Annual congregational meeting - Parkwood Presbyterian Church, Ottawa

The annual congregational meeting of Parkwood Church, Ottawa was held on Saturday, 22 February 2025 in the Fellowship Hall.

Call to order
The meeting was called to order by the minister, James T. Hurd, at 7 p.m.

Opening Devotional Exercises
The minister led in prayer, following which the congregation sang the hymn, "Now thank we all our God". The minister then read Ephesians 1 and offered brief comment thereon, and then led again in prayer,

Memorial Minute
Thereafter the minister read the names of the following members and adherents of the congregation who had been summoned to the Lord's nearer presence during the year 2024 and offered a prayer of thanksgiving for their lives and witness: Irene Bailie, Carol Brown, Jean Kerr, Romeo Legislador, Bill Lewis, Don MacMillan, Andre Marion, Robert McCaughern, Aida Melkonian, Dale Presley, Hélène Rheault, Tymen VanDyk, Lorraine Widdis, and Elsie Woodard.

Attendance
In addition to the minister, twenty-five members and adherents of the congregation were present, as follows: Brenda Featherstone, Dennis Featherstone, Marcia Harten, Victoria Henry, Carolyn Herbert, John Huber, Moise Kambala, Holly MacDonald, Jim MacDonald, Alta MacFie, Jim MacFie, Joanne Meredith, Thom Meredith, Olivia Meyia-Takoukam, Claire McPhee, Paul Mkandawire, Derek Newton, Kathy Newton, Aguek Ngor, Dianne Nickerson, Betty Paul, Peter Paul, Dale Tuck, Gord Walford, and Viris Williams.

Regrets
Regrets were registered by John Fair, Martha Fair, Mohammad Raouf, and Diane Walford.

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

Dennis Featherstone nominated Paul Mkandawire. The nomination was seconded by Holly MacDonald. Paul Mkandawire accepted the nomination.

The chair called for further nominations. None were forthcoming,

It was moved by Dianne Nickerson, seconded by Thom Meredith, and agreed that nominations cease. The chair declared Paul Mkandawire elected secretary by acclamation.

Approval of Agenda

A motion to approve the agenda was sustained (Marcia Harten/Brenda Featherstone).

Adoption of Minutes

On motion of Paul Mkandawire, seconded by Kathy Newton, the congregation adopted the minutes of the annual congregational meeting held on 24 Feb 2024.

Reports of Session officers

A motion to receive reports of the Session officers was sustained (Dianne Nickerson/Gord Walford).

Clerk of Session – Paul Mkandawire added brief report on the visit to Parkwood by Mphatso Nguluwe from Synod of Livingstonia, Malawi, in April 2024.

The congregation approved Session's recommendation to amend the fourth principle under 'Operational Principles' from its original stipulation of:
'Each team selects a Team Leader who will serve as Leader for a maximum of two calendar years, at which point the team leader must step aside, for at least one year', to
'Each team selects a team Leader who will serve as Team Leader for two years and may be selected to continue for subsequent two-year terms'. (Paul Mkandawire/Holly MacDonald). The change aligns the policy guidelines with current practice.

The congregation further approved Session's recommendation to amend the fifth and last bulleted point under 'Reporting Relationships and Communication' from its original stipulation of 'Each team should provide contact information for their chairperson to the Church Administrative Assistance and the Clerk of Session' to 'Each team shall provide contact information for the Team Leader to the clerk of session and the Administrative Assistant'. (Paul Mkandawire/Dale tuck). This change makes the language in this principle consistent with other the principles.

A motion asking Session revisit the principle of how long the members of Ministry teams should serve was carried (Dale Tuck/Dianne Nickerson).

Roll Clerk
Communion Clerks
Representative Elder
Memorials Clerk
Benevolent Fund – Carolyn Herbert appealed to the congregation to consider donating to the Fund the $200 rebate payments recently disbursed by the Ontario Government.
Youth Leadership Fund.
Refugee Fund – Alta McFie added that efforts are still underway to resettle the husband of one of the members of our congregation.
Planned Giving
A motion to approve Session Officers' reports was carried (Derek Newton/John Huber)

Ministry Team Reports
A motion to receive ministry team reports was carried. (Brenda Featherstone/Marcia Harten)

Team reports presented were as follows:

P&P – Dianne Nickerson reported that Dennis Featherstone has stepped down from P&P and she led the congregation in thanking Dennis for his longstanding service to the Team going back some 37 years.
Worship Coordination
Christian Education –
Pastoral Care – The minister reported that Betty Paul and Margaret Roach are standing down from the Team and thanked them for their dedication over the years.
Fellowship – The minister thanked Viris Williams and the Anniversary committee for their work.
Outreach -
Mission - Derek Newton expressed thanks to the congregation for supporting the Special Appeals.
Facility Management – The minister expressed profound thanks for the outstanding work of the Team over the past year, including their work on replacing the wooden signage in front of Parkwood facing Mulvagh Ave.
Media Support Team – The minister added that Mohammad Raouf has completed putting together the images of the 60th Anniversary celebration. The video will be transferred to Parkwood computer soon.
Finance -
Recommendations
The congregation approved the recommendation of the Finance Team that the target for donations to the Loan Repayment Fund in 2025 is $14,000. (Dennis Featherstone/Dale Tuck).
A motion to adopt the financial statements for the year ended 31 December 2024 was sustained (Dale Tuck/Dianne Nickerson).
A motion to adopt the ministry team reports was sustained (Brenda Featherstone/Dianne Nickerson).

Other Reports
Leading with Care
Audit Committee – the convener of the committee Kathy Newton added that based on the work performed on the records for the year 2024, the Audit committee found that the documentation and financial records appear to be accurate and in good order. She thanked Betty Paul, Dianne Nickerson, Dennis Featherstone and Ugo Kejeh for their work and cooperation with the Audit Team.
A motion to adopt the other reports was sustained (Gord Walford/Dale Tuck).

New Business

Budget Team

The Budget Team report included 2 recommendations from the Team and 4 from the Session as follows:

Recommendation #1 - The congregation approved the recommendation to set expenditures for Local Purposes at $233,144 in 2025. (Dennis Featherstone/Holly MacDonald).

Recommendation #2 - The congregation approved the recommendation to set the target for offerings for Local Purposes of at $205,000. In combination with forecast for total other income of $28,144, the budget would be balanced. (Dennis Featherstone/Dale Tuck).

Recommendation #3 - The congregation approved the recommendation to target of $10,000 for combined financial offerings to support Presbyterians Sharing and Presbyterian World Service and Development in 2025. (Dennis Featherstone/Gord Walford).

Recommendation #4 - The congregation approved the recommendation to retroactively permanent transfer Mitchell-Hempstock Interest fund of $7,312 and the Unallocated Interest fund of $7,672 to the Operating fund. (Dennis Featherstone/John Huber).

Recommendation #5 - The congregation approved the recommendation to approve a gift of 10 per cent ($500) of the Widdis bequest of $5,000 to be given to the Parkwood cabin project at Gracefield. (Dennis Featherstone/Dianne Nickerson).

Recommendation #6 - The congregation approved the recommendation to transfer of the residual amount ($4,500) of the Widdis bequest to the Parkwood Loan Repayment Fund. (Dennis Featherstone/Dale Tuck).

The congregation affirmed Betty Paul and Ugo Kejeh's offer to serve as Envelope Secretary and Treasurer, respectively (Dennis Featherstone/Marcia Harten).

The congregation approved a motion to reappoint Kathy Newton, Brenda Featherstone, Martha Fair and Stewart Elder as members of the Audit Committee for the year 2025.

A motion to ratify membership of the ministry teams as indicated in the annual report was carried (Dale Tuck/Dennis Featherstone).

Adjournment – A motion to adjourn was sustained (Dianne Nickerson/Dale Tuck), the time being 8.20pm. The minister closed the meeting with prayer.

ANNUAL REPORT 2024 - ERRATA

p. 2 last line: change "**Audit Team**" to "**Audit Committee**"

p. 3, 9.A. #5 should read "Widdis **bequest**"
9.A. #6 should read "Widdis **bequest**"

p. 8 (iii) change "**Complied**" to "**Compiled**"

P. 41 8. change "**Team Leader**" to "**Committee Convener**"

p. 42 Recommendation 1: change **234,193** to **233,144**

p. 43 immediately below line "Team Leader is.." insert

B. Appointment of Treasurer and Envelope Secretary
C. Appointment of Audit Team for 2025