We worked through Easter lessons during the Lenten season, focusing on Jesus' life, death and resurrection. After Easter, we moved into a curriculum from Fuller Institute called Faith in an Anxious World. This looked at stresses that teens today face and how to deal with them in a constructive way instead of turning to coping mechanisms that are not helpful and are possibly more damaging. We got through a couple of lessons before the summer, took a break over July and August, and then picked up where we left off in September. We wrapped up this material near the end of October.



A few individual topics were covered in the weeks leading up to Advent, where we then began a four-week Advent curriculum from Ministry to Youth called The Arrival. This looked at different parts of the Christmas story that don't often receive as much attention, such as the history of Advent, the prophets, the obedience from Mary and Joseph, and the responses from the Magi and King Herod.

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It was a busy but exciting year as we adjusted to being back in person, learning how to run youth ministry again in a very different world than where we were before covid shut things down three years ago. A lot of the youth have moved into the youth group age and it is exciting to work with them and see them growing and developing into wonderful young people.

Thank you to everyone who has helped with the youth ministry this year. It takes a village to run a youth ministry and Parkwood has a wonderful group helping to guide our teens. You are all a blessing to the youth and to myself.

*Blessings,*

*Victoria Henry (Mabie)*



### **Parenting Course**

For three weeks in November Michael Burdo led a Parenting Teens Course. The participants felt it was a success and asked that it continue in the new year as a support group.

*Submitted by*

*Pamela Pestaluky*

### **Mid-week Summer Fellowship**

The Mid-week Summer Fellowship was held on Wednesday evenings during July and August. Our studies centered on the narrative of the Great Flood recorded in Genesis and its disruption to life, and how some of its lessons apply to the disruptions arising from the present pandemic.

The studies were led by the minister on July 6 and on August 10, 17, and 24, and by John Fair on July 13, 20, and 27, as well as on August 3.

Submitted by,  
James Hurd



**Alta MacFie**  
**Librarian**

### **Library**

Only a few books were purchased this year in keeping with the budget restraints. The catalogue of books may be consulted by searching <https://www.librarything.com/catalog/Parkwoodlibrary>.

Children's books continue to be used the most. A few book reviews were written for inclusion in the Pulse. All are encouraged to borrow books from the library in order to deepen our understanding of the Christian faith through reading and study.

A notice was placed in the bulletin for the January Calvin College lecture series available online.

### **RightNow Media**

Through reminders in the bulletin, the congregation was encouraged to sign up and use RightNow Media, a library of Christian films featuring a wide variety of topics offered for free to those affiliated with Parkwood Church. There were five users added in 2022 for a total of 43, 39 of whom are active. All are urged to sign up and use this valuable resource.

<https://app.rightnowmedia.org/join/ParkwoodChurch>

*Alta MacFie*  
*Librarian*

### **On-line Course: Reformation**

During March and April, Jim MacFie led Part II of the Reformation course that started in 2021. Part II comprised five one-hour segments covering the English Reformation, the Scottish Reformation, the Book of Common Prayer, the King James Bible and the Puritans. The format for the course was an illustrated lecture on PowerPoint prepared by Jim followed by Question and Answer on Monday or Tuesday evenings from 7:30 pm to 8:30 pm. Alice Veras again contributed her graphics skills to the preparation of the slides.

*Submitted by:*

*-Alta MacFie*



**Dora Brown  
Team Secretary**

### **D. Pastoral Care Team**

The members of Parkwood's Pastoral Care Team were Rev. James Hurd, Margaret Roach, Betty Paul, Dale Tuck, Marcia Harten, Dora Brown and on (LOA). Laura Game, Barbara Townsend. Rev. Hurd is chair and Dora Brown secretary.

The team met monthly on Zoom, except in July and August. Each meeting was opened with prayer and devotions by a team member. We reviewed and discussed activities in relation to the pandemic and other issues arising from pastoral care team visits in person or telephone.

Team members responded to referrals, make phone calls to those on our pastoral care list and other members of the congregation to keep in contact and check how they were managing. Pastoral care communion and monthly lunch and learn sessions were cancelled. Spiritual care volunteers were not allowed to visit patients in hospitals or Nursing homes and only recently started limit visitation. In November 2022 we held the first lunch and learn since the beginning of the pandemic. The impact of the pandemic on our

community, hospitals, and Nursing Homes was at times overwhelming for those who had a family member ill. Team members continued to respond to a pastoral care need if it was brought to the attention of a member of the pastoral care team. Issues and concerns that were brought to the attention of Parkwood's Pastoral Care Team were discussed and dealt with according to our recourses, information, and knowledge.

Worship services at Starwood Nursing Home, Crystal View Lodge and City View Retirement Residence were cancelled. Worship services at Peter D. Clark were cancelled and Spiritual Care volunteers who had been visiting residents and helping at the Home were suspended. We cautiously restarted worship services at Peter D. Clark. Rev. Fair has restarted conducting once a month service at the home. Dora Brown continues to help by contacting pastors and communicating with the home by telephone and email for resident worship services. We were often short of pastors to conduct the services or visit residents. The Spiritual Care Team of Peter D. Clark held regular spiritual care meetings by Zoom during the pandemic. Rev. Hurd and Dora Brown attended these meetings.

Finding ways to provide media to members, especially those in hospital or Nursing homes, to enable contact or connection to the church services was one of the issues brought to our attention. Some did not have computers, iPads or phones, were unable to use them or had no connection to the internet. Cost or technical ability remains a problem for some. Dale Tuck continues to follow up on these issues. The Nursing Home Spiritual Care committee reported that TV/you tube church services were provided to Nursing Home residents by use of iPads and help of staff. Transportation for those unable to take Para Transpo or drive a car to come to church service were discussed and a notice placed in the church bulletin. This still remains an issue. A concern was voiced about the impact of telephone calls or media giving wrong information or making false statements. This will be addressed in a future lunch and learn. Dale Tuck brought to our attention that some members of our congregation had difficulty paying for their medications. We established that a referral could be made to the

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local Community Resource Centre or contacting the Ontario Trillium Drug Program.

Pastoral Care has in their budget the large print "Today" devotional booklets provided to the Peter D. Clark residents and to individuals within Parkwood Church and beyond. These were mailed out by the church office and delivered by Betty Paul to the Nursing Home. Booklets were also made available by the church office for pickup by any interested person.

The Prayer Chain, co-ordinated by Jean Elder, continued to contact prayer members weekly by e-mail and as new prayer requests were received. Once again this has been a busy year for Jean as several members of our congregation have asked for prayers for their loved ones.

2022 was another busy year for people requesting prayer for loved ones. 554 prayer requests were received and we had 86 people giving thanks for answered prayer.

If you feel drawn to pray for people we would love to have you join the prayer team.

The booklets "Journeying Through Grief" were sent to families or individuals who had suffered a loss. The booklets expressed care and support for those grieving. Margaret Roach is the contact person to organize and send out the booklets. 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, suffered an illness or experienced a special event.

Pastoral care visits to patients of the Presbyterian faith at the Ottawa Hospital Civic Campus and Queensway Carleton Hospital were suspended. Rev. Hurd is the Presbyterian Presbytery representative on Queensway Carleton Hospital Pastoral Care Advisory Committee and will advise us about future pastoral care visits to the hospital.

Unable to meet for worship service in church or to enjoy the social time after church service limited the ability to connect with each other and to meet new members of the church. Isolation, lack of contacts and anxiety of getting the vaccine or Covid

continued to impact the physical and mental health of many.

The ability for people to come together on you-tube for church service and Zoom for social time, attend meetings and make contacts was helpful to maintain our connection and spiritual, mental well being.

Through out 2022, it was difficult to contact people and to do follow up. Changes were constantly being made in pastoral care due to the pandemic and following the guidelines for physical distancing, masks, sanitizing protocols and isolation.

The Ottawa Pastoral Care Training Program, part of the requirements for pastoral care and to serve as a pastoral care visitor in hospitals, was held on Zoom. The Ottawa Pastoral Care Training Program also held Spiritual Care continuing education events and advanced courses on Zoom. We encouraged more congregation members to take the Pastoral Care Training Program.

*Submitted by the Pastoral Care team secretary  
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 donated foodstuffs and kitchen supplies/kitchenware for various Fellowship events and activities.

On March 13th the Fellowship Team held a meeting to discuss plans for an Easter Sunrise breakfast and the return of a Fellowship time with refreshments following the Sunday Worship



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Service. In attendance were Pamela Pestaluky, Susanne Johnson, Carolyn Herbert and Don Pestaluky.

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 breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday, April 17th – and after what was a sunny and relatively pleasant morning. With free will offering this breakfast raised \$29.00 for the Fellowship Fund. Thank you!

On April 24th, for the first time since the onset of Covid, coffee and tea were served in the Fellowship hall following the Worship Service. Scott Nickerson was the first to enjoy a cup of coffee. As well, for the months of July and August lemonade and water were made available in the Gathering Place. Coffee and Tea Hosts for the year were Ed and Vicki Steenhorst, Carolyn Herbert and Claire McPhee, Tami Kamou and Heather Peckett and Don Pestaluky.



A Strawberry Social was held after the Worship Service on Sunday, June 26th. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. No free will offering was taken at this event however a balance of \$11.02 from the donation was deposited to the Fellowship fund. Thank you.

On Saturday, July 2nd the Fellowship Team hosted a reception following the Memorial Service for the Rev'd Dr. Floyd R. McPhee, Minister Emeritus of Parkwood Church. The Fellowship Team extends special thanks to our Church Family for their generous contributions of sandwiches and dainties to this reception and to those who helped set-up for the reception, who helped in the kitchen, who helped with the clean-up and who served as ushers and lift and parking lot attendants.



Mid-Week Fellowship began on Wednesday, July 6th and continued through the summer to Wednesday, August 24th. Special Thanks to Violet Busat who ensured that cold drinks were available for the participants.

A Corn Boil was held after Worship Service on Sunday September 11th. Thanks to John and Martha Fair and Ted Johnson for their assistance in husking the 6 dozen of corn which were eaten at this event. With free will offering the corn boil raised \$3.00 for the Fellowship Fund.

In celebration of Jan Sheridan's (a formerly acting and long serving elder of Parkwood Church) 90th birthday, a birthday cake was served in the Fellowship Hall after Worship on November 13th.



### **Virtual Fellowship Hour:**

This year the Fellowship Team hosted a total of 14 Virtual Fellowship Hours with an average of 13 persons attending. Until the end of March the Fellowship Hour was primarily held bi-weekly and for the remainder of the year was held monthly. Since its commencement in late 2020 there have been 42 Virtual Fellowship Hours averaging 17 persons in attendance. Special Thanks to Rev. Hurd for his assistance in sending a zoom link to those wishing to participate.

The Virtual Fellowship Hour which follows the Sunday Worship Service will continue into the New Year on a monthly basis. If you would like to connect with friends at Parkwood Church please contact a member of the Fellowship Team or the Church office.

### **Parkwood Elves at Work:**

#### **Easter: Jelly Bean Prayer**

This year the Parkwood Elves put together 24 Easter treat bags to deliver to seniors in our congregation. These bags included different coloured jelly beans to represent the colours in the jelly bean prayer. A special thank you to Marcia Harten, John Huber, Alta MacFie, Susan McCullough and Kathy Newton who faithfully delivered and, when possible, visited with our seniors.

#### **Christmas: Pinecone Bouquets (Mason jars)**

The Parkwood Elves increased their numbers with the addition of several young ladies from our congregation. A special thank you to Kloe G., Eileen & Lilly T., Joelle H., Amanda Black and Placid Akat for helping to create our bouquets. It was a very enjoyable afternoon reconnecting with these talented young ladies. 42 bouquets were created and once again delivered by our very dependable Elf drivers (Asuquo Eniang, Marcia Harten, Laura Game, Alta MacFie, Kathy Newton and Dale Tuck).



Thank you to those of you who donated mason jars and Christmas decorations that were used in these bouquets. The buttons were not used this time. The Elves over estimated what they could accomplish but will keep them on hand for future endeavors.

### **Christmas: Outdoor Pots**

The Parkwood Elves once again put together and delivered 18 Christmas pots with funding from the Fellowship Team. They were only spotted once, by Pastor James, as they were doing their deliveries.

*Submitted by:*

*Pamela 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: Susanne Johnson, Carolyn Herbert and Don Pestaluky. The Fellowship Team's Session representative is Pamela Pestaluky. Dianne game is currently on Leave of Absence. 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.

Fellowship Team Leader

Don Pestaluky

### **Sunday Bible Study**

Members of Sunday Bible study have been faithful in meeting on a regular basis on Zoom to study the Word of God. We met after church service at 12:15 to 2:00 PM. We completed the "Operation Timothy" Bible study and began a new study "Thirty Discipleship Exercises The Pathway to Christian Maturity. This study features 30 different topics with six Bible verses for each lesson. The Scriptures selected are basic to Christian life and witness. We used our Bibles and looked at each verse in its context. We discussed how these verses applied to our every day living. We encouraged new members to join us by placing notices in the pulse and church bulletin.

*Submitted by*

*Dora Brown*

### **Barrhaven Bible Study Group**

The year 2022 was the twelfth year for the Barrhaven Bible Study Group which began January 16, 2011. We met in our basement until COVID hit in the spring of 2020 but we were back in operation by the fall of 2020. We were different in two ways. One, we could no longer meet in person as we had done and so ZOOM became the means by which we were able to continue. Second difference, thanks to ZOOM, our group expanded in number and that growth continued in 2022 and already in 2023. We are indeed thankful to God for the new folk who have joined us and for those who have remained faithfully with us, some since we began.

We study various books of the Bible and topics suggested by participants. Study notes are distributed in advance; we go through the Scripture text and then have discussion and questions.

In going back through our notes for 2022 we realized how much study we actually did in that year. We concluded our 2021 study of 2 Peter and then went on to Titus and from there a brief study of Heaven. Before we broke for the summer we spent some time in Philemon.

We began the fall session with a few weeks of study of Christian doctrine. We began by defining what doctrine is, the history of doctrine, how it came to us, plus how it is linked to theology. The apostolic period, AD30-90 produced the New Testament consisting of the four gospels and the epistles, particularly of Paul and John and the writer to the Hebrews. The New Testament has given us rich doctrine from the rich theology of its inspired writers. The Reformation and the Reformers beginning in the 16th century brought the church back to the Scriptures and thus to its doctrinal teaching and theology through the public preaching of the word in the language of the people, plus the writing of much commentary on the New Testament.

We studied the doctrine of God, the doctrine of the Trinity, the Five Doctrines of Grace or Five Points of Calvinism and the Five Solas of the Reformation. We finished with a quote from John Calvin, 1509-1564, when he said – "Doctrine is the soul of the Church for quickening." Doctrine and theology which belong together are therefore to be valued and taught.

After that we began a study of 1 John. This has

proven to be a rich study of the inspired work of that gospel writer. John constantly challenges his readers of the first century AD church and those of the twenty first century AD church to test the genuineness of their conversion and as Peter challenged his readers in 2 Peter 1:10 to make their calling and election sure. As we enter 2023, we are about halfway through 1 John. Come and join us – there is room on Zoom.

*Respectfully submitted by*

*Martha and John Fair.*

### **Tuesday Bible Study**

A small group of women are holding a Bible study at Stirling Park Retirement Home, on the second and fourth Tuesday of the month, 1:30 - 3:00 pm.

Please consider joining us. Men are very welcome. We study the Bible together, to consider His word, and how to apply it to our lives today.

For more information, contact Claire McPhee



**Dale Tuck**  
**Team Leader**

### **F. Outreach Team**

Again, this year, John and Martha Fair were present at Algonquin College during first term exams, providing some nourishment to students. We do thank those who provided baked goods for this welcome support for our young people.

We have been drawing on some of our young people to get ideas on what direction we should put our limited resources. Martha Fair put together an extensive analysis of our "neighbourhood" so that we might be better able to understand what direction we should take. Meetings are ongoing and we would ask anyone who would like to join us in these deliberations and in the tasks that might be decided upon.

Currently there are only two people on this Team, so help is desperately asked for.

*Dale Tuck*





**Stewart Elder**  
**Team Leader**

### **G. Mission Team**

This year, thanks to Rev Hurd and Asuquo Eniang, we continued using Zoom technology as a hosting vehicle for our regular monthly meetings. With the exception of the months July and August, in 2022, a total of ten Mission Team meetings were held on the first Tuesday of each month from 7:00 to 8:30 p.m.

In 2022, the following served as members of the Mission Team: Rev James T. Hurd (Ex-Officio), Asuquo Eniang, Derek Newton, John Huber, Paul Mkandawire, and Stewart Elder.

We would like to express appreciation to the congregation for the generous response in prayer and funding offered in support of the projects and appeals brought forward by the Mission Team throughout the year.

In 2022, the Four Mandated Special Appeals were:

- The March 27, Appeal in support of the "Jesus the only Way Evangelical Arabic Ministry", through which \$575 was received.
- The June 12, "Sat 7 Canada" ministry, Appeal received \$300 in support.
- The 25 September, Appeal given on behalf of the Algonquin College Campus Ministry, received \$508 in support.
- The 20 November, Wycliffe Bible Translators, Appeal received a Total of \$355 in support.

In addition, to our mandated, Four Mission Team Special Appeals each year, the Mission Team brought forward before the congregation, a Special Appeal, on behalf of the Presbyterian Church in Canada's support request with respect to the crisis in Ukraine. As a result, \$1,575 was received On behalf of our Parkwood Church congregation in support of this additional special appeal.

### **Operation Christmas Child:**

In 2022, 30 prayerfully packed shoeboxes, each one

a tangible expression of God's love and an opportunity to show the Good News of Jesus Christ with a child, their family, and community, were presented as Christmas gift donations at Parkwood Church in support of the 2022 Christmas Child Shoebox program. This Samaritan's Purse project, which started in 1993, in 2023 celebrated the collection and distribution of their 200 millionth Christmas Child Shoebox. The Mission Team would like to thank all those who assisted in this year's project through their prayer, financial support and the packing and filling of the Christmas Shoeboxes.



### **The Christian Salvage Ministry:**

For a long time now, the Parkwood Mission Team has collected and sent Christian material to Christian Salvage in Hamilton, On, through local Ottawa area volunteers. CSM normally distributes these donations to various Christian churches, missions and ministry communities in Africa and India, where they are eagerly received. However, since CSM no longer has a collection depot here in Ottawa, they are hopeful that if we can collect a normal pallet-sized load, they will be able to arrange for a truck company to pick the pallet up and deliver it free of charge to their warehouse in Hamilton. Consequently, the Christian Salvage Ministry Collection Box has been placed once again in the Church Gathering Place Coat-Room and the congregation is now encouraged to once again donate their slightly used Christian literature to it. It is hoped that when sufficient material is received appropriate transportation to Hamilton, arrangements can be successfully concluded.



## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

The Mission Team Budget AGM approved ministries in 2022 are listed as follows:

### Major Mission Team Budgeted Support:

- Congregation Lay Mission Support in behalf of Leah Hopp, Orthodox Presbyterian Church, Uganda.
- Gracefield Christian Camp and Retreat Centre.
- Carlington Community Chaplaincy
- Intervarsity Christian Fellowship in support of Alaina Johnston, Associate Director of Strategic Growth and Multiplying, Eastern Ontario.
- Ottawa Innercity Ministries.

### Additional AGM approved Budgeted Expense Item:

- Church Around the World-monthly Bulletin inserts



### What went well?

- Derek's Algonquin College write up and Appeal was very well done and received.
- The Good News about the Carlington Community Chaplaincy recent Drop- in Program restart, after being closed for so long is certainly a good news, wellness sort of thing.

### What can we do better?"

- Encouragement of volunteers to consider offering support at the Carlington Community Chaplaincy, Drop- in Program.
- Possibly a follow-up with a Pulse review article of "What's happening there?"

*In His service,*

*Stewart Elder  
Mission Team*



**Terry McBurney**  
**Team Leader**

## H. Facility Management Team

During 2022 FMT saw the loosening of Covid restrictions and the return of some activities into the church. It also saw turnover in both the Administrative Assistant and Caretaker positions and major storm damage to the Church building and property- in all a challenging year.

Everyone has been happy to return to in-person worship and to the ability to meet together as Teams and as a Congregation. At the same time, some people are cautious about meeting in person and many of us enjoy the convenience of meeting electronically and remotely. The combination has presented both opportunities and challenges.

In June 2022, David Joiner, who had served as caretaker for several years, retired. In September, Mahshid Eshtiagh resigned as Administrative Assistant to move to a challenging management position that will utilize her skills and abilities; we wish both David and Mahshid well. We have been fortunate to recruit Sunkyu Kim to the position of caretaker as our needs fit well with his schedule as a student at the University of Ottawa. Also, in September, we were pleased to have Elizabeth Mabie join as Administrative Assistant.

In mid-year, Ottawa was struck by a major wind and rainstorm that did significant damage across the city, and indeed across the Ottawa Valley. At Parkwood, we had several trees blown down and the wind did significant damage to the property and also to the building, breaking windows and damaging our roof. Thanks to the effort of many volunteers we were able to clear the debris strewn on the property relatively quickly. Because of supply chain issues that have made it difficult for anyone to access construction and other materials, and because of the shortage of workers to do the repairs, it took five months to complete the recovery. However, in the process we replaced the shingles on our roof under our insurance coverage.

## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

In past reports we have noted the need to replace several windows in the Sanctuary, the Administrative office area and the Meeting Room. As a result of a generous donation we were able to replace these windows in November.

As we study our building, there are other projects that will require attention in the short term future:

- The repair/replacement of soffits, fascia and eavestroughs for the building;
- The painting or covering of wood surfaces on the exterior of the building;
- The replacement of tile and carpet flooring in several areas of the building; and
- The replacement of ballasts and light fixtures in areas such as the Fellowship Hall.
- The installation of a backflow tank on our sewer system, as required by the City of Ottawa- in 2023.

As we have a large building, it is certain that other capital repair priorities will be added to the list.

The operating budget of the Facility Management Team in 2022 was \$58,706. If you remove, that salary and insurance costs budgeted at \$24,700, that leaves \$34,000 to operate our facility. This includes \$9,000 for snow removal and yard maintenance, and \$11,000 for utilities. The remainder of the budget is sufficient only to cover minor maintenance of problems that arise. We need to plan for significant capital or maintenance costs to protect our investment in our Church building.

We appreciate the dedication of Brenda Creighton in fulfilling the role of Events Coordinator.

We also appreciate the work of the Furnishings Group, under Alta Macfie's leadership.

As Team Leader, I want to also express my appreciation for the dedication, effort and support of the Team members- Alta and Jim McFie, Dale Tuck, Jim Elder, Marcia Harten and Martha Fair. At the same time I want to extend an invitation to other members of the Congregation to join our team and contribute your skills and effort to help maintain and improve our Church Building.

*Respectfully submitted,*

*Terence McBurney, Facility Management Team Leader*

### **Events**

2022 proved to be a year of returning to a new scheduling of groups and meetings hosted at the church or on Zoom. I continue to schedule all of the regular Parkwood groups and meetings hosted on Zoom so we can ensure that there is someone who can run the meeting and that there isn't an overlap as we only have one Zoom subscription. The office sets up the Zoom invitations and sends them out to the person hosting a meeting.

We continue to provide space for the Ottawa Korean Presbyterian Church (OKPC) who meet on Sunday afternoons for worship and other times during the week. We have also welcomed the Ottawa branch of the Assembly of God who meet for worship on Sunday evenings and another Saturday evening each month.

Beginning in August, we welcomed Recovery on the Hill (a new AA group) on Thursday evenings. There were a few rentals from groups who had rented before Covid and were ready to meet in person again.

There are many smaller churches in the Ottawa area looking for space to meet. Most requests are for Sunday which are politely refused as our building is full on Sundays. Some requests have just too many attendees for us to accommodate. Each request is considered according to Parkwood's guidelines and not all inquiries result in a rental. Use of the Sanctuary requires approval from the minister and perhaps Session, depending on the circumstances.

With the replacement of the chairs and 12 new round tables, Gord Walford took new pictures for the website. Dan Moffet created new layout plans for the Fellowship Hall to include the 12 tables and chairs. We are only able to accommodate 96 attendees and still allow space for serving tables and adequate circulation. A lot of time was spent in December to find a company who would provide liability insurance for groups who rent our building. Parkwood's insurer no longer provides insurance for church events in a timely manner.

**Parkwood Church Activities** appear on a calendar in the Gathering Place, on the website and on the back page of the Pulse. All booked uses of the building appear on the **Parkwood Events** calendars in the Volunteer Room. They are updated weekly.

Parkwood Events calendars are emailed to team leads and other affected people.

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. I couldn't do this work without the support of our caretakers, Dave Joiner who retired in May, and Sunkyu Kim who has taken on the challenge.

And finally, thanks to Dennis Featherstone, Paul Mkandawire and Pastor James for their continued guidance.

If you wish to book a meeting or rent space for a private event, please contact me at [parkwoodevents@yahoo.ca](mailto:parkwoodevents@yahoo.ca) or leave a message at 613-225-6648 x 414.

*Brenda Creighton*  
*Parkwood Events Coordinator*



**Jim MacDonald**  
**Team Leader**

### **I. Media Support Team**

The Media Support Team was formed late 2021 with Jim MacDonald as the Team Leader. The purpose of the Media Support Team is to facilitate the development and implementation of a media plan or strategy to support and encourage all ministry teams (Worship Co-ordination, Christian Education, Fellowship, Mission, Outreach, Pastoral Care, Facility Management, and Finance) and the congregation as a whole to reach out, using audio-visual technologies, to the congregation and the broader community to achieve the mission of Parkwood Church.

The Support Groups will include:

1. The Audio-Visual Support Group
2. The IT Support Group
3. The Website Support Group
4. The Content Support Group

The following are the reports from the Support Groups:

### **Audio Visual Group**

Much foundational work has been done by Mohammad Raouf to improve and upgrade the audio-visual (AV) equipment and its performance. The purpose of this work is to promote the spread of the gospel of Jesus Christ.

Mohammad Raouf, Jim MacDonald and Violet Busat have been running the Sunday morning live streaming. Joelle Hanna, Samantha Sutherland, Alta MacFie, Tony Abou Kasem, Gerald and Rhoda Reid ran the power point. We are thankful for their service in the worship of our Lord.

During the past year, there were 960 views of the Parkwood church services streamed live at 10:00 am Sunday morning. However over 2,400 people accessed the YouTube channel recording after the 10:00 am worship service.

The Audio-Visual group has prepared a list of Parkwood's audio-visual capabilities. These are available to Parkwood's ministry Teams as well as to renters of the church. Mohammad has been instrumental in teaching some of these capabilities to the office administrator and to renters.

People today, especially the newer generation are very dependent on the use of applications such as Facebook, Instagram, YouTube, etc. Our presence in these places is a way to promote Christianity. Any ideas you have for making short videos or music recordings are welcome. Any ideas or requests for help in promoting events or messages by the ministry teams at Parkwood are also welcome.

### **IT Support Group**

Members of the IT Team are Brenda Creighton, Asuquo Eniang, Jim MacDonald, Regan Rambally and Gord Walford.

This year we worked on the following:

- Installed upgrades to the Windows operating systems on all computers and laptops.

## 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

- Installed 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.
- Brenda did Norton antivirus and Windows updates and backups of the network which are stored offsite. The Admin did backups of the Admin computer.
- Brenda prepared a laptop for the Summer Programs Assistant so she could work offsite.
- Brenda prepared the computer environment for the new Church Administrative Assistant.
- Asuquo provided a File Server to allow for more effective sharing of files between staff.
- Asuquo solved networking problems.
- Attempts were made to speed up the volunteer computer by adding additional RAM memory and updating the hard drive. Unfortunately, no improvements can be realized.
- Provided support for all IT related issues encountered at the church.
- Unused Bell e-mail accounts were deleted to realize some savings on our monthly bill.
- Regan continues to support and troubleshoot the telephone system (FortiVoice). Note that this system is "end of life in 2022".
- Asuquo continues to program the outside electronic sign.
- Gord maintains the website with Asuquo's support and provides behind the scenes support for office email.

*Brenda Creighton & Asuquo Eniang*



### **Website**

**(<https://www.parkwoodchurch.ca>)**

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford. While in-person worship was suspended from Christmas 2021 through the end of February 2022, services were livestreamed and the video recorded during the "broadcast" and archived on our YouTube channel, "Parkwood Ottawa" with one exception: the day after the "derecho" hit on May 21/22, an in-person worship service was held in a church without power. Although the power was

not restored in the neighbourhood for over a week, the next Sunday's service was recorded and broadcast after-the-fact. – so recordings of services are available for the entire year except for one Sunday. Thanks to Mohammad Raouf and his team of volunteers. Weekly bulletins, monthly calendars and Pulse newsletters are provided by the office admin Elizabeth Mabie, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. We continue to publish the monthly Pulse newsletter (including summer months when the printed edition goes on vacation). A one-year archive of newsletters is available on the website.

There are some issues with the online statistics for 2022 rendering certain comparisons inaccurate. Comparisons available show number of pages visited declining 6%, number of hits down 3% and bandwidth down 7%. Looking at pages accessed, other than the "home" page (9,916 "hits"), most-accessed page is the contact-us page (1,882 "hits"), followed by the news page (1,877). Next in is the page of [Tshiluba worship songs](#) (created a few years ago by Gord and Alta Macfie - 611 hits - follow the link and check it out). Following that are the terms of reference of the various teams (471), links page (432), staff page (428), rentals (400), recordings of past services (371) and activities (346).

In 2022 when in-service worship services took place throughout the year, online attendance was not monitored weekly, but in the fall it has been between generally 15 and 20. Our YouTube channel had 132 subscribers at the end of 2022, up from 104 at the end of 2021. In the four weeks prior to the writing of this report (16/01/22) our YouTube channel had 419 views and 178.8 hours viewed.

Parkwood continues to maintain a presence on Facebook. Posts to our Facebook page tend to be links to the livestreamed services. In addition to the webservant, our minister, Christian Education Support Worker and the CE Team person who is liaison with RightNow Media have editing/posting privileges. A member of the Outreach team is also in the process of being added.

In addition to our main Facebook page, Parkwood Youth have a presence on Facebook maintained by our CE Support Worker.

*Gord Walford,  
Webservant*





**Dennis Featherstone  
&  
Gord Walford  
Team Co-Leaders**

## J. Finance Team

There are several volunteers who handle the various aspects of the financial affairs of Parkwood. Betty Paul is the Envelope Secretary and maintains an accounting system for donations and income received. Dianne Nickerson prepares cheques to pay non-payroll invoices. Dennis Featherstone prepares cheques to forward donations for special appeals and the donations budgeted for the Mission Team. Ugo Kejeh is the Treasurer, prepares the monthly payroll and posts all cheques to the SAGE accounting system.

Kathy Newton prepares the bank reconciliation and financial statements and also makes various adjustments. Ugo then finalizes the standard monthly financial statement for use by each team and communication to the congregation by the Finance Team. Gord Walford processes the monthly e-transfers and provides general assistance to the financial process. The congregation is appreciative of the many hours the above volunteers provide to the financial process for Parkwood.

### **Loan Repayment Fund**

#### A. History

As shown in Table LR1, the donation to the Loan Repayment Fund in 2022 was \$7,995 somewhat less than our target of \$10,000 for the year. The total donation less the loan payment led to a decrease in the fund balance of \$1,878 bringing the total balance in the fund to \$10,667. There have been four extra payments totalling \$16,394 which decreased the loan repayment period by over two years and saved total interest payments of roughly \$10,000.

<b>Table LR1</b>					
<b>Donations to and Payments from Loan Repayment Fund</b>					
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
2020	13,251	6,292	6,292	0	6,959
2021	8,655	7,042	10,042	3,000	-1,387
2022	7,995	9,873	9,873	0	-1,878
Totals	\$67,644	\$40,583	\$56,977	\$16,394	\$10,667

#### A. Going Forward

Parkwood must make repayments on two loans in 2023, not just on the primary loan. In 2023, the required total loan repayment is \$17,118. The detailed financial repayment requirements for the retirement of the loans are set out in Table LR2. The required average annual repayment over the next five years is \$15,815. The current balance in the fund of just over \$10,000 should be used for any shortfall in donations over the next five years, not to provide the main source of the repayment in 2023.

**Table LR2**

<b>Required Loan Repayments, 2021 to 2029</b>					
	Primary Loan		Secondary Loan		Total
	Principal	Interest	Principal	Interest	Repayment
2021	7,042				7,042
2022	7,167	2,706			9,873
2023	7,167	3,201	6,000	750	17,118
2024	7,167	2,699	6,000	600	16,466
2025	7,167	2,198	6,000	450	15,815
2026	7,167	1,696	6,000	300	15,163
2027 (yr. 12)	7,167	1,194	6,000	150	14,511
2028	7,167	693			7,860
2029	2,727	191			2,918

#### C. Challenges

Parkwood is facing two challenges in the repayment of the loans. The immediate challenge is to make donations to be able to meet the required repayments for the two loans. The down-the-road challenge is to repay the main loan by 2027 in order to get a return of the roughly \$13,000 in interest payments. Parkwood's current focus should be on the immediate challenge. That challenge is to make donations of nearly \$16,000 annually for the next five years to meet the requirements to repay the loans.

#### D. Recommendation

The congregation increase its target for donations to the Loan Repayment Fund to \$17,000 for 2023.

*Dennis Featherstone*

*Finance Team*

## 8. Other Reports



**Marcia Harten**  
**Team Leader**

### A. 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.

Police checks for individuals working with vulnerable persons are completed and up to date.

To find the Leading With Care document, please go to our website at <http://parkwoodchurch.ca>. Under the heading "LINKS", the Leading With Care policy is available under "internal".

*Submitted by:*

*Marcia Harten*



**B1. Parkwood Audit Committee: Report  
for the year ended December 31, 2022**

The Parkwood Audit Committee was appointed at the February 2022 annual congregational meeting. The team consists of Kathryn Newton, Stewart Elder and Rachel MacGregor.

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 committee’s mandate is set out in this same section of the Book of Forms.

The committee began its review of the financial records during the fall of 2022 and will complete its review of the financial records in January and February 2023 with a report to be given at the February 2023 annual meeting.

*Respectfully submitted,*

*Kathryn Newton*

*Audit Committee Lead*

**B2. Final Report of the Audit Committee:  
- for the year ended December 31, 2022**

The Parkwood Audit Committee was appointed at the February 2022 annual congregational meeting. The team consisted of Kathryn Newton, Stewart Elder and Rachel McGregor.

The team began its work in late November 2022 and was completed in early February 2023. The findings of the audit committee, based on the work performed, is that the books and records of Parkwood Presbyterian Church for 2021 appear to be in order.

The detailed findings of the audit committee were presented to the Treasurer and the Finance Team at the February 13th Team meeting

The “review” of the Planned Giving Fund records for 2022 was undertaken during this same time period and appears to be in order. Details of this review were presented to the Planned Giving Fund Managers.

We would like to extend particular appreciation to Dianne Nickerson, cheque preparer, and Betty Paul, envelope secretary, for their meticulous work in preparation of cheques, deposits and documentation supporting the weekly offering, receipts and disbursement records. Their detailed work enabled the audit committee to be most efficient in its work.

I have confirmed that Stewart Elder and I are willing to serve as the Audit Committee for the year ending December 31, 2023. Rachel McGregor will not be continuing for the 2023 year. On behalf of the Committee I wish to extend sincere thanks to Rachel for her help these past few years.

As such, there is a need for an additional volunteer to join the committee, in particular to assist with “review” of the Planned Giving Fund records .

*Respectfully submitted,*

*Kathryn Newton*

*Audit Team Lead*

*February 25, 2023*

## 9. New Business



### A. Budget Team Report and Recommendations

#### Overview for 2022

Donations for local purposes were up marginally (\$1,500) from 2021 and rental income increased marginally as well. Parkwood was again eligible for special government and utility subsidies which together led to revenue of over \$11,000. Total income for local purposes was \$221,318 while total expenditures for local purposes was \$217,934. As a result, there was a surplus for local purposes of \$3,384. It should be emphasized that without the subsidies there would have been a deficit.

#### Financial Goals for 2023

The three major financial goals are:

- Keep Parkwood a desirable place to worship by having sufficient staff, and attractive and safe building and support for a range of programs.
- Make a significant contribution to the Loan Repayment Fund to meet the higher repayment requirements for our two loans
- Continue to make important contributions for other goals such as our Benevolent Fund, Presbyterians Sharing and various missions such as PWS&D.

#### **Recommendation #1**

The Budget Team recommends that the congregation approve a target for offerings for Local Purposes of \$185,000 in 2023. (Line 1 in the table)

#### **Recommendation #2**

The Budget Team recommends that the congregation approve expenditures for Local Purposes of \$217,782 in 2022. This amount is

essentially unchanged from spending in 2022. (Line 14 in the table)

#### Budget Deficit

The combination of the two above recommendations, together with the forecast for rental and other income, would lead to a deficit of \$14,782 for 2023. (Line 25 in the table). Hopefully, generous donations and the typical lapsing of approved expenditures will lead to a lower deficit. As well, the Budget Team will monitor financial developments through the year and take action to work towards reducing the magnitude of an emerging deficit.

Please see table on page 34.

*Submitted by:*

*-Dennis Featherstone*

### B. Recommendation regarding Presbyterians Sharing for 2023

Parkwood Session on Sunday, February 12, 2023, met briefly to consider recommending setting a target for Presbyterians Sharing for the year 2023, and if so, what target might be proposed.

#### **Recommendation**

That the congregation set target of \$10,000 and encourage members and adherents to designate their support for either Presbyterians Sharing or Presbyterian World Service and Development, or both.

### C. Appointment of Treasurer and Envelope Secretary for 2023

### D. Appointment of Audit Team for 2023



# 2022 Annual Report of Parkwood Presbyterian Church, Ottawa

## Overview of Total Sources and Uses of Funds, 2020-2022

	2020	2021	2022	2023	2020-22
	Actual	Actual	Actual	Goal	Average
<b>Source of Funds</b>					
Offering					
1 Offering for Local Purposes	191,680	190,158	191,634	185,000	191,157
2 Loan Repayment Fund	13,251	8,655	7,995	17,000	9,967
3 Benevolent Fund	10,232	5,763	6,358		7,451
4 Donations to other Designated Funds*	6,876	16,947	10,834		11,552
5 Presbyterians Sharing	14,534	11,424	8,881		11,613
6 Special Mission Appeals	8,495	4,536	5,283		6,105
7 Planned Giving Ministry	5,000	5,000	5,000		5,000
8 Sub-total	250,068	242,483	235,985		242,845
Other income (rentals, recoveries)					
9 Rentals and recoveries	10,329	10,403	12,965	18,000	11,232
10 Federal Student Grant	4,356	4,360	5,615		4,777
11 Subsidies (Federal Wage + Energy)	13,570	0	11,104		8,225
12 Sub-total	28,255	14,763	29,684	18,000	24,234
13 Total Source of Funds	278,323	257,246	265,669		267,079
<b>Use of Funds</b>					
14 Expenditures for Local Purposes	213,312	213,524	215,434	217,782	214,090
15 Net cost of roof repair			2,500		
16 Loan Repayment Fund	6,292	10,042	9,873		8,736
17 Benevolent Fund	6,963	6,609	8,720		7,431
18 Other Designated Funds	3,107	10,669	6,664		6,813
19 Presbyterians Sharing	14,534	11,424	8,881		11,613
20 Special Mission Appeals	8,495	4,536	5,283		6,105
21 Planned Giving Ministry	5,000	5,000	5,000		5,000
22 Total Use of Funds	257,703	261,804	262,355		260,621
<b>Balance for Local Purposes</b>					
23 Total Income (rows 1+12)	219,935	204,921	221,318	203,000	215,391
24 Total Expenditures (rows 14 +15)	213,312	213,524	217,934	217,782	214,923
25 Difference	6,623	-8,603	3,384	-14,782	468
26 Difference excluding Subsidy	-6,947	-8,603	-7,720	-14,782	-7,757

\* In 2021, excludes Jean Sida Bequest and in 2022 excludes donations for Capital Repairs

## C. Outreach Working Group

### Background

As a follow-up to a resolution introduced at the 2022 Parkwood Church congregational meeting, session in May appointed a working group (the Outreach Working Group) to develop a strategy for outreach to young adults (those aged 18-35). The working group's first meeting occurred in May 2022 with additional meetings held in October, November and January. Victoria Mabie, Dennis Featherstone, Paul Mkandawire, Martha Fair, Dale Tuck, Philip MacFie and Rev. James T. Hurd actively participated.

### Vision

The Outreach Working Group's mission is based on Matthew 28:19 (The Great Commission). The group is exploring how Parkwood Church can more effectively share the gospel in our neighbourhood, city and world.

### Statistics

Martha Fair provided an extensive statistical background on the demographics of Ottawa and Parkwood Hills. Highlights of her research included the following points:

- More than half of the immigrants who settled in Canada from 2016/2017 to 2020/2021 were millennials.
- 6% of the Capital's population consists of first-generation immigrants (those who have arrived in Canada since 2006). This number grows to 21% when only the neighbourhood of Parkwood Hills is considered (Ottawa Neighbourhood Survey).
- 70-80% of the 18-34 cohort is religiously committed although this does not translate into a faith in Jesus Christ (Bible Society)
- 47% of Canada's population is spiritually uncertain (Bible Society)

### Key Questions

The Outreach Working Group discussions identified a number of key questions:

- What are the demographics in our general area?
- Who is my neighbour? (Luke 10:25-37)
- Why might people choose to "try" Parkwood church rather than another church in the area?
- What might people in the various age groups be seeking in a church in 2022?

### Key Findings

Discussions among working group members remain ongoing. However, members agree that the following are important for any outreach strategy:

- Outreach should not be limited to just young adults aged 18-35. An effective strategy should take into account people in all walks of life.
- Outreach is the responsibility of every member of the congregation.
- An outreach strategy should take into account ministry to new Canadians.

### Ongoing Activities

The Outreach Working Group noted that Parkwood Church is already involved in outreach activities. The congregation hosted Lunch and Learn sessions and welcomed students through the Algonquin Pause Table.

### Next Steps

Members of the Outreach Working Group have an Interactive Church Service planned for January 29, 2023, at 7:00 pm for young adults aged 18-35.

Apart from new activities members of the Outreach Working Group have asked how can outreach be built in to activities that Parkwood is already doing.

The Outreach Working Group looks forward to continued discussion and new opportunities in 2023.

*Submitted by Philip MacFie*

### ERRATA in print (17-feb-23) copy

p. 13. right col, 2nd last para: decorating -- add names of Jim MacDonald & Don Pestaluky

p. 20, left col, 3rd last para: Pastoral Care Team - (LOA). s/b (LOA) -- period s/b a comma

P. 21, left col, 2nd last para: spelling Carleton, not Carton

p. 25, right col, 3rd para : Dianne Game (not game) -- last name s/b capitalized

p. 33, left col, last line - 2022 s/b 2023

NOTE: above not corrected in this version

February 25, 2023

## **E. Membership of Ministry Teams 2023-2024**

(including maximum team strength)

### **Christian Education** (6 plus *ex officio*)

1. **Holly MacDonald**  
(hollyamacdonald@live.ca)
2. Marcia Harten
3. Pamela Pestaluky
4. Alta MacFie
5. Victoria Henry (*ex officio*)

### **Fellowship** (6)

1. **Don Pestaluky**  
(donwp@live.ca)
2. Dianne Game
3. Carolyn Herbert
4. Susanne Johnson

### **Finance** (5 plus *ex officio*)

1. **Dennis Featherstone** (co-Leader)  
(dennis.f@rogers.com)
2. **Gord Walford** (co-Leader)  
(gord.walford@rogers.com)
3. Stewart Elder
4. Ugo Kejeh, Treasurer (*ex officio*)
5. Paul Mkandawire, Clerk of Session (*ex officio*)
6. Betty Paul, Envelope Secretary (*ex officio*)

### **Facility Management** (9 plus *ex officio*)

1. **Terry McBurney (Acting)**  
(tjmcburney@bell.net)
2. Martha Fair
3. Elizabeth Mabie, Admin. Assistant (*ex officio*)
4. Marcia Harten
5. Sunkyu Kim, Caretaker (*ex officio*)
6. Jim MacFie
7. Alta MacFie
8. Dale Tuck

### **Mission** (5 plus *ex officio*)

1. **Stewart Elder**  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. John Huber
4. Paul Mkandawire
5. Derek Newton

### **Media Support**

1. **Jim MacDonald**  
(jimamacdonald@live.ca)
2. Brenda Creighton
3. Asuquo Eniang
4. Alta MacFie
5. Regan Rambally
6. Mohammad Raouf
7. Gord Walford

### **Outreach** (at least 6)

1. **Dale Tuck (Acting)**  
(dltuck43@gmail.com)
2. Olivia Meyia-Takoukam

### **Pastoral Care**

1. **Rev. James Hurd** (*ex officio*)  
(jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game (*on leave of absence*)
4. Marcia Harten
5. Tamam Kamou
6. Betty Paul
7. Margaret Roach
8. Barbara Townsend
9. Dale Tuck

### **Planned Giving**

1. **Stewart Elder**  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Dennis Featherstone
4. Marcia Harten

### **Policy and Planning** (at least 6 plus *ex officio*)

1. **Dianne Nickerson**  
(dcnickerson@sympatico.ca)
2. Dennis Featherstone
3. Holly MacDonald
4. Paul Mkandawire, Clerk of Session (*ex officio*)

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

1. **John Fair**  
(fairmj@magma.ca)
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Philip MacFie
6. Dianne Nickerson
7. 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.*

Appendix 1

# Financial Statements for 2022 and Budget for 2023

**PARKWOOD PRESBYTERIAN CHURCH**

**FINANCIAL STATEMENTS**

**December 31, 2022**





**PARKWOOD PRESBYTERIAN CHURCH  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2022**

<b>ASSETS</b>	<b>Unrestricted</b>	<b>Reserve Funds (See Schedule)</b>	<b>Endowment / Planned Giving Funds</b>	<b>Net Assets Dec. 31, 2022</b>	<b>Net Assets Dec. 31, 2021</b>
<b>Current assets:</b>					
Cash on Hand and in Bank	12,135	105,648	-	117,783	102,168
Short Term Investment Certificates	-	-	8,800	8,800	20,200
Accounts Receivable	-	-	-	-	-
HST Recoverable	7,943	-	-	7,943	3,037
	-	-	-	-	-
	<b>20,077</b>	<b>105,648</b>	<b>8,800</b>	<b>134,525</b>	<b>125,511</b>
Long Term Investment Certificates	-	-	25,200	25,200	-
Church Building, Furnishings (note 2)	2,628,751	-	-	2,628,751	2,628,751
Land at Cost (note 2)	1	-	-	1	1
<b>Total Assets</b>	<b>2,648,829</b>	<b>105,648</b>	<b>34,000</b>	<b>2,788,477</b>	<b>2,754,263</b>
<b>LIABILITIES, RESERVED FUNDS AND NET ASSETS</b>					
<b>LIABILITIES</b>					
Accounts payable	1,438	-	-	1,438	1,580
Loans payable-short term- (Note 3)	13,167	-	-	13,167	7,167
Loans payable-long term- (Note 3)	62,562	-	-	62,562	75,729
	-	-	-	-	-
<b>Total Liabilities</b>	<b>77,167</b>	<b>-</b>	<b>-</b>	<b>77,167</b>	<b>84,476</b>
<b>NET ASSETS</b>					
Opening Balance January 1 (including capital assets)	2,560,796	79,991	29,000	2,669,787	2,649,302
Net Income (Deficit) year to date	3,384	38,139	-	41,523	20,485
Net Transfers From (To) Funds	7,482	(12,482)	5,000	-	-
Adjustment to appraisal value of capital assets	-	-	-	-	-
<b>Net Assets Closing Balance</b>	<b>2,571,662</b>	<b>105,648</b>	<b>34,000</b>	<b>2,711,310</b>	<b>2,669,787</b>
<b>Total Liabilities, Reserved Funds &amp; Net Assets</b>	<b>2,648,829</b>	<b>105,648</b>	<b>34,000</b>	<b>2,788,477</b>	<b>2,754,263</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
RECEIPTS:					
OFFERING - Local Purposes	200,000	190,158	180,000	191,634	185,000
RENTAL INCOME	7,500	7,200	7,500	10,430	15,000
REVENUE From Federal Wage Subsidy			2,500	10,108	
REVENUE From Federal Student Grant		4,360		5,615	
REVENUE From Ontario Energy Subsidy				996	
OTHER INCOME - RECOVERIES	4,000	3,203	3,500	2,535	3,000
TOTAL RECEIPTS LOCAL PURPOSES	211,500	204,921	193,500	221,318	203,000
SPECIAL APPEALS-OUTREACH RECEIPTS	15,000	15,960	-	14,164	
<b>TOTAL RECEIPTS</b>	<b>226,500</b>	<b>220,882</b>	<b>193,500</b>	<b>235,482</b>	<b>203,000</b>
EXPENDITURES					
FACILITY MANAGEMENT	62,388	58,914	58,706	59,391	58,950
MEDIA SUPPORT			2,630	2,057	4,270
FINANCE	108,872	112,912	106,969	112,769	108,460
CHRISTIAN EDUCATION	11,051	8,277	9,500	8,300	11,900
MISSION	5,493	5,480	3,900	3,849	3,850
OUTREACH	-	-	-	-	-
WORSHIP COORDINATION	21,830	20,242	20,720	20,989	22,620
SESSION	8,022	7,700	7,888	8,079	7,532
FELLOWSHIP	-	-	-	-	-
PASTORAL CARE	-	-	-	-	200
TOTAL EXPENDITURES LOCAL PURPOSES	217,656	213,524	210,313	215,434	217,782
SPECIAL APPEALS - OUTREACH PAID OUT	15,000	15,960	-	14,164	
SPECIAL APPEALS - OUTREACH PAYABLE	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>232,656</b>	<b>229,485</b>	<b>210,313</b>	<b>229,598</b>	<b>217,782</b>
<b>NET REVENUE (EXPENSE) FROM OPERATIONS</b>	<b>(6,156)</b>	<b>(8,603)</b>	<b>(16,813)</b>	<b>5,884</b>	<b>(14,782)</b>
<b>NON OPERATING ITEMS:</b>					
ROOF REPAIR NET COST - Note 6				2,500	
<b>NET REVENUE (EXPENSE) FOR THE PERIOD</b>	<b>(6,156)</b>	<b>(8,603)</b>	<b>(16,813)</b>	<b>3,384</b>	<b>(14,782)</b>

**PARKWOOD PRESBYTERIAN CHURCH  
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2022  
AND TEAM BUDGETS FOR 2023**

p. 1 of 4

FACILITY MANAGEMENT					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Fuel	2,300	2,940	2,300	2,483	3,050
Lighting	4,500	3,750	4,500	6,016	6,000
Computer Supplies	1,200	1,165	-	1,111	350
Snow Removal	5,000	3,279	5,000	5,416	4,000
Groundskeeping	3,500	4,629	4,000	3,357	4,000
Furniture, Equipment Repairs & Replacement	1,000	-	1,000	-	-
Repairs, Replacement & Maintenance	10,000	8,975	8,000	5,755	6,000
Telephone	1,550	1,403	1,550	1,555	1,500
Water and Sewer	1,656	1,668	1,656	1,997	2,250
Stationery and Office Supplies	6,000	5,729	6,000	6,077	5,500
Insurance	6,654	7,048	7,200	7,973	8,800
Internet	1,528	1,319	-	-	-
Administrative Assistant	10,000	12,086	10,000	11,546	11,000
Caretaker	7,500	4,922	7,500	6,104	6,500
Total	62,388	58,914	58,706	59,391	58,950

MEDIA SUPPORT					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Computer Supplies & Services			870	255	1,610
Internet			1,600	1,282	1,500
Livestreaming maintenance			-	343	1,000
Web Hosting			160	177	160
Total	2,938	2,639	2,630	2,057	4,270

FINANCE					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
EI Expense	2,548	2,293	2,331	2,394	2,449
CPP Expense	4,845	4,864	4,809	5,438	5,135
Minister's Stipend	60,165	60,165	60,165	60,165	62,000
Minister's Continuing Education	600	600	600	600	600
Presbyterian Church Pension Plan	11,387	11,387	9,656	9,656	8,615
Extended Health and Dental	4,959	4,959	5,059	5,059	5,311
Minister's Housing Allowance	23,500	23,500	23,500	23,500	23,500
Bank Fees and Interest	868	850	850	712	850
Student/Intern	-	4,079	-	5,246	-
Other Expense	-	214	-	-	-
Total	108,872	112,912	106,969	112,769	108,460



**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2022**  
**AND TEAM BUDGETS FOR 2023**

p. 2 of 4

CHRISTIAN EDUCATION					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Christian Education Support Worker	8,600	7,968	8,600	8,044	8,800
Church Library	200	-	200	24	200
Young Adults	196	-	100	-	200
Youth Group	-	-	-	-	-
Church School	300	183	400	47	1,000
Adult Education	330	48	150	184	400
LOGOS Program	500	-	-	-	700
Nursery Care	-	-	-	-	-
Summer Programming	25	-	50	-	100
RightNow Media	900	78	-	-	500
Total	11,051	8,277	9,500	8,300	11,900

MISSION					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Bible Ministries (1 of 5)	-	-	-	-	100
Campus Ministries (2 of 4)	300	300	100	100	200
Carlington Community Chaplaincy	300	300	100	100	100
Covenant Orthodox Presbyterian Church	2,000	2,000	2,000	2,000	2,000
Gracefield Camp	1,450	1,450	1,450	1,450	1,200
Ottawa Innercity Ministries	300	300	100	100	100
Other Missions	1,143	1,130	150	-	-
Other Mission expenses	-	-	-	99	150
Total	5,493	5,480	3,900	3,849	3,850

OUTREACH					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Advertising & Promotions	-	-	-	-	-
Brochures for visitors	-	-	-	-	-
English Fellowship Evening	-	-	-	-	-
Pause Table	-	-	-	-	-
Other Outreach	-	-	-	-	-
Total	-	-	-	-	-

**PARKWOOD PRESBYTERIAN CHURCH  
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2022  
AND TEAM BUDGETS FOR 2023**

p. 3 of 4

WORSHIP COORDINATION					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Director of Music Ministry	18,700	18,696	18,700	18,696	19,000
Audio Visual	50	-	-	-	-
Music for Worship	50	-	50	-	50
Piano/Organ Maintenance	440	638	400	520	1,000
Christian Copyright Licence	540	450	450	467	470
Continuing Education for Dir. Of Music	250	458	250	428	250
Organist/Pianist Supply	800	-	400	500	800
Pulpit Supply	900	-	370	300	950
Other Worship Expense	100	-	100	78	100
Total	21,830	20,242	20,720	20,989	22,620

SESSION					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Congregational Supplies	-	-	-	28	200
Presbytery Dues	7,102	7,102	7,358	7,358	6,852
Evangelical Fellowship membership	180	180	200	180	180
Web Hosting	160	155	-	-	-
Renewal Fellowship membership	100	100	100	100	100
Leading with Care	80	67	80	304	100
Microfilming	-	-	-	-	-
Other Session Expenses	400	96	150	109	100
Total	8,022	7,700	7,888	8,079	7,532

FELLOWSHIP					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Social Hour	-	-	-	-	-
Gracefield Weekend	-	-	-	-	-
Total	-	-	-	-	-

PASTORAL CARE					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Miscellaneous	-	-	-	-	200
Total	-	-	-	-	200

**PARKWOOD PRESBYTERIAN CHURCH  
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2022  
AND TEAM BUDGETS FOR 2023**

p. 4 of 4

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS					
	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Algonquin College Campus Ministry				508	
Arabic Evangelical Mission (JOWEAM)				575	
CANHAVE		650		1,095	
Covenant Orthodox Presbyterian Church		350		200	
Christian Counselling Ottawa		575		-	
Christian Salvage Mission		322		-	
Gracefield Camp		-		60	
Harvest House Ministries		1,030		-	
Ottawa Innerscity Ministries		50		75	
Ottawa Mission		220		120	
Presbyterians Sharing	15,000	11,424		8,881	
Presbytery of Ottawa - Barrhaven Mission		50		-	
PWS&D		290		310	
PWS&D - B.C. (2021)		500		-	
PWS&D - Ukraine				1,575	
Salaam Ministries		500		100	
Samaritan's Purse Canada				10	
SAT-7				300	
Wycliffe Bible Translators of Canada				355	
Total	15,000	15,960	-	14,164	-

**PARKWOOD PRESBYTERIAN CHURCH**  
**CONTINUITY SCHEDULE OF RESERVED FUNDS**  
**FOR THE PERIOD ENDED DECEMBER 31, 2022**

Statement of fund balances:										
Fund Description	Opening Balance December 31, 2021	Receipts			Total Receipts	Expenditures		Interfund Transactions	Surplus Changes	Closing Balance December 31, 2022
		Designated Offering Receipts	Other Contributions			Program Expenditures				
Team Programs										
Fellowship Team Fund	3,017	300	43	343	561			(218)		2,799
Christian Education Fund	1,000				797					203
Course Fees Fund	(61)			-				-		(61)
Flower Fund	156	60		60	67			(7)		148
Key Deposit	197	60		60	46			14		211
Logos Program	266	999		999	1,194		1,220	1,025		1,291
Outreach Projects	2,894	13		13				13		2,907
Pastoral Care Fund	783	240		240	246			(6)		776
Special events	52			-				-		52
Youth Leadership Fund	1,655	359		359	23			335		1,990
Youth Group Fund	2,971	493		493	1,091		(220)	(818)		2,153
Urbana Fund	535			-				-		535
Planned Giving Fund	-	5,000		5,000			(5,000)	-		-
TOTAL	13,464	7,524	43	7,567	4,027		(4,000)	337		13,004
Special Purpose Funds										
Covid Expense Fund	(181)	275		275	20			255		74
Audio Visual Fund	119	1,542		1,542	1,235		1,000	1,307		1,426
Furnishings & Construction Fund	444		60	60				60		504
Hymn Books, Bibles Fund	201			-	27			(27)		174
Organ Replacement Fund	254	10		10				10		264
Reserve for Capital Expenditures	4,658	26,042		26,042			9,000	35,042		39,700
Parkwood Refugee Fund	5,103	2,340		2,340	355			1,985		7,088
Loan Repayment Fund	12,545	7,995		7,995	2,706		(7,167)	(1,878)		10,667
TOTAL	23,142	38,204	60	38,264	4,343		2,833	36,754		59,897
Parkwood										
Memorial Fund	9,599	4,040		4,040			(2,315)	1,725		11,324
Parkwood Session Benevolent Fund	7,300	6,358		6,358	8,720			(2,362)		4,937
Student Assistance Fund	1,502			-				-		1,502
TOTAL	18,401	10,398	-	10,398	8,720		(2,315)	(637)		17,764
Bequests										
Mitchell-Hempstock Interest Fund	7,312			-	-			-		7,312
Jean Sida Bequest	10,000			-	1,000		(9,000)	(10,000)		-
Unallocated Interest Fund	7,672			-	-			-		7,672
TOTAL	24,984	-	-	-	1,000		(9,000)	(10,000)		14,984
Total Reserved Funds										
	79,991	56,126	103	56,229	18,090		(12,482)	26,454		105,648



**PARKWOOD PRESBYTERIAN CHURCH  
STATEMENT OF CHANGES IN CASH FLOWS  
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	Unrestricted	Reserve Funds (See Schedule)	Endowment / Planned Giving Funds	Total Dec. 31, 2022	Total Dec. 31, 2021
<b>Cash from operating activities</b>					
Net revenue (loss) for the year	3,384	38,139	-	41,523	20,485
Add items not involving cash					
Interfund transfers	7,482	(12,482)	5,000	-	-
	10,866	25,657	5,000	41,523	20,485
<b>Changes in non-cash working capital</b>					
HST/GST recoverable	(4,800)	-	-	(4,800)	(234)
<b>Net cash generated through operating activities</b>	<b>6,066</b>	<b>25,657</b>	<b>5,000</b>	<b>36,723</b>	<b>20,250</b>
<b>Investing Activities</b>					
(Increase) decrease in Investments (net)	-	-	(13,800)	(13,800)	(1,200)
<b>Financing Activities</b>					
Increase (decrease) in Accounts Payable	(141)			(141)	330
Repayments of Loans Payable	(7,167)			(7,167)	(10,042)
	(7,308)	-	-	(7,308)	(9,712)
<b>Net increase (decrease) of cash during year</b>	<b>(1,242)</b>	<b>25,657</b>	<b>(8,800)</b>	<b>15,615</b>	<b>9,338</b>
<b>Cash- beginning of year</b>	13,377	79,991	8,800	102,168	92,830
<b>Cash - end of year</b>	<b>12,135</b>	<b>105,648</b>	<b>-</b>	<b>117,783</b>	<b>102,168</b>

**PARKWOOD PRESBYTERIAN CHURCH  
NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 2022**

**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.

**Financial instruments:**

The Church's financial instruments are comprised of cash on hand and in the bank, short-term financial instruments, 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 that 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

**PARKWOOD PRESBYTERIAN CHURCH  
NOTES TO FINANCIAL STATEMENTS  
For the year ended December 31, 2022**

2 of 2

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 7<sup>th</sup> to the 15<sup>th</sup> 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 7<sup>th</sup> 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, 2023, is \$7,167.

**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, 2023 there is 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.

The total principal repayment due in the 12 months ending December 31, 2023, is \$6,000.

**4. INTERFUND TRANSFERS:** During the year ended December 31, 2022 the following transfers between funds were made:

- \$7,167 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Secured Lending Fund Loan.
- \$5,000 was transferred from the Planned Giving Fund to the external Endowment /Planned Giving Ministry Fund account currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.
- \$315 was transferred from the Memorial Fund to the Operating Fund based on direction from the donor.

**5. ENDOWMENT/PLANNED GIVING MINISTRY FUND:**

The Endowment /Planned Giving Ministry Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis, or for a specified fixed term, with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.

**6. ROOF REPAIR UNDER INSURANCE:**

Storm damage to the church building roof was repaired in 2022 using insurance proceeds. The net cost of the repairs was \$57,056.78. Insurance proceeds were \$55,056.78 resulting in a net cost to the Church of \$2,500.00.

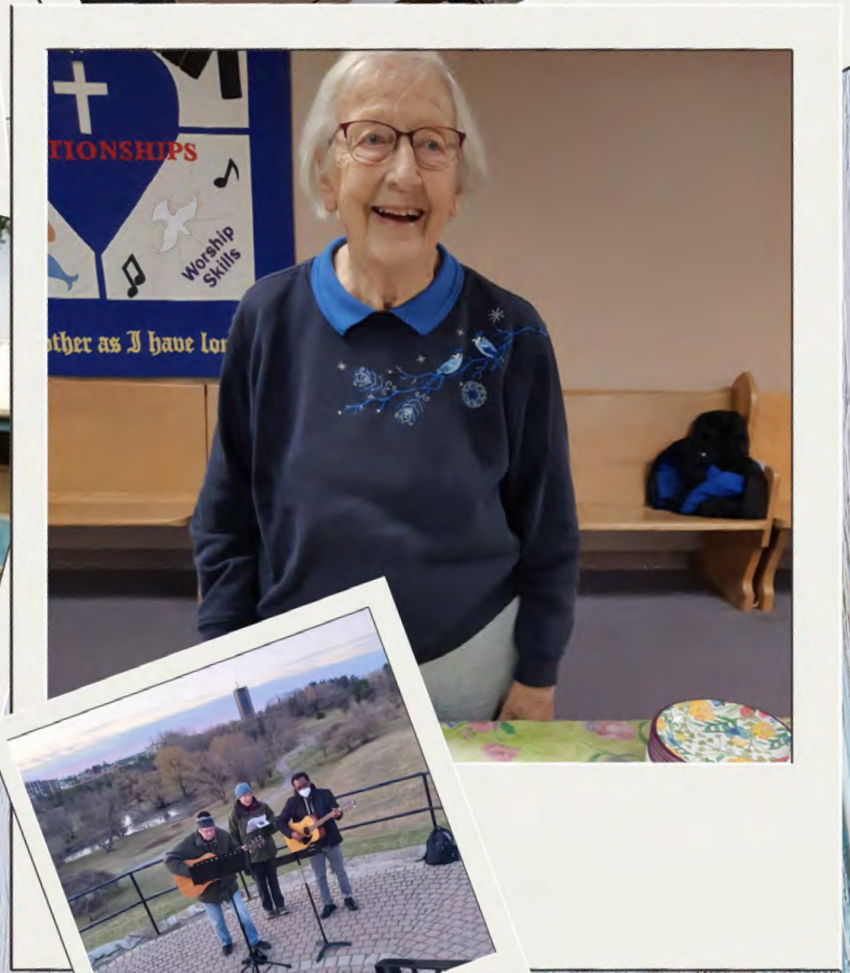
**7. RESERVE FOR CAPITAL EXPENDITURES FUND:**

Receipts include a contribution of \$24,960 for the purposes of building renovations.

**8. INTERNAL BORROWING:**

At the Annual Meeting on February 21, 2015, a motion was approved by the congregation to borrow internally from the Organ Replacement Fund for purposes of funding the proposed building construction project. The total transfer from the Organ Replacement Fund to the Building Replacement Fund during the year ended December 31, 2016, was \$15,000. This internal loan was made on an interest-free basis with no fixed terms of repayment.











# ANNUAL **REPORT**

## 2023



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613-225-6648  
[office@parkwoodchurch.ca](mailto:office@parkwoodchurch.ca)  
[www.parkwoodchurch.ca](http://www.parkwoodchurch.ca)



# *In Memoriam*

Millie Ambrose

Helen Davidson

Dorothy Lawrence

Thelma Passmore

Linda Robinson

Ray Thompson

David Watson

Rebecca Yabadi

Proposed Agenda  
**Annual Congregational Meeting**  
Saturday, February 24, 2024 – 7:00 p.m.

Page

<b>1. Call to Order – 7:00 p.m.</b>	
<b>2. Opening Devotions</b>	
<b>3. Election of Secretary</b>	
<b>4. Approval of Agenda</b>	
<b>5. Adoption of Minutes of Congregational Meetings held in 2023</b>	
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• Library (Alta MacFie) .....	20
• RightNow Media (Alta MacFie) .....	20
• Pastoral Care (Dora Brown) .....	20
• Prayer Chain (Jean Elder) .....	22
• Fellowship (Don Pestaluky) .....	23
• Virtual Fellowship Hour (Don Pestaluky) .....	23
• Newcomers Dinner (Pamela Pestaluky & Holly MacDonald) .....	24
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○ Barrhaven Bible Study Group (John Fair) .....	26
• Outreach (Dale Tuck) .....	28
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• Mission (Stewart Elder & Derek Newton) .....	30



## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

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## A word from the Minister

In reviewing the annual report of Parkwood Church for the year 2023, these words from 1 Corinthians 12: 4-7 come to mind:

"There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men. Now to each one the manifestation of the Spirit is given for the common good." (NIV)

The apostle Paul, with the heart of Jesus Christ and under the guidance of the Holy Spirit, sought to care for, encourage, and empower the diverse people who were the church of Corinth to work together for the glory of God and the furtherance of God's kingdom. He recognizes each person's particular gifts, while directing attention to the truth that all such gifts come from the same source — God's Holy Spirit — and are designed and intended to be used for the same purpose — the glory of God. Having designed the world and created those who live in it, God calls a people for His own, and intends us to live together in community and to discover, grow in, and share the love of God revealed to us in the life, death, and resurrection of Jesus Christ.

In our recent studies in the parables of Jesus, we have been looking at different ways in which the kingdom of God is revealed and comes to be experienced in our lives and in the life of the world around us. I am reminded every Sunday morning as we gather for worship how diverse is the body of Christ. I am also reminded in reading the annual report how so many different people with different gifts and skills and experiences work together to contribute to the life and witness of this congregation and for our service in Jesus' name to the community and the world in which we live, and among which we are called to honour and serve Jesus.

The apostle Paul further expands upon his teaching and exhortation to the church in Corinth in the letter to the Romans:

"Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God — this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is — his good, pleasing and perfect will.

"For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the measure of faith God has given you. Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. If a man's gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully. (Romans 12: 1-8, NIV)

Here are words for us to take to heart and to inform and guide our reflections on the life of the church in the past year, and to inspire and direct our intentions and efforts in the year to come.

Your pastor, grateful for beauty and variety in the church of Christ, and for Jesus — the reason for and the center of — our life together,

**James T. Hurd.**

**Parkwood Church, Ottawa**  
**Annual Congregational Meeting on 25 February, 2023**  
**at 7 p.m. in the Fellowship Hall**

**Attendance**

In addition to the minister, James T. Hurd, twenty-four members and adherents were present as follows: Asuquo Eniang, Ted Johnson, Susanne Johnson, Dianne Nickerson, John Huber, Pamela Pestaluky, Don Pestaluky, Holly MacDonald, Jim MacDonald, Paul Mkandawire, Peter Paul, Betty Paul, Alta MacFie, Terry McBurney, Marcia Harten, Jan Sheridan, Dennis Featherstone, Brenda Featherstone, Stewart Elder, Claire McPhee, Kathy Newton, Diane Walford, Gord Walford, and Dale Tuck.

**Regrets:** John Fair, Martha Fair, Lorne Roach, Margaret Roach, Derek Newton

**Election of Secretary**

The chair called for the election of a secretary for the meeting.

Claire McPhee nominated P. Mkandawire. The nomination was seconded by D. Nickerson. P. Mkandawire accepted the nomination.

The chair called for further nominations. When none were forthcoming. John Huber moved, and duly seconded, that nominations cease.

The chair declared Paul Mkandawire elected Secretary by acclamation.

**Approval of Agenda**

A motion to approve the agenda made by Dianne Nickerson and seconded by Alta MacFie was carried.

**Approval of Minutes**

On motion of the secretary and seconded by Kathy Newton, the congregation approved the minutes of the previous congregational meeting held February 26, 2022, subject to minor corrections as follows:

- p. 13 right, 2nd last paragraph: decorating - add names of Jim MacDonald & Don Pestaluky
- p. 20 left, 3rd column, last paragraph: Pastoral Care Team - (LOA). s/b (LOA), - period s/b a comma
- P. 21 left column, 2nd last paragraph- spelling Carleton, not Carton
- p. 25 right column, 3rd paragraph: Dianne Game (last name s/b capitalized)
- p. 33, left column, last line - 2022 s/b 2023.

The chair conveyed greetings and messages of thanksgiving for prayers from Kiefer (Copeland) Flannigan and Yaman Ozcan's wife Nur in Turkiye.

**Reports**

Session officers' reports were presented as follows:

- A. Clerk of Session (Paul Mkandawire)
- B. Roll Clerk (Marcia Harten)
- C. Communion Clerk (Laura Game)
- D. Representative Elder (Gord Walford)
- E. Memorials Clerk (John Huber)
- F. Benevolent Fund Co-ordinator (John Huber)
- G. Youth Leadership Fund (Marcia Harten)
- H. Refugee Fund (Dale Tuck)
- I. Planned Giving (Dennis Featherstone)

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

### Ministry Teams

Reports from Ministry Teams were presented and approved as follows:

Policy and Planning (Dianne Nickerson/Paul Mkandawire)

Worship Coordination (Holly MacDonald/ duly seconded)

Christian Education (Holly MacDonald/ duly seconded)

Pastoral Care (Dale Tuck/ Peter Paul)

Mission (Stewart Elder/ duly seconded)

Facility Management (Terry McBurney/ duly seconded)

Fellowship (Don Pestaluky/ John Huber)

Finance (Dennis Featherstone/Holly MacDonald)

Leading with Care (Marcia Harten)

Audit Committee: (Kathy Newton/Betty Paul)

Budget Team (Holly MacDonald/Susanne Johnson)

Budget Team's recommendation to set budget expenditure target of \$185,000 was adopted.

Budget Team's recommendation setting budget expenditures for local purposes at \$217,782 was adopted.

Budget Team's recommendation setting the target for Presbyterians Sharing & PWS&D at \$10,000 was sustained.

The recommendation to reappoint Ugo Kejeh as Treasurer and Betty Paul as Envelope Secretary was carried. Kathy Newton requested the appointment of a third member of the Audit Team. Brenda Featherstone volunteered and received reaffirmation of the congregation.

Dennis Featherstone reminded members and adherents that at the previous annual meeting Philip MacFie recommended developing an outreach strategy. In response the moderator reported that meetings have been held to that end. In the absence of a designated chair the moderator has been convening these meetings. So far, the committee has reviewed the finding of a demographic study done by Martha Fair. An interactive services initiative has been proposed.

Interest in increasing the loan repayment amount in an effort to qualify for the interest waiver facility was expressed.

A moment to adjourn was carried (Don Pestaluky/Kathy Newton). The moderator closed the meeting with prayer at 8.30 p.m.

Moderator  
Rev. James T. Hurd

Secretary  
Paul Mkandawire



## 6. Reports of Session Officers



**Paul Mkandawire**  
**Clerk of Session**

### A. Clerk of Session

Four main issues occupied Session's attention on an ongoing basis during the past year:

- Session devoted significant amount of time and energy at different points over the year grappling with the budget to bridge the projected expenditure deficit in our operating account.
- Session also devoted significant attention towards supporting the Ottawa Korean Presbyterian Church and Assembly of God (Portuguese) who use our church building for worship.
- Session has from time to time over the past year reflected and debated on the implications for Parkwood of the General Assembly's changes effected by Remits B and C.
- Assessment of Parkwood membership post-pandemic

*Session's work on the budget include:*

- (i) Encouraging fundraising ideas to generate revenue to help reduce our projected operating budget deficit.
- (ii) Devising a communication strategy to provide information to the congregation and help members consider increasing their givings towards Parkwood's operating account.

*Session's work on supporting OKPC and AG (Portuguese) include:*

- (i) Review and approval of terms of reference for renting the church building in view of inflation.
- (ii) Holding regular meetings with OKPC to improve communication and develop a good working relationship and find ways of meeting each other's space needs.

*Session's work concerning changes to Remits B and C include:*

- (i) Met with members of session from Grace Orleans, St. Paul's, and Knox Manotick to learn from each other and for mutual support.
- (ii) Convened congregational meetings (one online, one in-person) to listen to members of Parkwood about what they think about the changes effected by Remits B and C.

*Assessment of Parkwood membership post-pandemic*

Session conducted a thorough assessment to provide a sense of the number of Parkwood members and adherents who have stopped participating in worship (in-person or online) since the beginning of the Covid-19 pandemic and the reasons why. The aim was to take stock of the membership and use the findings to inform our outreach strategy.

*Other activities undertaken by Session/Session Clerk:*

- (i) Compiled minutes of the annual congregational meeting convened in February 2023.
- (ii) Prepared and submitted the 2024 Canada Summer Jobs application (due Jan 10, 2024) for Summer Program Assistant position at Parkwood.
- (iii) Established Media Support Team as a stand-alone ministry team.

As of December 31, 2023, the following are the ruling elders of Parkwood: Paul Mkandawire (clerk); Dennis Featherstone; Daniel Akat; Asuquo Eniang; Laura Game; Pamela Pestaluky; Mohammad Raouf; Dale Tuck; John Huber; Holly MacDonald; Alta MacFie; James Hurd (minister and moderator); Dianne Nickerson; Marcia Harten; Gord Walford.

*Submitted by Paul Mkandawire.*

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa



**Marcia Harten**  
**Roll Clerk**

### B. Roll Clerk

Number of members on the roll, December 31, 2022 **164**

Number added during 2023

By transfer	0
By profession	7
By Session resolution	0
<b>Total added</b>	<b>7</b>

Number removed during 2023

By transfer	4
By death	6
By Session Resolution	7
<b>Total removed</b>	<b>17</b>

Number of members on the roll, December 31, 2023 **154**

Number of members on the roll for the previous three years.

	2020	2021	2022	2023
Number Added	0	2	1	7
Number Removed	3	12	6	17
Number Dec. 31	179	169	164	154

*Submitted by Marcia Harten*



**Laura Game &  
John Huber**  
**Communion Clerks**

### C. Communion Clerks

The record of communion for 2023 is as follows:

March 5: 55 reported

April 6 (Maundy Thursday): 25 reported

June 4: 72 reported

October 1: 60 reported

December 3: 59 reported

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

*Submitted by Laura Game*



**Gord Walford**  
**Representative Elder**

#### **D. Representative Elder**

As of the end of 2023 the Presbytery of Ottawa consists of eighteen churches plus one mission work, the Jesus the Only Way Arabic Evangelical Mission which began in 2015 as an initiative of Grace Church, Orleans. The church plant in Rockland officially closed in March 2023. The Presbytery in partnership with the Presbytery of Seaway-Glengarry employed a part-time Ministry Animator, Cheryl Gaver, up to Cheryl's passing in April 2022; in the fall of 2023 a search was initiated to find a replacement. The presbytery also oversees the operation of Gracefield Christian Come and Retreat Centre through a Board of Directors. 2023 saw one induction and one retirement, as well as two transitions to full retirement; one minister continues as stated supply – Justin Kim at St. Andrew's Church, Aylmer. Four churches are vacant: St. Andrew's Aylmer (operating under a long-term supply arrangement), St. Martin & St. David, St. Andrew's Richmond and Grace Orleans. Three persons were removed from the roll of Presbytery due to death: Linda Robinson and Kalman Gondocz and retired missionary Pauline Brown. The presbytery met eight times in 2023.

I serve Synod of Quebec & Eastern Ontario 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 three times in 2023, in February, briefly in June and in September, via Zoom; Synod did not meet in October – it meets every 2nd year. 2024 will include a conference with speaker Rev. Carey Nieuwhof.

James also sits on Synod Council, as clerk of our presbytery. I also serve as a member of the PCC's Committee to Nominate Standing Committees, representing the Synod. This is a 3-year appointment, ending in June 2024.

Our minister is the Presbytery Clerk; the Moderator is John Tyler, representative elder of Westminster Church, Ottawa. A number of Parkwood people sit on Presbytery committees.

It has been an honour and a privilege to serve the Presbytery of Ottawa and the Synod of Quebec & Eastern Ontario this past year.

*Submitted by Gord Walford*



**John Huber**  
**Memorials Clerk**

#### **E. Memorials Clerk**

During 2023, in memory of individuals, Parkwood received gifts directed to the following Funds: Benevolent, Capital Expenditures, Loan Repayment, Memorial, Operating, and Pastoral Care. Gifts were received in memory of Albert DeBoer, John Charboneau, Marilyn Brown (Beth Huber's stepmother), Betty, Jean & Margaret (John Kerr's sisters), Gordon & Dorothy Lawrence, McPhee family, Yaman Ozcan, Thelma Passmore, Linda Robinson, Ray Thompson, Ken & Marg Walford, David Watson, Patricia (Lorraine Widdis' daughter), and Rebecca Yabadi.

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.

*Submitted by John Huber*



**John Huber**  
**Benevolent Fund Coordinator**

#### **F. Benevolent Fund**

Throughout the year, funds from the Benevolent Fund confidentially and quietly assist members and adherents of the congregation and people in the community who face unexpected financial expenses. Funds come mainly through White Gift offerings at the Christmas Eve church service.

Emergency funds and food vouchers (gift vouchers) are requested through the elders or the church office. This year white gifts were given as food vouchers and cheques thanks to Asuquo Eniang, Laura Game, and Alta MacFie.

Monthly needs are provided for though out the year so donations to the Fund at any time are much appreciated. The Fund is audited each year.

Please continue to pray for Fund support and the community of people it helps.

*Submitted by John Huber*





**Marcia Harten**  
**Youth Leadership Fund**

### **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.

No requests for funds were submitted in 2023.

*Submitted by Marcia Harten*



**Dale Tuck**  
**Refugee Fund**

### **H. Refugee Fund**

We, as a church, continue to pray for people that are displaced, in personal and financial distress and who are looking for assistance in bringing family together. To that end, this fund has been established to finance prayer with action.

In 2023, we helped one of our congregation with a clothes dryer which we purchased for Brigitte. In addition, we have offered prayer support and encouragement in various ways throughout the year. Brigitte has just returned home from Africa. Peter and Betty Paul have been supportive of the children, especially Dan and Shako.

Our current facilities caretaker, Aguek Ngor, is learning his new responsibilities including snow clearance, etc. We have also tried to support the family through visits, introduced Salwa, Aguek's wife, to free resources at the library, looked for daycare for Appy (unsuccessfully), as well as answering many questions. We have had some success in getting the children involved in activities and Sunday School. Simple things like dropping off some clothing or a fruit basket for their first Christmas in Canada can be very welcoming, all in the name of Jesus Christ.

There are many, not just refugees, that can be supported by simple conversation, consideration and some financial support. Simply "being there" brings peace to people in need. In this regard, we can all support this effort.

In the new year we were approached to help bring someone's son to Canada and are currently working on this opportunity.

*Submitted by Dale Tuck*



**Dennis Featherstone**  
**Planned Giving Ministry Team Member**

### **I. Planned Giving Ministry**

There was a donation of \$5,000 to the Planned Giving Ministry in 2023. The practice is to transfer the donation to the separate bank account for the Planned Giving Ministry at BMO. As of the end of 2023, a total of \$39,000 has been donated to the Planned Giving Ministry.

During 2023, investment decisions were directed at pooling yearly investments into multi-year investments and taking advantage of the higher interest rates available during the year. With the new direction to BMO in 2022, interest earned on a maturing investment is put into our bank account rather than automatically being included with the principal for another term.

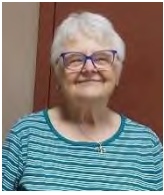
One part of the long-term plan of the ministry began in 2023 when \$500 of earned interest was donated to the Presbyterian Gifts of Change project. The flow of earned interest over the next few years should make it possible to continue to make such donations in the future.

The team is Marcia Harten, Asuquo Eniang, Stewart Elder and Dennis Featherstone

*Submitted by Dennis Featherstone*



## 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, 2023, the following are members of P&P: Dianne Nickerson, Holly MacDonald, Dennis Featherstone, Paul Mkandawire (ex officio), and Rev. James Hurd (ex officio).

The Budget arm of P&P has worked diligently all year to address financial issues that still haunt us post-Covid. Thanks to their work and the congregation's response to the "minute person" appeal made in early December 2023, we hope to squeak through another year without an overwhelming deficit.

Through the Media Support Team's IT personnel, we reviewed issues regarding security with respect to access to sensitive data on our office computers. This issue has now been resolved.

Insurance rates continue to rise and frustrations continue to be present in dealing with the insurer.

There has been no progress on microfilming our records as Rev. Hurd has yet to travel to Toronto saving us hundreds of dollars in shipping costs. However, we continue to be mindful of the importance of this duty as well as the cost of doing so. Session and team records will be delivered to the Presbyterian Archives for microfilming and return as soon as we are able to do so.

We were fortunate to have an increase in rentals during the past year which helped to cover the costs of our operations. For continuity and record-keeping, we are spending, and have spent, some time reviewing rental contracts/agreements to make sure everything is current and in good order.

The team continues to review and revise terms of reference (ToR) for the various teams with the help of the team members. This past year ToR for the Memorial Fund were revised.

We continue to consider future goals and strategies for growth, participation, outreach, rentals, etc. The Volunteer Fair held in September during our Corn Boil showed off the work of all our teams and elicited some interest in the work of Parkwood. The Craft Group drew interest in participation and earned money toward church projects. We pray that with God's grace we will continue to grow in both spiritual and physical ways to further His kingdom.

*Submitted by Dianne Nickerson*



**John Fair**  
**Team Leader**

## **B. Worship Co-ordination Team**

Much of what the WCT does throughout the year is routine in the sense that we basically repeat what we have done the year before. This is particularly the case with Christmas and Easter. The Sanctuary and the Gathering Place need to be decorated and we call on Pam Pestaluky and Holly MacDonald and their elves, namely Don Pestaluky and Jim MacDonald, their spouses, to carry out the work. This they willingly did again in 2023 and we thank them for their work.

The other item we value at Christmas is the Advent Candle holder which graces the Sanctuary on the Sundays leading up to Christmas. As team leader for WCT I take the responsibility of setting it up each year. This means making sure we have the right candles and lighters. Between Brenda Creighton and myself we monitor it each week. Also as team leader, it usually falls to me to recruit readers for the four Advent Sundays, Christmas Eve and Christmas Day. For Advent and the lighting of the Advent Candles we like to have a family each time. For Christmas Eve and Christmas Day individuals are needed, so it involves upwards of twenty people. Thanks again to those who willingly agreed to be readers for 2023 and who faithfully came.

Karen Hurd made a new "Bethlehem" backdrop for the Christmas nativity scene. The "Sheep Ladies" group were responsible for knitting the sheep used for distribution to each child during their story time.

The annual Easter breakfast, which follows the Sunrise service at the Arboretum, is organized jointly with the Fellowship Team and its leader, Don Pestaluky. Each year we determine when the sun will rise on Easter Sunday morning and then time the breakfast accordingly for those who come to the church after the service. In 2023 both teams worked together again with the very capable supervision and provision of Ed and Vicki Steenhorst who provided a wonderful breakfast of pancakes and sausages along with coffee and juice and syrup. We thank them all and especially Ed and Vicki for their organization and cooking skills. It was also fun for us all to work together.

We thank Margaret McPherson who decorates the church with plants throughout the year. Another annual service which WCT is responsible for decorating is Remembrance Day. We normally pick the Sunday just prior to Remembrance Day and retrieve from storage the Remembrance Day wreath and place it in the Sanctuary in a prominent place.

Thanksgiving is also an annual time in which we decorate the Communion Table with produce symbolic of the harvest. For 2023 we thank Ted and Susanne Johnson and Sarah Maddex for providing the produce and arranging the decoration. The Table was also blessed to have a new communion cloth. Leah Hopp, our missionary in Uganda, provided the material which featured grapes and grains. Dianne Nickerson undertook the task of sewing it in consultation with Alta MacFie and Claire McPhee. It was used on Thanksgiving Sunday, 2023. Our sincere thanks to those involved for the enhancement of the Communion Table and thus the sanctuary and worship service.

The ongoing weekly task of the WCT involves the ushering for the Sunday morning worship services, but we are also called upon for weddings and funerals that are conducted at Parkwood. At the start of each new year we issue an updated ushers' schedule for the 52 weeks ahead. We are so grateful for those who agree to do this work and we have two new ushers for 2024 who will bring our team numbers up to seven from six.

Ushering involves more than just handing out an order of service each Sunday. There are the routine things that must be done to prepare for worship, but the ushers are also alert to any need that may arise before, during or after the service. They are there to serve. They are often, for the most part, the first person a visitor will meet and so their countenance and greeting are important attributes in making all, even the regulars, feel welcome.



## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

On September 17, 2023 we had our first in-person WCT meeting since COVID. We met for planning some of the routine events happening at Parkwood, but our main item of business was to decide what to do about the arrangement on the chancel. The grand piano had brought about some suggested changes at the front of the church that were tried. However, in consultation with the choir it was agreed to return the chancel to its original layout, while accommodating the grand piano. Jim MacDonald, team leader for Media Support, was invited to the meeting for any input that would affect Sunday morning worship, audio-visuals, and arrangements for projection and livestreaming.

WCT also took part in the Kiosk Volunteer Fair on September 10. Our thanks to Susanne Johnson for a poster and pictures for our booth. From that day, we had one person come and volunteer to be an usher. We are most grateful to Viris Williams and look forward to serving with her.

Our thanks from WCT goes out to Dianne Smith, our Director of Music Ministry and to the choir under her direction. She and the choir are there every Sunday to lead the congregation in the singing of hymns as part of the worship service. They rehearse every week so that what they do on Sunday morning, whether it be an anthem or leading the singing, will be glorifying to God and inspiring the congregation to sing in praise.

We are also grateful to Jim MacDonald and the Media Support Team for their weekly work at transmitting the morning worship service which means coming in early each Sunday morning to set up and get things ready to go for a 10:00 am service start. They are also called upon when there is a funeral service that requires audio-visuals and/or livestreaming. Plus, they have to cope with any little glitches or electronic gremlins that happen before or during the service. Well done to you all!

The average attendance over 49 Sundays was 60 persons. In addition, there is an online presence with an estimated 10-25 views during the livestream and additional views later on.

In Psalm 29:2 David wrote – *"Ascribe to the Lord the glory due his name; worship the Lord in the splendor of holiness."* Let us bear that in mind when we enter his sanctuary to worship.

*Submitted by John Fair*

### **Choir**

Parkwood choir's main function is to assist in leading the worship music during the Sunday service both live and online to the glory of God. The vocalists and various instrumentalists provide offertory music, preludes and hymns. All music has to be approved for live streaming.

Choir members include Gord Walford, Diane Walford, Asuquo Eniang, Ted Johnson, Susanne Johnson, Katherine Wiens and Grace Wiens. This year the choir welcomed three new members, Jill Wu, Karyn Smith and Michael Baker. At present we are particularly searching for sopranos. Being able to read music is an asset but not a requirement. Just come make a joyful noise to the Lord!

To accompany the congregational singing, Dianne Smith played the piano or organ, Gordon Walford played guitar, Diane Walford played piano and the Djembe. Asuquo Eniang played the bass guitar, saxophone and drums, Susanne Johnson played the flute, Karyn Smith played tambourine and percussion, and Michael Baker played guitar.

We are most grateful to Diane and Gord Walford for their contributions to our worship services this past year. Diane and Gord led us in worship through the duets they sang together. Diane Walford played piano with Dianne Smith on the organ on Christmas Eve and also lead some of our anthems on piano.

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

We offer thanks to the soloists whose musical contributions helped us to draw closer to God. Vocal and flute solos were offered by Susanne Johnson, Michael Baker sang and played guitar and Asuquo Eniang brought praises to God through his beautiful sax solos.

Pianist Yufei Jiang, a student of Dianne Smith's played an offertory in Advent and attended our Christmas dinner with her family and played Christmas carols during the Christmas Dinner. We were pleased to have Holly MacDonald play guitar with the worship band for a special guitar choir who lead the singing of Silent Night on Christmas Eve.

Summer supply was provided by pianists Andrea Gibson, Sunny Kim, and Dianne Walford, who all did a wonderful job.

Many thanks to all the Choir members, instrumentalists, soloists and everyone who contributed to the music ministry at Parkwood. We appreciate everything you do and pray that you will continue to join in with us to praise the Lord through music in 2024.

We also wish to send a special thanks to the Media Team and the Power Point operators for all their support and a special thank you to Brenda Creighton for all her organizational help filing music, looking after copyright requirements and so many other things she does for us. We are most appreciative.

We look forward to another year together raising our voices in praise to God! Come, make a joyful noise unto the Lord!

*Submitted by Susanne Johnson,  
Choir President*





**Holly MacDonald**  
**Team Leader**

### **C. Christian Education Team**

Parkwood's Christian Education Team is responsible for helping people to learn about the Bible, our faith in Christ Jesus and how to apply these teachings in our daily lives. We run programming for children, teens and adults of all ages. The following are members of the team:

- Holly MacDonald (chair)
- Victoria Henry (ex officio)
- James T Hurd (ex officio)
- Pamela Pestaluky
- Alta MacFie

### **Church School**

The children/youth are divided into two groups – Kindergarten to Grade 6 and Grade 7 to high school. I have continued to partner with Lorrie McEwen with the younger class. Victoria Henry is leading the older group with support from Peter Paul.

On Mother's Day the children made paper lilies which were enthusiastically handed out to the ladies of the congregation after the church service. Not to be forgotten the men of the church received a bouquet of lollipops on Father's Day. They were also enthusiastically delivered.

During the summer clip boards were available for the younger ones to work on during the service. On several Sundays, Katherine Wiens showed a video downstairs with worksheets available.

*Submitted by: Pamela Pestaluky*

### **Logos**

Due to the Covid 19 pandemic we were forced to cancel Logos in the spring of 2020. As things were returning to normal, we decided to begin Logos again in the fall of 2023. We started up again in October of 2022 and after a midwinter break began term 2 Logos on February 8, 2023. There were 7 children enrolled and we were happy to have 6 teen volunteers on a regular basis. The children have enjoyed great food and fun at our theme-based dinners, learned Bible stories and principles, learned how to play hand chimes, played games and had fun together! We rented and used the Elizabeth Wyn Wood Alternate School gymnasium again for the teens and older children.

Holly MacDonald continued as director of Logos, Victoria Henry decorated the Fellowship Hall each week for the themes. We had a regular staff of 11 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 were 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.

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**Cooks:** Ed and Vicky Steenhorst

**Kitchen Crew:** Marcia Harten, Betty Paul, Jill Wu, Claire McPhee, Barbara Kondric, Fannie Mkandawire, Joy Ramjitsingh

**Dinner Dean:** James Hurd

**Bible Teachers:**

Gr 1-4: Lorrie MacEwen

Gr 5-8: Victoria Henry

**Worship Leaders:** Holly MacDonald, Pamela Pestaluky

**Recreation Leaders:**

Gr 1-4: Holly MacDonald

Gr 5-8: Jim MacDonald, Victoria Henry, Michael Burdo

**Helpers:**

Golda Akat, Joelle Hanna, Shako Bashombana, Jubran Abou Kasem, Tony Abou Kasem, John Diaz, Art Pattison.

In the fall of 2023, the CE Team decided to not do our typical Logos program and offered a Friday Night option for children in grades 1-12 instead.

For children in grades 1-4 (October 14 - November 25 from 6:30-8:00 p.m.) there was "Friday Night Fun" at Parkwood Church in the Fellowship Hall. There were Bible stories, games, snacks and crafts. The leaders were Holly MacDonald and Pamela Pestaluky.

For children in Grades 5-12 (October 14 – December 2 from 6:00-8:30 p.m.) there was Friday Night Gym night. The gym at Sir Winston Churchill PS was rented and students met at the gym for games and sports and then walked over to Parkwood for snacks and a devotional. The leaders were Jim MacDonald, Michael Burdo, Derek Newton, Victoria Henry, and Sunjay Henry.

Thank you to all members of the congregation who have supported Logos and all our children's programming with their gifts and prayers.

*Submitted by Holly MacDonald*

**Mid-week Summer Fellowship**

This summer, Parkwood ran a mid-week fellowship program on Wednesday evenings. We gathered at 7:00 p.m. for eight weeks for a time of refreshments, worship, and a study. We followed a video series, *Blessings: Doxologies and Benedictions Found in the Bible*, by H.B. Charles, Jr.

James Hurd and John Fair shared the leadership role and each led four services.

Technical support and the preparation of refreshments were arranged by our summer student, Alice Veras.

*Submitted by James T. Hurd*





**Victoria Henry**  
**Christian Education Support Worker**

### ***Youth Group, High School Sunday School, and Young Adult Services***

This past year has been a year of growth for the youth group at Parkwood. Since the end of 2022, with new families and kids moving up into the youth group age range, we have almost doubled our numbers of youth attending on Friday nights. For the first time in a number of years, we were in person for the entirety of the year, not having to hold youth events online as we did during the pandemic.

January kicked off with a “Minute-to-Win-It” night, where the youth participated in a number of short games that required them to complete various tasks in under a minute. All participated well, joined in the friendly competition, and won some prizes at the end of the game. As we moved into February, we took one Friday night and went bowling as a group, discovering that we have some very skilled bowlers in our group. We then started up our nights where we would have a Bible study, some games and activities, and then a snack at the end of the night. In March, we attended the Ottawa 67’s Faith Day hockey game at TD Place, watching the Ottawa 67’s take on the Barrie Colts, beating them 5-1.

Between April and June, we had an Easter egg hunt around the church with an Easter message on Good Friday, a scavenger hunt also around the church, and an escape room written and set up by Sunjay and Victoria Henry, and then figured out by four crafty youth and two clever leaders. Some offsite events during the spring included glow-in-the-dark mini golf and a trip to the trampoline park.

During the summer months, we had a summer student, Alice Veras, who led the youth events during July and August. She had a trivia afternoon, a movie afternoon with popcorn and drinks, a painting event, and a bracelet making event. This helped to keep the kids engaged and connected over the summer months while they were on summer vacation.

In September, we started up again having some nights with games and a Bible discussion. We had a Thanksgiving evening that included games one would find at a fall festival. We also had a pumpkin carving night in October where the youth got to either carve or paint a pumpkin, and could also dress up in a costume if they wanted. We had a baking night in November where we had multiple baking mixes (brownies, no-bake cheesecake, cakes, etc.) and they got to make what they wanted and add their own creative touch to their treats.

To end off 2023, we had a joint Christmas party with the youth groups from St. Paul’s Presbyterian Church and Knox Presbyterian Church in Manotick. We had lasagna, garlic bread, salads, and pizza for dinner. The youth played some Christmas games, decorated ugly Christmas sweater cookies, and participated in a Christmas gift exchange.

On Friday nights during the fall where we did not have youth group, the youth (grades 5 and up) were invited to meet at Sir Winston Churchill Public School for two hours at the gym, playing all sorts of games and sports. Basketball was a particular favourite with many of the youth. After the time at the gym, we would head back to Parkwood Church for some snacks and a short devotion. This was a good outreach opportunity to the community as we had a few new kids join us for the evenings.

High School Sunday School has continued to meet during the Sunday morning worship service downstairs in the youth room. We have worked through a number of series this year from *Ministry to Youth*. In previous years,

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individual studies from this organization have been used with the youth, so we decided to purchase a yearlong curriculum with twelve months of lessons. Some of the topics discussed were being rooted in their faith and learning the fundamentals of it; our moods and emotions and how to respond in a Godly way; how to be awesome – how to love and serve others; and love stories – what true love looks like by looking at four great love stories in the Bible. We have had a couple of new people join the class this fall. Numbers tend to fluctuate week to week, but while youth may not come every week, they join when they can.

Starting January 2023, we began a Sunday evening service for young adults. It is an interactive service, meaning that instead of a sermon being preached, there is more of a discussion-based format, where people can ask questions and discuss the passages being reflected upon. There is a time of worship and prayers as well. The hope through these services is to reach out to the young adults in the community and growing the young adult ministry at Parkwood.

Thank you to all of our helpers for youth group this year – Violet Busat, Derek Newton, Philip MacFie, and Sunjay Henry. Thank you to Peter Paul for help with Sunday School, as well as Derek Newton for filling in for a few Sundays throughout the year. Thank you to all who have contributed to the Interactive Services this year – Pastor James Hurd, Philip MacFie, Derek Newton, Violet Busat, Jill Wu, Sunjay Henry, and Savannah Elder. You are all such a blessing to the youth, the young adults, the youth ministry, the young adult ministry and to myself. None of this would be possible without you.

*Submitted by Victoria Henry*





**Alta MacFie**  
**Librarian**

### ***Library***

A number of new books were purchased including *Restless Devices: Recovering Personhood, Presence, and Place in the Digital Age* by Felicia Wu Song, which was reviewed by Pastor James in the September Pulse. Some books were donated including copies of a popular work by Timothy Keller *The Reason for God: Belief in an Age of Scepticism*.

All are encouraged to borrow books from the library. The library is self serve but if you would like assistance in finding the right book, please consult the librarian, Alta MacFie. The library has study guides, biographies and various translations of the Bible as well as books on current societal issues, apologetics and pastoral care. The children's area is the most used section of the library. There is a sign-out book in the library and another in the Gathering Place book case where new books are on display. There are no borrowing deadlines. Just return the books when you have finished reading them. The library catalog may be found on the computer at <https://www.librarything.com/catalog/Parkwoodlibrary>.

### ***RightNow Media***

RightNow Media is a library of Christian documentaries, Bible studies, devotionals and films treating many different topics. As well, there are animated stories for children and films targeting the teen audience. New videos are added each year. They may be viewed as a group for Bible studies or individually for personal use. Three subscribers were added in 2023. If you have not signed up, please go online to <https://app.rightnowmedia.org/join/ParkwoodChurch> and add your email address and a password. A subscription to RightNow Media is free to anyone affiliated with Parkwood Church.

*Submitted by Alta MacFie*



**Dora Brown**  
**Team Secretary**

### **D. Pastoral Care Team**

The members of Parkwood's Pastoral Care team are Rev. Hurd, Marcia Harten, Betty Paul, Tami Kamou, Laura Game, Margaret Roach, Dale Tuck, Dora Brown and (LOA) Barbara Townsend. Rev. Hurd is chair and Dora Brown secretary.

The team began meeting via Zoom conference during the early Covid restrictions, and has continued to do for accessibility for members. Each meeting is opened with prayer and devotions by a team member.

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We reviewed and discussed activities in relation to the pandemic and other issues arising from pastoral care team visits in person or telephone. The cancellation of the twice-yearly pastoral care mid-week communion services and the monthly "Lunch and Learn" sessions were reviewed. Spiritual care volunteers were restricted from visiting patients and residents in hospitals or nursing homes until spring 2023. Team members continued to respond to a pastoral care need if it was brought to their attention. Issues were discussed at team meetings and dealt with according to our resources, information and knowledge.

Worship services at Nursing Homes and Retirement Residences had also been cancelled during the pandemic. During the latter part of the year we cautiously restarted worship services at Peter D. Clark. Rev. John Fair is conducting a service once a month at the home. Dora Brown continued to volunteer by contacting pastors and the home by telephone and email to organize the resident worship services. We were often short of pastors to conduct the services or visit residents. The Spiritual Care Team of Peter D. Clark held periodic spiritual care meetings via Zoom. Rev. Hurd and Dora Brown attended these meetings.

We explored ways to provide means to members to listen to the church services, especially those in hospital or nursing homes. We also discussed transportation for those unable to take Para Transpo or drive a car to church service, and a notice placed in the church bulletin for help. This remains an issue. The pastoral care communion service planned for 2024 will need drivers. The ability for people to come together on YouTube or Zoom for church services, social time, and to attend meetings has been helpful to maintain connection to each other, and for spiritual health and mental well-being.

In November 2022 we held the first Lunch and Learn following the suspension of such gatherings at the outset of the pandemic. In Spring 2023 we resumed them again and held one in March on fraud, computing and online issues. The speaker was Taffy Nahas, lawyer who works for the city of Ottawa. In April, the topic was addiction and mental health, presented by Ottawa Mental Health and Addictions Centre. The May session was on Advance Care planning by Compassion Care Ottawa. In November, the Lunch and Learn speaker was Anita Finley from Ottawa Recreation who spoke on "Be fit – be functional". For the December session we focused on sharing Christmas memories. Approximately 30 people attended each Lunch and Learn. We advertise the events through various media available to the church community, through the community resource centre (NROCRC) and via the local city councillor's communications.

In the fall, Dora Brown resigned as Lunch and Learn coordinator. She received a letter of appreciation from session thanking her for the many years she had served in this role.

An Emergency Contact form was developed for the congregation to complete and be held in confidence at the church. The form invites members and adherents to provide contact information for family or others whom we could contact in case one were unable to notify the church of absence due to illness or other reasons. This has provided very helpful in certain recent situations, enabling us to offer pastoral care which otherwise would not have been possible.

It was brought to our attention that two people should be in the elevator in case of a sudden illness or accident and in any case it is important to have a way to communicate with someone outside the elevator if assistance is needed. We also have a wheelchair stored in the front entrance to use in an emergency. During the year a wheelchair was given to the church by Don Brown to use as necessary.

Pastoral Care includes in their budget subscription for a quantity of the large print "Today" devotional booklets, which are provided to Peter D. Clark residents and to individuals within Parkwood Church and beyond. Some are mailed out by the church office, others delivered by Betty Paul to the nursing home, still others available at the church office for pickup or delivery by team members or elders.

The Prayer Chain, co-ordinated by Jean Elder, sends out prayer requests by e-mail to the prayer team weekly and as requests were received. Once again this has been a busy year for Jean. Several members of our congregation have asked for prayers for their loved ones. The team recommended to the session that all elders be on the list to receive the prayer chain communications, and session agreed with this.



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The booklets "Journeying Through Grief" were sent to families or individuals who had suffered a loss. The booklets express care and support for those at different stages of the grief process.

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, suffered an illness, experienced a special event and also for Christmas.

Pastoral care visits to patients of the Presbyterian faith at the Ottawa Hospital Civic Campus and Queensway Carleton Hospital were suspended during the pandemic. The spiritual care offices in each hospital are now once again inviting clergy and other volunteers to resume visits. The Presbytery of Ottawa pastoral care coordinator position has not been filled. Rev. Hurd is the Presbyterian representative on Queensway Carleton Hospital Pastoral Care Advisory Committee which has not yet resumed meetings. Marcia Harten and Tami Kamou have both offered to serve as volunteer visitors at the Queensway Carleton and steps are underway to enable their orientation.

The Ottawa Pastoral Care Training course, part of the requirements for pastoral care and to serve as a pastoral care visitor in hospitals, was held on Zoom. The Ottawa Pastoral Care Training Program also held spiritual care continuing education events and advanced courses on Zoom. We continue to encourage more congregation members to take the Pastoral Care Training Program.

*Submitted by the Pastoral Care team secretary Dora Brown.*

### **Prayer Chain**

The prayer warriors who belong to the Prayer Chain have been busy in 2023 praying for the many requests I receive weekly.

We had 472 requests and 94 answers to those requests.

Many thanks to the people who take time out of their day to lift these requests up to our Lord and Saviour, Jesus Christ.

*Submitted by Jean Elder*





**Don Pestaluky**  
**Team Leader**

### **E. Fellowship Team**

We give 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 donated foodstuffs and kitchen supplies/kitchenware for various Fellowship events and activities.

On February 11<sup>th</sup> the Fellowship Team supported the Outreach Team in hosting a Newcomers' Dinner. A poster depicting the role of the Fellowship Team was on display to those who attended the dinner.

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 breakfast. This breakfast was held in the Fellowship Hall after the Sunrise Service at the Arboretum on Sunday, April 9<sup>th</sup>.

On May 23<sup>rd</sup> with assistance from Jim MacDonald the Fellowship Hall was set-up for a presbytery meeting. Refreshments were also made available for those attending the meeting.

A Strawberry Social was held after the worship service on Sunday, June 25<sup>th</sup>. Special thanks to the anonymous donor who paid for the berries and ice cream for us to enjoy. No free will offering was taken at this event however a balance of \$9.72 from the donation was deposited to the Fellowship Fund. Thank you.

Mid-Week Fellowship began on Wednesday, July 5<sup>th</sup> and continued through the summer to Wednesday, August 23<sup>rd</sup>. Special thanks to Alice Veras who ensured that cold drinks were available for the participants.

A Corn Boil in conjunction with a Volunteer Fair was held after Worship Service on Sunday, September 10<sup>th</sup>. Thanks to Ted Johnson for his assistance in husking the six dozen corn that were eaten at this event. As a result of the Volunteer Fair, the Fellowship Team welcomed Viris Williams as a member to the Team.

On Saturday December 16, 2023 with the enthusiasm and support of Parkwood Elves, Holly MacDonald and Pamela Pestaluky the Fellowship Team Hosted a Christmas Dinner Party. The 70 persons in attendance enjoyed a delicious meal and shared in a delightful evening.

This past year the Fellowship Team hosted receptions following the funerals or memorial services for Dorothy Lawrence, Linda Robinson, David Watson, Ray Thompson, and Rebecca Yabadi. The Fellowship Team extends special thanks to our church family for their generous contributions of sandwiches and dainties to these receptions and to those who helped set up for the receptions, who helped in the kitchen, who helped with the clean-up and who served as ushers and lift and parking lot attendants.

### ***Virtual Fellowship Hour:***

This year the Fellowship Team hosted a total of nine Virtual Fellowship Hours with an average of 5 persons attending. Since its commencement in late 2020 there have been 51 Virtual Fellowship Hours averaging 14 persons in attendance. Special thanks to Rev. Hurd for his assistance in sending a Zoom link to those wishing to participate.

If you would like to connect virtually with friends at Parkwood Church please contact a member of the Fellowship Team or the Church office.

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

Coffee and Tea Hosts throughout the year have been Ed and Vicki Steenhorst, Carolyn Herbert and Claire McPhee, Tami Kamou and Heather Peckett and Viris Williams and Don Pestaluky.

The current members of the Fellowship Team are: Susanne Johnson, Carolyn Herbert, Viris Williams, 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 (613-226-3089) if you have any questions. Thank you.

Through sharing together and with one another our Christian Fellowship is strengthened. Through our activities relationships are built within and beyond our church family.

*Submitted by Don Pestaluky*

### ***Newcomers' Dinner – February 11, 2023***

The Outreach team sent out 19 invitations to newcomers to Parkwood. This was achieved through email, telephone calls and hand delivered or mailed invites.

The dinner consisted of cheese, crackers and grapes as an appetizer followed by a spaghetti dinner with Caesar salad, garlic bread and cupcakes for desert. Gluten free was provided.

Name tags were available for all those attending. A map of the world and of Canada was put up and those attending were encouraged to pin where they were born. Each of the ministry teams were contacted and invited to put make up a poster for display so the newcomers could see what was available at Parkwood.

Nine new people (Lorrie McEwen, Thom & Joanne Meredith, Aguek Ngor & Salwa Lal, Louise Read, Kathy Sadler, Viris Williams, and Jill Wu) attended along with 19 "old timers".

We believe that a lot of good conversation took place.

Special thanks to Claire McPhee, Peter Paul, and Don Pestaluky for helping in the kitchen.

*Submitted by Pamela Pestaluky and Holly MacDonald*

### ***Christmas Dinner – December 16, 2023***

For the first time since the pandemic, the Fellowship team hosted a Christmas dinner. Vicki & Ed Steenhorst were instrumental in this happening as they had volunteered to cook the meal. The menu consisted of pork loin, roasted potatoes, veggies and rolls. It was delicious! Several bakers within the congregation brought desserts to share with everyone.

The kitchen crew consisted of John and Martha Fair. The cleanup crew consisted of Katherine Wiens, Sarah Maddex, Carolyn Herbert, Don Pestaluky, and Viris Williams.

Decorations for the hall and tables were provided by Holly MacDonald and Pamela Pestaluky.

70 people were seated for dinner and piano music was provided by Yufei Jiang throughout the meal. Susanne Johnson and other members of the Worship Team also provided music. The evening ended with everyone singing Christmas carols.

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

Thank you goes out to the youth who helped set up the tables and chairs after their Christmas party the night before.

Also, thank you to those who stayed behind after the Christmas festivities were over to help put away those same tables and chairs. Many hands make light work.

*Submitted by Holly MacDonald and Pamela Pestaluky*

### **Parkwood Elves at Work:**

#### ***Parkwood Elves Craft Group***

This year there was something new with the Fellowship Team sponsoring the Parkwood Elves Craft Group. The group met 8 times between October and December on Saturday afternoons in the Fellowship Hall. People brought their knitting, sewing, jewelry making, quilting and crocheting. One person was working on the smallest crochet pattern I had ever seen. One member shared a craft that she made with a roll of toilet paper. It can be seen in the upstairs and downstairs bathrooms. As a group, we worked on popsicle stick angels which were delivered to many of the seniors in our congregation.

This was a great time of fellowship with lots of laughter and stories shared.

*Submitted by Holly MacDonald and Pamela Pestaluky*

#### ***Christmas Deliveries***

This year 27 deliveries of popsicle stick angels and a gift of cookies and candies were sent out to seniors in our congregation. The Parkwood Elves Craft Group provided the angels and Martha Fair and Beth Huber provided the delicious cookies. Yes, we sampled them before putting them in their packages.

Thank you to all who helped creating the angels and baking the cookies. Special thanks to the drivers (Marcia Harten, John Huber, Alta MacFie, Kathy Newton, Betty Paul and Dale Tuck) who made the last minute deliveries.

*Submitted by Holly MacDonald and Pamela Pestaluky*

#### ***Mitten and Planter Fundraiser***

This year the Parkwood Elves held a fundraiser in December to raise money toward Local Purposes for 2023. Orders were taken for Christmas Planters and mittens and the following were the funds raised:

- Mitts: 22 pairs raised \$340.00
- Planters: 18 planters raised \$560.
- Total raised for Local Purposes \$900.00
- Thanks goes out to the congregation for their support.

*Submitted by Holly MacDonald and Pamela Pestaluky*



**Bible Studies:**

***Sunday Bible Study***

Members of Sunday Bible study have been meeting on a regular basis to study the Word of God. We met on Zoom from 12:15-2:00 p.m. then changed to 1:00-2:00 p.m. We completed the Bible study, "Thirty Discipleship Exercises: The Pathway to Christian Maturity". The study featured 30 different topics with six Bible verses for each lesson. The Scriptures selected were basic to Christian life and witness. Using our Bibles, we read each verse of scripture in its context and discussed how these verses applied to our everyday living. We encouraged new members to join us by placing notices in the Pulse and church bulletin. We had one person join us who does not attend our church. He is new to the Bible, and contacted me to ask to join us. He learned about us on the web. I held a few sessions with him prior to joining the study. We have chosen to study the Psalms in 2024 and encourage others to join the study.

*Submitted by Dora Brown*

***Stirling Park Bible Study***

This Bible study takes place in the afternoon. We are a small informal Bible Study, as our attendance varied between 4 – 7 attendees. Our meetings start with a get-together, followed by prayer and a Bible study. During 2023 we met every other Tuesday at the Stirling Park Retirement Residence's library at 1:30 p.m.

*Submitted by Claire McPhee*

***Barrhaven Bible Study***

At the close of 2023 our Bible study group completed its thirteenth year (January 16, 2011) of meeting together for the purpose of studying the word of God. Since October of 2020, due to COVID, we have met on Zoom and it has been a joy and privilege to welcome people from six churches, not including Parkwood and two folks from other provinces. We appreciate all who take the time to attend each week and for their continued interest and participation.

At the end of 2022 we were half-way through 1 John and so we continued with it into 2023. After completing 1 John we went on to study 2 and 3 John, finishing up in June and breaking for the summer. In June we surveyed the group to see what they might like to study in the fall of 2023. The consensus seemed to be one of the gospels and so we chose the gospel of John.

It has proven to be a challenge for us. John's gospel is quite different from the three synoptic gospels of Matthew, Mark and Luke. Their focus is more biographical in describing the life and ministry of Christ. John gives his readers that, but more from a theological and doctrinal viewpoint. For instance, in the first 18 verses of chapter one, John verifies for his reader the all-important divine and human nature and person of Christ, the Word becoming flesh, dwelling among us. He establishes right away who Jesus is and maintains that theme as he recalls and records his encounters with people. Nearly half the gospel covers the last week of Jesus' life. Christ as redeemer and saviour were important to John and so we see that emphasis throughout his gospel.

We begin each study with prayer for the hour ahead. We start at 7:30 and finish at 8:30. We also pray for any needs that the group brings forward. We have a "Meet and Greet" session beginning at 7:15 p.m. so that any who wish to can come early for a wee chat before we begin.

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

You do not have to be a Bible scholar to attend. Notes are provided, which we walk through and are open to questions or comments at the end of each passage. As we have learned so far in our study of the gospel of John, those who spent time with Jesus came away enriched and changed. Two of John the Baptist's disciples spent time with Jesus and one of them, Andrew, became a disciple of Jesus. The Samaritan woman at the well in chapter four told her town folk about Jesus. They came and asked him to stay which he did for two days and they came away as believers. When you spend time with Jesus in his word you come away enriched and blessed. Your faith is deepened which is why John wrote his gospel. At the end John stated – "But these are written that you may believe that Jesus is the Christ, the Son of God, and that by believing you may have life in his name." John 20:31. There is always room on Zoom. Come and join us.

*Submitted by John Fair*





**Dale Tuck**  
**Team Leader**

## **F. Outreach Team**

Outreach has the responsibility of community awareness and evangelization. In this regard, significant effort is expended at the Algonquin Pause Table which is now led by John and Martha Fair.

Regarding community awareness, we wish to thank the Pastoral Care Team for their efforts in outreach through "Lunch and Learn".

Regarding evangelization, we wish to thank in particular Philip MacFie and his team with the "Interactive services for Young Adults" initiative.

*Submitted by Dale Tuck.*

### **Algonquin Pause Table**

Parkwood Church has been involved with the Algonquin College Pause Table for many, many years. Linda Robinson from Parkwood, before she passed away, was the very able coordinator and shopper and participant for many years. When she could no longer do the shopping, I volunteered to do that, plus serve at the table as Martha and I had been doing already.

The Pause Table is part of the outreach of the Algonquin College Chaplaincy. Free Bibles and a Parkwood pamphlet are provided if requested. This initiative helps connect students with Campus Ministry and local Christian Church programs, a true blessing for both.

Each church that is involved is asked to do one day for the exam period. The Table runs from 10 a.m. – 2 p.m. but each church must come at 9:00 to set up. Three large, long tables are supplied in the Student Commons Building which is a hub for the students going back and forth to class rooms during the exam period.

Churches are free to supply whatever refreshment they wish. Parkwood opted years ago, under Linda's guidance to supply home-baked goods such as muffins, cookies, loaves, plus milk, chocolate milk, fruit drinks and fruits such as apples, bananas. We have carried on in her footsteps. We also take two large coffee urns for coffee and a kettle for making tea.

People from Parkwood supply a lot of the home-baked goods which the students really appreciate. Carolyn Herbert introduced hard-boiled eggs to the 'menu' which were readily scooped up by the students. We have had monetary donations which helps with the cost which can range from \$200-\$250. We purchase what we have to at the Independent Grocer just below the church and they give us a 10% discount.

We also appreciate those who are able to come and help the day of, because it gets very busy from about 9:40 a.m. when the students start to come until we run out of supplies. We have upwards of 500 very grateful students who come. Officially we don't start until 10:00 but they are hungry and thirsty especially for coffee and fruit drinks.

In 2023 we were asked to do the pause table three times. We did it April 18 and December 12 during the regular exam times. We were also asked to provide items for a table on Orientation Day which was September 5. This was held in the Chaplaincy Office on the second floor and was meant to welcome students and introduce them to the religious services that are available.

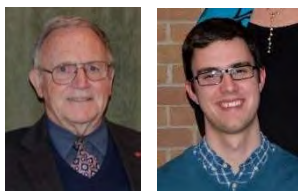
## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

I have had the privilege for about three years now of loading our car up to the roof in the back seat and filling every inch of the trunk with goodies of all sorts for the Pause Table. Students from all over the world and Canada come and take what we freely give in the name of Jesus Christ.

*Submitted by John Fair*







**Stewart Elder and Derek Newton  
Team Leaders**

### **G. Mission Team**

The Mission Team continues to give praise and thanks to our Lord and Saviour for the numerous mission service and support opportunities of Kingdom witness that have been presented throughout 2023 to Parkwood Church. Asuquo Eniang, Derek Newton, John Huber, Paul Mkandawire, Stewart Elder and Reverend James Hurd (ex officio) made up the Mission Team membership in 2023. In order to bring forward to the congregation the various local, national and international mission needs presented to Christ's Church, the Mission Team met 10 times throughout the year. Except for the summer months of July and August, the Team regularly met by ZOOM technology on the first Tuesday of the month at 7:00 p.m. for approximately one and a half hours. 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.

#### ***2023 AGM Mission Team Budget approved Support***

After obtaining approval of the Mission Team's proposed budget on February 25, 2023 at the Annual General Meeting, as part of the Budgeted Mission Team proposal, support for Leah Hopp was authorized.

In the financial statement of the Mission Team, the Covenant Orthodox Presbyterian Church is listed. This Church is the channel through which our congregation supports the lay ministry work of Leah Hopp in the mission in Nakaale, Uganda at the Akisyon a Yesu (Compassion of Jesus) Clinic. Leah is a member in good standing of Parkwood Church and is also recognized as an Associate Missionary of the Foreign Missions Orthodox Church.

In addition to support of Leah's Lay ministry work the following additional ministries were financially assisted as well through the AGM approved Mission Team Budget:

- Gracefield Christian Camp and Retreat Centre
- Carlington Community Chaplaincy
- Ottawa Innercity Ministries
- Back to the Bible, Bible Ministry
- Algonquin College Campus Ministry
- University of Ottawa Campus Chaplaincy

#### ***Special Appeals***

In addition, during 2023, the Mission Team made 4 Special Appeals for additional financial support:

<b>Appeal Number</b>	<b>Date</b>	<b>Name of Appeal</b>	<b>Amount Received</b>
1	March 26	Salaam Ministries	\$590.00
2	June 11	Food for the Hungry	\$370.00
3	September 24	Miriam Centre	\$420.00
4	November 19	Interserve Canada	\$425.00

### ***Christian Salvage Ministry (CSM)***

For a long time now the Parkwood Mission Team has collected and sent Christian material to Christian Salvage in Hamilton, Ontario, through local Ottawa area volunteers. CSM normally distributes these donations to various churches, missions, and ministry communities in Africa and India, where they are eagerly received. The Mission Team decided in early 2023 to once again make use of the Church Gathering Place Coat-Room, and re-activated the Christian Salvage Ministry Collection Box for slightly used Christian literature. The congregation's response was very supportive. Using the Sunday Bulletin, participants were thanked for all their support and prayers and advised to stand down with respect to the project, as the "Fill a Pallet" delivery target had been met.

On June 20, a driver from ERB Transporters, Ottawa Terminal arrived to pick up our pallet for shipment to CSM in Hamilton. Both the driver and the transport vehicle were very impressive, efficient and helpful.

### ***Church Event Participation***

The Mission Team actively participated in the following events in 2023:

- The Newcomers' welcome event
- The Ministry Kiosk Volunteer Fair and Corn Boil Event on September 10

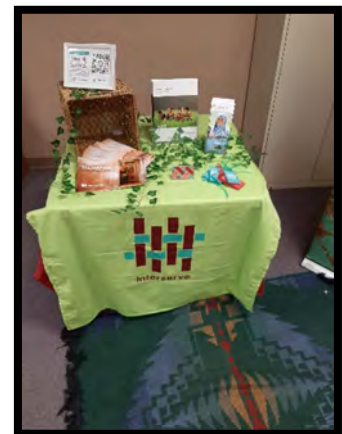
In addition to this particular event, Derek arranged for our Table display to be used as our Mission Team participation in a "Church-Crawl" event at the University of Ottawa which both Derek Newton and John Huber attended as our representatives, as well as Philip MacFie.

### ***Operation Christmas Child***

Parkwood received 36 Christmas Child Shoeboxes in support of this year's Operation Christmas Child outreach. Kudos are offered by the Mission Team to all those who assisted in making this project as successful as it has been. Special thanks and appreciation is deserved by the Office staff, in particular Elizabeth Mabie for the promotion and set up of the Gathering Room foyer display and to Brenda Creighton at the end of the project, for arranging for the storage of next year's extra material supplies. The Editor of the Pulse, Carrie Morris, deserves thanks for successfully promoting the project to the Parkwood congregation and also Jim MacDonald and the Media Support Team for their showing the of the video "Reaching the Philippines with the Gospel" during our startup promotion, on Sunday 22 Oct.

Finally, special appreciation is given to all those who participated in prayer or donation to this special boys and girls mission outreach, that boys and girls from the poorest regions of the world might be exposed for the first time to the radiance and peace of the light of Christ.

*Submitted by Stewart Elder  
(with edits by Derek Newton)*





**Jim MacFie**  
**Team Leader**

### **H. Facility Management Team**

During 2023, FMT experienced a change in leadership. Terry McBurney retired in September and Jim MacFie took over as chair. Our Administrative Assistant position remained stable in 2023, but the caretaker changed in June from Sunkyu Kim to Aguek Ngor. Ted Johnson was welcomed as a new member of FMT. Alice Veras was hired as our summer student for eight weeks in July and August.

Throughout the year, FMT undertook a steady flow of maintenance activities such as:

- Window coverings for the new windows in the Volunteer Office, the Minister's Study, the Meeting Room and the back of the Sanctuary
- Defibrillator replacement
- Yard cleanup
- BBQ replacement
- Contracts for snow removal and yard maintenance
- Emergency equipment maintenance

There was no fire safety inspection in 2023 but there will be in 2024 (approximately \$1000). A first aid course was organized to take place in 2024.

A major activity was the preparation of emergency plans led by Martha Fair. Four documents were forwarded to Policy and Planning for their input and finalization:

- Emergency Plan
- Fire safety plan firefighters' copy
- Fire safety plan staff copy
- Fire evacuation plan

Capital expenditures were significant in 2023, made possible by generous donations from the congregation specifically for capital purposes. Two projects in particular were important:

- Water backflow prevention device as mandated by the City of Ottawa
- Attic remediation work including improved ventilation, replacement of water damaged insulation and augmentation of insulation generally. This is intended to solve a persistent ceiling leak in and around the Minister's Study and the Gathering Place.

Despite these significant accomplishments, an important capital project was unavoidably delayed until 2024, specifically the urgent completion of the window replacement program which will cost in the order of \$20,000.

*Submitted by Jim MacFie*

## **Events**

2023 was another busy year with scheduling of groups and meetings at the church or on Zoom. I schedule Zoom meetings so we can ensure that there is someone who can run the meeting and that there isn't an overlap as we only have one Zoom subscription. Elizabeth Mabie, our Admin Assistant in the office, sets up the Zoom invitations and sends them out to the person hosting a meeting.

We continue to share our building with the Ottawa Korean Presbyterian Church (OKPC) and the Assembly of God Church. Sundays are busy, as all three churches have worship services in the Sanctuary and fellowship time after their services. The church is booked from 9 am until 10 pm. These churches also have other meetings during each week.

Recovery on the Hill (an AA group) meets on Thursday evenings and a new Eritrean prayer group meets on Saturday afternoons. We continue to be the evacuation site for a local school. We provided floor sleeping space and kitchen use for a sleepover for a youth group from Kingston and rented to an organization which provided counselling sessions to young people and their parents. We also hosted a bridal shower and a morning prayer group for another ministry. This year we also rented space for a spring break camp as well as a four-week summer camp for a returning renter.

There were many funerals at Parkwood in 2023, which required more connections with the Fellowship Team and Media Support Team.

All of the rentals require a lot of paperwork, including scheduling, permission from Session (if necessary) which requires preparation of a brief note for session including prices, and a package price (prepared in conjunction with the Finance co-chair). I also draft additional conditions to the required Facility Use Form and work with the renter to ensure the proper insurance is purchased by them. Consultation is needed with Facility Management for caretaker services and Media Support Team if AV services are needed. Once signatures are completed, I provide training on using the building and usually attend on the day of the event to answer questions and resolve arising issues and collect the rental fees.

I answer many requests from outside groups wishing to rent, usually via email. Each request is considered according to Parkwood's guidelines and not all inquiries result in a rental.

**Parkwood Church Activities** appear on a calendar in the Gathering Place, on the website and on the back page of the Pulse. All booked uses of the building appear on the **Parkwood Events** calendars in the Volunteer Room. They are updated weekly. Parkwood Events calendars are emailed to team leads and other affected people as well as the caretaker and snow removal company. I also email the caretaker and snow removal contractor when there are changes to the schedule and program the thermostats in the building for the weekly meetings. If you host a monthly meeting you will have to arrive earlier to turn up the heat before your meeting.

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. I couldn't do this work without the support of our caretakers, Sunkyu Kim who left for university at the end of the summer and for our new caretaker, Aguek Ngor who has taken on the challenge.

And finally, thanks to Dennis Featherstone, Paul Mkandawire and Pastor James for their continued guidance.

If you wish to book a meeting or rent space for a private event, please contact me at [parkwoodevents@yahoo.ca](mailto:parkwoodevents@yahoo.ca) or leave a message at 613-225-6648 x 414.

*Submitted by Brenda Creighton,  
Parkwood Events Coordinator*





**Jim MacDonald**  
**Team Leader**

## **I. Media Support Team**

The Media Support Team was formed in late 2021 and Jim MacDonald serves as the Team Leader. The purpose of the Media Support Team is to facilitate the development and implementation of a media plan or strategy to support and encourage all ministry teams (Worship Co-ordination, Christian Education, Fellowship, Mission, Outreach, Pastoral Care, Facility Management, and Finance) and the congregation as a whole to reach out, using audio-visual technologies, to the congregation and the broader community to achieve the mission of Parkwood Church.

The Support Groups include:

1. The Audio-Visual Support Group
2. The IT Support Group
3. The Website Support Group
4. The Content Support Group

### ***Audio-Visual Support Group***

Mohammad Raouf is the technical owner of the live streaming and works to address technical issues associated with it.

Violet Busat, Jim MacDonald, Sunjay Henry, Mohammad Raouf, Alice Veras, Kloe Game, Asuquo Eniang and Keith Takayesu have been running the Sunday morning live streaming.

Mohammad Raouf monitors the livestream and is available in real time to help support encountered issues.

Alta MacFie coordinates the power point operators for each Sunday. Joelle Hanna, Golda Akat, Alta MacFie, Tony Abou Kasem, Eileen and Keith Takayesu, Alice Veras, Candys Bwiza, Gerald and Rhoda Reid, Philip MacFie and Mohammad Raouf ran the power point.

We are thankful for their service in the worship of our Lord.

During the past year, there were about 1300 total views of the Parkwood church services streamed live at 10:00 a.m. Sunday morning. There have been 5000 "views" accessing the YouTube channel recording after the 10:00 a.m. worship service.

Meetings needing AV equipment are booked through Parkwood Events. Jim MacDonald arranges AV requirements in the Sanctuary. Events outside the Sanctuary are handled by Brenda Creighton who provides training and setup of equipment for renters and Parkwood events, like Lunch & Learn.

Zoom for In-House Meetings - When a live meeting in the Fellowship Hall also required a Zoom connection for people not in attendance, it was discovered that the Internet feed to the church along with WiFi was not strong enough to work smoothly. The IT Team was asked to investigate having an Ethernet (wired) connection to the Fellowship Hall. Dan Moffet, with the assistance of Peter Paul and Jim MacDonald, was able to install an Ethernet jack in the Fellowship Hall and a second one in the Meeting Room.

The next challenge was to develop a system whereby distant attendees could see and hear what was happening in the Hall and the people in the Hall could see and hear the distant attendees when they wanted to contribute to the discussion. It required a USB camera, two microphones, the portable sound system, a video display and a

## 2023 Annual Report of Parkwood Presbyterian Church, Ottawa

computer to connect to the Zoom meeting. It also required a device whereby the audio to and from the Hall could be sent and received without feedback or interference. It turns out they make a gizmo for that! It is a miniature sound mixer that has a USB connection to send and receive sound from a computer attending the Zoom call and deliver audio to the portable sound system. It takes about an hour to set up and test. It was successfully used for the first time for a special Presbytery Meeting hosted at Parkwood.

If you have an event in the church that needs this service, contact Parkwood Events to make arrangements.

The Audio-Visual group has prepared a list of Parkwood's audio-visual capabilities. These are available to Parkwood's ministry Teams as well as to renters of the church.

### ***IT Support Group***

Members of the IT Team are Brenda Creighton, Asuquo Eniang, Jim MacDonald, Regan Rambally and Gord Walford

This year we worked on the following:

- The volunteer computer now has good performance. This was due to the donation of a computer from another church. Asuquo Eniang and Brenda Creighton did the heavy lifting and reassigned the computers to ensure the better-quality computers are available for the most important tasks. As part of this the old volunteer computer was freed up and donated to a person in the congregation.
- Asuquo upgraded the desktop computers from Windows 10 to 11.
- Asuquo and Brenda created a system for automatic backup of the church computers to our file server. A copy of this backup is then stored offsite on a weekly basis.
- Brenda installed upgrades to the Windows operating system and Norton Antivirus on all computers and laptops.
- Brenda prepared a laptop for and trained the Summer Program Assistant to use it to show the videos needed for the Mid-Week Fellowship.
- Provided support for all IT related issues encountered at the church.
- Regan Rambally continues to support and troubleshoot the telephone system (Forti Voice).
- Asuquo continues to program the outside electronic sign.
- Gord Walford maintains the website with Asuquo's support and provides behind-the-scenes support for office email.

*Submitted by Jim MacDonald*

## Website

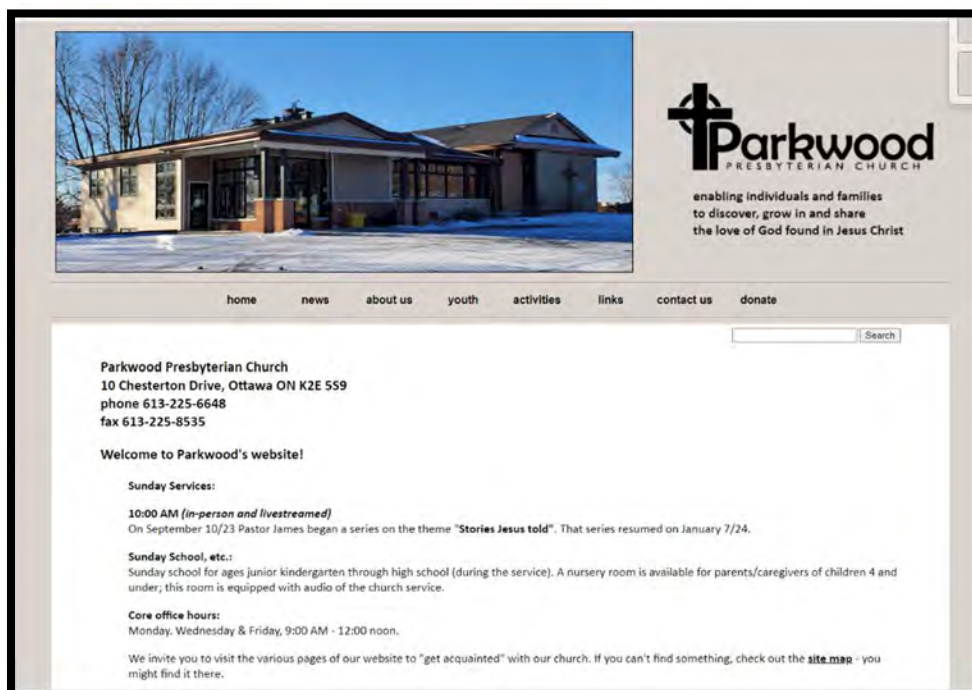
(<https://www.parkwoodchurch.ca>)

Parkwood church has had a presence on the world-wide web since April 1996. The site is maintained by Gord Walford. Weekly updates are made on Fridays (link to bulletin and livestream for upcoming service) and Sundays (removal of worship links from homepage, adjustment of text on news page). Thanks to Mohammad Raouf and Jim MacDonald and the team of volunteers for livestreaming and projection. Weekly bulletins, monthly calendars and Pulse newsletters are provided by the office admin Elizabeth Mabie, events coordinator Brenda Creighton and the Pulse editor, Carrie Morris. We continue to publish the monthly Pulse newsletter (including summer months when the printed edition goes on vacation). A one-year archive of newsletters is available on the website.

Statistics for 2023 show a slight decline in visitors (-2.7%), visits (-4.2%), hits (-3.4%) and bandwidth (-7.8%), and an increase in pages visited (+8.4%). Online views were not monitored weekly, but recent evidence is that weekly viewing during the livestream is around 15-20 households and more later in the day.

Parkwood continues to maintain a presence on Facebook. Posts to our Facebook page tend to be links to the livestreamed services. In addition to the webservant, our minister, Christian Education Support Worker and a member of the Outreach team can post to the page. In addition to our main Facebook page, Parkwood Youth have a presence on Facebook maintained by our CE Support Worker.

*Submitted by Gord Walford,  
Webservant*





**Dennis Featherstone and Gord Walford  
Team Co-Leaders**

### **J. Finance Team**

We continue to have several volunteers who look after the various aspects of the financial affairs of Parkwood. Betty Paul is the Envelope Secretary and maintains an accounting system for donations and income received. Dianne Nickerson prepares cheques to pay non-payroll invoices. Ugo Kejeh is the Treasurer, prepares the monthly payroll and posts all cheques to the SAGE accounting system. Kathy Newton prepares the bank reconciliation and financial statements and also makes various adjustments. Ugo then finalizes the standard monthly financial statement for use by each team and communication to the congregation by the Finance Team. Gord Walford processes the monthly e-transfers and provides general assistance to the financial process. The above group of volunteers provide many hours of volunteer assistance to maintain our financial system.

### ***Loan Repayment Fund***

#### **History**

As shown in Table LR1, the donation to the Loan Repayment Fund in 2023 was \$15,046 which was somewhat less than our target of \$17,000 for the year. As shown in Table LR1, the required loan repayment totalled \$17,454 in 2023. The repayment was greater than the donation by \$2,408 which lowered our reserve by this amount. The amount we require to pay on the loans in 2023 is \$16,706.

As of the end of 2023, the outstanding balance on the primary loan is \$38,562 and on the secondary loan is \$24,000. Relative to the original borrowing of \$130,000 the balance owing is now 47.7 per cent of the original loans.

<b>Table LR1</b>					
<b>Donations to and Payments from Loan Repayment Fund</b>					
Year	Reserve Jan. 1	Donation	Paid on Loans	Change to Reserve	Reserve Dec. 31
	(1)	(2)	(3)	(4)	(5)
2021	13,932	8,655	10,042	(1,387)	12,545
2022	12,545	7,995	9,873	(1,878)	10,667
2023	10,667	15,046	17,454	(2,408)	8,259
2024	8,259				



## Going Forward

As shown in Table LR2, the peak total repayment of the two loans was in 2023. The annual repayment declines gradually through 2027 and then drops sharply after the secondary loan is repaid.

<b>Table LR2</b>					
<b>Required Loan Repayments, 2021 to 2029</b>					
	Primary Loan		Secondary Loan		Total
	Principal	Interest	Principal	Interest	Repayment
2021	7,042				7,042
2022	7,167	2,706			9,873
2023	7,167	3,201	6,000	1086	17,454
2024	7,167	2,699	6,000	840	16,706
2025	7,167	2,198	6,000	540	15,905
2026	7,167	1,696	6,000	360	15,223
2027 (yr. 12)	7,167	1,194	6,000	180	14,541
2028	7,167	693			7,860
2029	2,727	191			2,918

The interest rate payable on the secondary loan is a function of average GIC rates over a specified period. The rise in interest rates in general and in the GIC rates in particular in 2023 caused the rate payable by Parkwood on the loan to increase from the estimated rates presented in the 2022 Annual Report.

The challenge for 2024 is to meet the required payment of \$16,706. The down-the-road challenge is to repay the primary loan by 2027 because that qualifies Parkwood to get a return of the roughly \$13,000 in interest payments made to that point.

## Recommendation

The target for donations to the Loan Repayment Fund in 2024 is \$16,500.

*Submitted by Dennis Featherstone*

## 8. Other Reports



**Marcia Harten**  
**Team Leader**

### A. 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 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.

Police checks for individuals working with vulnerable persons are completed and up to date.

To find the Leading With Care document, please go to our website at <http://parkwoodchurch.ca>. Under the heading “LINKS”, the Leading With Care policy is available under “internal”.

*Submitted by Marcia Harten*



**Kathryn Newton**  
**Team Leader**

### B. Parkwood Audit Committee: Report for the year ended December 31, 2023

The Parkwood Audit Committee was appointed at the February 2023 annual congregational meeting. The team consists of Kathryn Newton, Stewart Elder and Brenda Featherstone.

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 committee’s mandate is set out in this same section of the Book of Forms.

In November of 2023, Martha and John Fair were added to the audit committee as approved at the Session meeting in December 2023.

The committee began its review of the financial records during the fall of 2023 and will complete its review of the financial records in January and February 2024 with a report to be given at the February 2024 annual meeting.

*Submitted by Kathryn Newton,  
Audit Committee Lead*

## 9. New Business



**Holly MacDonald**  
**Team Leader**

### **A. Budget Team Report and Recommendations**

#### **Overview for 2023**

The congregation provided total givings for all purposes of over \$280,000 in 2023. Givings for local purposes were up about \$4,000 while givings for funds and other current purposes were up \$9,000. The two significant anonymous donations during the year as well as the “surge” in givings in December are especially appreciated.

Rental income was nearly \$8,000 higher than in 2022 as the use of our building by other congregations and community groups increased. Some fundraising activities were initiated in 2023 and they raised \$1,355.

Expenditures in 2023 were up over \$10,000 to \$226,000 while total receipts for local purposes were \$222,000. The deficit was about \$4,000. The actual deficit was significantly lower than originally expected as givings by the congregation were higher than the target, rental income rose by nearly \$8,000 and teams minimized their increase in expenditures to the extent possible.

There is much to be thankful for with the increase in givings by the congregation and the increased utilization of our building by other congregations and community groups.

#### **Challenges for 2024**

There will be some major financial challenges for the congregation in 2024.

- Expenses to operate the building are up and these are basically beyond our control.
- There is a recommendation to balance the budget for local purposes.
- There is our obligation to meet the repayment requirements for our two building loans.
- There is a need to continue to make our contributions for other goals such as the Benevolent Fund and the various missions such as Presbyterians Sharing.

#### **Recommendation #1**

The Budget team recommends that the congregation approve expenditures for Local Purposes of \$226,847 in 2024. (Line 19 in Table B1)

#### **Recommendation #2**

In order to balance the budget for 2024, the Budget team recommends that the congregation approve a target for offerings for Local Purposes of \$201,847. (Line 1 in Table B1)

#### **Recommendation #3**

Session recommends a congregational target of \$10,000 for combined financial donations to support Presbyterians Sharing and Presbyterian World Service and Development in 2024.

*Submitted by Dennis Featherstone*

### **B. Appointment of Treasurer and Envelope Secretary**

### **C. Appointment of Audit Team for 2024**

2023 Annual Report of Parkwood Presbyterian Church, Ottawa

<b>Table B1</b>						
<b>Overview of Offering and Budget, 2020-2024</b>						
		2020	2021	2022	2023	2024
	<b>Offering</b>	Actual	Actual	Actual	Actual	Goal
1	Offering- Local Purposes Budget	191,680	190,158	191,634	195,581	201,847
2	Loan Repayment	13,251	8,655	7,995	15,046	16,500
3	Benevolent Fund	10,232	5,763	6,358	8,760	
4	Presbyterians Sharing, PWS&D	15,659	12,214	10,766	9,922	10,000
5	Special Appeals	7,370	3,746	3,398	5,880	
6	Planned Giving	5,000	5,000	5,000	5,000	
7	Other Parkwood Programs	5,876	15,229	10,734	8,721	
	Sub-total	57,388	50,607	44,251	53,329	
8	Total Offering for Current Purposes (1-7)	249,068	240,765	235,885	248,910	
9	Offering for Capital Projects	1,000	1,719	26,042	31,707	
10	Total Offering	250,068	242,484	261,927	280,617	
	Other non-capital (8) -( 1)	57,388	50,607	44,251	53,329	
	<b>Budget (Local Purposes)</b>					
11	Offering for Local Purposes (1)	191,680	190,158	191,634	195,581	201,847
12	Other Income					
13	Rentals	7,595	7,200	10,430	18,180	18,000
14	Recoveries	2,734	3,203	2,535	3,491	3,500
14a	Fundraising					3,500
15	Federal Student Grant	4,356	4,360	5,615	4,844	
16	Subsidies( Federal + Energy)	13,570	0	11,104	0	
17	Total Other Income	28,255	14,763	29,684	26,515	25,000
18	Receipts for Current Purposes (11+17)	219,935	204,921	221,318	222,096	226,847
19	Expenditures for Local Purposes	213,312	213,524	215,433	226,169	226,847
20	Net cost for roof repair			2,500		
21	Balance for Local Purposes (18-19-20)	6,623	-8,603	3,385	-4,073	0
22	Balance excluding subsidies (21-16)	-6,947	-8,603	-7,719	-4,073	0



## D. Membership of Ministry Teams 2023-2024

(including maximum team strength)

### **Christian Education** (6 plus *ex officio*)

1. **Holly MacDonald**  
(hollyamacdonald@live.ca)
2. Pamela Pestaluky
3. Alta MacFie
4. Victoria Henry (*ex officio*)

### **Fellowship** (6)

1. **Don Pestaluky**  
(donwp@live.ca)
2. Carolyn Herbert
3. Susanne Johnson
4. Viris Williams

### **Finance** (5 plus *ex officio*)

1. **Dennis Featherstone** (co-Leader)  
(dennis.f@rogers.com)
2. **Gord Walford** (co-Leader)  
(gord.walford@rogers.com)
3. Stewart Elder
4. Ugo Kejeh, Treasurer (*ex officio*)
5. Paul Mkandawire, Clerk of Session (*ex officio*)
6. Betty Paul, Envelope Secretary (*ex officio*)

### **Facility Management** (9 plus *ex officio*)

1. **Jim MacFie** (jamacf@bell.net)
2. Jim Elder
3. Martha Fair
4. Elizabeth Mabie, Admin. Assistant (*ex officio*)
5. Marcia Harten
6. Ted Johnson
7. Alta MacFie
8. Aguek Ngor, Caretaker (*ex officio*)
9. Dale Tuck

### **Mission** (5 plus *ex officio*)

1. **Derek Newton**  
(derekn.jays2@hotmail.com)
2. Asuquo Eniang
3. John Huber
4. Paul Mkandawire

### **Media Support**

1. **Jim MacDonald**  
(jimamacdonald@live.ca)
2. Brenda Creighton
3. Asuquo Eniang
4. Alta MacFie
5. Regan Rambally
6. Mohammad Raouf

### **Outreach** (at least 6)

1. **Dale Tuck (Acting)**  
(dltuck43@gmail.com)
2. Olivia Meyia-Takoukam

### **Pastoral Care**

1. **Rev. James Hurd** (*ex officio*)  
(jthurd@sympatico.ca)
2. Dora Brown
3. Laura Game (*leave of absence*)
4. Marcia Harten
5. Tamam Kamou
6. Betty Paul
7. Margaret Roach
8. Barbara Townsend (*leave of absence*)
9. Dale Tuck

### **Planned Giving**

1. **Stewart Elder**  
(stewartelder@sympatico.ca)
2. Asuquo Eniang
3. Dennis Featherstone
4. Marcia Harten

### **Policy and Planning** (at least 6 plus *ex officio*)

1. **Dianne Nickerson**  
(dcnickerson@sympatico.ca)
2. Dennis Featherstone
3. Holly MacDonald
4. Paul Mkandawire, Clerk of Session (*ex officio*)

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

1. **John Fair**  
(fairmj@magma.ca)
2. Brenda Creighton
3. Susanne Johnson
4. Ted Johnson
5. Philip MacFie
6. Dianne Nickerson
7. 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.*

## **Appendix 1**

### **PARKWOOD PRESBYTERIAN CHURCH**

#### **FINANCIAL STATEMENTS**

**December 31, 2023**



**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2023**

ASSETS	<u>Endowment /</u>			<u>Net Assets</u> <u>Dec. 31 ,2023</u>	<u>Net Assets</u> <u>Dec. 31, 2022</u>
	<u>Unrestricted</u>	<u>Reserve Funds</u> <u>(See Schedule)</u>	<u>Planned Giving</u> <u>Funds</u>		
<b>Current assets:</b>					
Cash on Hand and in Bank	21,528	20,773	-	42,301	117,783
Short Term Investments - at cost	-	40,000	8,500	48,500	8,800
Accounts Receivable	-	-	-	-	-
HST Recoverable	9,574	-	-	9,574	7,943
	<b>31,102</b>	<b>60,773</b>	<b>8,500</b>	<b>100,375</b>	<b>134,525</b>
Long Term Investment Certificates	-	-	30,500	30,500	25,200
Church Building, Furnishings (note 2)	2,628,751	-	-	2,628,751	2,628,751
Land at Cost (note 2)	1	-	-	1	1
<b>Total Assets</b>	<b>2,659,854</b>	<b>60,773</b>	<b>39,000</b>	<b>2,759,627</b>	<b>2,788,477</b>
<b><u>LIABILITIES, RESERVED FUNDS AND NET ASSETS</u></b>					
<b><u>LIABILITIES</u></b>					
Accounts payable (incl other charities)	1,551	-	-	1,551	1,438
Loans payable-short term - (note 3)	13,167	-	-	13,167	13,167
Loans payable-long term - (note 3)	49,395	-	-	49,395	62,562
	-	-	-	-	-
<b>Total Liabilities</b>	<b>64,113</b>	<b>-</b>	<b>-</b>	<b>64,113</b>	<b>77,167</b>
<b><u>NET ASSETS</u></b>					
Opening Balance January 1 (incl capital assets)	2,571,662	105,648	34,000	2,711,310	2,669,787
Net Income (Deficit) year to date	(4,073)	(11,724)	-	(15,796)	41,523
Net Transfers From (To) Funds	28,151	(33,151)	5,000	-	-
	-	-	-	-	-
<b>Net Assets Closing Balance</b>	<b>2,595,741</b>	<b>60,773</b>	<b>39,000</b>	<b>2,695,514</b>	<b>2,711,310</b>
<b>Total Liabilities, Reserved Funds &amp; Net Assets</b>	<b>2,659,854</b>	<b>60,773</b>	<b>39,000</b>	<b>2,759,627</b>	<b>2,788,477</b>



**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF OPERATIONS FOR LOCAL PURPOSES AND MINISTRY TEAMS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
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RECEIPTS:

OFFERING - Local Purposes	180,000	191,634	185,000	195,581	201,847
RENTAL INCOME	7,500	10,430	15,000	18,180	18,000
REVENUE From Federal Wage Subsidy	2,500	10,108		-	
REVENUE From Federal Student Grant		5,615		4,844	
REVENUE From Ontario Energy Subsidy		996		-	
OTHER INCOME - Fundraising				-	3,500
OTHER INCOME - RECOVERIES	3,500	2,535	3,000	3,491	3,500

TOTAL RECEIPTS LOCAL PURPOSES	193,500	221,318	203,000	222,096	226,847
SPECIAL APPEALS-OUTREACH RECEIPTS	-	14,164	10,000	15,802	10,000

<b>TOTAL RECEIPTS</b>	<b>193,500</b>	<b>235,482</b>	<b>213,000</b>	<b>237,898</b>	<b>236,847</b>
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EXPENDITURES

FACILITY MANAGEMENT	58,706	59,391	58,950	65,251	59,494
MEDIA SUPPORT	2,630	2,057	4,270	2,890	3,275
FINANCE	106,969	112,769	108,460	115,956	120,530
CHRISTIAN EDUCATION	9,500	8,300	11,900	9,872	9,800
MISSION	3,900	3,849	3,850	3,799	3,850
OUTREACH	-	-	-	-	-
WORSHIP COORDINATION	20,720	20,989	22,620	21,106	21,990
SESSION	7,888	8,079	7,532	7,295	7,808
FELLOWSHIP	-	-	-	-	-
PASTORAL CARE	-	-	200	-	100

TOTAL EXPENDITURES LOCAL PURPOSES	210,313	215,434	217,782	226,169	226,847
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SPECIAL APPEALS - OUTREACH PAID OUT	-	14,164	10,000	15,802	10,000
SPECIAL APPEALS - OUTREACH PAYABLE	-	-			

<b>TOTAL EXPENSES</b>	<b>210,313</b>	<b>229,598</b>	<b>227,782</b>	<b>241,971</b>	<b>236,847</b>
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<b>NET REVENUE (EXPENSE) FROM OP'NS</b>	<b>(16,813)</b>	<b>5,884</b>	<b>(14,782)</b>	<b>(4,073)</b>	<b>0</b>
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**NON OPERATING ITEMS:**

ROOF REPAIR NET OF INSURANCE PROCEEDS		2,500			
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<b>NET REVENUE (EXPENSE) FOR THE PERIOD</b>	<b>(16,813)</b>	<b>3,384</b>	<b>(14,782)</b>	<b>(4,073)</b>	<b>0</b>
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**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2023**  
**AND TEAM BUDGETS FOR 2024**

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FACILITY MANAGEMENT					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Natural Gas	2,300	2,483	3,050	3,683	3,700
Electricity	4,500	6,016	6,000	7,093	7,200
Computer Supplies		1,111	350	-	
Snow Clearing	5,000	5,416	4,000	4,262	4,300
Groundskeeping	4,000	3,357	4,000	4,467	5,500
Furniture, Equipment Repairs & Replacement	1,000	-	-	-	-
Repairs, Replacement & Maintenance	8,000	5,755	6,000	8,175	7,000
Telephone	1,550	1,555	1,500	1,706	1,700
Water and Sewer	1,656	1,997	2,250	2,252	2,400
Stationery and Office Supplies	6,000	6,077	5,500	5,056	3,800
Insurance	7,200	7,973	8,800	8,054	-
Administrative Assistant	10,000	11,546	11,000	10,860	11,364
Caretaker	7,500	6,104	6,500	9,646	12,530
<b>Total</b>	<b>58,706</b>	<b>59,391</b>	<b>58,950</b>	<b>65,251</b>	<b>59,494</b>
MEDIA SUPPORT					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Audio Visual	-		-	-	-
Computer Supplies & Services	870	255	1,610	1,161	900
Internet	1,600	1,282	1,500	1,283	1,500
Livestreaming maintenance	-	343	1,000	269	650
Web Hosting	160	177	160	177	225
<b>Total</b>	<b>2,630</b>	<b>2,057</b>	<b>4,270</b>	<b>2,890</b>	<b>3,275</b>
FINANCE					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
EI Expense	2,331	2,394	2,449	2,515	2,670
CPP Expense	4,809	5,438	5,135	6,130	5,724
Minister's Stipend	60,165	60,165	62,000	62,000	62,000
Minister's Continuing Education	600	600	600	600	600
Presbyterian Church Pension Plan	9,656	9,656	8,615	8,615	9,259
Extended Health and Dental	5,059	5,059	5,311	5,311	5,577
Minister's Housing Allowance	23,500	23,500	23,500	23,500	23,500
Bank Fees and Interest	850	712	850	1,000	1,000
Financial Software & Supplies		-	-	1,723	1,700
Insurance					8,500
Student/Intern		5,246	-	4,562	-
<b>Total</b>	<b>106,969</b>	<b>112,769</b>	<b>108,460</b>	<b>115,956</b>	<b>120,530</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2023**  
**AND TEAM BUDGETS FOR 2024**

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CHRISTIAN EDUCATION					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Christian Education Support Worker	8,600	8,044	8,800	8,800	8,800
Church Library	200	24	200	95	100
Young Adults	100	-	200	-	-
Youth Group	-	-	-	-	-
Church School	400	47	1,000	-	-
Adult Education	150	184	400	504	400
LOGOS Program	-	-	700	-	-
Summer Programming	50	-	100	20	-
RightNow Media	-	-	500	453	500
<b>Total</b>	<b>9,500</b>	<b>8,300</b>	<b>11,900</b>	<b>9,872</b>	<b>9,800</b>

MISSION					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Bible Ministries (1 of 5)	-		100	100	100
Campus Ministries (2 of 4)	100	100	200	200	200
Carlington Community Chaplaincy	100	100	100	100	100
Covenant Orthodox Presbyterian Church	2,000	2,000	2,000	2,000	2,000
Gracefield Camp	1,450	1,450	1,200	1,200	1,200
Ottawa Innercity Ministries	100	100	100	100	100
Other Missions	150	99		-	
Other Mission expenses	-		150	99	150
<b>Total</b>	<b>3,900</b>	<b>3,849</b>	<b>3,850</b>	<b>3,799</b>	<b>3,850</b>

OUTREACH					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Advertising & Promotions	-	-	-	-	-
Brochures for visitors	-	-	-	-	-
English Fellowship Evening	-	-	-	-	-
Pause Table	-	-	-	-	-
Other Outreach	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2023**  
**AND TEAM BUDGETS FOR 2024**

p. 3 of 4

WORSHIP COORDINATION					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Director of Music Ministry	18,700	18,696	19,000	18,996	19,000
Hymnals/Bibles Repairs/Replacement	-	-	-	-	-
Music for Worship	50	-	50	-	50
Piano/Organ Maintenance	400	520	1,000	604	900
Christian Copyright Licence	450	467	470	488	500
Continuing Education for Dir. Of Music	250	428	250	128	250
Organist/Pianist Supply	400	500	800	700	800
Pulpit Supply	370	300	950	190	390
Other Worship Expense	100	78	100	-	100
<b>Total</b>	<b>20,720</b>	<b>20,989</b>	<b>22,620</b>	<b>21,106</b>	<b>21,990</b>

SESSION					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Congregational Supplies	-	28	200	40	50
Presbytery Dues	7,358	7,358	6,852	6,852	7,303
Evangelical Fellowship membership	200	180	180	180	180
Renewal Fellowship membership	100	100	100	100	100
Leading with Care	80	304	100	70	100
Microfilming	-	-	-	-	-
Other Session Expenses	150	109	100	52	75
<b>Total</b>	<b>7,888</b>	<b>8,079</b>	<b>7,532</b>	<b>7,295</b>	<b>7,808</b>

FELLOWSHIP					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Social Hour	-	-	-	-	-
Gracefield Weekend	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

PASTORAL CARE					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Miscellaneous	-	-	200	-	100
<b>Total</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>100</b>

**PARKWOOD PRESBYTERIAN CHURCH  
EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2023  
AND TEAM BUDGETS FOR 2024**

p. 4 of 4

SPECIAL APPEAL OUTREACH DISBURSEMENT DETAILS					
	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 BUDGET
Algonquin College Campus Ministry		508		-	
Arabic Evangelical Mission		575		-	
CANHAVE		1,095		2,725	
Covenant Orthodox Presbyterian Church		200		1,000	
Effect Hope - Leprosy		120			
Food for the Hungry				370	
Gracefield Camp		60		100	
Interserve Canada				425	
Miriam Centre				420	
Ottawa Innercity Ministries		75		100	
Ottawa Mission		-		150	
Presbyterians Sharing		8,881		7,572	
PWS&D General Fund		310		580	
PWS&D Turkey/Syria				1,770	
PWS&D Ukraine		1,575		-	
Presbyterians Sharing + PWS&D General Fund *			10,000		10,000
Salaam Ministries		100		590	
Samaritan's Purse Canada		10		-	
SAT-7		300		-	
Wycliffe Bible Translators		355		-	
<b>Total</b>	<b>-</b>	<b>14,164</b>	<b>10,000</b>	<b>15,802</b>	<b>10,000</b>

\* NOTE: at the Feb. 2023 annual meeting the congregation agreed to set target of \$10,000 and encourage members and adherents to designate their support for either Presbyterians Sharing or Presbyterian World Service and Development, or both. A similar recommendation will be brought to the Feb. 2024 annual meeting.



**PARKWOOD PRESBYTERIAN CHURCH**  
**CONTINUITY SCHEDULE OF RESERVED FUNDS**  
**FOR THE PERIOD ENDED DECEMBER 31, 2023**

Statement of fund balances										
Fund Description	Opening Balance January 1, 2023	Receipts			Total Receipts	Expenditures		Interfund Transactions	Surplus Changes	Closing Balance December 31, 2023
		Designated Offering Receipts	Other Contributions	Program Expenditures						
Team Programs										
Fellowship Team Fund	2,799	650	30	680	1,310		(630)		2,169	
Christian Education Fund	203	150		150	24	658	784		987	
Course Fees Fund	(61)			-		61	61		-	
Flower Fund	148	100		100	56		44		192	
Key Deposit	211	20		20			20		231	
Logos Program	1,291	570		570	1,203	(658)	(1,291)		-	
Outreach Projects	2,907	270		270	818		(548)		2,358	
Pastoral Care Fund	776	540	277	817	506		311		1,088	
Special events	52			-			-		52	
Youth Leadership Fund	1,990	275		275	23	(61)	191		2,180	
Youth Group Fund	2,153	685		685	920		(235)		1,918	
Urbana Fund	535			-			-		535	
Planned Giving Fund	-	5,000		5,000	-	(5,000)	-		-	
TOTAL	13,004	8,260	307	8,567	4,860	(5,000)	(1,293)		11,711	
Special Purpose Funds										
Covid Expense Fund	74			-			-		74	
Audio Visual Fund	1,426	125		125	1,527		(1,402)		24	
Furnishings & Construction Fund	504	100	50	150			150		654	
Hymn Books, Bibles Fund	174			-			-		174	
Organ Replacement Fund	264			-			-		264	
Reserve for Capital Expenditures	39,700	31,667	40	31,707	66,433		(34,727)		4,973	
Parkwood Refugee Fund	7,088	1,295		1,295	200		1,095		8,183	
Loan Repayment Fund	10,667	15,046		15,046	4,287	(13,167)	(2,408)		8,259	
TOTAL	59,897	48,232	90	48,322	72,447	(13,167)	(37,292)		22,605	
Parkwood										
Memorial Fund	11,324	3,585		3,585	5,264		(1,679)		9,645	
Parkwood Session Benevolent Fund	4,937	8,760		8,760	8,387		373		5,311	
Student Assistance Fund	1,502			-			-		1,502	
TOTAL	17,764	12,345	-	12,345	13,651	-	(1,306)		16,458	
Bequests										
Mitchell-Hempstock Interest Fund	7,312			-		(7,312)	(7,312)		-	
Albert De Boer Bequest	-	10,000		10,000			10,000		10,000	
Unallocated interest fund	7,672			-		(7,672)	(7,672)		-	
TOTAL	14,984	10,000	-	10,000	-	(14,984)	(4,984)		10,000	
Total Reserved Funds										
	105,648	78,837	397	79,234	90,958	(33,151)	(44,875)		60,773	

**PARKWOOD PRESBYTERIAN CHURCH**  
**STATEMENT OF CHANGES IN CASH FLOWS**  
**FOR THE PERIOD ENDED DECEMBER 31, 2023**

	<u>Unrestricted</u>	<u>Reserve Funds</u>	<u>Endowment /</u>	<u>Total</u>	<u>Total</u>
		<u>(See Schedule)</u>	<u>Planned Giving</u>	<u>Dec. 31, 2023</u>	<u>Dec. 31, 2022</u>
			<u>Funds</u>		
<b>Cash from operating activities</b>					
Net revenue (loss) for the year	(4,073)	(11,724)	-	(15,797)	41,523
Add items not involving cash					
Interfund transfers	28,151	(33,151)	5,000	-	-
	<b>24,078</b>	<b>(44,875)</b>	<b>5,000</b>	<b>(15,797)</b>	<b>41,523</b>
<b>Changes in non-cash working capital</b>					
(Increase) decrease in Accounts Receivable	-			-	-
HST/GST recoverable	(1,631)	-	-	(1,631)	(4,800)
<b>Net cash generated through operating activities</b>	<b>22,447</b>	<b>(44,875)</b>	<b>5,000</b>	<b>(17,428)</b>	<b>36,723</b>
<b>Investing Activities</b>					
(Increase) decrease in Investments (net)	-	(40,000)	(13,800)	(53,800)	(13,800)
<b>Financing Activities</b>					
Increase (decrease) in Accounts Payable	113			113	(141)
Repayments of Loans Payable	(13,167)			(13,167)	(7,167)
	<b>(13,054)</b>	<b>-</b>	<b>-</b>	<b>(13,054)</b>	<b>(7,308)</b>
<b>Net increase (decrease) of cash during year</b>	<b>9,393</b>	<b>(84,875)</b>	<b>(8,800)</b>	<b>(84,282)</b>	<b>15,615</b>
<b>Cash- beginning of year</b>	12,135	105,648	8,800	126,583	102,168
<b>Cash - end of year</b>	<b>21,528</b>	<b>20,773</b>	<b>-</b>	<b>42,301</b>	<b>117,783</b>

**PARKWOOD PRESBYTERIAN CHURCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended December 31, 2023**

**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 – Restricted Fund**

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. As at December 31, 2023, a total of \$40,000 of the investments held are invested in 1-year cashable Guaranteed Investment Certificates with interest compounding to the maturity date or to the date the investment is cashed, whichever comes first. 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 financial instruments, 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.

**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

**PARKWOOD PRESBYTERIAN CHURCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the year ended December 31, 2023**

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 7<sup>th</sup> to the 15<sup>th</sup> 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 7<sup>th</sup> 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, 2024, is \$7,167

**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 was no interest charged on or before May 9, 2022. As of May 1, 2023 interest is being 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.

The total principal repayment due in the 12 months ending December 31, 2024, is \$6,000.

**4. INTERFUND TRANSFERS:**

During the year ended December 31, 2023 the following transfers between funds were made:

- \$7,167 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Secured Lending Fund Loan
- \$6,000 was transferred from the Loan Repayment Fund to the Operating Fund, for the purpose of principal repayments on the Extension Fund Loan
- \$5,000 was transferred from the Planned Giving Fund to the external Endowment /Planned Giving Ministry Fund account currently held at BMO to be invested in accordance with the terms of reference passed by Session on June 25, 2018.
- \$7,312 was transferred from the Mitchell-Hempstock Interest Fund to the Operating Fund based on direction from Session.
- \$7,672 was transferred from the Unallocated Interest Fund to the Operating Fund based on direction from Session.

**5. ENDOWMENT/PLANNED GIVING MINISTRY FUND:**

The Endowment /Planned Giving Ministry Fund is restricted and accounts for donations received where the donor requested that the principal be maintained by the Church on a permanent basis, or for a specified fixed term, with the interest earned by the invested principal to be allocated for a specific purpose approved by Session.

**6. ROOF REPAIR UNDER INSURANCE:**

Storm damage to the church building roof was repaired in 2022 using insurance proceeds. The net cost of the repairs was \$57,056.78. Insurance proceeds were \$55,056.78 resulting in a net cost to the Church of \$2,500.00

**7. INTERNAL BORROWING:**

At the Annual Meeting on February 21, 2015, a motion was approved by the congregation to borrow internally from the Organ Replacement Fund for purposes of funding the proposed building construction project. The total transfer from the Organ Replacement Fund to the Building Replacement Fund during the year ended December 31, 2016, was \$15,000. This internal loan was made on an interest-free basis with no fixed terms of repayment.







