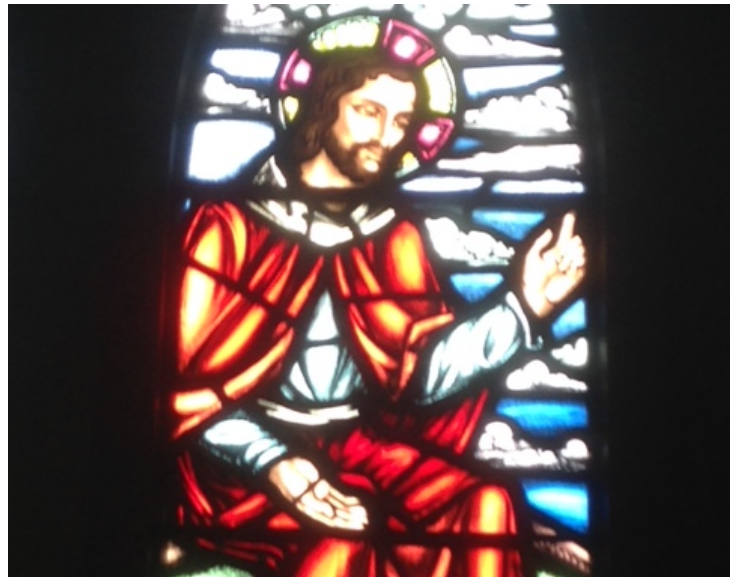


Annual Report 2021



OUR MISSION STATEMENT

So that Christ's healing grace may reach a hurting world, we are committed to seeing that all who seek are: welcomed into community, equipped with faith, and supported in finding and following God's call on their lives.

Runnymede United Church

432 Runnymede Road
Toronto, ON M6S 2Y8
416-767-6729 office@runnymedeunited.org
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ANNUAL GENERAL MEETING: FEBRUARY 13, 2022

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STAFF

Minister:	Rev. Ted Grady
Engagement and Growth Leader:	Laura Gallagher-Doucette
Music Director:	David Ambrose
Organist:	Carl Steinhauser
Soprano Soloist:	Pat Ainslie
Alto Soloist:	Sabina Santelli-Perez
Tenor Soloist:	Trevor Peverley (resigned June 2021) Devin Herbert
Bass Soloist:	Don Tripe
Family Outreach and Christian Education Leader	Ellen Toompuu
Youth Leader:	Cayley Pimentel (resigned January 2021) Ael Spence
Custodians:	Jim Lien Daniel Botsko
Office Administrator:	Eva Havill

BOARD MEMBERS

Chair of Board:	Robin Pilkey
Secretary:	Lynne Salt
Treasurer:	Brian Traquair
Past Chair:	Derrick Hempel
Members at large:	Cathy Boyd-Withers Jennifer Cruickshank Susan Galea Bart Leung Hilary McLean Melissa Milkie Monica Stewart Paul Stewart

EX OFFICIO

Chair of Trustees:	Jeff Horbal
Chair of Ministry & Personnel:	Tara Yelle/Jocelyn McLean Tharp
Regional Council Representative:	Robin Pilkey

New Members by Confirmation

**Amelia Jean Dekker
Colin Samuel Dekker
Oskar Felix Preiswerk
Jeffrey Carter Hugh McLean**

Marriages



David James McMullan & Stella Sandersova



**Caroline Harvey
Dorothy Folkes
Roy Fischer
Lydia Katherine Black
Cameron McNabb**

MINUTES OF THE ANNUAL GENERAL MEETING RUNNYMEDE UNITED CHURCH

MINUTES OF THE ANNUAL GENERAL MEETING RUNNYMEDE UNITED CHURCH

Sunday 7 February 2021

1:00 PM

By Zoom Videoconference

With 67 devices connected online by Zoom, the participants were called to gather at 1:00 pm with the singing of “Here I am, Lord” led by a recording by the choir. Rev. Ted Grady opened the meeting with a prayer. Brian Traquair then gave a brief summary of the instructions for using Zoom for the meeting, including a test vote. The Zoom instructions, Annual Report, Agenda slides, motions for the Affirming Vote and Constitution Amendment, and all other relevant reports and motions were circulated to the congregation by email prior to the meeting.

Attendance: 80

This figure was determined by the test vote and confirmed in the first two recorded votes in which we saw 62 first question votes and 18 second question votes with 44 second question responses saying Not Required.

A quorum was present.

Note: When a motion was made or seconded by a Zoom connection with two people in the description, the first of the two people noted in the description was made the mover of the motion, and the second person was noted in brackets.

1. Election of Chair and Secretary for the 2021 AGM:

Motion: (Marilyn Nairn/Jennifer Cruickshank) that Derrick Hempel be appointed Chair and Lynne Salt be appointed Secretary for this meeting. Carried.

2. Agenda for the 2021 AGM:

Motion: (Stuart (& Anna) McDonald/Julie Lee) that the Agenda for the 2021 AGM be approved as circulated. Carried.

3. Voting:

Motion: (Jocelyn McLean/Elizabeth Mohler) that Adherents in attendance be entitled to vote along with Members on all matters coming before the meeting unless otherwise noted in advance. Carried.

4. Minutes:

Motion: (Stuart (& Anna) MacDonald/Susan Galea) that the Minutes of the 9 February 2020 AGM be approved as circulated. Carried.

5. Annual Report:

Motion: (Gary Norris/Julie Lee) that the RUC 2020 Annual Report be approved as circulated. Carried.

6. A Year in Review: 2020

Derrick Hempel noted that although 2020 has been defined by the pandemic, the Annual Report highlights what our committees and groups continued to do in spite of it. Closure of places of worship in March did not stop Runnymede from being a church. It was a year of physical distancing but also a year of faith growing, staying home but not staying silent, still “doing” and taking action. The Lenten “Water First” project was strongly supported by donations of over \$6,000, and RUC donated \$5,000 to each of Daily Bread Food Bank and The STOP from the Outreach and Social Justice Fund. We also had regular virtual prayer groups, online book studies, Sunday School and Youth Group classes. Eva Havill took the office and made it virtual. Jim Lien was been instrumental in making worship services available online. Our new Family Outreach and Christian Education Leader Ellen Toompou has been engaging the families and children since she started at Runnymede in September. In the midst of all of this, the Ministry and Personnel Committee oversaw the retirement of Rev. Don Gibson after 8 years, the hiring of Rev. John Ambrose as supply minister from May to August, and the calling

of Rev. Ted Grady to be our new fulltime minister. Rev. Ted's ministry thus far has been mostly virtual but he has reached out and connected with us in many ways. Fund raising was curtailed but thanks to Sandi Dunn we have had two North Country Meat sales this year. David Ambrose, Carl Steinhauser and the choir have brought music back to our virtual worship. Having a choir participate and seeing the singers is appreciated. Several people participated in a Christmas video instead of a live pageant this year. The Affirming Church project was active all year with several speakers at online sessions. Derrick thanked everyone in the church because "You are the church". He thanked the Board and the staff for looking for ways in which to serve, and finished by expressing the hope that "2021 will be a very special year".

7. Board Nominations and Elections:

Derrick presented the nominated Board Officers for election or re-election:

- Robin Pilkey (first year of a 2-year term, to Feb 2023)
- Vice-Chair: Vacant
- Past Chair: Derrick Hempel
- Secretary: Lynne Salt (first year of 5th 2-year term, to February 2023, no limit on terms)
- Treasurer: Brian Traquair (first year of 15th 2-year term, to February 2023, no limit on terms)

Motion: (Jocelyn McLean-Tharp/Stuart (& Anna) MacDonald) that the Officers above be elected. Carried.

(Post-meeting correction: Following the meeting it was noted by Roy Fischer that the Past Chair is not an Officer position and should not have been included in slate of Board Officers for election. This role was a point of information only. This will be amended at the 2022 AGM.)

Brian Traquair expressed deep appreciation to Derrick Hempel for his four years of service as Board Chair. Derrick has guided the Board and congregation through our recent clergy transition during this pandemic year, led the Come2Life project, and regularly organises and directs the Christmas pageant. The congregation applauded its appreciation.

Derrick presented the nominated Members-at-Large for re-election:

- Monica Stewart: 3rd 2-year term, to February 2023
- Paul Stewart: 3rd 2-year term, to February 2023
- Jennifer Cruickshank: 2nd 2-year term, to February 2023
- Melissa Milkie: 2nd 2-year term, to February 2023
- Bart Leung: 2nd 2-year term, to February 2023

Motion: (Susan Galea/Cathy (& Ted) Withers) that the nominees above be elected to the Board as Members-at-Large Carried.

8. Committee Chairs and Summary of Board Members and Ex-Officio Members:

Committee Chairs:

- Ministry and Personnel: Co-Chairs Tara Yelle and Jocelyn McLean-Tharp (mid 2-year term to February 2022)
- Stewardship: Chair Jeff Horbal (mid 2-year term to February 2022)
- Pastoral Care: Chair Karren Phair-Harvey (mid 2-year term to February 2022)
- Faith Formation and Christian Education: Co-Chairs Melissa Milkie and Brenda Lien (mid 2-year term to February 2022)
- Finance and Property: Chair Don Dewees (mid 2-year term to February 2022)
- Regional Representative: Robin Pilkey (mid 2-year term to February 2022)

9. Presentation for the Affirming Ministry Committee (see attachment):

Judy Hauserman reported for the Affirming Ministry Committee. At last year's AGM RUC voted to enter a period of education, discussion and discernment about becoming an Affirming congregation. Co-chairs Paul Stewart and Martha Chamberlain worked diligently to present virtual education sessions and guest speakers via Zoom throughout the year. Judy summarised the meaning of being an Affirming Church as a Ministry that publicly declares its commitment to inclusion and justice for

people of all sexual orientations and gender identities, and is deeply committed to celebrate diversity in all of its dimensions. Being an Affirming Church is a call on us to live our faith. After reviewing the RUC Mission Statement and the RUC Vision of Diversity and Inclusion, an opportunity was given for discussion.

Questions/Comments: There were no questions or comments.

Motion: (Paul Stewart/Marilyn Nairn) that Runnymede United Church become an Affirming Ministry under the auspices of Affirm United, and publicly declare a commitment to inclusion and justice for people of all sexual orientations and gender identities (LGBTQA2+). Runnymede also makes a broader commitment to honour and celebrate diversity and inclusion in all its dimensions. Runnymede United Church will join Affirm United/S'affirmer Ensemble (for which an annual membership fee will be paid). Carried overwhelmingly. The 75% majority which was required to pass this motion was met.

Yes: 75 No: 1 Abstentions: 1

Derrick extended thanks to the Affirming Church Committee for their work.

10. Vote on Constitution (see attachment):

Roy Fischer noted that, after recent changes to The Manual and the re-structuring of the United Church of Canada, it is timely to update and tidy-up the RUC Constitution. The most significant change is the addition of the Chair of the Faith Formation and Christian Education Committee to the Board in an Ex-Officio position. The proposed changes have been approved by RUC Board. If the revised constitution is approved today, it will then be sent to Regional Council for approval.

Questions/ Comments: There were no questions or comments.

Motion: (Anna (and Alex) Cruickshank/David Wilcox) that the congregation of Runnymede United Church approve the proposed amendments to the Runnymede United Church Constitution. Carried.

Yes: 69 No: 0 Abstentions: 3

11. Financial Report: (see attachment):

Brian Traquair noted that the church accounts are audited on a 2-year cycle. The auditor's report for 2019 and 2020 will be presented at the 2022 AGM.

2020 Financial Results – Operations:

2020 was an extremely unusual year due to COVID-19. Donations (\$18,000) and rent (\$65,000) were down. Expenses were also down (\$48,000). The Federal Wage Subsidy (\$46,000) and accelerated HST refunds kept staff and programming running. Property costs were up due to third-party cleaning costs required due to time demands on custodian Jim Lien for worship streaming IT projects. Despite a substantial drop in income we were able to compensate for that with expense controls and wage subsidies. At year end there was a small surplus of \$4,098. Fortunately there were surpluses in 2018 and 2019 which we will need to use in 2021. The congregation generously supported a number of fund-raising projects in 2020, with donations to the Lenten "Water First" Project, the Christmas Angeltree and Shoebox Projects, and North Country Meat sales for the deficit reduction, as well as supporting ongoing initiatives such as the Kenyan AIDS Orphans Fund, the Community Meal Fund, the Refugee Fund and the Mission and Service Fund.

2020 Surplus Disposition:

Motion: (Don (and Ann) Dewees/Paul Stewart) that the congregation approve the transfer of \$3857.00 of the Operating Budget surplus to the M&S Fund, and the remaining \$221.00 to the GI&C Fund. Carried. Yes: 70 No: 0 Abstentions: 1

Motion: (Stuart (& Anna) MacDonald/ Cheryl Farrow) that the congregation approve the 2020 Operating Statement. Carried.

Stewardship Report:

Jeff Horbal noted that givings continued at a strong level despite not being able to worship in person. Jeff thanked members of the Stewardship Committee, Paul Stenton, Steve Hill, and Alex and Jennifer Cruickshank. The Annual Giving Program was very successful, leading to increases of \$1,500/month to Current Operations, \$90/month to M&S, and \$70/month to GI&C for 2021. Jeff reviewed ways to donate to RUC, and encouraged the donation of stocks and bonds as a tax efficient way of

contributing.

Questions/Comments:

Judy Whitfield sent a comment to the meeting expressing her concern about moving too quickly to a vote without offering opportunity to ask questions or comment. Chair Derrick Hempel responded that he would allow more time for people to send questions via the Zoom Chat function.

2021 Budget Presentation:

On the assumption that Covid-19 will not be in a controlled state until Q4 of 2021, we do not expect to resume in-person worship until the fall of 2021. Rentals will likely be limited for Q1 and Q2, resuming in Q3 into Q4. In addition to higher donations, we will need wage subsidies in order to balance the budget. We hope for an increase of over \$16,000 in Current donations over 2020. The Manse Fund transfer remains at \$18,000, and rent income budget is up over \$14,000 from 2020 but much under previous years. The proposed budget is up about \$20,000 from 2020 actuals. It is a balanced budget but there is more risk than usual.

Questions/Comments:

Stuart MacDonald noted that the proposed rent appears aggressive. Brian responded that Angelgate Nursery pays over \$4,000/month (\$50,000/year) and it is anticipated that we will pick up the last \$20,000 when other rentals pick up in the summer and fall.

We need a 5% increase in Current giving in 2021, then 2% in 2022 and 2023. We will need a Deficit Dinner in 2022.

Brian paused to offer time for further questions or comments.

Judy Hauserman noted that the Federal Wage Subsidy has been extended to June 2021. Is that already factored into the budget? Brian said yes, and noted that the church received \$44,000 in wages subsidies in 2020 and has budgeted receiving \$15,000 in 2021.

Brenda Lien asked if other fund-raising efforts are being considered in case the Deficit Dinner cannot be held. Brian replied that he isn't aware of any specific plans for fund-raising in 2021 besides two North Country Meat fund-raisers being co-ordinated by Sandi Dunn.

Robert Nobel asked, If the risk comes true where does the money come from? Brian noted that surpluses go into the General Improvement and Contingency Fund, and deficits come from the General Improvement & Contingency Fund. If that were to be insufficient, then we turn to the Trustees.

Marilyn Nairn commented that we are fortunate to have Brian as our church Treasurer, and expressed thanks to Brian and the finance team.

Motion: (Don (and Ann) Dewees/Gary Norris) that the congregation adopt the 2021 Operating Budget. Carried. Yes: 67 No: 0 Abstentions: 1

12. Board of Trustees Report (see attachment)

Reporting for the Trustees, Roy Fischer noted that although Robert Nobel was elected to the Trustees last year, with a view to assuming the responsibility of Treasurer from Bob Cossitt, the paperwork for the full transfer of responsibilities has not yet been made due to complications arising from the pandemic. Bob stayed on to assist Robert in managing the Manse Trust Fund and investments.

Robert praised Bob for his astute selection and management of the Manse Trust Fund and Estates Trust Fund stocks over the past 20 years. Robert Nobel expressed gratitude to Brian and Bob for their assistance with the Manse Trust and Estates Trust Funds. The Manse Trust Fund did alright and had an unrealised loss of \$40,000 which will resolve as the stock markets recover. The Estates Trust Fund has had an unrealised gain of \$38,000. The Trustees have been holding the Operations excess funds in Money Market but are now going to invest them longer term; the Trustees will make a decision on how to invest the money.

Questions/Comments:

Gary Norris expressed thanks to Bob Cossitt and Robert Nobel. Gary was pleased to see that RUC is "out of the tar sands" and wondered how much realised loss was attributable to exiting from Suncor. Robert did not have the dollar figure but recalled it was about a 50% loss.

David Whitfield asked if there are any plans for using the Souster Funds in 2021. Brian replied that when the fund was set up the goal was to find a good use for the money. The plan is to solicit ideas from the congregation to propose projects to the Board.

Neil and Janet Mather asked if a person must “die to contribute to the Trustee Fund”. Robert answered in the negative, and noted that Stock donations to the Trustees Fund may be kept or sold. You can donate money to any fund you like anytime not just when you die. Brian noted that there is a plan to educate the congregation and provide information seminars but that has not yet happened due to the pandemic.

David Whitfield wanted to be sure the Board has a plan on soliciting ideas to use the Souster funds. Stuart and Anna MacDonald suggested having a Zoom connect in 2021 about the gift options.

Motion: (David Wilcox/Julie Lee) that the congregation approve the 2020 Trustees Financial Statements. Carried. Yes: 68 No: 0 Abstentions: 0

13. Mission and Service:

Brian Traquair reported on behalf of Janis Traquair, the current M&S representative.

M&S donations are used to support projects around the world. The recent changes to regional assessment means that all M&S funds are now used for programme work. Our M&S goal last year was \$67,500 and despite the pandemic we raised \$61,143, a notable achievement. There was no Craft Show contribution but a transfer of \$3,857 from our surplus allowed us to reach \$65,000. Brian noted that RUC has been a very consistent contributor to M&S.

Questions/Comments:

Stuart and Anna MacDonald asked if all of the proceeds from the Craft Show go to M&S. Brian replied that the Craft Show proceeds are split between M&S and the church operating budget.

Judy Whitfield commented that the target is good. The congregation should be aware of the incoming dollars.

Motion: (Jeff Horbal/Gary Norris) that the Congregation adopt the proposed 2021 M&S target of \$65,000, consisting of Congregation donation of \$62,500 + Craft Show proceeds of \$2,500. Carried. Yes: 65 No: 0 Abstentions: 0

14. Closing:

Derrick remarked that it has been a pleasure and privilege to Chair the Board and gave Robin best wishes as she assumes the role of Chair.

Rev. Ted expressed thanks to Derrick, and then closed the meeting with prayer.

Motion: (Bart Leung/Marilyn Nairn) that the 2021 Annual General Meeting of Runnymede United Church be adjourned. Carried.

The meeting ended at 2:52 PM.

Derrick Hempel, Chair

Lynne Salt, Secretary

Date approved:

STAFF REPORTS

MINISTER'S REPORT

When I reflect on the year that has been, there is a feeling that we are walking over the same ground, but that is not wholly true. While we are still dealing with the realities of COVID 19 and necessary precautions to keep people safe, Runnymede United has been anything but stagnant through this time, and the church we are, and the church we are becoming, is exciting and something for us to all join in celebrating.

I remember when I was younger watching one of those vignettes that used to be on TV that showed the life of a pond through the winter, and it occurs to me that it could be a metaphor to ponder when we think of the life of our Faith Community. The film was a short piece with a melancholy sounding recorder that played with occasional trills on a piano when something exciting happened. It began in the fall as the animals all began to hibernate for the winter. Ice began to form over the pond and while the winter descended, the pond looked like it had gone to sleep. Then there were images of life under the ice as beavers brought branches to feed the lodge and new life was beginning to grow, waiting for the spring warmth to fully come to life.

It was an example of how while we might think life is on hold, life is continuing to grow, new life emerging, and a process of regeneration and new birth happening without us being fully aware of it.

The past year in our World and in our own Communities has been a time of uncertainty, as we have lived through lockdowns and restrictions. There has been uncertainty about when we could safely worship in person and the need to be creative in how we interact and gather, but the work of the church has continued.

We have welcomed new people to our staff team, we have refined and improved our online worship, we have continued to study and gather. Runnymede is alive and growing!

It has been amazing to see the gifts of the choir and our staff singers continue to be offered as David and Carl, along with the choir, have learned new ways of rehearsing together and enriching our worship services with music.

A great deal of time has been offered by a dedicated Team to create a new web site and offer a fresh way for us to be church and welcome people to join our ministry.

We have become an Affirming ministry!

Ellen and Ael have kept our youth engaged in their faith growth and what a gift, we welcomed four young people as members of the congregation through confirmation. Jim has been a great resource to help us through the tech challenges of being an online community and Daniel has provided great support on Sunday mornings. Eva has kept us connected and informed. We have welcomed Laura to lead our engagement and growth as a congregation, and through all of this time of transition, we have continued to worship and seek God's leading for our shared ministry.

I hope you will join me in celebrating all that we did together in 2021 and be as excited as I am to await the thaw of the pond and the new life that will burst forth as we continue the challenge and joy

of being church together. God bless you for all you have done last year, and God lead you to see where you are called to join in the ministry of Runnymede United Church. Thank you all for your support and encouragement. It is my humble honour to serve you and be a part of the good things we are doing together!

Yours in Christ's love, Rev. Ted

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.

Romans 15:13

ENGAGEMENT AND GROWTH

Overview

I have been honoured to serve as Runnymede's Engagement and Growth Leader since mid-August 2021. During this time, I have had the pleasure of learning from and working alongside Runnymede's wonderful staff and the congregation's vibrant teams and committees. I have also had the pleasure of offering leadership in worship and supporting the congregation's communication.

Job Responsibilities

- Increasing involvement at RUC with existing members and adherents
- Attract new members to RUC
- Develop and maintain communications program
- Support RUC activities

Connections with Governance Bodies and Teams:

The following are the groups with whom I have had the pleasure of connecting:

- Affirm
- Church Board
- Digital Outreach Team
- Faith Formation
- Stewardship
- Worship Planning

I have also enjoyed connecting with members of the community through online and in-person fellowship, this fall's faith formation series, confirmation class, and the church pageant.

Communication

I have helped generate and update content for Runnymede's social media pages and website. I have connected one-on-one with various members of the congregation throughout my role so far and look forward to making this an ongoing part of my role, whether such conversations relate to an initiative that is already underway, or to discerning how individuals might offer their gifts to RUC and find their faith journey more deeply supported by this community.

Scheduling

As I settle into the role and complete my degree at Emmanuel College, I have been working parttime at twenty hours a week. I look forward to broadening and deepening my work at Runnymede when my work is increased to thirty hours a week this Spring after graduation. Many thanks to Runnymede for supporting me in my studies by accommodating my schedule!

Oversight and Support

I am very grateful to each and every person who has welcomed me to this community. I would like to express my thanks for the warmth and support of the whole congregation. I would also like to thank

the M&P Committee; a team of support including Reverend Ted, Hilary McLean, and Jeffrey Dale (from the Shining Waters Regional Council); and all staff members.

Submitted by Laura Gallagher-Doucette

MUSIC AT RUNNYMEDE

During this past year, the theme of our music program has been one of change and adaptability, like so much in our lives. While there were some continued challenges and a few disappointments, there was lots of optimism and some wonderful music-making!

For the first half of 2021, we continued in virtual mode for our choirs, with the return of our children's choir in the winter. Our members grew more adept at adding their voices, recording hymns and anthems and we were able to increase the frequency of our contributions to the service. Our Good Friday service featured an archive recording of Requiem for the Living by Dan Forrest from 2016. We provided special music for the Easter service, including our tradition of singing the Hallelujah Chorus with guest singers and instrumentalists! Our summer pattern of special music from congregation members continued thanks to Elizabeth Mohler, Cheryl Farrow and Tanya Paradowski, Simone Hogeveen, Alison Withers, Jaccee Dallyn and Brian Withnell, and Janie Kim and Paul Widner.

We said a sad goodbye to our tenor section lead Trevor Peverley during the summer as he returned home to his native British Columbia, and welcomed Devin Herbert this fall. Devin is a wonderful and expressive singer and is a happy addition to our choir family!

This fall brought many changes (and improvements!) to our music program. Our section leads/soloists took on the full role of music leaders this fall, leading hymn singing live as a quartet each week and performing anthems 2-3 times each month and weekly solos. Our Chancel Choir started to rehearse in person, physically distanced on the chancel and wearing masks. While it took a while to adjust to this new way of singing, we were so grateful that we could hear each other's voices and feel the power of singing together. We recorded anthems on Thursday nights together instead of editing together individual videos, which dramatically reduced the extra work that virtual anthems required. This culminated in a livestreamed Carols By Candlelight with our usual guests Strad strings from Etobicoke School of the Arts. Due to the most recent wave of cases, we then took a pause on rehearsing together but thankfully had recorded special music for Christmas Eve services.

As always, there is much for which we are grateful:

- Thank you to our staff team – Ted, Ellen, Laura, Ael, Jim, Daniel and Eva – for their ongoing support and collegiality
- Thank you to our tech and sound team who have worked tirelessly to raise the quality of our Sunday services and adapted to our evolving music program
- Thank you to Carl for his ongoing commitment and flexibility, not to mention the incredible artistry he brings each week to our congregation
- Thank you to our section leads/soloists Pat, Sabrina, Devin and Don for their leadership and flexibility, in addition to their wonderful singing
- And finally, thank you to our Chancel Choir for their perseverance and determination to continue making music for our Sunday worship

Yours musically, David Ambrose, Director of Music

CHRISTIAN EDUCATION

It was both an exciting and challenging year for Sunday School, Youth Group, and working with families. We primarily spent the year on Zoom with a short period of in person gathering time in the fall. The pandemic and its restrictions have taken a toll on programming for all organizations, and we have worked hard to keep our offerings fresh and unique.

It has been a tricky time to draw in new families and offer events to create more visibility in the community. For instance, we had planned a Christian Education kick-off event for September, including food, activities and a live band, but it had to be postponed (we are NOT saying 'cancelled'!) due to tightening Covid restrictions. Our hope was this highly visible & fun event would draw people in and offer us an opportunity to showcase our programming for the upcoming year. Thankfully, we have had some success in posting activities on various community social media platforms, particularly with VBC and a parent workshop. Ellen has also had ongoing communication with other families who are interested in our offerings and has offered support as folks navigate the pandemic with their kids.

January-June

Sunday school continued with theme-based learning with Rae Kaufman, Emily Chamberlain and Finn Reed actively and enthusiastically leading the classes. Most weeks, kits were delivered to families with engaging activities and science experiments to supplement our teaching. In February, the kids sent letters to Prime Minister Trudeau indicating the need for clean water for Indigenous children. Families were surprised to receive letters in response from his office. This was an excellent opportunity for the kids to see that their voices are heard and can have an impact. Attendance in Sunday school was quite consistent with 16 children on the roster and 15 attending regularly.

The youth meetings slipped to only 5 kids during this time, no doubt affected by the resignation of Cayley and by Zoom fatigue as they attended school online as well. We were thankful to be able to provide some weeks with 'hands on activities' with the youth via Zoom which were well received by those who participated. Overall, we focussed on social justice discussions, with guests and a look at popular culture contexts relative to Biblical teachings. There were usually 3 of the youth in attendance during this time. In addition, we submitted a proposal for a short film by our youth for a United Church initiative called 'Creating Conversations'. Our proposal was not selected, but the process was important and we will be engaging with the films that were created in this program with our youth.

In May, Ellen offered her first workshop 'Nurturing Your Child's Spirit'. In total, 8 parents attended, 3 of whom registered from outside RUC through social media which shows that this does work and is something we will continue to utilize. The workshop was a success with great conversation and more content to be covered. There was keen interest in keeping it going as a bi-weekly meeting. Unfortunately, there were a few circumstances that kept it from happening immediately, then close to cottage time the feedback was to wait for fall to begin again.

Also in May, Ted and Ellen began Confirmation classes with 4 of our youth. This was completed in the fall after a summer break. This was a successful experience and we were so happy to be able to have the Confirmation Service *in person* in November with each confirmand receiving a personally selected book along with a Bible, to commemorate the occasion.

In June, it was wonderful to have Ael Spence join us as Youth Leader. They immediately engaged with Ellen and Laura, diligently working to find ways to grow the youth group and making plans for upcoming months. Youth Group (Agape) was continued online with Ael creating lessons based on our themes for the weekly Sunday gatherings. Ael worked on social outings, but with families away and then school starting there was low attendance. In August we suspended the Zoom meetings in preparation for September. Ael committed themselves to further involvement in the community of Runnymede and stepped up to serve in various ways to increase their visibility and connections.

July and August

We continued Zoom classes for both groups into August and then, given low attendance, suspended them until September so that time could be spent working on programming, supplies and curriculum for our Vacation Bible Camp 'To Mars and Beyond' in August. We had decided to offer VBC for full days rather than half, which involved significant planning to fill the time for two age groups. We wanted this to be an outreach to the community and thus endeavored to make it a well-organized and creative event with many unique activities, crafts, experiments, and even live programming with NASA. We had a limit of 20 children and, with advertising in our community, ended up with 7 registrations from the church, 13 from the community, and 8 on a wait list. The demand was great. The first two days were hectic, hot (remember that heat wave?!), and so much fun! Sadly, due to a COVID exposure by one of the families attending, parents overall chose to discontinue attendance after the second day. It was unfortunate but simply another example of the times right now, and that flexibility is always necessary. Ael, Ellen, and high school students working for their volunteer hours helped to run the program.

September – December

Due to rising COVID restrictions, our Christian Education 'Kick-off' event in September was 'postponed' at the last minute. We look forward to the time we can have an outdoor community presence.

We were very fortunate to be able to meet in person for a good part of the fall. This was the first time we were able to meet most of the kids. It was very important for Ael to begin to develop a rapport with the Youth and show their gentle and kind spirit face-to-face. During this time, Ael also co-taught a confirmation class with Ellen when Ted was absent, which was another excellent time for them of engagement and interaction with the Youth. Ael planned for a number of Youth social events and outings. There was a hike in High Park, then plans for Halloween, a baking event, and an attempt at a movie night which did not work out due to scheduling for the kids, and then new COVID restrictions. With a smaller group of youth, Ellen reached out to other churches hoping to be able to have periodic larger events with their youth. The numbers are quite small everywhere currently, and though there was interest by the ministers, we have not yet had any engagement from the families. It is difficult for everyone keeping up with all the changes to begin something new and the window for these events in person ended up being very small. We will re-visit this idea in the future.

During in-person attendance, our numbers varied greatly with families away on weekends and sports events for kids on Sunday mornings in the fall. Youth Group grew with a transfer of three kids into the program from Sunday School and one new student (9 in total on the official list), so in person attendance was generally between 4- 7 kids. Sunday School generally had about 6 - 8 kids during this time. There were a few families very active online who were uncomfortable coming in person. Ellen stayed in touch with them offering updates, support, and options.

For Orange Shirt Day, at the end of September, the church tied orange ribbons in front of the building which was followed by another well-attended Sunday where Youth and Sunday School kids reverently created cards of prayers and thoughts for Indigenous people that were tied onto a decorative tree with each of the ribbons from the fence. Our curriculum focussed on Indigenous issues and stories in October and we were fortunate to have 17 youth & Sunday school kids/teachers attend the morning that Katia Ferderber, a young Anishinaabe activist and artist was our guest. She spoke of traditions with love and care and led the groups in an art activity based on 'Grandmother Moon.' The children were all immersed and attentive and it is important to continue to bring more of this kind of engagement to them. In the fall, the kids also worked on the Creation Garden, and we talked about the importance of nature in line with the Indigenous teachings.

Under Ael's guidance, the youth have been moving to more formal teaching on Sundays, with greater Bible focus in line with the social issues and themes for Sunday School. They have voted to call the group 'Agape' (the Greek term for God's unconditional love), and we will begin to incorporate the name for our programming in 2022 communications. There has been consistent interest shown by the youth in discussions and they have given Ael plenty of program suggestions; and have responded with thoughtful observations and enthusiastic participation to both Bible study and community engagement discussions. While online meeting is a challenge, the youth group leadership team is steadfast with consistent effort and purpose.

We planned a workshop for parents in late November entitled 'Relationships that Matter - 5 Keys to Helping Your Child Succeed'. In consultation with parents, this was planned for a Sunday after service with lunch and childcare provided. However, despite general interest, only one person registered, which with Christmas so close and things relatively open at the time, giving up weekend time may have been difficult for parents. The content is all set and ready to go and we are looking at the first or second weekend in February 2022 to re-schedule.

Moving Forward into 2022

2021 was very busy! For 2022, we already have programming ideas for families and children moving forward. Ellen has had the opportunity to offer continued support for some parents within our Church community and some beyond. We look forward to offering that in a more formal way in the year to come. There are also initiatives that we had hoped to begin in 2021 that will be implemented this coming year, including more formal support for the Youth.

Both Sunday school & youth will be continuing with theme-based learning with the intent to continue personal spiritual development for the kids along with Bible learning and Social Justice activities.

The Youth leadership is planning for more guest speakers and community connections. There will also be more scripture-focused devotionals addressing real life platforms the youth are interacting with such as social media consumption, popular music and social concerns. Both groups will be looking at more ideas for community involvement. It has been a learning curve, but since it seems that we will be continuing on Zoom, we will use our experiences to date to develop unique ways to engage with the community and to offer some enticing online events.

There are various initiatives through the United Church for youth to take leadership roles, and we will be watching those and engaging with them as we are able. It is still somewhat challenging to create the next level age group with all the fluctuations that we have had with the pandemic, and the limits in numbers etc. when we were meeting in person. We will take what we have learned this year and apply it to creating meaningful content for older teens as special events with guests to begin, with the

intention of growing a base of youth with which to build more regular sessions and content. We have reached out to speakers, artists and others to offer engaging and unique workshops for this age group.

We will be moving forward with a passion for our work and for helping the children and youth become closer to God, be in touch with their own personal spiritual development, and see the importance of expressing this through social action.

Submitted by Ellen Toompuu and Ael Spence

OFFICE

2021 was another busy year in the office. As the pandemic progressed & continued, working from home became my regular way of life. I went into the church occasionally if I needed to print out some things, or if I just really needed to get away from my kitchen and from glitchy technology! Email Blasts continued to flow out to our church members, Zoom meetings continued to happen for staff & the Worship Committee & everything else.

I joined a wonderful group of church administrators & church property managers from different denominations & different parts of the city. What a blessing these monthly Zoom meetings have been. They are a wonderful group of people who are always willing to share information & resources, and it is really great to have people to talk to about the special situations that face faith managers as we try to balance our commitment to God & our church & our community with the practical considerations of running a business.

As we moved through the winter Covid vaccinations were more widely available and suddenly spring was on the horizon! I was able to return to working in the church office on a more regular basis. Easter came, and once again we weren't quite ready to welcome back in-person services. It was my second Easter working at the church, and my second online Easter. I'm not sure I'll even know how to do Easter in person at the church, whenever that day comes (fingers crossed for 2022!)

In July we were able to start welcoming rental groups back into the building and that was a great feeling. All tenants continued to follow provincial & local guidelines to ensure their activity was approved and safe.

In mid-August our new Engagement & Growth Leader, Laura Gallagher-Doucette arrived, and for the first time in a while our staff complement was full! Not long after she arrived Laura started taking responsibility for our social media posts; I was thrilled to relinquish responsibility for that part of my job and to see the huge improvement in both quality and quantity thanks to Laura!

In September we were able to start in-person services again, which was even more wonderful. We also welcomed several new renters to our building, including a couple new music instructors. Things were opening up.

In October we were approached by a company that wanted to film some scenes for a Hallmark Christmas movie at our church. They absolutely loved our church—they thought it had a “Big City New York vibe” and they loved the fact that our Sanctuary had so much colour in it. Having them there turned out to be quite the experience—a ton of work, but really fun. They decorated the church

inside and out for Christmas and the church looked amazing! On their first day of shooting there was about 100 people moving through the building at various points and literally every room except the daycare and 3 of the offices were being used to house actors or apply makeup or feed people or store equipment! They even had a tent set up in our parking lot to house the overflow of actors from another nearby location where they were shooting other scenes for the movie. It was pretty exciting. The production staff were amazing, extremely responsive to any concerns we had, and they treated our church & our staff very respectfully. Plus it added a nice bit of money into the church coffers, which was especially great since we lost a lot of regular rental revenue through the year due to lockdowns. The movie was super fun to watch too—Runnymede United looked amazing in all the church scenes!

In November the Girl Guides were welcomed back to RUC as a weekly rental. The 89th Toronto Guide unit had been at RUC for many years but disbanded due to a lack of leaders after the Pandemic started in 2020. In November we were happy to welcome the 18th Toronto Guide unit to our church for the first time. This unit was forced to re-locate and approached us due to the “great relationships” we had with the previous guides and brownies at our church. The 18th is very excited to have a new home at RUC, even though they were only able to have a few sessions in our church before the Christmas break and then Covid restrictions happened once again.

November also brought the welcome news that we would allow congregational singing for the upcoming Advent services. Another sign that our world was becoming more normal. We were all excited about being in the church together for the special Christmas services. The new RUC website launched in November as well and it looks great. We’ve had lots of positive feedback about the new clean look! I’m in the process of learning how to edit the website now.

When not in lockdowns we have been able continue to be a useful community resource for one-off situations with groups or individuals that just need a space for one evening to do a recording session or virtual rehearsal.

Rev. Ted and all the staff are so great to work with. We have become a team, in spite of rarely being in the same room (or even the same building!) together, and I’m so excited about the future. Alison Gadsby has graciously continued to be a resource for me when I run into any difficulties, although I think I can say with confidence that I’ve called her less this year than last year! Pat Campbell continues to assist in the office any time we need an extra pair of hands and is a great source of institutional wisdom & history. As well the Board and the Ministry and Personnel Committee are a huge support.

Office hours are still Monday to Friday 9:30am to 4:30pm. I may not be in the church, but I’m completely accessible by email or telephone.

Yours with thanks, Eva Havill

DATABASE

RUC has now been using Servant Keeper since 2016.

I have very little to report for 2021. I have been working on gathering information about the backend database and associated processes but this still needs to be put into a formal document. There has

been no update to the procedures manual since the version from 2019 although there are some amendments in the pipeline.

Once again in 2021 the Servant Keeper facility to send periodic statements and tax receipts by e-mail proved to be very beneficial. This is the preferred mechanism for sending this data as it is much less time consuming. The majority of our regular donors receive their information in this way. If you have not yet signed up for receiving your statements and tax receipts via email please consider this option.

If you have any questions about Servant Keeper and the information we keep in the system please do not hesitate to contact me.

Submitted by David Wilcox, Database Administrator, dbadmin@runnymedeunited.org

ONLINE “LIVESTREAM” WORSHIP DURING 2021

Overview

In response to the Covid-19 pandemic, Runnymede introduced an online worship option via livestream on YouTube. This required an investment in time, hardware and software that continues to this day. The great news is that our online services have 200 to 300 views each week.

Investment



With a Board commitment to continuing with livestream of our worship services indefinitely, post-pandemic, we were able to make an investment in technology to produce generally (!) high quality livestream feeds from the sanctuary. During 2021, Jim Lien moved the video booth and long-range cameras from the front pew to the balcony. This removed the cameras and cables from the chancel area and enabled a more permanent and secure installation. It also allowed the video and sound technicians to work side by side, which works better for everyone.

Process

Each week, Rev. Ted produces an order of service in consultation with Laura, David and Carl. Any video submissions such as anthems, scripture or announcements are recorded and uploaded, and for most of the year, Mairead Stewart produced graphics for each hymns. A slide deck is produced that holds the order of service, hymn lyrics and recorded elements. On Sunday morning, the video operator merges live camera and sound feeds with the slides, and it is livestreamed through YouTube (and stored).

Flexible

We have been pleased with the flexibility of our chosen approach because it can be used with just a few staff in the church when in-person worship is not possible, all the way to a full in-person worship service and every option between. As we enter 2022 with more Covid uncertainty, this is a plus.

Special Events

Our livestream capability has been used for special services (like Carols by Candlelight 2021 which has over 600 views) as well as funerals to connect with those who cannot attend in person. It can also be used for weddings, concerts and fund raisers, in the future.

Team

The person most responsible for the creation and operation of our video livestream capability is our custodian and IT expert Jim Lien. Jim chose YouTube and our ATEM Mini Pro as the foundation for our infrastructure and it has worked well. He researched, purchased and installed cameras, wireless receivers, computers, wiring, monitors and numerous interfaces to create a full livestream system for Runnymede. Brian has worked with Jim to document and test and make it as usable as possible. Right now, Jim, Brian and Daniel Botsko are trained to operate it. We are looking for others to join the team!

Submitted by Brian Traquair for the Livestream team (Jim Lien, Daniel Botsko and Brian Traquair)

BOARD REPORTS

BOARD CHAIR

What a roller coaster 2021 has been! We navigated the challenges of the pandemic like pros, with the September return to in person worship being a high. Unfortunately, December brought Omicron, and a return to virtual worship only. That was a bit of a downer. My task here today, though, is to highlight all the good that was done by our Runnymede United community over the past year--and that's a pleasure, indeed!

Special thanks to the Runnymede Guidelines Committee, Brian Traquair, Don Dewees, Jocelyn Maclean-Tharp and Susan Galea, who have met continuously since the beginning of the pandemic to determine what Covid Safety would look like at Runnymede United. Their dedicated work has allowed us to open safely to in person worship, (for a short while) to sing, and ultimately to pivot back to virtual worship only.

The quality of the virtual service is the result of hard work by a group of tech volunteers: Jim Lien, Brian Traquair, Daniel Botsko, Brian Withnell, and Bart Leung. Thanks to their hard work, 125 to 250 people see our online service each week. The big job of ensuring the safety of those attending in person has been expertly coordinated by Laurie Tripe on those Sunday mornings that we were open.

At Runnymede United, our church family has met challenges and even managed to thrive amid difficult times. Some highlights of the past year

- We celebrated our first full year with Rev. Ted Grady, who joined us in September 2020. This has been an unusual first year of a ministry relationship as it has basically been done virtually. I would like to sincerely thank him for leading us in worship both in person and virtually, offering many and varied opportunities for Christian education, celebration of church life, and supporting our community, all of it virtually.
- We voted to become an Affirming Congregation at our 2020 Annual General Meeting in February, then celebrated in style and online on April 25. We installed bold and beautiful banners at the front doors on Runnymede Road, recognized Transgender Day of Remembrance, and established an Affirming Committee as part of our Board governance.

- We launched a new Runnymede United website in November, with a new Runnymede United Logo that highlights the beauty of our building's architecture while looking forward with fresh colours. Please take the opportunity to log on to see it if you haven't already. www.runnymedeunited.org. More updates to come in 2022. Many thanks to Brian Traquair, Jenn Cruickshank, Laura Gallagher-Doucette, Bart Leung, Jim Lien, Brenda Lien and Rev. Ted Grady for working on the Digital Outreach project.
- Our Sunday School and Youth Group have continued to grow and thrive under the leadership of Ellen Toompuu and Ael Spence, both in person and virtually, with Sunday meetings, Vacation Bible school and the development of the Creation Care Garden on the front lawn. We are thankful to have had support from the David Suzuki Foundation and various horticultural societies. Ael joined us in September. Welcome Ael!
- In March, we received information that the Ridha Family of Iraq, who we agreed to sponsor in 2014, had their application to come to Canada approved. Not knowing exactly when they would arrive, Runnymeders jumped into action, fundraising, and planning for the family's arrival. Unfortunately, delays have been encountered and the family is not yet in Canada, but we remain hopeful for 2022. We are ready to welcome them and help them settle into the joys and challenges of a new life in Canada. Many thanks to all those individuals who have worked on this project, particularly Lynne Salt, Alex Cruickshank, and Karren Phair-Harvey.
- Our community has generously supported ongoing fundraising efforts, including the Lenten project, Water First, the Chez Vous Fine Dining fundraiser, the Refugee Fund, McGregor Meats, significant donations to the Mission and Service Fund of the United Church of Canada, and a successful Stewardship campaign, which allowed us to finish the year with surplus.
- Our new Engagement & Growth Leader, Laura Gallagher-Doucette joined our staff in the summer. Until May of 2022, she will be working 20 hours a week (expanding to 30 hours per week in June) and is currently focused on increasing the involvement of both members and adherents, as well as working on our overall communications plan. Welcome Laura!

I'm hoping that the roller coaster of 2022 might be a little less challenging than last year's ride, but here's one thing I know: We will work together, we will support each other, and we will deliver more to the beautiful tapestry that is our Runnymede United community.

Blessings.

Robin Pilkey, Chair, Runnymede United Church Board

Runnymede United Church

To: Finance Committee & Distribution List
From: Brian Traquair
Date: January 8, 2022

Subject Treasurer Report
Year-end 2021

FINANCIAL RESULTS

- For the year 2021, we had a surplus of \$25,877.
- As year-end adjustments, we have transferred \$3,941 of the surplus to the M&S Fund to meet our 2021 target, transferred \$20,000 into 2022 to help balance the budget and transferred the remaining \$1,936 to the GI&C Fund.
- Total receipts were \$24,949 more than last year with envelope giving higher (+\$23,232), loose giving lower (-\$610), rent higher (+\$16,484), trustee manse fund unchanged and fund raising higher (+\$843). There was no special fund raising transfer from the prior year into 2021, resulting in a \$15,000 offset to the increases above.
- Total expenses were \$3,150 more than last year, with staff higher (+\$10,203), office higher (+\$2,227), property lower (-\$20,115) [\$17,000 difference due to insurance invoicing moving from annual to monthly], regional assessment higher (+\$2,202), HST refund lower (-\$90) and programs higher (+\$8,543).

FUNDS AND FUND RAISING

- Our funds are in a strong position, with GI&C and Capital Campaign having a balance of over \$250,000 between them, after an investment of \$25,000 in our new website. The Refugee Fund was bolstered by a campaign and now has over \$73,000.

BUDGET

- Overall, we ended up \$25,877 ahead of budget for the year. Giving and rental revenue were both above budget and this was augmented by partial-year staff vacancy savings and underspending in property combined with wage subsidies and HST refunds.
- Income was over budget with **Current over** (+\$6,784), loose under (-\$1,468), **rent over** (+\$2,022) and fund raising under (-\$1,963). Total income was +\$5,375 over budget.
- Expenses were **under budget in staff** (-\$20,521) including **\$16,506 in wage subsidies**, over in office (+\$928), under in property (-\$5,049), under in assessment (-\$798), better on HST refunds (+\$1,928) and over in programs (+\$6,866). Total expenses including HST refunds and wage subsidies were \$20,502 under budget.
- HST refunds for the year were \$16,928. Wage subsidies for the year were \$16,506.
- Mission and Service donations were \$61,059 year-to-date, close to the \$61,143 last year. As noted above, we donated an additional \$3,941 to hit our target of \$65,000.
- General Improvement & Contingency donations were \$26,973, near last year's \$26,367.

FINANCIAL STATUS

- The bank balance at the end of the year was \$38,695.

Brian

RUNNYMEDE UNITED CHURCH
Treasurer's Statement of Receipts and Payments

Year-end 2021

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2021 Budget		Last Year
Annual	Adjusted	To Date
340,000	340,000	323,552
1,500	1,500	642
70,000	70,000	55,538
18,000	18,000	18,000
2,500	2,500	511
4,000	4,000	3,183
0	0	15,000
436,000	436,000	416,426
86,500	86,500	81,661
52,000	52,000	53,899
1,000	1,000	0
39,000	39,000	38,000
47,000	47,000	47,800
4,000	4,000	10,200
0	0	0
3,600	3,600	4,320
48,400	48,400	47,575
-15,000	-15,000	-43,196
52,750	52,750	48,267
319,250	319,250	288,526
20,500	20,500	19,201
74,000	74,000	89,066
28,000	28,000	25,000
-15,000	-15,000	-17,018
9,250	9,250	7,573
436,000	436,000	412,348
0	0	4,078

CURRENT OPERATING ACCOUNT		vs. Budget	21 vs. 20	Adj	Final
RECEIPTS					
Envelopes (Current)	346,784	6,784	23,232		
Loose	32	-1,468	-610		
Rent	72,022	2,022	16,484		
Trustee Manse	18,000	0	0		
Fund Raising (Craft Show et al)	577	-1,923	66		
Fund Raising (Events)	3,960	-40	777		
Fund Raising / Special	0	0	-15,000		
Total Receipts	\$441,375	5,375	24,949		
PAYMENTS					
Salaries & Benefits					
Minister (Ted)	86,500	0	-4,839		
Lay Staff (Ellen, Laura)	30,125	21,875	23,774		
Substitutes	1,500	-500	-1,500		
Office (Eva)	39,000	0	-1,000		
Property (Jim, Daniel)	48,260	-1,260	-460		
Youth (Cayley, Ael)	2,645	1,355	7,555		
Community Meal (N/A)	0	0	0		
Sunday School (team)	4,320	-720	0		
Music (David, Carl, team)	51,467	-3,067	-3,892		
Wage Subsidy (contingenc)	-16,506	1,506	-26,690		
Benefits (All)	51,418	1,332	-3,151		
Total	298,729	20,521	-10,203		
Office Expenses	21,428	-928	-2,227		
Property Expense	68,951	5,049	20,115		
Regional Assessment	27,202	798	-2,202		
HST Refund	-16,928	1,928	-90		
Program Expense	16,116	-6,866	-8,543		
Total Payments	\$415,498	20,502	-3,150		
CURRENT OPERATING POSITION	\$25,877	25,877	21,799	-25,877	-0

Last YTD
0
203,820
0
47,123
10,374
7,781
3,310
2,617
15,200
9,341
8,316
32,064
545
2,300
5,102
2,900
0
-321,653
0
1,902
31,042

OTHER FUNDS	Jan 1/21	Receipts	Payments	Balance	Adj	Final
Coins and Donations Held	0	0	0	0	20,000	20,000
G I & C Fund	203,820	26,973	25,067	205,726	1,936	207,662
Mission & Service Fund	0	61,059	65,000	-3,941	3,941	0
Capital Campaign	47,123	0	0	47,123		47,123
Choir Fund	10,374	0	0	10,374		10,374
Music and Musicians Fund	7,781	0	250	7,531		7,531
Pastoral Care Fund	3,310	500	235	3,575		3,575
Memorial Fund	2,617	3,147	0	5,764		5,764
Kenyan AIDS Orphans Fund	15,200	35,222	39,875	10,547		10,547
Outreach Fund	9,341	300	1,415	8,226		8,226
Community Meal Fund	8,317	7,890	857	15,350		15,350
Refugee Fund	32,064	42,230	621	73,673		73,673
Craft Show Fund Raising	545	0	0	545		545
Youth Mission (Kenya)	2,300	0	0	2,300		2,300
Youth Fund	5,102	0	0	5,102		5,102
Owed Other Organizations	2,899	18,631	19,024	2,506		2,506
Fund Raising Funds	0	0	0	0		0
Trustee Investments	-321,653	-132,382	-70,550	-383,485		-383,485
Pay Liabilities	0	10,252	10,252	0		0
Retained Earnings	1,902	0	0	1,902		1,902
Total Other Funds	31,042	73,822	92,046	12,818	5,877	18,695
BANK BALANCE				38,695		

RUNNYMEDE UNITED CHURCH
Treasurer's Statement of Receipts and Payments

Year-end 2021

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2021 Budget		Last Year	PROGRAMS	Receipts	Payments	Net	21 vs. 20
Annual	Adjusted	To Date					
500	500	343	Adult Growth	314	611	297	46
1,500	1,500	0	Clergy Continuing Education	0	414	414	-414
1,000	1,000	2,526	Ministry & Personnel	0	953	953	1,573
750	750	569	Music & Arts	0	1,632	1,632	-1,063
1,000	1,000	897	Stewardship & Communications	0	509	509	388
750	750	75	Sunday School	0	2,503	2,503	-2,428
1,000	1,000	1,100	Welcoming & Membership	0	5,288	5,288	-4,188
2,000	2,000	2,063	Worship	0	3,040	3,040	-977
750	750	0	Youth	0	1,480	1,480	-1,480
9,250	9,250	7,573	Total Programs	314	16,430	16,116	-8,543

2021 Budget		Last Year	OFFICE	Receipts	Payments	Net	21 vs. 20
Annual	Adjusted	To Date					
750	750	826	Copying and Paper	79	98	19	807
2,000	2,000	1,728	Banking and Online Fees	238	2,372	2,134	-406
5,000	5,000	4,513	Photocopier	613	4,927	4,314	199
500	500	460	Postage	0	1,255	1,255	-795
6,500	6,500	6,364	Sundry & Software	0	7,627	7,627	-1,263
750	750	355	Supplies	10	1,062	1,052	-697
5,000	5,000	4,955	Telephone	400	5,427	5,027	-72
20,500	20,500	19,201	Total Office	1,340	22,768	21,428	-2,227

2021 Budget		Last Year	PROPERTY	Receipts	Payments	Net	21 vs. 20
Annual	Adjusted	To Date					
7,000	7,000	19,037	Building and Repairs	0	18,139	18,139	898
2,500	2,500	2,300	Elevator Expenses	0	3,797	3,797	-1,497
5,000	5,000	17,881	Equipment and Organ Repairs	0	7,431	7,431	10,450
15,000	15,000	14,748	Insurance	0	1,400	1,400	13,348
14,000	14,000	6,037	Maintenance	0	10,282	10,282	-4,245
4,000	4,000	3,713	Supplies	0	2,403	2,403	1,310
6,000	6,000	5,625	Hydro	0	5,632	5,632	-7
16,500	16,500	16,170	Gas	0	15,953	15,953	217
2,500	2,500	2,251	Water	310	3,305	2,995	-744
1,500	1,500	1,304	Workers' Compensation	0	919	919	385
74,000	74,000	89,066	Total Property	310	69,261	68,951	20,115

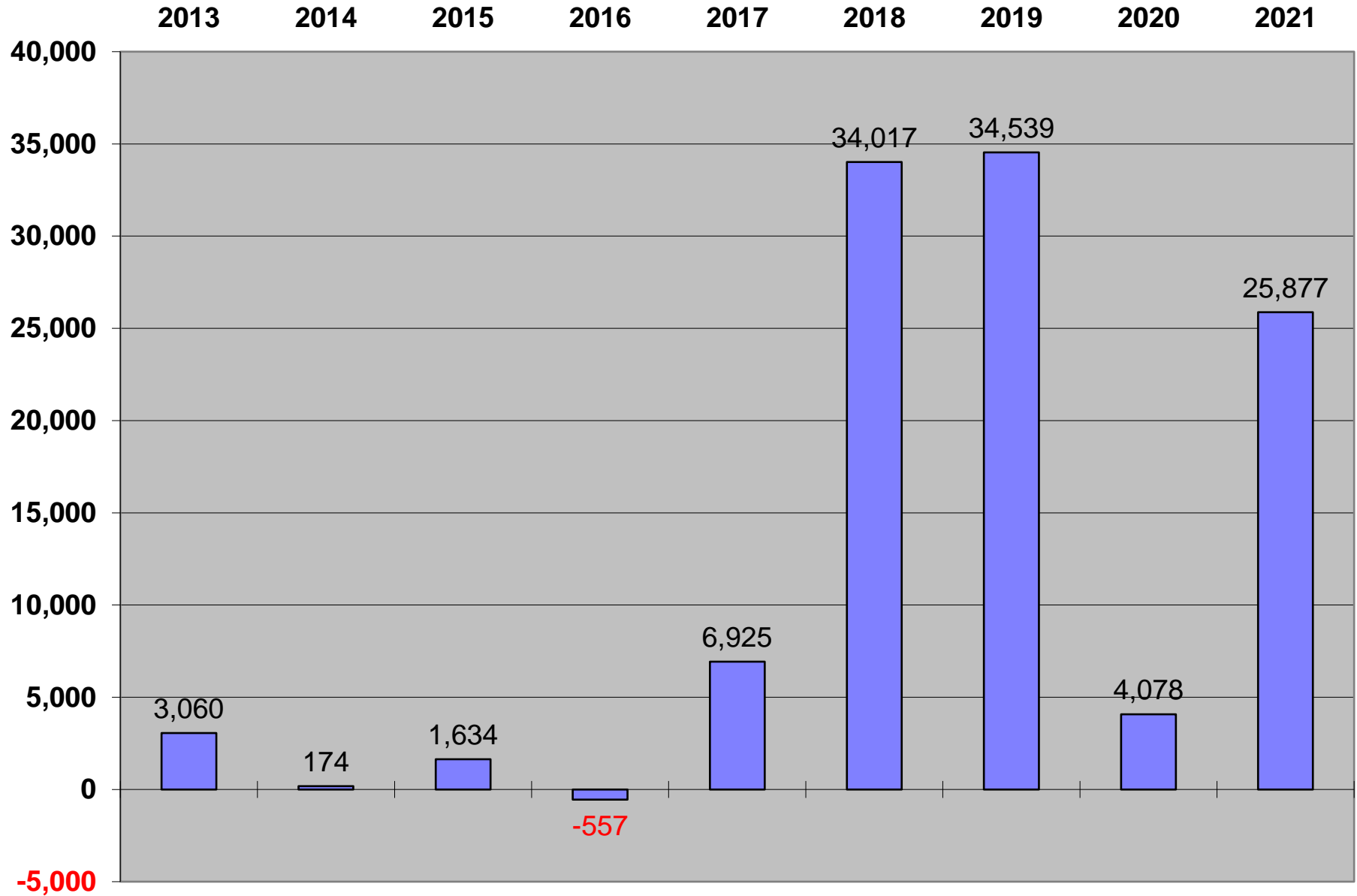
**RUNNYMEDE UNITED CHURCH
FINANCIAL HISTORY**

Runnymede United Church Financial History	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Receipts									
Current Operations	315,061	327,465	335,658	344,278	342,169	334,452	341,878	323,552	346,784
Loose	9,815	9,214	10,562	7,051	6,518	7,820	8,105	642	32
Rents	72,642	70,486	77,231	86,757	101,287	124,482	120,436	55,538	72,022
Trustee Manse Funds	15,000	15,000	15,000	15,000	15,000	15,000	18,000	18,000	18,000
Craft Show and Fund Raising	5,423	5,554	6,218	5,907	6,227	5,609	5,671	511	577
Fund Raising Events	14,610	26,267	13,243	11,440	15,271	1,807	1,168	3,183	3,960
Special/Trustee Fund Raising	12,000	6,000	0	0	14,182	20,000	0	15,000	0
Total Receipts	444,551	459,986	457,912	470,433	500,654	509,170	495,258	416,426	441,375
Payments									
Salaries & Benefits									
Minister (1st)	83,500	85,600	87,750	89,500	91,000	92,200	94,800	81,661	86,500
Minister/ or Lay (2nd)	71,700	73,720	75,750	77,000	78,250	51,500	23,333	40,000	10,125
Minister/ or Lay (3rd)	0	0	0	0	0	0	0	13,899	20,000
Minister (substitute)	-113	2,511	462	900	-2,373	450	2,750	0	1,500
Office	34,920	34,920	28,101	37,135	37,956	34,207	43,418	38,000	39,000
Property	40,998	39,010	37,100	40,552	44,225	44,519	48,688	47,800	48,260
Youth	5,600	11,868	10,080	12,028	9,900	13,630	14,655	10,200	2,645
Community Meal (staff)	0	0	2,400	0	0	0	0	0	0
Sunday School	5,765	5,580	7,864	6,268	6,335	5,520	4,800	4,320	4,320
Music	41,250	42,300	42,663	47,117	49,777	48,542	48,990	47,575	51,467
Contingency/Subsidy	0	0	0	0	0	0	0	-43,196	-16,506
Benefits (All)	48,178	52,894	46,029	49,605	51,179	48,320	48,118	48,267	51,418
Total	331,798	348,403	338,199	360,105	366,249	338,888	329,552	288,526	298,729
Office Expenses	14,956	17,828	27,347	23,208	20,348	21,106	18,446	19,201	21,428
Property Expenses	70,723	70,923	68,096	65,164	86,035	100,284	88,003	89,066	68,951
Presbytery Dues	12,702	13,357	14,625	15,495	14,430	15,653	21,000	25,000	27,202
GST/HST Refund	-10,338	-8,075	-9,762	-8,751	-4,839	-13,039	-11,234	-17,018	-16,928
Program Expense	21,650	17,376	17,773	15,769	11,506	12,261	14,952	7,573	16,116
Total Payments	441,491	459,812	456,278	470,990	493,729	475,153	460,719	412,348	415,498
SURPLUS (DEFICIT)	3,060	174	1,634	-557	6,925	34,017	34,539	4,078	25,877

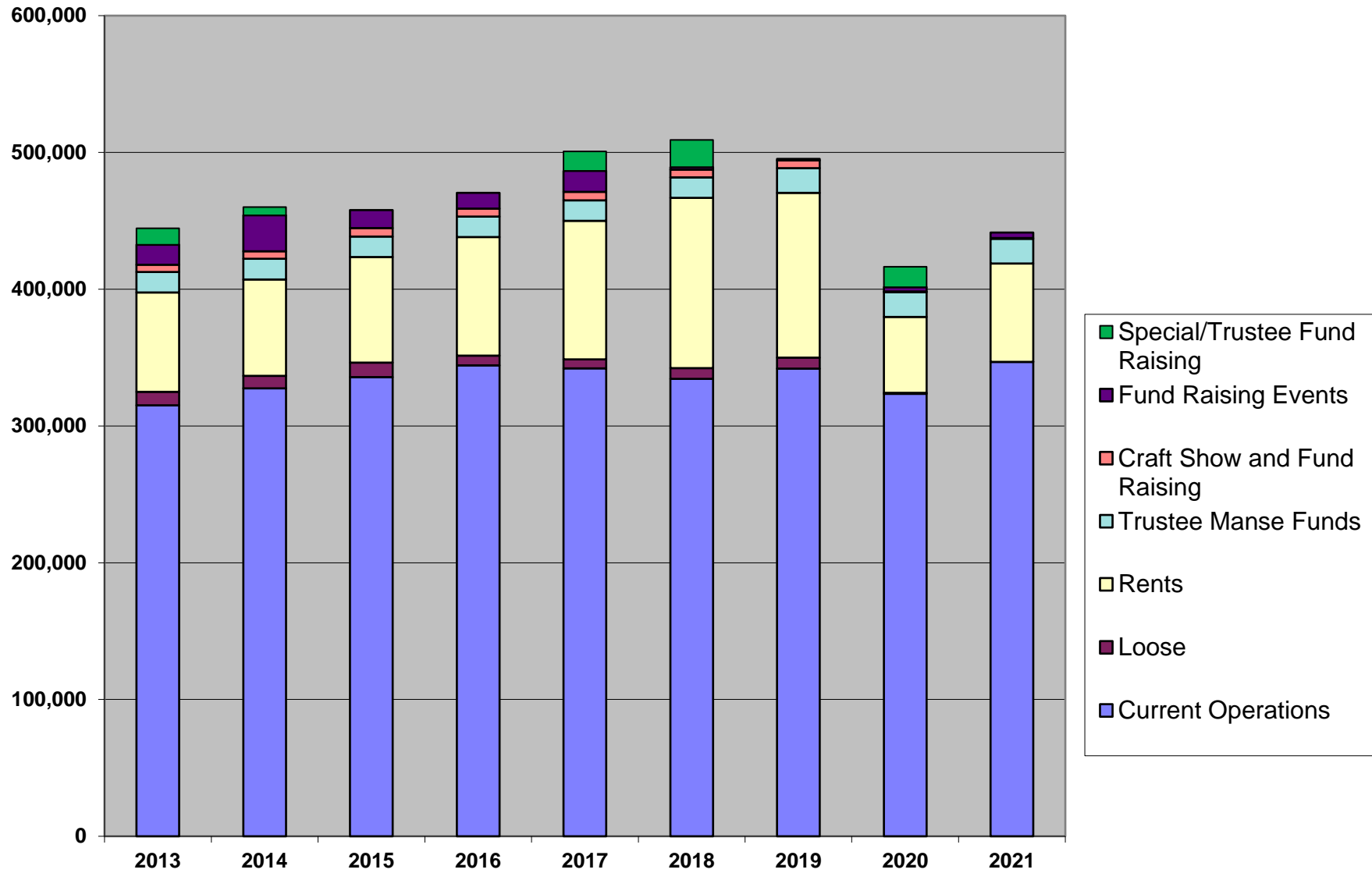
RUNNYMEDE UNITED CHURCH FINANCIAL HISTORY

DETAILED BREAKDOWN	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
PROGRAMS									
Adult Growth	301	1,049	194	208	286	1,318	669	343	297
Clergy Continuing Education	4,150	2,311	3,446	4,890	2,847	724	1,094	0	414
Ministry & Personnel	4,553	1,484	872	2,214	280	698	2,275	2,526	953
Music & Arts	2,382	1,372	4,291	3,136	2,633	2,847	3,511	569	1,632
Stewardship & Communications	1,596	2,299	2,438	1,752	1,485	529	1,681	897	509
Sunday School	1,944	2,803	1,795	832	227	684	2,219	75	2,503
Welcoming & Membership	1,086	910	1,232	-100	125	1,375	576	1,100	5,288
Worship	2,266	1,819	2,229	1,497	2,245	2,989	1,599	2,063	3,040
Youth	972	929	1,276	1,340	1,378	1,097	1,328	0	1,480
Total Programs	21,650	17,376	17,773	15,769	11,506	12,261	14,952	7,573	16,116
OFFICE									
Copying and Paper	1,618	762	1,240	1,657	731	1,004	403	826	19
Envelopes & PAR	1,716	2,090	2,309	3,669	3,380	2,677	3,172	1,728	2,134
Machine Contracts	2,755	6,472	9,995	5,686	5,422	7,455	3,927	4,513	4,314
Postage	587	1,457	1,630	1,138	1,337	628	1,018	460	1,255
Sundry & Software	3,299	2,862	6,284	6,479	4,732	5,071	5,013	6,364	7,627
Supplies	1,180	190	1,232	162	1,339	1,626	364	355	1,052
Telephone	3,801	3,995	4,657	4,417	3,407	4,300	4,549	4,955	5,027
Total Office	14,956	17,828	27,347	23,208	20,348	22,761	18,446	19,201	21,428
PROPERTY									
Building and Repairs	13,248	10,843	3,125	8,023	17,437	26,062	16,099	19,037	18,139
Elevator Expenses	3,239	2,829	2,710	4,912	2,437	2,811	5,229	2,300	3,797
Equipment and Repairs	5,845	3,211	6,557	3,336	15,638	20,154	15,323	17,881	7,431
Insurance	9,030	9,933	9,933	10,089	10,245	10,402	10,632	14,748	1,400
Maintenance	3,410	3,480	3,147	2,506	3,057	3,093	4,077	6,037	10,282
Supplies	8,112	8,063	7,703	7,266	5,072	6,226	6,841	3,713	2,403
Hydro	7,552	8,467	8,009	8,784	10,020	7,699	7,024	5,625	5,632
Gas	15,627	20,002	22,351	15,272	17,389	18,383	17,886	16,170	15,953
Water	2,542	2,084	2,348	2,939	2,660	3,691	3,728	2,251	2,995
Workers' Compensation	2,118	2,011	2,213	2,037	2,080	1,763	1,164	1,304	919
Total Property	70,723	70,923	68,096	65,164	86,035	100,284	88,003	89,066	68,951

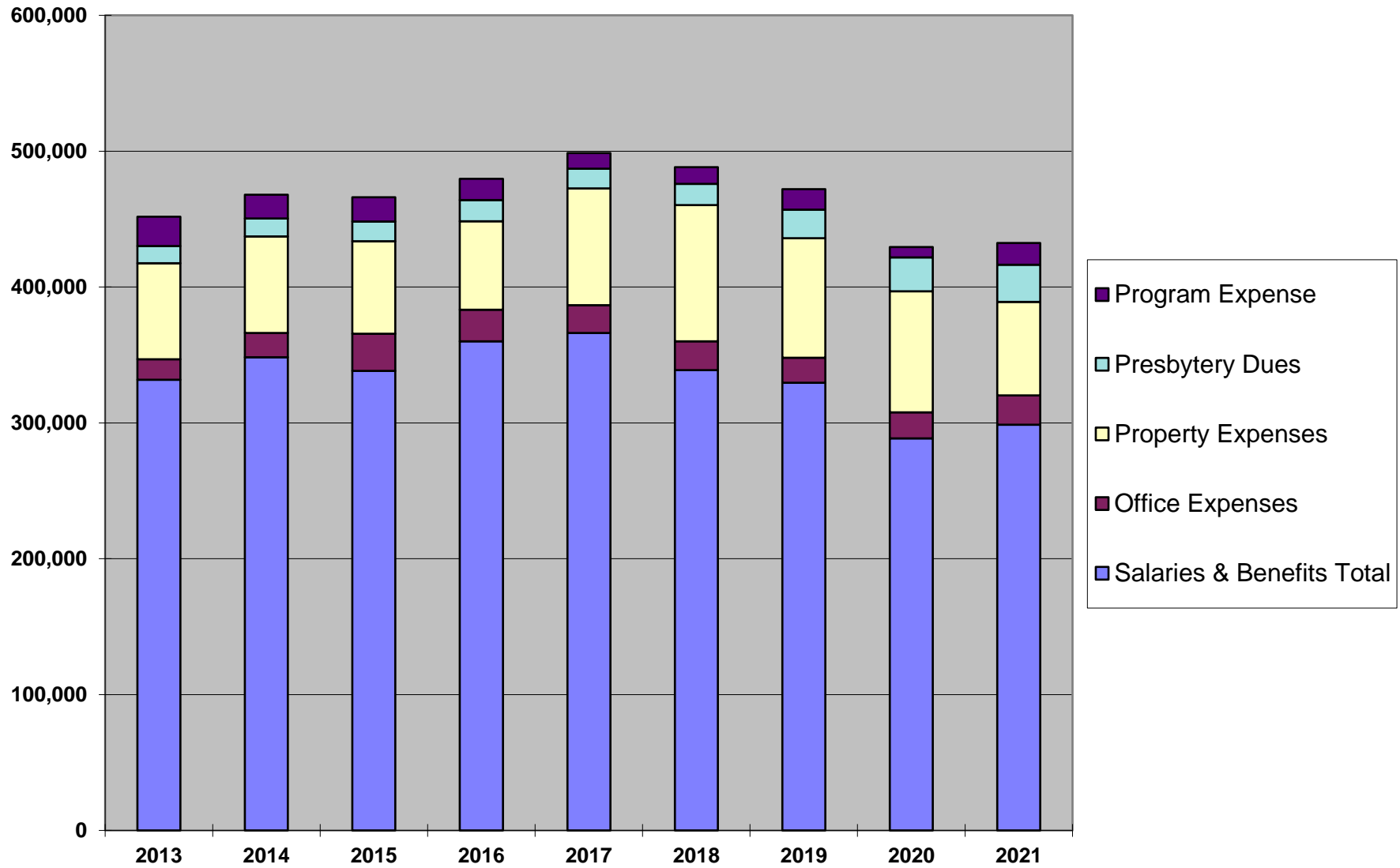
ANNUAL DEFICIT OR SURPLUS



INCOME BY TYPE OVER TIME



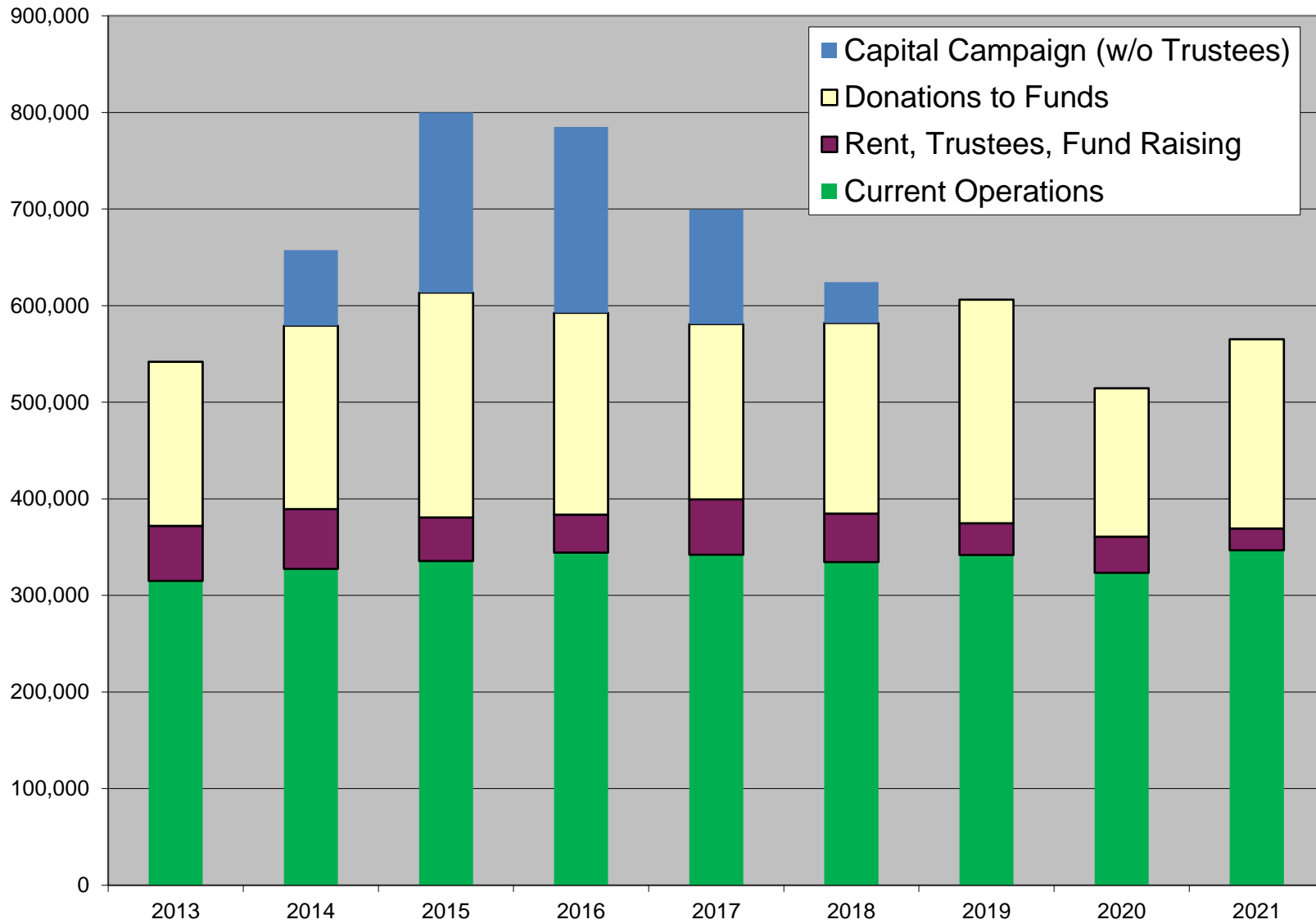
Expenses by Type over Time



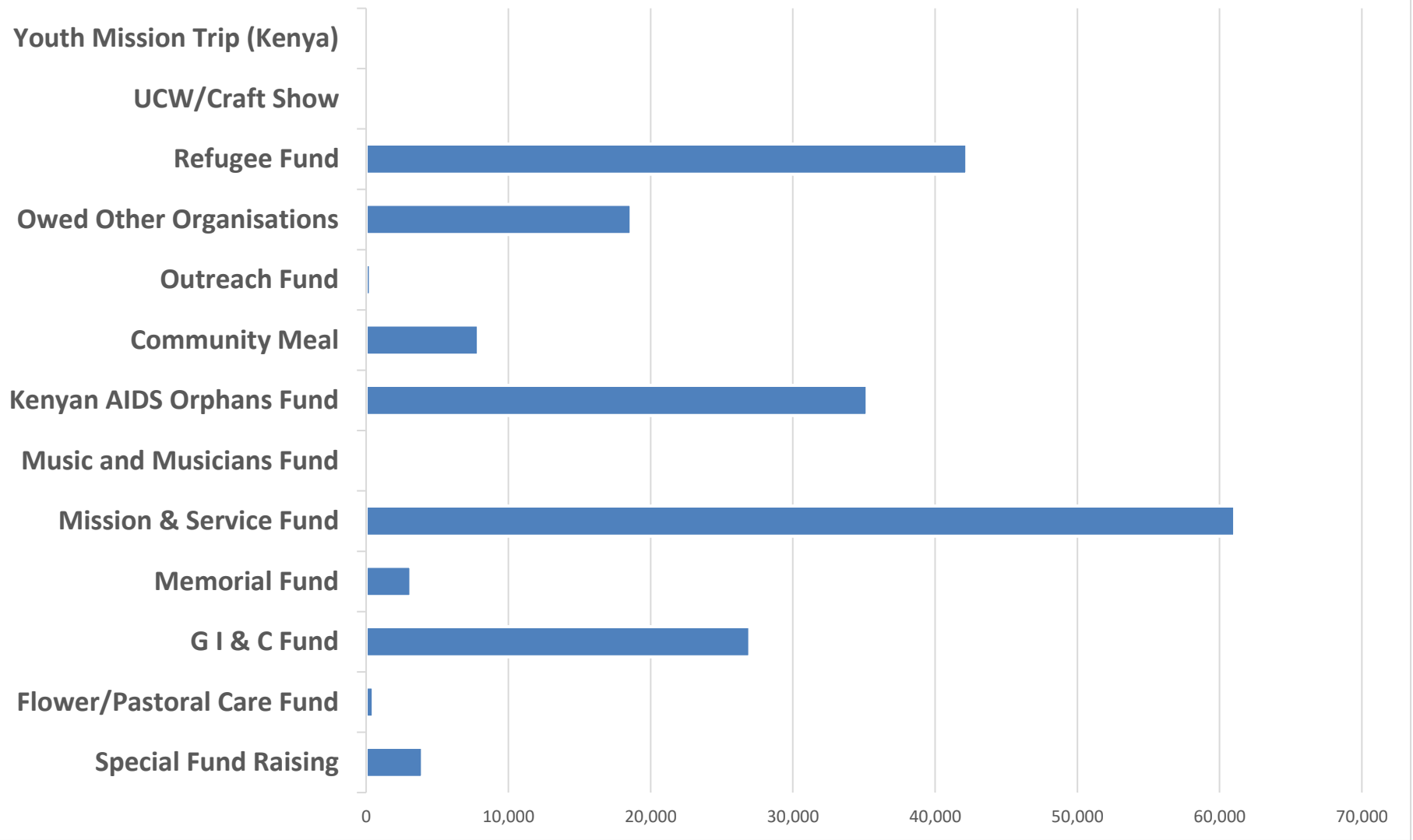
RUNNYMEDE UNITED CHURCH GIVING HISTORY

Runnymede United Church Giving History	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual
Receipts									
Current Operations	315,061	327,465	335,658	344,278	342,169	334,452	341,878	323,552	346,784
Loose	9,815	9,214	10,562	7,051	6,518	7,820	8,105	642	32
Trustee Manse Funds	15,000	15,000	15,000	15,000	15,000	15,000	18,000	18,000	18,000
Craft Show	5,423	5,554	6,218	5,907	6,227	5,609	5,671	511	577
Special Fund Raising	14,610	26,267	13,243	11,440	15,271	1,807	1,168	3,183	3,960
Trustee Deficit Coverage	12,000	6,000	0	0	14,182	20,000	0	15,000	0
Total Receipts	371,909	389,500	380,681	383,676	399,367	384,688	374,822	360,888	369,353
Funds									
Capital Campaign Fund		78,200	186,360	192,472	268,467	42,303	0	0	0
Flower/Pastoral Care Fund	1,344	536	1,050	1,230	760	1,055	1,390	0	500
G I & C Fund	41,946	24,250	27,962	33,670	24,370	34,908	23,969	26,367	26,973
Memorial Fund	100		3,355	716		750	1,210	0	3,147
Mission & Service Fund	59,308	57,638	67,241	63,086	65,528	68,870	71,119	61,143	61,059
Music and Musicians Fund				10,300	79	785	167	0	0
Kenyan AIDS Orphans Fund	30,493	30,384	23,598	36,334	28,387	45,129	34,078	28,031	35,222
Community Meal	8,367	13,519	8,098	8,036	2,267	4,641	8,193	8,392	7,890
Outreach Fund	2,654	4,358	948	10,696	790	1,000	5,756	60	300
Owed Other Organisations	11,283	28,813	13,378	11,791	11,204	10,464	3,229	22,244	18,631
Refugee Fund	1,100	2,000	4,573	20,380	29,340	2,752	1,750	7,413	42,230
UCW/Craft Show	12,475	12,143	12,107	12,510	13,448	14,670	15,553	0	0
Youth Mission Trip (Kenya)		14,020	67,307			12,240	64,974	0	0
Youth Fund	995	2,050	3,255	50	5,446	176	0	0	0
Donations to Funds	170,065	267,911	419,232	401,271	450,086	239,743	231,388	153,650	195,952
Total Donations	541,974	657,411	799,913	784,947	849,453	624,431	606,210	514,538	565,305
Projects	phone sys sewer fix kitchen gran	asbestos drains capital	carpet rads choir switch	kitchen audio nursery	gym roof	parking lot asbestos removal	lawn sign	gym floor Kingsbury kitchen	Website Refugee f/r
Total Receipts year-over-year	9.6%	4.7%	(2.3%)	0.8%	4.1%	(3.7%)	(2.6%)	(3.7%)	2.3%
Total Donations year-over-year	4.4%	21.3%	21.7%	(1.9%)	8.2%	(26.5%)	(2.9%)	(15.1%)	9.9%

Donations over Time Total Current Receipts versus Donations to Funds



2021 Fund Giving Breakdown



Runnymede United Church

To: RUC Church Board
From: Brian Traquair
Date: January 12, 2022

Subject 2022 Budget and 3-Year Plan

OVERVIEW

The attached spreadsheets summarize the Runnymede United Church 2022 budget and 3-Year plan. This memo provides an explanation by budget area and the overall context for consideration of this plan by the Finance Committee, the church Board and the Congregation.

The COVID-19 budget assumption is that the virus will not be fully under control until mid-2022, when in-person meeting and mobility can resume for the majority of people. For the budget, we are assuming that some regular in-person worship can resume in April 2022, and that rentals beyond Angelgate and BWNS will resume in the summer.

We have had the benefit of Canadian Federal Government wage subsidies in 2020 and 2021, as well as above normal HST refunds. The transition away from these supports makes 2022 more difficult and more reliant on continued congregational support and additional rent revenue.

2022 BUDGET SUMMARY

Income

On the income side for 2022, here are the important assumptions:

1. The 2022 Current Operations givings target is a \$5,000 increase over our 2021 budget, but slightly below 2021 actual. The stability and generosity of our members through the pandemic has been amazing! We continue to be at risk on the loss of one of our largest donors in the next few years, due to age.
2. Loose giving was down again in 2021 because of the frequent suspension of in-person worship, and in particular for the Easter and Christmas services. We are budgeting a small increase in 2021, given we do not expect many in-person worship visitors.
3. Rental income decreased dramatically in 2020 to just \$55,000 but recovered to \$72,000 in 2021. For 2022, we are assuming that beyond Angelgate and BWNS, rentals will not begin in earnest until the summer or the fall. We are budgeting an increase of \$10,000 to \$82,500 for 2022. There is COVID-19 risk in the rent budget.
4. Trustee manse fund income in 2021 is budgeted to remain at the same level of \$18,000.
5. We were unable to operate the Craft Show in 2020 or 2021 due to COVID-19. For 2022, we are assuming we will resume the Craft Show but with some limits. We are therefore only assuming \$2,500 as a contribution to our operating costs, and the same for the donation to M&S, which is half of the historical norm.
6. We had North Country fundraisers in 2021 and have assumed at least one will happen again in 2022. We have also budgeted a Deficit Dinner in 2022 due to financial need and a belief that it will be feasible in the fall of 2022. The total budget is \$7,500.
7. In order to balance the budget, we are transferring \$20,000 of the 2021 surplus into 2022 as Fund Raising – Special.

Expense

On the expense side for 2022, here are the important assumptions:

1. We have our minister Rev. Ted Grady in full-time ministry.
2. Laura Gallagher-Doucette joined us as Engagement and Growth Leader during 2021 and will be on staff for all of 2022. Her hours will increase from 20 hours per week to 30 hours per week in May, after she finishes her school program.
3. Ellen Toompuu is responsible for our Children & Youth area in a part-time role.
4. Eva Havill continues as our full-time church office administrator.
5. Jim Lien continues as our full-time caretaker, and IT expert. Daniel Botsko is our part-time Sunday caretaker and a video/music operator.
6. In the Music program, David Ambrose is our part-time music director, Carl Steinhauser as our part-time organist and four part-time soloists (Pat Ainslie, Sabrina Perez, Devin Herbert and Don Tripe).
7. In the Sunday School, we have three part-time Sunday School teachers.
8. Ael Spence joined as our Youth Leader in 2021 and will be with us for all of 2022.
9. The Community Meal has been suspended since the beginning of COVID-19. There are ongoing discussions to find a way to contribute while the pandemic remains. Any costs for people or expenses are drawn from the Community Meal Fund.
10. The Contingency/Wage Subsidies had wage subsidies of \$43,196 in 2020 and \$16,506 in 2021. There are no wage subsidies budgeted for 2022, but we have put in a contingency of \$2,500 to cover unexpected expenses.
11. The UCC national assessment increased in 2021 but it is decreasing in 2022 as a result of a revision to the formula used to calculation church assessments.
12. The budgets for Office, Property and Programs are based on last year's expenditures and take into account expected changes for 2022 as understood by Finance and Property. The net impact is \$4,000 more in expenditures in 2022 compared to the 2021 actuals.
13. The net expenses include an assumed HST refund that is less than we received in 2021 and back to our normal levels. The HST refunds in 2020 and 2021 were a result of an acceleration of applications to help cover for our lower rental income.

Commentary

The overall result is that the 2022 budget is a balanced budget, at \$42,500 higher in income and expenditures than last year's budget and \$37,125 above last year's actuals.

The budget for 2022 will require the Board and Congregation to:

- a) continue donations to Current Operations at the same level as 2021.
- b) approve the carry-forward of \$20,000 in 2021 surplus for use in 2022.
- c) operate a North Country Meats fund raiser and a Deficit Dinner in the fall of 2022
- d) continue to adapt to COVID-19 and all of its curves and surprises.

2022 THREE YEAR PLAN SUMMARY

Our goal is to come out of the COVID-19 pandemic having shown ourselves to be a committed, resourceful, renewed and responsive church community. We have become an Affirming church and we now have a modern and effective website and an attractive online streaming service. The three-year plan is to continue to grow and support our church community, and also achieve a balanced budget each year.

The main financial question for 2022 and 2023 is how quickly rental income can recover to pre-COVID-19 levels. We have assumed that we will be mostly there by 2023 and fully there by 2024.

We need 1% annual increases in Current Operations giving in each of 2022 and 2023 for us to maintain our Current Operations support for our staffing levels plus annual salary increases. At some point, we are expecting a \$12,500 reduction in giving to Current from long-term members. At that point we will have a drop, and then we will have to build up Current giving to prior levels.

On other income, we have assumed a step wise return to prior loose giving and rental income by 2023. We expect the craft show to be operating at reduced capacity in 2022. The plan assumes continued annual fund raising, including a Deficit Dinner in 2022.

On expenses, the assumption is no substantial changes in staffing and continued support of program and property expenditures.

We are in a fortunate position to have reserves in our GI&C Fund and Capital Campaign Fund, as well as other dedicated funds. Also, the Trustees are in a good financial position. Overall, we have a solid financial position.

Action

The Treasurer and the Finance Committee recommend this 2022 Budget and 3-Year Financial Plan to the Board and to the Congregation for approval at the Annual General Meeting.



Brian Traquair, Treasurer, Runnymede United Church

RUNNYMEDE UNITED CHURCH 2022 BUDGET

SUMMARY Budget	2020 Actual	2021		2022 Budget	Better (Worse)		Notes on Budget Assumes Covid-19 controlled mid-2022
		Budget	Actual		Vs. Bud	Vs Actual	
Receipts		5.1%	7.2%		1.5%	-0.5%	Percent increase for envelope giving
Envelopes	323,552	340,000	346,784	345,000	5,000	-1,784	Increasing budget from 2021
Loose	642	1,500	32	500	-1,000	468	Assume still limited in-person
Rent	55,538	70,000	72,022	82,500	12,500	10,478	Growth but not a return to full rental levels
Trustee Manse Funds	18,000	18,000	18,000	18,000	0	0	No change
Fund raising (craft show)	511	2,500	577	5,000	2,500	4,423	Return to craft show in fall 2022
Fund raising (deficit reduction)	3,183	4,000	3,960	7,500	3,500	3,540	Deficit dinner
Fund raising (special)	15,000	0	0	20,000	20,000	20,000	Carry over surplus from 2021
Total Receipts	416,426	436,000	441,375	478,500	42,500	37,125	
Payments							
Salaries & Benefits							
Minister (Ted)	81,661	86,500	86,500	90,000	-3,500	-3,500	2022 compensation
Lay Staff (Ellen, Laura)	53,899	52,000	30,125	56,700	-4,700	-26,575	2022 compensation and full year
Substitutes	0	1,000	1,500	1,500	-500	0	Substitutes and vacation coverage
Office (Eva)	38,000	39,000	39,000	40,000	-1,000	-1,000	2022 compensation
Property (Jim, Daniel)	47,800	47,000	48,260	47,700	-700	560	2022 compensation
Youth (Ael)	10,200	4,000	2,645	4,800	-800	-2,155	2022 compensation
Community Meal (team)	0	0	0	0	0	0	Reimbursed from Comm Meal Fund
Sunday School (team)	4,320	3,600	4,320	3,600	0	720	Three part-time teachers
Music staff (David, Carl, soloists)	47,575	48,400	51,467	52,600	-4,200	-1,133	Music staff (dir, org + soloists)
Subsidies & Increases	-43,196	-15,000	-16,506	2,500	-17,500	-19,006	Contingency (versus subsidies '20 and '21)
Benefits (All)	48,267	52,750	51,418	57,100	-4,350	-5,682	Benefits indexed to staff and salaries
Staff Expenses	288,526	319,250	298,729	356,500	-37,250	-57,771	
Office Expenses	19,201	20,500	21,428	24,250	-3,750	-2,822	See detail on next page
Property Expenses	89,066	74,000	68,951	73,750	250	-4,799	See detail on next page
Regional Assessment	25,000	28,000	27,202	21,500	6,500	5,702	Reduction in assessment (new formula)
HST Refund	-17,018	-15,000	-16,928	-10,000	-5,000	-6,928	HST refunds return to normal
Program Expenses	7,573	9,250	16,116	12,500	-3,250	3,616	See detail on next page
Total Payments	412,348	436,000	415,498	478,500	-42,500	-63,002	
SURPLUS (DEFICIT)	4,078	0	25,877	0	0	25,877	

RUNNYMEDE UNITED CHURCH 2022 BUDGET

DETAILED BREAKDOWN	2020	2021		2022	Better (Worse)		Notes on Budget Assumes Covid-19 controlled mid-2022
	Actual	Budget	Actual	Budget	Vs. Bud	Vs Actual	
PROGRAMS							
Adult Growth	342	500	297	500	0	-203	Last year's budget
Clergy Continuing Education	0	1,500	414	1,500	0	-1,086	Last year's budget
Ministry & Personnel	2,526	1,000	953	1,000	0	-47	Last year's budget
Music & Arts	570	750	1,632	1,500	-750	132	Between last year budget and actual
Stewardship & Communications	897	1,000	509	750	250	-241	Between last year budget and actual
Sunday School	75	750	2,503	2,500	-1,750	3	Last year's actual
Welcoming & Membership	1,100	1,000	5,288	1,250	-250	4,038	Exceptional 2021 website items not repeating
Worship	2,063	2,000	3,040	2,000	0	1,040	Last year's budget
Youth	0	750	1,480	1,500	-750	-20	Last year's actual
Total Programs	7,573	9,250	16,116	12,500	-3,250	3,616	
OFFICE							
Copying and Paper	826	750	19	500	250	-481	Between last year budget and actual
Envelopes & PAR	1,728	2,000	2,134	2,000	0	134	Last year's budget
Photocopier	4,513	5,000	4,314	5,000	0	-686	Last year's budget
Postage	460	500	1,255	1,250	-750	5	Last year's actual
Sundry & Software	6,364	6,500	7,627	9,000	-2,500	-1,373	Increase due to website and software costs
Supplies	355	750	1,052	1,000	-250	52	Last year's actual
Telephone	4,955	5,000	5,027	5,500	-500	-473	Increased costs
Total Office	19,201	20,500	21,428	24,250	-3,750	-2,822	
PROPERTY							
Building and Repairs	19,038	7,000	18,139	9,000	-2,000	9,139	Between last year budget and actual
Elevator Expenses	2,301	2,500	3,797	3,000	-500	797	Between last year budget and actual
Equipment and Repairs	17,881	5,000	7,431	5,000	0	2,431	Last year's budget
Insurance	14,748	15,000	1,400	17,000	-2,000	-15,600	Increase based on renewal (conv to monthly)
Maintenance	6,036	14,000	10,282	8,750	5,250	1,532	Below last year's budget and actual
Supplies	3,713	4,000	2,403	3,000	1,000	-597	Between last year budget and actual
Hydro	5,624	6,000	5,632	6,000	0	-368	Last year's budget
Gas	16,170	16,500	15,953	17,500	-1,000	-1,547	Increase due to gas prices
Water	2,251	2,500	2,995	3,000	-500	-5	Last year's actual
Workers' Compensation	1,304	1,500	919	1,500	0	-581	Last year's budget
Total Property	89,066	74,000	68,951	73,750	250	-4,799	

Runnymede 2022 Budget 3-Year Financial Plan

SUMMARY	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Plan	2024 Plan	Notes
							Assumes COVID-19 controlled mid- 2022
Receipts	-1.1%	-18.2%	6.0%	8.4%	2.0%	3.1%	Percent increase in total receipts
	-0.1%	-3.3%	7.2%	-0.5%	1.0%	1.0%	Percent increase in envelope givings
Current Operations (Envelopes)	341,878	323,552	346,784	345,000	348,500	352,000	Need growth; some exposure to top givers.
Loose	8,105	642	32	500	1,500	3,000	Grow with return to in-person worship
Rent	120,436	55,538	72,022	82,500	110,000	120,000	Restoration of rental activity by 2023
Trustee Manse Funds	18,000	18,000	18,000	18,000	18,000	18,000	No change
Fund raising (craft show & misc)	5,671	511	577	5,000	5,000	5,000	Craft show returns in 2022
Fund raising (deficit dinner et al)	1,168	3,183	3,960	7,500	5,000	5,000	Assume Deficit Dinner in 2022
Fund raising (special or Trustees)	0	15,000	0	20,000	0	0	Surplus transfer '21 to '22
Total Receipts	495,258	416,426	441,375	478,500	488,000	503,000	
Payments			-11.8%	15.2%	2.0%	3.1%	Percent increase in total expenditures
Salaries & Benefits							
Minister (Ted)	94,800	81,661	86,500	90,000	90,000	90,000	Full time minister
Lay Staff (Ellen, Laura)	23,333	53,899	30,125	56,700	62,500	62,500	Full hours for roles in 2022 onward
Staff substitutes	2,750	0	1,500	1,500	1,500	1,500	Summer minister and custodian coverage
Office (Eva)	43,418	38,000	39,000	40,000	40,000	40,000	Church administrator
Property (Jim, Daniel)	48,688	47,800	48,260	47,700	47,700	47,700	Daily & Sunday caretaking
Youth (Ael)	14,655	10,200	2,645	4,800	4,800	4,800	Youth leader
Community Meal (team)	0	0	0	0	0	0	Part-time paid out of CM fund
Sunday School (team)	4,800	4,320	4,320	3,600	3,600	3,600	Sunday school teachers (3)
Music staff (David, Carl, soloists)	48,990	47,575	51,467	52,600	52,600	52,600	Music director,organist, soloists (4)
Salary Increases (and subsidies)	0	-43,196	-16,506	2,500	5,000	10,000	Salary increases [cumulative] (about 2%)
Benefits (All)	48,118	48,267	51,418	57,100	58,800	60,800	Employer benefits & taxes
Staff Expenses	329,552	288,526	298,729	356,500	366,500	373,500	
Office Expenses	18,446	19,201	21,428	24,250	25,000	26,000	Gradual increase in costs
Property Expenses	88,003	89,066	68,951	73,750	73,000	75,000	Gradual increase in costs
Presbytery Dues / Assessment	21,000	25,000	27,202	21,500	22,000	23,000	Gradual increase in assessment
HST Refund	-11,234	-17,018	-16,928	-10,000	-10,000	-7,500	Rebates decline after capital projects done
Program Expenses	14,952	7,573	16,116	12,500	11,500	13,000	Gradual increase in costs
Total Payments	460,719	412,348	415,498	478,500	488,000	503,000	
SURPLUS (DEFICIT)	34,539	4,078	25,877	0	0	0	Balanced budgets

Envelope Increase History	2013	2014	2015	2016	2017	2018
Change over prior year	6.3%	3.9%	2.5%	2.6%	-0.6%	-2.3%
Envelope Change Year-over-Year	(173)	18,668	12,404	8,193	8,620	(2,109)

TRUSTEES REPORT

As we end 2021 and look forward to 2022 in this report, we must pause and give our thanks to the late Roy Fischer who led the Board of Trustees for decades. His steady, capable and professional leadership has played an enormous role in not only having the financial and property assets of RUC properly cared for, but in also helping the overall congregation of Runnymede to grow and thrive. For that we must be eternally grateful.

Turning to the business of 2021, Jeff Horbal was asked to take over as Chair of the Trustees in July, where he continues as “interim” leader until the vote at the AGM in February 2022. We must also give significant thanks to June Pinkney who is stepping down from the Trustees after 30+ years of dedicated service. Her knowledge of Runnymede and selfless work towards moving our Mission forward will be missed. However, we welcome Cheryl Farrow, a long-time member of RUC, who is joining the Trustees. Cheryl knows Runnymede very well and brings great experience in the Planned Giving initiative that is described in greater detail below.

The Board of Trustees are broadly responsible for 4 main areas within Runnymede, and these are described in the rest of this report.

Investments

Overall, the RUC investment portfolio had a very successful year in 2021, with an annual increase of 19%. This is a particularly strong result given that roughly 40% of the portfolio is in cash/fixed income and these two sectors had much more muted returns. Our equity component drove this performance higher and was aided significantly by our bank holdings which enjoyed a very robust year.

Currently, we have a large position in a money market fund of approximately 25% (which is essentially equivalent to cash). The Board of Trustees will be investing a portion of this cash into the stock market during 2022 so as to increase both dividend income and the potential for capital growth. We will also assess buying further Guaranteed Investment Certificates (GICs) when interest rates begin to rise.

The entire RUC portfolio is managed wholistically, but there are 2 main Funds which split the assets into distinct spending objectives as outlined below:

The Manse Trust Fund

The Manse Trust fund was established when the church manse was sold in 1981. With the approval of Toronto West Presbytery, the income from the proceeds of the sale provides the basis for monthly grants paid to the Operating Fund of the church, as a contribution to the housing allowances paid to our ministers. The 2021 contribution was maintained at \$18,000. The assets in the Manse accounts have been chosen to support the Housing Allowance described above. These assets have been relatively static since inception; new donations are allocated to the Estates fund. In 2021 the Manse Fund was fortunate to have assets that delivered \$19,000 in income; more than covering the Housing Allowance requirement. As well, the Market Value for this portfolio has increased by about \$132,000. Going forward, it is expected that the dividend income from the Manse portfolio will cover the planned expenditure of the Housing Allowance.

The Estates Trust Fund

The Estates Trust Fund was established to hold assets to be used for all other spending projects (other than Housing Allowance as described above). The Estates Fund also encompasses the four funds that were specifically created as part of the Planned Giving initiative (outlined in the Planned Giving section below). Rather than add the complexity of keeping separate books for these funds, they will merely have their expenses and/or

contributions tracked to give the Trustees an understanding of the level in that fund. Annual year-end allocations would be made to these ledgers based on the success of the rest of the Estate portfolio.

In the Estates Fund for 2021, we were able to generate approximately \$18,000 in dividend income. As well, the assets in the Estates portfolio had a gain in value of about \$519,000 (there was \$115,000 in new gifts, and the increase from investments was \$404,000).

Insurance

One of the responsibilities of the Trustees is to ensure appropriate insurance coverage on church property. Brian Traquair is responsible for liaising with our insurance provider. We rely on the services of the United Church of Canada through its contract with a large broker to obtain coverage. A new insurance company was contracted in 2020 and the Trustees re-applied for coverage from this same company. Premiums industry-wide have increased over the last couple of years, and Runnymede's went up by \$1,000 in 2021.

Property

Joan Howard led an initiative to itemize an inventory of the contents of Runnymede, undertaken during the Covid pandemic so this was done remotely and with the assistance of Don Dewees. This list of assets was completed towards the end of 2021 so the Trustees will examine the list and ascertain whether our current insurance coverage is adequate.

Planned Giving

Julie Lee is heading up this subcommittee (along with Jeff, Brian & Cheryl) which is operating in conjunction with Stewardship (Paul Stenton is also a member). Planned Giving is an initiative which was conceived some years ago, was sidelined during Covid, but has now started to move forward. In essence Planned Giving represents larger financial gifts and bequests that are often (although not always) donated through one's Will. As well, there will be a spending aspect as our Funds grow in size and we begin to assess potential areas for Runnymede to launch new projects. The Souster donation of 2019 was the impetus to create 4 new Funds under this Planned Giving initiative: Outreach & Justice Fund, Congregational & Spiritual Growth Fund, Building Improvement Fund, and the Planned Giving Fund (this last Fund being a catch-all fund if a donor's wishes are not specified).

*Submitted by Jeff Horbal (Chair) for the Board of Trustees of Runnymede United Church:
Bob Cossitt, Cheryl Farrow, Reverend Ted Grady, Joan Howard, Julie Lee, Robert Nobel (Treasurer),
and Brian Traquair*

**TRUSTEES OF RUNNYMEDE UNITED CHURCH
FINANCIAL STATEMENTS**

MANSE TRUST FUND

STATEMENT OF CHANGES IN NET ASSETS (Income Statement)

Year ended December 31, 2021		<u>2021</u>	<u>2020</u>
REVENUE	Dividends and interest received	18,582.23	19,338.60
	Realized gains (losses), accruals and other adjustments (YTD)	- 5,248.07	- 9,641.33
	Unrealized gains (losses) on investments	142,610.65	- 40,191.32
	Total investment income	<u>155,944.81</u>	<u>- 30,494.05</u>
EXPENSES	Transfer to church operating (Housing Allowance)	18,000.00	18,000.00
	Total Expenditures	<u>18,000.00</u>	<u>18,000.00</u>
	Excess (deficiency) of revenue over expenses	<u>137,944.81</u>	<u>- 48,494.05</u>
	Net assets beginning of year	293,880.00	342,374.05
	Net assets, end of year	<u>431,824.81</u>	<u>293,880.00</u>

BALANCE SHEET

Year ended December 31		<u>2021</u>	<u>2020</u>
ASSETS	Investments at book value (see Schedule A attached)	258,339.87	263,005.71
	(LTD) Mark to market adjustment	173,484.94	30,874.29
	Investments at market value	<u>431,824.81</u>	<u>293,880.00</u>
	Accrued Interest on bonds	-	-
	Funds on Deposit with Banks (closing balance in cash)	-	-
		<u>431,824.81</u>	<u>293,880.00</u>
LIABILITIES AND NET ASSETS			
	Funds due to church operating account	18,000.00	
	TOTAL LIABILITIES	<u>18,000.00</u>	
	Unrestricted funds		
	TOTAL NET ASSETS	<u>431,824.81</u>	<u>431,824.81</u>
TOTAL NET ASSETS		<u>413,824.81</u>	<u>293,880.00</u>
TOTAL NET ASSETS AND LIABILITIES		<u>431,824.81</u>	<u>293,880.00</u>

TRUSTEES OF RUNNYMEDE UNITED CHURCH Schedule A
FINANCIAL STATEMENTS

Schedule of securities held at December 31, 2021

MANSE TRUST FUND

Bonds	RBC Book Value	RBC Market Value	Prev Yr Mkt Val
Bonds - Total	-	-	-
Mutual Funds			
RBC INVESTMENT SAVINGS	4,381.41	4,381.41	4,131.91
Mutual Funds - Total	<u>4,381.41</u>	<u>4,381.41</u>	<u>4,131.91</u>
Stocks	RBC Book Value	RBC Market Value	Prev Yr Mkt Val
ALLIED PROPERTIES REAL	12,154.88	43,950.00	37,830.00
BCE INC	18,807.05	32,905.00	27,215.00
BIRD CONSTRUCTION INC	15,160.00	14,730.00	12,000.00
BANK OF MONTREAL	33,464.00	68,095.00	44,667.69
ENBRIDGE INC	16,688.09	17,244.09	14,207.79
NATIONAL BANK OF CANADA	31,490.00	48,220.00	35,820.00
PEMBINA PIPELINE CORP	29,635.00	24,940.50	19,565.00
SMARTCENTRES REAL ESTATE	18,595.75	32,190.00	23,080.00
TELUS CORPORATION	14,075.00	26,989.74	18,852.04
TORONTO-DOMINION BANK	37,909.20	49,653.76	35,960.00
THOMSON REUTERS CORP	25,979.49	68,525.31	47,193.54
Stocks - Totals	<u>253,958.46</u>	<u>427,443.40</u>	<u>316,391.07</u>
ASSET TOTAL	<u>258,339.87</u>	<u>431,824.81</u>	<u>320,522.98</u>

**TRUSTEES OF RUNNYMEDE UNITED CHURCH
FINANCIAL STATEMENTS**

ESTATES TRUST FUND

STATEMENT OF CHANGES IN NET ASSETS (Income Statement)

Year ended December 31, 2021	<u>2021</u>	<u>2020</u>
REVENUE		
Gifts and bequests received (stocks and Souster)	114,551.56	30,060.00
Dividends and interest received	18,510.73	18,079.99
Realized gains (losses), accruals and other adj.	- 18,356.46	- 5,468.06
(YTD) Unrealized gains (losses) on investments	445,319.15	38,059.77
Total investment income	<u>560,024.98</u>	<u>80,731.70</u>
EXPENSES		
Contribution of income on restricted funds	1,717.00	1,973.00
Outreach Fund	-	10,000.00
Total Expenditures	<u>1,717.00</u>	<u>11,973.00</u>
Excess (deficiency) of revenue over expenses	<u>558,307.98</u>	<u>68,758.70</u>
Net assets beginning of year	708,409.23	639,650.53
Net assets, end of year	<u>1,266,717.21</u>	<u>708,409.23</u>

BALANCE SHEET

Year ended December 31	<u>2021</u>	<u>2020</u>
ASSETS		
Investments at book value (see Schedule B attached)	1,064,506.75	915,323.50
(LTD) Mark to market adjustment	201,156.82	95,711.83
Investments at market value	<u>1,265,663.57</u>	<u>1,011,035.33</u>
Accrued Interest on bonds (Included Sched B)	-	-
Funds on Deposit with Banks (closing bal in cash)	1,053.64	1,086.47
	<u>1,266,717.21</u>	<u>1,012,121.80</u>
LIABILITIES AND NET ASSETS		
Funds due to church operating account	365,485.24	303,652.57
TOTAL LIABILITIES	<u>365,485.24</u>	<u>303,652.57</u>
Restricted to use of income only	43,141.00	41,434.00
Restricted to use for Special Funds	140,060.00	140,060.00
Unrestricted funds	<u>718,030.97</u>	<u>526,915.23</u>
TOTAL NET ASSETS	<u>901,231.97</u>	<u>708,409.23</u>
TOTAL NET ASSETS AND LIABILITIES	<u>1,266,717.21</u>	<u>1,012,061.80</u>

TRUSTEES OF RUNNYMEDE UNITED CHURCH Schedule B
FINANCIAL STATEMENTS

Schedule of securities held at December 31, 2021

ESTATES TRUST FUND

Bonds	RBC Book Value	RBC Market Value	Prev Yr Mkt Val
HOME TRUST COMPANY	60,000.00	60,019.20	-
EQUITABLE BANK	60,000.00	60,354.62	60,354.62
MUNICIPAL AUTH BC	59,316.60	68,259.15	71,848.35
ROYAL BANK OF CANADA BOND	48,889.51	50,454.51	51,252.51
Bonds - Total	<u>228,206.11</u>	<u>239,087.48</u>	<u>183,455.48</u>

Mutual Funds

RBC INVESTMENT SAVINGS	342,005.92	342,005.92	44,226.00
Mutual Funds - Total	<u>342,005.92</u>	<u>342,005.92</u>	<u>44,226.00</u>

Stocks

	RBC Book Value	RBC Market Value	Prev Yr Mkt Val
ALTUS GROUP LIMITED	33,488.00	63,873.00	44,226.00
BROOKFIELD ASSET MANAGEMENT	100,840.29	178,447.04	106,292.40
BCE INC	6,081.00	6,581.00	5,443.00
BANK OF MONTREAL	15,956.50	20,428.50	13,400.31
BANK OF NOVA SCOTIA	29,998.70	47,461.50	36,464.00
CANADIAN PACIFIC RAILWAY	45,950.45	45,490.00	45,950.45
DOLLARAMA INC	31,682.00	37,986.00	31,128.00
ENBRIDGE INC	20,429.10	24,705.00	20,355.00
INTACT FINANCIAL CORP	37,151.70	55,573.96	45,216.00
LINAMAR CORP	5,266.25	7,493.00	6,742.00
PEMBINA PIPELINE CORP	10,167.48	13,429.50	10,535.00
QUEBECOR INC	33,543.00	39,970.00	45,864.00
RESTAURANT BRANDS	31,526.00	30,680.00	31,132.00
ROYAL BANK OF CANADA	19,458.95	32,891.25	25,624.55
SUN LIFE FINANCIAL INC	11,469.00	14,082.00	5,660.00
TELUS CORPORATION	61,286.30	65,478.42	45,735.98

Stocks - Totals	<u>494,294.72</u>	<u>684,570.17</u>	<u>519,768.68</u>
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ASSET TOTAL	<u>1,064,506.75</u>	<u>1,265,663.57</u>	<u>747,450.16</u>
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MEMORIAL FUND

The Memorial Fund is a restricted fund of Runnymede United Church, receiving donations directed to it and making expenditures authorized by the Board of Trustees and the Church Board from time to time. As a fund, it maintains a balance from year to year of any funds not spent. The Board of Trustees has responsibility for the Memorial Fund, and the financial elements are managed by the Church Treasurer.

The usual source of receipts to this fund is donations in memory of individuals who have died. In some cases, families invite those who wish to make a donation in memory of their loved one to specify the Memorial Fund. All such donations are acknowledged and receipts are sent even if the donors are not regular contributors to the church.

In 2021, the Memorial Fund received a total of \$3,147 in donations in memory of Dorothy Folkes and Roy Fischer.

Expenditures from the Memorial Fund are made from time to time when a reasonable sum has been accumulated and an appropriate project has been identified and brought to the attention of the Board of Trustees. No expenditures were authorized in 2021.

The 2021 year-end balance was \$5,764

Submitted by Jeff Horbal (Chair) and Brian Traquair (Treasurer), Board of Trustees

MINISTRY & PERSONNEL

The Ministry & Personnel Committee (M&P) is a confidential, consultative committee that is responsible for the clergy and lay staff of the church. This volunteer committee supports the Church Board, the church community, and church staff on personnel matters. The committee also serves as a confidential forum for the church community to provide input from the congregation on staff related issues. Members of M&P are Jocelyn McLean-Tharp, Tara Yelle (co-chairs), Brian Traquair, John Hogarth, Gillian Horbal, Julie Lee, and Mara Nickerson.

Staff Reviews

M&P conducts formal and informal individual reviews with ministers and staff, the purpose of which is to ensure that the mutual needs and requirements of ministers, staff members and of the Runnymede congregation are being met. This is an ongoing, year-round process. Feedback received from members of the congregation is incorporated into these reviews and held as confidential.

Staff at Runnymede

The global COVID-19 pandemic that started in March 2020 continued to be the overriding issue that affected our staff in 2021. This required all staff to be flexible in learning to work from home, work distanced from each other, and to have the church building shuttered from all visits and sometimes renters. The rules around lockdown of buildings and numbers of people allowed to gather were adjusted up and down by the various levels of government throughout 2021. This required more work and attention by M&P, Faith Formation and Property Committees. The Reopening Guidelines Committee (RGC) closely followed the governments' restrictions, suggestions, by-laws, and edicts and developed and adjusted policies to ensure that RUC was compliant and that staff was protected

from COVID-19. Brian and Jocelyn from M&P were on this committee and made certain that our staff were foremost in any discussions and kept apprised of changes required to their duties and workplace.

Due to COVID-19, 2021 started with online services, no visitors to the church, and no in-person worship. Jim Lien, in his custodial and tech roles, worked from the church, and Reverend Ted Grady and Eva worked in the office occasionally, but other staff worked from home. Better COVID-19 conditions from June through November allowed for the gradual re-entry of staff to working in the office and in September 2021 RUC re-opened to in-person worship with greatly enhanced online worship services. December saw the arrival of the Omicron variant which forced RUC to suspend in-person worship for its larger services as of Dec 19. Staff returned to work from home in December, with the exception of Jim, who was needed at RUC for custodial duties and Reverend Grady and Eva, who came into the office on an as-needs basis. All of these adjustments required a great deal of flexibility on the part of staff who adapted to new and different demands and the shifts from work-from-home to working in the office and back to work-from-home.

Reverend Ted Grady, Music Director David Ambrose, Organist Carl Steinhauser, Family Outreach and Christian Education Leader Ellen Toompuu (and later Engagement and Growth Leader, Laura Gallagher-Doucette), along with Jim Lien and Eva Havill, worked tirelessly and seamlessly to deliver online and at times, in-person worship to provide stability for our church community. The amount of growth and learning of new skills for all our staff was enormous, and ongoing.

Reverend Grady led the staff by holding online staff meetings every two weeks to keep them up-to-date and connected. Those meetings were attended by M&P representative, Mara Nickerson. Ted held Christian education courses online and continued to make connections to members of the Runnymede community, despite limitations from COVID-19. M&P member Julie Lee met with Rev Grady every two weeks to discuss activities and facilitate connections to the Runnymede community. Easter services at Runnymede were online with beautiful worship led by Reverend Grady and excellent musical programming, led by David Ambrose.

In May, our longstanding Sunday Custodian, Spencer Tripe retired.

It was decided that as staff and volunteers were fatigued from responding to the ongoing demands and constant change of COVID-19 a "June Jubilee" month of rest should happen. In June online worship services were all pre-recorded using music from the Runnymede archives. This allowed for a reduced workload for both staff and volunteers. June also saw the arrival of Ael Spence, who was hired to lead the Runnymede Youth Group. Our choir tenor, Trevor Peverly, departed and a new tenor, Devin Herbert, joined us. In September we welcomed Laura Gallagher-Doucette who started as our Engagement and Growth Leader.

In the RUC office, Eva Havill has been very flexible in adjusting to our online and in-person services during this time. She moved her work to her home during the early part of the 'lockdown' and gradually has been able to move to working in our church office a few days a week, while continuing to be prepared to move to full-time work-from-home as the rules change. She adjusted her job duties to support the production of the livestreamed services.

Laura Gallagher-Doucette works diligently as our Engagement and Growth Leader to spearhead communications for RUC, which included working on the launch of our new and much improved RUC website. Laura continues to reach out to congregation members and liaise with committees.

Jim Lien continues in his functions as full-time Custodian as well as offering his expertise on computer-related and internet issues for our livestream worship and supporting the tech needs of our staff. The changing situation with COVID-19 restrictions has meant that the tech part of Jim's expertise has been paramount in the evolution and improvement of our online worship services, supported by our volunteers and our Sunday Custodian and tech support person, Daniel Botsko.

Ael Spence has been re-establishing the Youth Group at Runnymede and has met with our youth members both online and in person as COVID-19 restrictions permitted. Ael connects deeply with youth and is building momentum in this program.

Ellen Toompou has increased attendance at Sunday School in 2021. She has worked tirelessly to connect with families and provide excellent programming for our Sunday School students. Ellen's hard work has created growth in the Runnymede Sunday School of children and families. She has guided our staff Sunday School teachers, Emily Chamberlain, Rae Kaufman and Kate Reed and together they have connected with children and served them, online and in person, throughout the year.

We also want to acknowledge our musical staff who continue to give of their time and talent--our wonderful music Director, David Ambrose, Organist/Pianist Carl Steinhauser, and soloists Pat Ainslie, Sabrina Perez, Don Tripe and Devin Herbert. Delivering the music program at Runnymede this year has been very time- and labour-consuming for this staff. It was stipulated from the beginning of the lockdown in Toronto that choirs could no longer sing together in person due to the coronavirus being expelled while singing. David made adjustments to the choir program, expanding the program as each restriction was lifted. David brought in our section leads to the chancel for Sunday morning services and amplified their voices, which greatly enhanced the impact of a small number of singers. Mairead Stewart shared graphic design talent to create the lyric charts for our hymns. We thank all our musical staff for their willingness to put more time and effort into the production of beautiful music to accompany our online worship services.

Our minister and staff are joined by a core of many volunteers. The combined efforts of the minister, full and part-time staff, and active, dedicated volunteers ensure Runnymede United Church is a strong, faithful, active, and caring community of believers.

Contact Us

Each member of M&P is open and eager for feedback from the congregation on issues of importance to you. Feel free to speak to us in confidence at the church (when meeting is possible) or to contact us by e-mail: Jocelyn McLean-Tharp: j.mcleanyyz@gmail.com; Tara Yelle: tly317@gmail.com; Brian Traquair: brian.traquair@gmail.com; John Hogarth: 2jhogarth@rogers.com; Gillian Horbal: horbal@sympatico.ca; Julie Lee: julielee227@gmail.com; Mara Nickerson: nickersonm@rogers.com.

REOPENING GUIDELINES COMMITTEE (RGC) COVID-19 RESPONSE TEAM

Overview

The Reopening Guidelines Committee (RGC) was formed in April 2020 in response to the COVID-19 pandemic, to advise the Board with recommendations, and to provide advice to the minister, staff, volunteers and the congregation.

Déjà vu, All Over Again

As we all know, COVID-19 has been a sequence of waves resulting in lockdowns, phases of restrictions or reopening. Towards the end of 2021, we entered the fifth wave of COVID-19 in Ontario, resulting in the decision to suspend in-person worship for the third time just before Christmas.

Livestream Option

Our commitment to build a system to provide livestream services over the Internet each Sunday has been a critical element of our COVID-19 response, enabling us worship together, while physically apart.

Volunteers

We want to thank Laurie Tripe for being the on-site coordinator for Sunday morning COVID-19 screening and working through the best procedures. We also want to thank Brenda Lien for continuing to recruit volunteers. And of course, thank you to all who volunteered to be part of the screening process.

Vaccination

To protect the safety of our congregation, Runnymede implemented a requirement for Proof of Vaccination (PoV) soon after resuming in-person worship in September 2021. While not required by government rules, this measure plus capacity limits and masking allowed us to more safely resume congregational singing. The congregation responded very well, leading to about 150 people providing PoV for Sunday mornings. As we encountered the fifth wave of COVID in December 2021, it became clear that even vaccination was not sufficient protection, so we suspended in-person worship again. Before we resume, we expect to gather booster information for in-person attendance as well.

Team

The RGC team has met weekly (via Zoom) throughout the pandemic, with many, many emails between meetings. We wrote and circulated a COVID-19 update each day so that the team was informed and aware of the trends. Each announcement from the Province, the City or the United Church of Canada prompted an investigation to determine its application to Runnymede. As the impact to churches and Runnymede was often unclear, the committee had to weigh options and make a recommendation, often erring on the side of caution. We advised the Board Chair or the full Board on recommendations for worship, youth, Sunday School, staff, meetings, volunteers, space rentals and the congregation.

I want to thank all the members of the RGC team for their two years of dedication to this important work. And let us all hope we are not needed too far into 2022!

Brian Traquair for RGC (Brian Traquair, Don Dewees, Susan Galea, Jocelyn Tharp)

EVENTS AND PROJECTS

DIGITAL OUTREACH PROJECT

Overview

For many years, Runnymede has had a website that did not reflect the dynamism, strength and community of our church. Despite periodic rejuvenation projects and ongoing work by staff and volunteers, it did not provide a good or accurate impression of Runnymede. Given the growth in importance during the pandemic and a belief that our digital presence would need to continue, a proposal was made to the Board to invest in a new website.

Board Motion

The motion passed by the Board was as follows:

“The goal of this investment is to create an inviting, fresh, effective, current and sustainable digital presence for Runnymede United Church that:

- Conveys our identity, values and programmes to those searching for a faith community and who want to join us in-person and/or become part of our online community
- Enhances the value of our website and services for existing and new members, creating increased connectedness to the church and with other members of our faith community.”

The RDO Team

A group of people was assembled – the Runnymede Digital Outreach (RDO) team – to undertake the project. The team (listed at the bottom of the report) invested hundreds of hours in 2021 to meet, debate, discuss, write, review, edit, interview, investigate and ultimately build a new website.

The Project

We recognized that we needed a professional digital marketing firm as a partner. We wrote a Request for Proposal, interviewed a number of firms and chose Fluency (www.befluent.ca) as our marketing and website firm. We invested \$25,000 from our General Improvement and Contingency Fund to work with them to do research, marketing, branding, look and feel, design, photography, video interviews, writing and then website creation, implementation and testing. Fluency did an all-day photo shoot (yielding 125 professional photos) and video interviews (2.5 hours, the first product being our Introduction to Runnymede video on the website). Special thanks to everyone who participated, and in particular to Ted Grady, Laura Gallagher-Doucette, Ellen Toompuu, Daniel Botsko, Julie Lee and Hilary & Jeffrey McLean, who sat for video interviews.

The New Website

Our new website (www.runnymedeunited.org) went live on 28 Nov 2021. We are committed to keeping it current, relevant and interesting. We are also planning a “members” area in the new year. I wish to offer my personal thanks to everyone on the RDO team for their time, insights and good humour. We all learned a lot about “who we are at Runnymede”. Well done.

Submitted by Brian Traquair for the Digital Outreach team (Brian Traquair, Jennifer Cruickshank, Laura Gallagher-Doucette, Ted Grady, Bart Leung, Brenda Lien, Jim Lien)

NEW LOGO FOR RUNNYMEDE UNITED CHURCH

Overview

The RUC Board approved a new logo for the church in August 2021. This new logo was brought forth by the Digital Outreach project team who worked closely with experts from the marketing firm Fluency.

Our New Logo:



Background

The goal of the Board-approved Digital Outreach project was to create an inviting, fresh, effective, current and sustainable digital presence for Runnymede United Church. As we did research and worked with Fluency, we saw the power of effective church websites and were convinced to be open to new branding. Fluency recommended a new logo as a vital part of that objective.

Design

The logo is designed to be celebratory of RUC history by using our century-old façade as the shape, as well as forward-looking, modern and fun by using fresh colours that were inspired by the colours in our sanctuary. The doors are open, inviting people to join us. The colours are bright and modern. In most uses, the words “Runnymede United Church” are visible, though the church façade can also be used on its own in smaller formats. The intent is a fresh and interesting look to reach out to all those who encounter us online, on the web, or in social media.

Purpose

The purpose of the logo is to be invitational. We want to make people curious to take the “step inside” to discover our people, our mission, our message, our church and our community. If we can have people take that step, then they can experience for themselves what we know as our church community.

Use

The new logo features in our Runnymede United Church website, which went live on 28 Nov 2021. The new logo is visible in our weekly congregational emails, Facebook, Instagram and our Sunday worship livestream. The church letterhead uses the new logo, as will new materials we create over time.

We have been very pleased at the reaction to the new logo, and we thank the Board for their support!

Submitted By Brian Traquair for the Digital Outreach team (Brian Traquair, Jennifer Cruickshank, Laura Gallagher-Doucette, Ted Grady, Bart Leung, Brenda Lien, Jim Lien)

BLOOR WEST VILLAGE ARTS AND CRAFTS SHOW 2021 Postponed for the Second Year

It was disappointing to have to cancel our 38th Craft Show in 2020; many crafters expressed their disappointment that the show would not go on, but they also understood the need for our church to deal with the challenges of COVID and the importance of keeping everyone safe. Ongoing monitoring of our circumstances in 2021 began in January, as well as regular communication with the church's Reopening Committee over several months of 2021. It was decided to hold off making the final decision until September 2021 regarding the show.

September arrived and while the church was cautiously considering opening their doors to our vaccinated and masked congregation on Sundays, outside activities were still non-existent. There was still anxiety regarding a full day craft show being hosted. Concerns regarding masking of all crafters for the full day, the number of visitors in our building, the importance of having enough RUC volunteers in place and the idea of social distancing were all considerations that did not have easy or any answers. And of course, there was still too much uncertainty regarding the "trajectory" of the fourth wave of COVID to hold the craft show in the fall. After evaluating all the challenges, the difficult decision was ultimately made and the show date was "cancelled" in 2021 and likewise our pie-making evening in the church kitchen was cancelled as well.

We are hopeful of November 12, 2022 being the launch date for our Craft Show comeback in the fall of 2022.

ADVENT, CHRISTMAS, LENTEN PROJECTS 2021

White Gift Christmas Shoe Boxes and Gift Cards

The pandemic continued to pose challenges as Runnymede prepared for our Advent and Christmas services, activities and outreach projects in 2021. Contact was made with Eryn Shaw of Unison Health and Community Services to determine if our shoebox and gift card program would be welcome for their families again this year. The response was very positive, as the need is great, so we began our promotion of shoe boxes being filled for children and women and this year sought more donations for gift cards as an alternative to the wrapped shoe boxes.

The total donations that we converted to 145 Walmart gift cards (@\$25.00 each) was \$3625.00 plus 77 filled shoe boxes that Unison distributed to its families via their social workers and other staff.

While the number of shoe boxes donated was down by about 30 boxes this year, the total donations for gift cards was up significantly. This reflects the challenges of getting out to do shopping when the pandemic was still very much impacting our lives.

Unison Health had informed us in mid-November that families were asking if gift cards or shoe box gifts would be available to them this year.

Erin Shaw from Unison Health wrote: *It's wonderful to hear from Runnymede. We would be happy to participate in this again this year. Clients were thrilled to receive gifts last year, especially as it was such a difficult year.*

The Gift Cards worked well as certain items (like winter boots/clothing) were purchased by our clients, necessary items which normally they cannot afford. They are also very pleased with the boxes.

These gifts mean so much, especially to the single moms we serve.

Delivering the boxes and gift cards on the day after the first Sunday in Advent (November 29, 2021) certainly gave the recipients enough time to use the gift cards and take away some of their worry prior to Christmas.

Thanks to the volunteers Sue Poole, (wrapper), Sue Baker and Robert Van Beers, (drivers and deliverers) Brian Traquair (spreadsheet keeper), David Whitfield (driver and gift card purchaser), and all those who filled a shoe box or two or three or donated money towards the gift cards.

In 2022 we hope to build on the number of shoe boxes again and continue with the donations for gift cards. We will happily keep this hybrid model as it seems to meet the needs of a variety of families supported by Unison Health.

A Surprise!!!

Have you heard that we had an anonymous Christmas elf in our midst this past December? Just before Christmas, several bags and boxes of new toys were left on the church steps! Because of COVID and social distancing etc., the church was closed and of course, continued to be closed for Christmas Day, Boxing Day, and a couple of other days too! The toys had been brought into the building but it was too late to offer them to Unison Health, the organization who is the recipient and distributor of our filled shoe boxes. What to do?

Our church administrator, Eva, called me and after a couple of calls to confirm their interest, the generous donation of toys was delivered to Women's Habitat, a safe women's shelter, for their distribution to families who are temporarily staying there in south Etobicoke. The toys were warmly received.

Thanks to the anonymous donor for your generosity! And if you know who is responsible, please pass on our grateful thanks for this thoughtful donation!

The Angel Tree Christmas Project

Angel Tree Donations Continue to be a Part of Many RUC Congregants' Advent Support in 2021; Angel Tree Christmas, a project of Prison Fellowship Canada, has been one of several Advent projects supported by Runnymede UC parishioners for twenty+ years. Prison Fellowship Canada's, vision is to pursue reconciliation and restoration in the lives of prisoners, ex-prisoners, and their families. They want to point them to the love and hope of Jesus Christ in the midst of their brokenness and loss. Through Angel Tree, Prison Fellowship has the amazing privilege of finding these families affected by incarceration and then building meaningful connections between prisoners and their children, through a gift from parent to child, delivered (or shipped as necessary) by us and other donors at Christmas.

Generous donations often exceed the \$35.00 amount suggested to purchase Christmas gifts for children of incarcerated parents. In 2021 Runnymede agreed to support 5 children in the Greater Toronto area and 5 children across the province with Christmas gifts purchased at the suggestions of their incarcerated parent or their caregiver. Gifts for the GTA children were purchased in early December and delivered in mid-December. These children ranged from a baby of 5 months to children up to 12 years old. The two out of town families, representing 5 children, received their gifts before Christmas via Canada Post or Loomis Delivery. Both families confirmed receipt of the gifts. One family lives on a reserve and in fact lives closer to the Manitoba border. We were glad to be able to use these methods of transportation to fulfill the gift requests.

In consultation with Treasurer Brian Traquair, a decision was made to transfer a lump sum payment to Angel Tree Christmas this year, as Runnymede had accumulated many more donations over the

past few years than needed to fulfill our 2021 obligations. Brian transferred \$1000.00 to Prison Fellowship in November 2021, confirming that it was our desire to have this donation split into two, for Remote Angel Tree sponsorships where there is the greatest need, specifically in Northern Ontario, or for In-Prison ministries. Melissa Tabet, our Angel Tree Prison Fellowship coordinator expressed many thanks for our congregation's generosity. Here is her email sent to me and received in mid-January:

Hello Judy,

I hope this email finds you well. I just wanted to follow up on our conversation in the fall and Runnymede United Church's donation to the Angel Tree Christmas program. Through your kindness, PFC was able to steward your donation of \$1000.00 towards gifts for 14 children living across Canada from Flin Flon Manitoba, to Val Caron Ontario, Kangiqsudsuaq, Quebec, to Sommerville New Brunswick. Because of your generous contribution, gifts were selected, wrapped, and shipped to these precious children via Canada Post, and in the name of their mom or dad in prison. We hope and pray that this gift in the name of their parent fuels the connection between parent and child, and in God's faithfulness we trust that each will know how deeply loved they are. We are very grateful for your continued generosity towards children and families who are affected by crime and thank you for your partnership in this life-changing program. Please pass on our thanks to those in your congregation who contributed. May you be blessed beyond all measure as we begin a new year.

Grace and Goodness,

Melissa-

Melissa Tabet

Angel Tree Coordinator | Prison Fellowship Canada

In closing, I want to share a note sent by one of the out-of-town families:

We received your package yesterday. Thank you so much! This is going to mean so much to the girls! And their dad!

I can't wait to see them open them!

People like you and the Angel tree program make Christmas so much Brighter!

Thank you on behalf of my daughters!!!

I hope you and your family have a very merry Christmas!

Making a difference for those in need! Well done, Runnymede!

2021 Lenten Outreach Project Proves to be Successful the Second Time Round

Water is Life! Our congregants demonstrated their commitment to our 2020 Lenten project to support *Water First* with significant donations towards the financial support of Indigenous youth being educated and trained as water technicians with the opportunity to return to their home communities to take on that important role of testing and monitoring the water that serves their community. Designed to engage young Indigenous adults, the program meets them where they are at and builds from there. Along with skills and experience, interns feel an increase in confidence and a deeper connection to the land and their community. They flourish in being part of a program that leads to not only a job, but a career. They become part of a long-term, sustainable solution – providing safe drinking water in their communities. A grand total of \$6838.00 was raised in 2020.

As we were still in lockdown in 2021, living in unprecedented times, and the church community was worshipping from home, a decision was made to continue with this important project, supporting and encouraging *Water First* again in 2021. While it was challenging to get the message out regarding our Lenten Project, and the need for donations, a Water First thermometer was prepared and placed in the sanctuary to track the donations; announcements were made by Rev. Ted Grady and by David

and Judy Whitfield, including email announcements to encourage members to make on-line donations. For the 40 days of Lent, the generous donations flowed into the church. While we were unable to have any onsite spokesperson from *Water First* come to speak to the congregation in person, a video was sent in by Water First's Sam Murray, Development Manager, who outlined the important work that our donations would be supporting and thanked us for our contributions in 2020. We had set a goal of \$10,000.00 in 2021. We surpassed this goal as the final total of all donations for 2021 was \$13,725.68.00.

This project has continued to resonate with our church families and underlines our commitment to making a difference for the Indigenous and First Nations communities who have for many years been living under "boil water" advisories in our own province.

I believe that this is an amazing outpouring of financial support for a very important project. Thank you to all who contributed this past year. Your generosity and your prayers for the success of this project underlines Runnymede's belief that by making a difference for others, we are blessed as God's people.

Respectfully submitted, Judy Whitfield

FUNDRAISERS

North Country Meat and Seafood Drive Spring 2021

RUC's spring fundraiser was the best to date. Together we raised \$2100 for the church, \$600 more than the past campaigns. 46 people ordered a total of 191 boxes! Eight non-RUC members participated as well! Pick up went smoothly. Thank you to everyone who participated in this important fundraiser for RUC.

Sandra Dunn, Coordinator

Pancake Tuesday Fundraiser



In the midst of a lockdown and a very unpredictable time of social isolation, RUC partnered with local restaurant, **Sunshine Village Grill**, to ensure that our traditional pancake supper could still take place in our community. Over 260 orders were fulfilled that evening, with the restaurant generously donating 30% of their profits back to RUC, totalling \$557.

But the benefits went far beyond this donation. Spirits were raised by just having something 'normal' to look forward to and friends bumped into each other - masked and distanced - as they picked up their orders that evening at the restaurant. Windermere United Church got in on the action and promoted the dinner to their congregation, even having an online meet-up to eat together. Karren Phair-Harvey generously donated some meals and her daughter, Emily Phair, delivered these meals to a lovely family and two men living in a shelter. These individuals use the food pantry at WUC and were so touched by this gift of a warm meal on a cold night.

Lastly, the food was delicious! Sunshine Village Grill went above and beyond to support this initiative and we reviewed dozens of emails afterward complimenting the quality of the meal and the generous portions.

This pandemic has forced us to cancel, postpone and pivot various events. But one thing was for sure, our annual pancake supper may not have been the same - but it sure was nice.

Submitted by Kelly Kenny

COMMITTEES AND GROUPS

AFFIRMING COMMITTEE

After the February annual general meeting vote to become an affirming ministry, the Affirm Committee was reformed as a standing committee reporting to the board. The overwhelmingly positive vote ratified the adoption of the new Mission and vision statements for Runnymede United Church and the new inclusive marriage policy.

The banners for the front of the church were unveiled at the celebration of becoming an affirming ministry.

Throughout the year meetings were held monthly by the Affirm Committee to plan Pride Day and the Trans Day Of Remembrance.

An inclusive reading list was created and the affirming corner in the Tuesday eblasts posted quotes and information on a range of topics

A subcommittee was formed tasked with education on Indigenous topics and allyship with Indigenous groups and initiatives.

Submitted by Paul Stewart

BENEVOLENT FUND

The early church adopted the practice of Judaism of having a weekly distribution of food for those in need. The Benevolent Fund is our way to continue this by offering grocery store gift cards and financial assistance to those in need. We are able to do this thanks to generous donations from church members. Along with monetary donations, we are pleased to receive grocery store gift cards.

FAITH FORMATION

The year 2021 was a very busy and successful, albeit challenging time for Faith Formation (FF) at Runnymede United. An excellent team of committee members, paid staff and volunteers helped us sustain a vibrant program throughout the year. As we understand, we are one of the only United Churches in the area that offered in-person programming to children and youth at this time.

The FF committee supports the staff positions of Family Outreach & Christian Education Leader, Youth leader, and indirectly, the Sunday school teachers. It was an active year with monthly FF meetings, including summer, in order to:

- Hire a new youth leader (Ael Spence)
- Move Sunday school and youth group from an online format using Zoom in the beginning of 2021 to some in-person gatherings in Summer and Fall
- Plan and (partially) execute a full day in person VBC programme
- Plan and create a 'Creation Care' garden around the RUC lawn sign

General Report

The Committee worked hard to maintain the existing Sunday school and youth programmes while dealing with the ongoing pandemic and also hiring a staff member for the position of youth leader following Cayley Pimentel's departure in late spring. We worked to maintain connection with and develop outreach to Runnymede families – both internally and in the wider community through online programming as well as Vacation Bible camp in August.

Parents continued to be kept apprised of the plans, discussions and topics in Sunday school through a weekly Sunday school email (using MailChimp); youth and their parents received a separate email of upcoming events from Cayley Pimentel and then Ael Spence.

With the pandemic continuing in Winter 2021, adult education, youth and Sunday school continued online through June. Links to these Zoom meetings were available through the office and in our church-wide emails and we continued to try to reach out to the broader community with information on our website and electronic lawn sign.

Attendance remained fairly consistent in both Sunday school and youth group, with the online format meaning that some families participated less often, while some came on board online. It was noted that meeting online meant that those who were away skiing or at a cottage could attend remotely.

Ellen continued to drop off materials for Sunday School at families homes, which was a big success.

The in-person programming in September through early December was quite successful and the kids were excited to be back together. The groups met outside as weather allowed, and also inside with distancing and masks. However, it was noted that some families were not comfortable having their

kids attend in person and, after some discussion, it was decided to try offering in person & online at the same time in order to accommodate different needs and comfort levels. At present, no one has taken advantage of this and we are currently back to being entirely online.

Winter 2021

As detailed in the Christian Education report, Sunday School and Youth met weekly online, with fairly good attendance.

We continued emphasizing monthly themes, with one theme per month and the Youth & Sunday school examining the same themes. As well, we continued to heighten Ellen's presence in our faith community beyond Sunday school and youth, Ellen continued to share the theme with the broader congregation at the beginning of each month during worship (where Children's Time typically happened pre-pandemic). Feedback on these short talks has been exceptionally positive and we hope to find ways of sharing Ellen's wisdom in other ways in the future, including featuring some of her talks on our new website.

Spring 2021

The Creative Care garden idea was hatched; with Stephanie Janda successfully petitioning the Board (which allotted a \$400 budget for the project) and then writing a grant proposal to The Horticultural Societies of Parkdale & Toronto (which donated \$1,200!) to the cause. Stephanie was also successful in soliciting donations of mulch and tree 'rounds' to be used as seats – or stepping stones – by the kids visiting the garden. Brenda Lien created a planting plan and list of suitable plants focusing on natives and pollinator friendly options.

A team of volunteers interviewed and hired Ael Spence as our new Youth leader from among top candidates. We welcomed them warmly and they jumped into their new role at RUC with great enthusiasm.

Confirmation class began online with four youth, and Ted & Ellen leading.

Summer 2021

In the summer, Sunday School and Youth took a break from online Sunday morning programming.

The Creative Care garden began! Mulch and sitting stool tree stumps were delivered, donated by Cardinal Tree Care. We will be sure to continue reaching out to them for future needs realizing there is a relationship there. Steph and Brenda met with Don DeWees (PropComm) on-site to discuss the grounds and garden design. Bloor West Nursery School was excited by the plan. Planting was done at end of June/early July, and included young and less young Fischer / Janda family members, Ael Spence, Ellen Toompuu, Brenda Lien and volunteers from outside RUC who were excited to see a butterfly garden being planted.

Ellen mentored Ael as they began in the Youth leadership position.

The "To Mars and Beyond" Vacation Bible Camp had about 20 registrants, and was all prepared to be a great success. Unfortunately, two days into the camp there was a family with close contact of a Covid-19 case, and other families were informed. The remainder of the week included a very small number of children who were all in the same 'bubble'.

Fall 2021

Sunday school & Youth group started back in October under Ellen's direction and with the leadership of our Sunday school teachers (Rae, Emily & Kate) and youth group leader (Ael).

Under Ellen's leadership, the team used theme based learning again and continued

- Using a new curriculum as well as Spark, to make it more relevant and to help our children & youth develop a toolbox of skills they can use throughout their lives.
- Returning to crafts, science, singing and other 'rotations' to help teach the theme from different perspectives and in ways that different learning styles can grasp, with craft supplies dropped off to Sunday school and youth family homes as needed.
- Using storybooks to reinforce the theme from a different perspective.
- Using the same theme each month for both Sunday school and youth, which will help to streamline the promotion of and the process of putting lessons together.

A highlight of fall was an Indigenous visitor, Katia Ferderber, a young Anishinaabe activist and artist, who led a special session. Read more about this in the Christian Education report. Faith Formation was impressed with the reactions from all ages of kids during this event and plans to continue this effort, as Covid allows.

Several children and youth participated in the filmed Christmas pageant and the worship services, including White Gift Sunday.

For youth, a highlight was confirmation, with four youth (Amelia Dekker, Colin Dekker, Jeffrey McLean and Oskar Preiswerk) confirmed on Nov. 21st. There were also a couple of social events, including a walk through High Park.

For adults, Rev. Ted led the following initiatives ...

- 'Faith on the Move' held during Lent at both a lunchtime and an evening time with about 15 between the two sessions (5 at lunchtime; 10 in evening). We used the United Church resource called "Faith on the Move". It was a daily Lenten Study with a weekly study guide. There was good conversation and good feedback from those who participated.
- 'Lunch & Learning' – online 1st Wed each month from 12-1 pm only - numbers have fluctuated but I would say probably a consistent 6 (sometimes more, sometimes less, but enough enthusiasm to be continuing in the new year). Each month has been a different experience - we've used Lectio Divina, a Ted Talk, our Advent Study (see below), and will continue to have different ways of engaging our faith and seeing where we might grow through our time together.
- 'Magic & Mystery – A Look at the Characters in the Christmas Story' offered during Advent (lunch only; 4 weeks) There were about 8 participants and we looked at characters in the Christmas story beginning with the Christmas Star. We reflected on what it meant to the story and what it means to us and we used the same reflection to consider the Wise Ones, the Inn Keeper & animals, and finally Mary & Joseph. We had a video to focus us each week and a song to bring us together.

- ‘Longest Night Celebration’ – led by Laura and Ted with support from Ellen. We had about 15 participants. It was well received and a good gathering with contemporary music to lead us through the Longest Night. It was a reflective service for a gentler, more subdued time and to support those that might find this to be a difficult time of year.

In addition, there were a number of lay leader initiatives throughout the year. Brenda & Jim Lien, along with Karren Phair-Harvey and Julie Lee, led an online book discussion using Barbara Brown Taylor’s ‘Learning to Walk in the Dark’ for 9 Tuesday evenings in the winter of 2021. The group was well attended each week with interesting and thought provoking discussion among the 20 participants. Because the group was so large, we broke into two ‘random’ small groups on Zoom after having an opening check in and before closing with the entire group. The topic attracted several new folks to the evening discussion arena, including a few from outside RUC.

From late October to mid December, Karren Phair-Harvey hosted an online discussion on Wednesdays from 6:30 to 8 pm. Each week the group watched one in a series of video talks by Colin S. Smith called ‘Momentum – A Biblical Exploration of the Beatitudes’. There was lively discussion over the language and ideas presented. Again, this was well attended and gave folks a chance to check in and to grapple with spiritual ideas.

Looking Ahead

Planning for next year continues to be complicated by the pandemic but we’ve been successful and flexible in pivoting. Some of 2022 will be online only via Zoom and likely some will be held in-person, held outside or inside with limitations on numbers & distancing protocols as in 2021.

Submitted by Melissa Milkie and Brenda Lien

FINANCE COMMITTEE REPORT

The Finance Committee meets on the second Monday of each month except July and August. Members are Don Dewees, Chair, Brian Traquair, Treasurer, Judy MacPherson, Secretary, David Kenny, Dwayne Benjamin, and minister Ted Grady, *ex officio*. We review revenues and expenses, approve expenditures, oversee the integrity of the financial affairs of the church and report our financial situation to the Church Board.

Brian has again devoted enormous time and skill to his management of the books, payment of expenses and presentation of our financial position in thorough, clear and understandable reports. He has for years been both Treasurer and Bookkeeper. During the pandemic there have been few donations on the Sunday offering plate, so instead of a team counting the offering, Brian records and deposits any in-person donations and receives and records all online donations. All this is in addition to his many other duties for the Church which during the pandemic have included leading the Guidelines Committee in dealing with COVID-19 compliance and rules and leading development of the online worship capability. We are very grateful to Brian for the dedication of his enormous talents and lots of time to the church. Alison Gadsby has been envelope secretary, working with David Wilcox to produce the analysis and reports from ServantKeeper. David Wilcox once again used ServantKeeper to produce the January PAR changes and to transfer Brian’s online donation records into ServantKeeper each month. Judy has served diligently as secretary to the Committee. Dwayne and David Kenny have made major contributions to the work of the Committee including serving as Acting Secretary as needed.

We are now using electronic funds transfers (EFT) to pay most of our bills. EFT provides instant payment and avoids the extra step of the Treasurer finding another authorized Finance member to co-sign cheques. When Brian presents the monthly financial statements to the Finance Committee, he lists cheques written, direct deposits (for payroll) and EFTs made to pay vendors or reimburse members for expenses, for the Committee's review and approval. Brian also seeks approval from the Committee when adding individuals or organizations to the authorized EFT payee list. In December 2021, out of 61 church payments, 44 were made by EFT, 12 by direct deposit (to part time employees) and only 5 by cheque. In addition, some payments are most conveniently paid by credit card. The Committee has approved a process for Brian to use one of his own credit cards. Once a quarter, the Treasurer submits the list of credit card payments to the Chair who reviews each transaction and approves (or not) reimbursement, keeping a record of the individual payments and the approval. Thus, approval of credit card reimbursement is similar to that of cheque and EFT payments.

The Treasurer's Report Year-end 2021 presents our financial performance in 2021. With the pandemic restrictions it was another wild year: envelope donations to Current Operations were \$6.8k above budget and \$23.2k above 2020. Loose, much of which normally comes in on the plate at Easter and Christmas, was modest again in 2021. Rent was \$2k above budget and \$16.5k above 2020, while fund raising was \$1.9k below budget because the Craft Show was cancelled. With the high envelope donations, a wage subsidy of \$16.5k and some late hiring of staff we had a surprising surplus of \$25.9k. While M&S donations were about the same as last year, M&S received no Craft Show contribution, so we transferred \$3.941 from current operations to M&S to meet our commitment. We propose to transfer \$20k into 2022 to avoid a deficit and the remaining \$1,936 to GI&C. We expect to lose one or more material donors in the next few years, so we need to continue to grow individual givings in the future despite this year's surplus.

Beyond continued gyrations in revenue, rent and expenses, what stands out this year is how steadfast our regular donors have been. Almost everyone who is on PAR has maintained their giving level this year and many have increased their pledges for 2022. Most members met their 2021 pledge commitments, some despite significant sacrifice. We have been strong together, now more than ever. For 2022 we once again propose a balanced budget including a 1.5% increase in envelope donations and the \$20k carry-forward of the 2021 surplus. See the Treasurer's '2022 Budget and 3-Year Plan' for details.

At year-end the GI&C fund held about \$206k, and we still have about \$47k in the Capital Campaign fund. We anticipate substantial expenditures from GI&C on several major projects during 2022. See the Property report for details on these projects. The Trustees have invested about \$383.5k in what would be surplus cash in the Operating Account from various funds, since the Trustees can invest these funds short to medium term.

The congregation has generously supported Runnymede programs enabling us to make a real difference in the lives of many people. We sent about \$40k for AIDS orphan relief in Africa, a small amount for refugee assistance as we wait for our Syrian refugees to arrive and we dedicated about \$21.5k to local outreach programs and wider assistance. We provided parking space for a local Feed it Forward program. The members of our congregation have been generous in supporting the work of our church, financially and through their time and talents. As a church, we have much to be thankful for.

Submitted by Don Dewees on behalf of the Finance Committee

KENYA AIDS ORPHANS PROJECT: Working Together and Achieving our Goals

2021 has been another inspiring year of faith in action with Andrew and Leonora Obara and Runnymede United Church! We've been working together since 2005.

In Spring 2021, the RUC Board reviewed the project and approved the following goals:

- To provide partial funding to the Obara family for the children still dependent on their family. Other funding to the family comes from Leonora's work and her sewing and cereal businesses. (During Covid restrictions, she has had to reduce these businesses to minimum activities.) RUC provides our contribution from monthly donations (through PAR) and other donations. This funding also allows Andrew and Leonora to contribute their skills to the Village of Love Program in Kibera, Kenya, www.villageoflovecanada.org, which impacts about 600 children adopted by loving families and pays school fees for 150 of these children. Andrew works as program administrator, Leonora as consultant, in addition to her work as Program Co-Ordinator for Women Fighting AIDS in Kenya (WOFAK).
- To seek external funding (from donors not connected with RUC) for post-secondary education costs for the students in the family.
- To work towards family income sustainability when all the post-secondary students in the family have graduated.

Obara Children: The 11 oldest children; Alex, Paul, Patrice, Patricia (Pipi), Omolo, Sabina, Collins, Nicholas, Emiliana, Isabella and Patricia are now independent and actively contributing to their society.

Isabella, Human Rights Lawyer, started a new position in September 2020:

<https://www.imlu.org/index.php/joomla> Information from the website: "The Independent Medico-Legal Unit (IMLU) is a governance, health and human rights non-profit organization, whose vision is A World Free from Torture, Violence and Discrimination....." She is now a team leader at this organization and communicates with us about her fascinating work and the progress of her 4 younger siblings, all in post-secondary education.

Four youngest siblings, all students:

At the beginning of Covid, the students were all sent home to continue their studies virtually. Their study and work terms were delayed but, thankfully, they all kept up with their programs. We sent extra funds to their family for additional food and internet expenses while they were at home. Now that they're back in their student residences, we've discontinued this.

- **Deborah** is in the final term of her 4th year of nursing and will graduate in March 2022.
- **Reginalda (Regina)** graduated with her law degree in October 2020 and is now working on her Diploma of Law, to qualify to practice law in Kenya. She hopes to graduate in July 2022. Much of the funding for her studies comes from external donors.
- **Zachary** is starting 4th Medical Engineering in a 5 year program and
- **Lauryne** is starting 3rd year Electrical Engineering in a 5 year program.

In late March 2021, Andrew became gravely ill with Covid and was admitted to hospital.

Thankfully, he recovered well enough to return home on April 10 and has been slowly recovering since then. In Kenya, people have to pay for their own health care costs. At \$3400, this was completely unaffordable for the Obaras. We sent an appeal to friends and donors who quickly donated the full amount, a wonderful testament to RUC generosity and care for Andrew and family!

From Andrew on Oct. 8, 2021: "The 4th wave of COVID is slowing down. It was more devastating than the 2nd and the 3rd waves. Only 20 % of the Kenyan population has been fully vaccinated due to apathy and shortage of vaccines.

It has been six months since I recovered but COVID-19 related symptoms still linger on. The good care I got in Hospital has gone a long way in helping me recover to this stage...Generally, I am healthy, but once in a while it is either the common cold or a back ache, fatigue, or being short of breath, etc....The children's education has gone on well...COVID-19 has made bad situations worse and it is through such support as we receive from our Canadian friends that we can achieve such results. Medical care is expensive all over the world and so is education and therefore on behalf of the Obaras I say thank you so much for your unwavering support. May God bless you abundantly".
On **January 15, 2022**, Andrew reported that he has recently had Malaria but was treated and is well now. No one else in the family has had Covid but two have had Malaria. He said Omicron is wrecking havoc and the Kenyan government is trying to vaccinate vulnerable groups. The vaccination rate is around 40%. He tries to keep up healthy habits to stay well and says "Thanks to all and God Bless all our friends in Canada who are always there for us".

From Robyn Salter:

On February 23, 2020, I gave a presentation at RUC on my trip to Kenya with my husband, sister and brother-in-law in November 2019. I showed photos of our visit to Andrew and Leonora's home near Nairobi, our meeting with 6 of their adult daughters and my visit with Lauryne and Zachary at their university in Mombassa. It was highly rewarding to meet all the young people, to recognize their accomplishments and to bring back news to the generous donors from Canada. I was especially grateful for the opportunity to meet such enthusiastic students, devoted to using the opportunities we provide. Through 2020 and 2021, I'm very grateful that we travelled to Kenya before Covid. (I'd like to note that we personally financed this trip.) Since Covid, the students have adjusted and continued their studies as well as possible. They continue to express their gratitude to us and we appreciate this opportunity to make a difference in their lives. I'm also very grateful to all the donors who continued their support through all this time.

Computer program.

KAO committee members and church members have initiated a used laptop program to send refurbished laptops to students in the Obara family and the Village of Love Program. In 2020 and 2021, we were unable to send any computers due to Covid restrictions.

From the Kenya AIDS Orphans Project committee:

We pray that all Kenyans will have stability in their difficult political, economic and Covid conditions. We also pray that Andrew, Leonora and many RUC members can continue to work together through our faith and common goal to support the family as they care for children orphaned by AIDS, helping them to become happy, healthy, contributing adults. Thank you to those who contribute in many ways and are making such a difference to the Obara family and the Village of Love program.

The Kenya AIDS Orphans Project is managed by Runnymede United Church as a charitable organization. Donations go to the Obara family and an annual grant goes to the Village of Love Program in Kibera. (In 2020 and 2021, we increased this grant to help with the food program, so essential to the survival of children and their families in the program.) The only overhead costs to administer the KAO project are the postal transfer fees. The project is administered by John Rossall, Laura Rossall, Tom Axworthy, Lynne Salt and Robyn Salter, with much assistance from Brian Traquair, Eva Havill, David Wilcox and many others.

Submitted by Robyn Salter

MISSION AND SERVICE

Compassion lies at the heart of generosity. From serving a hot meal at a local soup kitchen, to visiting a lonely neighbour, to financially supporting those in need in our local communities and around the world, the people of the United Church are committed to turning compassion into action. In the last year alone, those who attend and support The United Church of Canada gave over \$26 million to people in need and projects that matter.

We share our resources with three goals in mind:

- to transform and save lives
- to inspire meaning and purpose
- to build a better world.

Our M&S target for 2021, reached at the Annual General Meeting, was \$65,000. We finished the year by taking in \$61,059. These contributions were all made by individual members. Unfortunately, the annual Arts & Crafts Fair could not be held again this year, and their hoped-for contribution of \$2,500 to the M&S Fund could not be made, so we fell short of our goal by \$3,941. The Finance Committee recommended to the Board a transfer of \$3,941 from the year's surplus, and so we were able to reach the \$65,000 goal we had set for the year.

However you choose to give and whatever amount you are able to give, your generosity does change and save lives! Thank you to everyone who has made M&S a priority in their giving during another difficult year.

Submitted by Janis Traquair

PASTORAL CARE

Pastoral Care is an important ministry, reaching out to our elderly and sick, treating each encounter with dignity and respect, offering compassionate care, and encouraging a sense of belonging and connection to our Church. We are grateful for the service of the Pastoral Care team at Runnymede United as they continue to provide comfort and companionship during this difficult and unprecedented time.

Throughout the first half of this challenging year, (2021) our Pastoral Care team paused all in-person visits to seniors, but continued outreach through phone calls, pursuing their mission to help others by bringing hope and spiritual reflection, sharing burdens and prayers. The team meets monthly to check in and talk about those in need of care, presenting a good opportunity for the group to stay in touch and share their experiences.

Annual projects have been limited over the past couple of years, though we had the opportunity to reintroduced "Poinsettias" at Christmas time and we are hopeful to offer "Tulips in Spring" during Easter. Runnymede congregants can donate toward the purchase in memory of loved ones, and after the flowers have adorned Runnymede's pulpit, Pastoral Care Team members deliver the flowers to their seniors.

This past spring, Gail Hutton and friends knitted mini prayer shawls, and sent them to Runnymede congregants, along with scripture. On behalf of Pastoral Care, we are grateful to Gail for this thoughtful initiative.

The Grenadier Retirement Residences holds Sunday Afternoon church services whenever possible. With the support of Pastoral Care volunteers, Reverend Ted Grady held a service in December 2021. It is our intention to continue to provide this service on a monthly basis, whenever restrictions are again lifted.

If you or someone you know would benefit from Pastoral Care, please reach out to Reverend Ted or the office at Runnymede United.

At Runnymede United Church, we are truly blessed to have a wonderful Pastoral Care team who, regardless of circumstances, selflessly share encouraging thoughts and stories across the life of our church, supporting the connection to our church and faith, and enriching our sense of community.

These dedicated members are: Rev. Ted Grady, Sandi Dunn, Gary Norris, Jan Killey, Neil Mather, Ann Mowat; Card Ministry: Janis Traquair

Submitted by Karren Phair

PROPERTY REPORT

The Property Committee met on the second Monday of each month, meeting by ZOOM and, unusually, meeting in the summer. Members were Don Dewees (chair), Dwayne Benjamin, David Kenny, Judy MacPherson, Brian Traquair and Reverend Ted Grady. The PropCom group met with the Property Chair one morning a week, usually Monday, for most of the year and did prodigious work, too extensive to do justice to here, including maintenance, repairs, improvements, yard work. We appreciate the dedication of Gary Norris, David Wilcox, David Whitfield, Chuck Ainslie (new member), and Bob Cossitt, often assisted by custodian Jim Lien. Jim has been versatile, dealing with tenants and contractors, making small repairs, handling IT issues and spending considerable time operating and enhancing the on-line worship equipment and operations. We appreciate his work for our church and its members. The pandemic created the opportunity to do some projects, but also required us to mask and distance while working in the church,

A few projects highlighted below indicate the range of property work undertaken this year.

At the start of May, the main lawn was in worse shape than usual, so we hired a lawn expert, David Smith of DCS & Associates to advise on how to restore it. His advice included: with daycare kids' play, think of this as a playing field, not a lawn; feed plenty of nitrogen; it is no longer practical to kill weeds with chemicals so grow grass to crowd out the weeds; water – don't let the lawn get parched. We planted his recommended Scott Turf Builder, Contractor's Mix, Sun & Shade, developed and used a sprinkler and timer system for watering, dug out plantain and some weed grasses and fertilized as recommended. We also tried to limit daycare play on the lawn. The result was the best lawn we have had in years. See photos. We hope to maintain this progress in 2022.

Over the last few years, the concrete steps to the Jewitt main doors have lost a few chunks of concrete and the surface has deteriorated. In the spring we entertained bids to repair the steps and selected a contractor who proposed to resurface the steps with granite. The result looks great but the step heights do not comply with the building code. The contractor was unable to rectify the problem so we built temporary wooden steps with railings that meet the building code. See photo. We hope to find another contractor in the spring to modify the steps as needed.

In the decade since we had the exterior doors stripped and varnished their finish has weathered and failed. In June, John Bell Painting removed the exterior hardware, sanded and re-varnished the doors in place, adding a bit of dark stain. See photo. They recommended that we lightly sand and add a coat of varnish every two years to maintain the finish.

The blue spruce south of the sanctuary has dropped several large branches on the walkway in the last couple of years so we had it assessed by an arborist. He said it posed a danger and should be removed. Heritage Tree Care removed it for a reasonable price in August. See photos. We will plant two replacement trees in 2022.

The boiler room roof (the flat roof you walk across between the parking lot and the Jewitt back door) has leaked intermittently for several years. We asked several roofing firms to give us quotes for re-roofing. Several firms discussed the difficulty caused by the kitchen air handling equipment sitting on the roof and the iron fire escape from the 2nd floor. See photo. Only one firm gave us a quote and it was \$75,000, much more than the cost of re-doing the much larger gym roof 2 years ago. We are waiting for one additional quote. We will probably need a fire escape expert to move the fire escape as part of this job. Work is deferred until Spring, 2022, but we expect a high cost.

Smaller projects included:

- Yard maintenance by PropCom including lawn mowing, digging weeds, bagging leaves, seeding bare spots.
- In late 2020 a City inspector said that they would remove the dying 90-year-old maple tree in front of the church near the driveway. This fall, they said that tree would be removed in Spring 2022. COVID delays. It shed two more branches in 2021.
- Plaster damage from water intrusion in the northwest stairwell basement has been a problem for decades. This year we cut a hole in the ceiling at the outside wall to learn more about the water source and to facilitate drying. We installed a dehumidifier in the basement and started monitoring moisture content in the walls at over a dozen locations.
- The chancel lighting had some bulbs burned out and lighting programs that are not well suited to our current worship services. PropCom replaced burned-out halogen bulbs with LED bulbs compatible with our dimmers, re-aimed some lights and developed a plan for new 'preset' lighting programs that better meet our needs. To be finished in early 2022.

NiteStar Maintenance continued to come in on Saturdays to clean all the public spaces in the church and the upstairs Jewitt rooms. Because of low activity levels in the building, we had them come only once or twice per month. The waxing of our vinyl floors that NiteStar performed in mid-2020 has held up well and we anticipate re-waxing in summer, 2022.

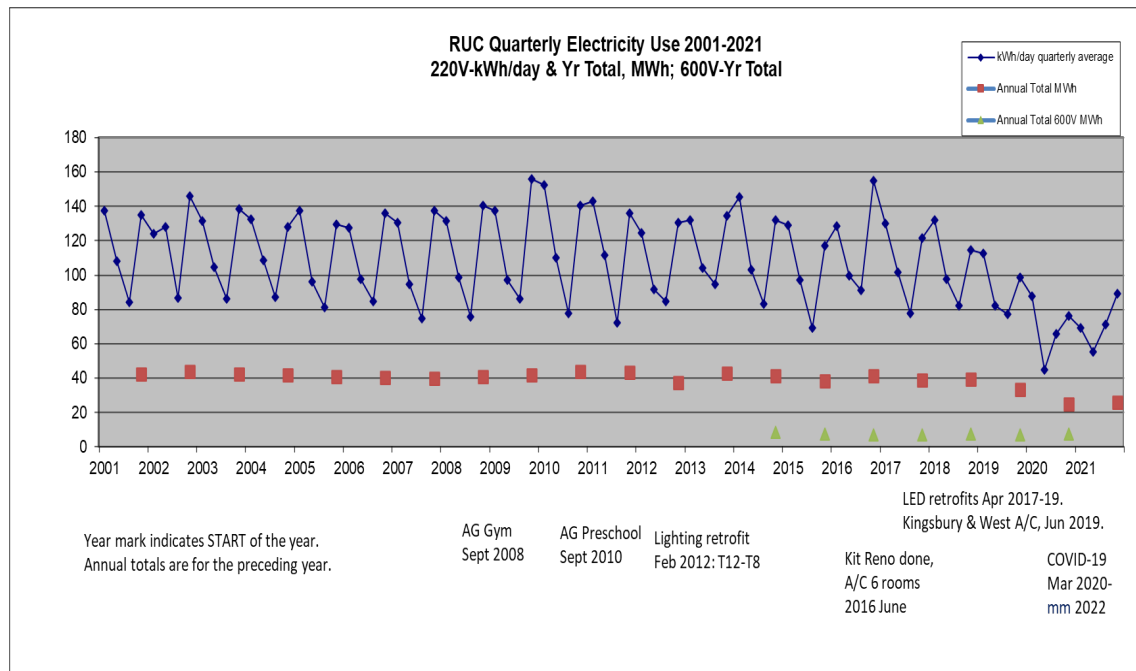
The condition of the buildings in general is good, but the boiler roof, Jewitt steps and a couple of other substantial projects should be addressed in 2022.

The cost of maintenance and repair of the building, the heating system, equipment, elevators and organ totaled \$39,649, less than 2020 because of less heating system maintenance. Property-related expenses charged to current operations including those just listed plus cleaning supplies, utilities, insurance and workers' compensation totaled \$68,951, down about \$20k from last year. Much of this reduction arises only because our insurance payments went from yearly to monthly, shifting about \$17k from 2021 to 2022. We expect insurance costs to increase.

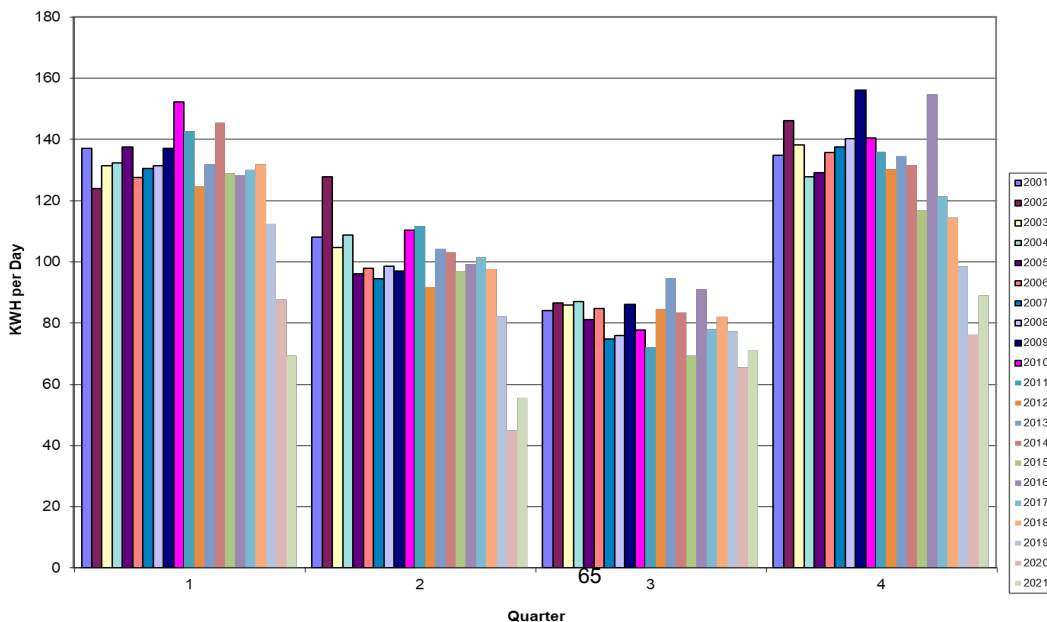
Our annual electricity use through the 220-volt meter at the end of December 2021 was 26.0 MWh, 4% more than 2020 but **34% less than the average of 2016-18**. See Fig. 1 below. The reduction is the result of the LED lighting conservation projects that started in 2017 and ongoing reduced activity in 2021. Gas use was 1.61 million cubic feet, about 17 % below the previous 5-year average, due in part to mild temperatures, gym roof insulation, the EcoBee thermostats and temperature reductions. Water use averaged 1.97 cubic metres/day, 50% more than 2020's record low usage and slightly below the 10-year average to 2018. We did more lawn watering than usual but that was offset by minimal problems with running taps or toilets and greatly reduced occupant activity because of pandemic restrictions.

Submitted on behalf of the Property Committee by Don Dewees, Chairman

Figure 1: Electricity Use Trends 2001-2021



Quarterly Consumption Rates 2001-2021
KWh/day





Front lawn looking better than in many years. Gary and Sandra weeding.



Boiler room roof with kitchen air handling equipment and fire escape complicating re-roofing.



Refinished sanctuary main doors.



Jewitt steps with granite cladding, temporary code-compliant steps, Jim

Blue Spruce Spring 2021



Blue spruce removed, fall 2021



IRAQI REFUGEE FAMILY SPONSORSHIP

In March 2021, more than seven years after Runnymede United agreed to sponsor an Iraqi refugee family, the Ridha family application to Immigration, Refugees and Citizenship Canada was approved for eligibility. The family, consisting of adult sisters Feryal and Nawal and Nawal's three sons, was overjoyed to hear this news. In Baghdad they completed their medicals, while in Toronto we completed final sponsorship documents and prepared for what we hoped would be their imminent arrival. More than 30 people from RUC and our community volunteered to help welcome the family, and began planning and preparing the tasks required for the family's settlement. In addition, a fundraising campaign was launched and our community very generously closed the gap on the funding required to support the Ridha family during their first year in Canada. As of the end of November, RUC's Refugee Fund had received \$41,793 in contributions during 2021 to bring the balance to a total of \$73,236.

Delays have unfortunately been encountered, complicated by the COVID-19 pandemic, as the family waits to obtain necessary documents in Iraq before their travel plans can be finalised. On a positive note, Nawal has managed to enroll all of her children in part-time classes. We have some limited communication by phone and it is delightful to hear everyone's improved skills in speaking English. We pray that 2022 will see this family's arrival in Toronto so we will be able to help them settle into a life of hope and safety in their new country. Thank you for your ongoing support, and thank you for being part of RUC's continued tradition of welcoming families to Canada.

Submitted by Lynne Salt

STEWARDSHIP COMMITTEE REPORT

There's More. Help Deliver it.

As 2021 came to end we must remind ourselves to be thankful of all that God has given us in our lives. The pandemic has disrupted all facets of our daily lives and we are all coping as best as we can. When it comes to the financial sacrifices that we make to ensure Runnymede United Church can survive, grow, and prosper we must be proud of the congregation's capacity and willingness to give. We ended 2021 with a surplus which is quite an amazing result considering the continued disruption to in-person services. The levels of giving to the Current operating fund were above budget for the first time in many, many years! **For that result, we send an incredible thank you to all donors at RUC – well done!**

In 2021, the Committee worked to raise awareness in the congregation about financial stewardship. We implemented initiatives to address the needs of the congregation and how we can serve God with gifts of time, talent and money. We continued to publish the **Stewardship in Action** article in the Bulletin and in the weekly e-mail distribution. This increase in communication is helping to raise awareness for the importance of Stewardship in the life of RUC.

In the Fall, the Committee conducted its **Annual Giving Program** where people were encouraged to pledge their financial giving for 2022. This year's program – **There's More. Help Deliver It.** – was launched to build on a strong base of congregational giving, and to emphasize that RUC has many different and varied initiatives that are made possible by our incredible generosity.

The Annual Giving Program (AGP) was conducted in October and November, with goals of 30 on-line submissions, 5 new PAR donors & 85 total pledges. We really wanted to encourage online submissions due to the pandemic attendance restrictions, as well as to get ahead of our new website for which it is hoped will see increased traffic. We also had several speakers during the service (Laura Gallagher-Doucette, Stephanie Janda-Fischer, Robin Pilkey) who nicely articulated their involvement with RUC. A special thanks to David Wilcox who provided personalized Pledge Cards, and to Eva in the office for coordinating the production of materials.

And the results...**83 pledges submitted, including 34 online** (last year 79 were returned, with 25 online), and **2 new PAR donors** – a great result in a challenging year! Of these pledges, 36 donors have indicated an increase over their prior year's giving, which translates into more than \$5,000 extra donations for the upcoming year. This \$5,000 is spread between Current, Mission & Service, and General Improvements & Contingencies. Also, there was incremental positive support for Community Meal and Kenyan AIDS Orphans Funds.

Thank you for your continued support and know your gifts serve God.

Submitted by Jeff Horbal (Chair) on behalf of the Stewardship Committee: Paul Stenton, Steve Hill, Alex Cruickshank, and Jennifer Cruickshank; rucstewardship@gmail.com

WOMEN'S FELLOWSHIP

Our last meeting was January, 2020. We have been unable to continue due to Covid restrictions. Women's Fellowship is a faith based group of women of all ages, and we meet every month for enjoyable and educational evenings. We are a welcoming group and look forward to getting together again, especially after this lengthy interruption, God willing, maybe in 2022.

Submitted by Debra Hogan

SPONSORED GROUPS

85th TORONTO (OLD MILL) SCOUT GROUP

Scouts Canada Mission: To help develop well rounded youth, better prepared for success in the world.

Scouts Canada Vision: Canadian youth making a meaningful contribution to creating a better world.

Under the continued sponsorship of Runnymede United Church, the 85th Toronto (Old Mill) Scout Group's adult/parent volunteers ("Scouters") in youth sections and Group Committee continued to provide training for life to 69 (not back up to our typical annual enrollment of around 90) registered youth, aged 5-25.

2021 continued to be a challenging year for Scouts Canada across the country, due to restrictions from the COVID-19 pandemic control precautions from March 2020 through end of the year 2021 and now continuing in 2022. 85th Toronto Scout Group has benefited by absorbing some youth from other neighbourhood BWV Scout groups who are not currently active. With Ontario now back in a modified

Stage 2 re-opening, the youth are back to virtual only (using Zoom) weekly meetings. Even with the past 19-months experience during the pandemic, this makes it challenging to deliver an interesting program to the youth based on 'Plan, Do, Review' and SPICES. Especially since many are back to doing only online virtual classroom learning on weekdays for their school and may be feeling "Zoom burn out" by the time of their evening online Scout section meeting.

The 85th did, on the second weekend of December 2021, successfully complete their Christmas trees fundraising sales of a full 'typical' number of trees again on the RUC front lawn, using once again tap-to-pay (cashless) payment and COVID safe procedures/restrictions in place.

The 85th's **Group Committee (GC)**, comprised of volunteer Scouters: Group Commissioner Scouter Mark Smith, a Registrar/Sponsor Representative from Runnymede United Church (Jim Lien), administrative positions of Secretary, Treasurer, Recruitment and Scouter/Leader representatives of each section (Beavers, Cubs, Scouts, Venturers, Rovers) of the Scouting group, meets the first Monday of each month (currently using Zoom online). GC is responsible for numerous administrative matters, including: interview screening (with Police Records Check) of new prospective adult/parent volunteers, registration of youth and adult volunteers, and fundraising events. Group Committee is also responsible for ensuring the delivery/quality of a programme/activities delivered to the youth throughout the year, encouraging new parent/volunteers to complete Scouts Canada required 'laundry-list' of required prerequisites, including: PRC-VSS (Toronto Police services), web-based training including Child and Youth Safety program (via 3rd party 'Respect In Sports for Activity Leaders'), as well as in-person training (e.g. Standard First Aid training, which has not been possible to organize this past few years due to the pandemic restrictions).

The 85th Scout Group continues to be one of the largest and a vibrant part of Scouting in the Old Mill Area (and Greater Toronto Council). Over the last couple of years, the Group Committee has recruited a new generation of younger leaders, many of whom are alumni of the 85th, now 'graduated' out of the youth program and back as Scouters. We also continue to draw upon the parents of our youth for leadership as volunteer Scouters.

Beavers in Action

It's been a real roller coaster ride for the 85th beaver colony. After a full year a being only online which is tough thing for five, six and seven year-olds, in September we switched back to in-person, but were only outdoors. Online, we have enjoyed cooking, building paper airplanes, completing the Great 8 Challenge, being silly and as active as we could be. In person we've hunted for fossils, had two campfires, watched a movie on the front lawn of the Church, built Inuksuks and so much more. We've kept, "interesting times" as interesting as we can!

Cubs in Action

We've been keeping things interesting. We were online for a full year then back in person in September. We built Kub Kars. Walk for kilometres and kilometres in the GTA Scouts Walking Challenge. Ate some strange foods we found outside our homes for the Great 8 Challenge. Baked some 1 minute micromug cakes, froze some Ziploc bag ice cream, and had a lot of fun in the kitchen all while online. Since coming back in-person we've had campfires, movies on the front lawn of the church, cooked up some campstove pancakes, dug out Ordovician fossils, and more

Scouts in Action

The Scout Troop has continued to meet throughout the year and has increased its membership to 18 youth members, aged 11-14, with 3 active Scouters. A third of our youth members are girls, and all

our youth have enjoyed a range of events and activities, managing through the Covid restrictions. The first half of the year was spent running virtual meetings, which our youth members enthusiastically embraced despite having a lot of screen time at school. We spent a big chunk of time in our kitchens, finding that practical activities such as baking and cooking are much more fun than simply looking at the device, with lots of cookies and crepes to show for our work. Other online activities included participating in virtual escape rooms, scavenger hunts, art and quizzes.

With the new Scouting Year in September the Troop was able to meet in person again and took full advantage to explore the local area. We have been to see the salmon jumping along the Humber, and have used the Group's canoes to go paddling along the river. We've joined the High Park Nature Centre for an evening event on owls, hunted for geocaches around High Park and for fossils in Mimico Creek, had a camp fire (s'mores and hot dogs!) at a local park, and practiced camp skills on the lawn at RUC, where we put up tents and used the camping stoves to cook pancakes. When we've met indoors the Scouts have experimented with Halloween make-up, taking advantage of one of our youth's interest in special effects, and made Armpit Fudge (don't knock it till you've tried it!).

Venturers in Action

The Venturer Company meets online on Wednesdays at 7:00 p.m., is made up of 8 High School aged youth aged 15 to 17 and four Scouters. The Venturers' section motto is 'challenge', which is particularly apt for high school aged youth since they have many conflicting activities including part time jobs and school. It is encouraging that so many manage to participate in regular activities despite competing demands on their time. Venturer company activities are selected and planned by the youth members of the company with the guidance of the Scouters who take the role of advisor as opposed to decision maker.

During the first half of 2021, Venturer meetings were necessarily held online. Even in the face of zoom fatigue, youth attendance was excellent. We used these meetings for activities such as game playing (of course), group cooking, knot tying lessons and camp planning and preparation. We made tentative plans for a summer canoe trip in hopes that the pandemic would relent enough to permit it. In early July, we finally got a green light for our August trip to Temagami. The Venturers and advisors spent 8 days paddling the lakes around Temagami at the end of August. The weather was amazing and all of the participants were ecstatic to be able to do some camping after the long covid hiatus. The trip required a great deal of advance preparation by the Venturers including route and meal planning, as well as preparation of dehydrated meals for the trip. In the fall of 2021, the company held a preparatory camp at Blue Springs Scout Reserve and then a 3 day hiking trip in November to Frontenac Provincial Park in lieu of our traditional Adirondacks trip. The latter camp included over 20 km of backpacking between three different camp sites. It was not as cold as our typical November camp but just as enjoyable. In December the Venturers wrapped up the year by helping to deliver Santa boxes to needy families and assisting in our annual Christmas tree fundraiser

Rovers in Action

Our Rover Crew helps with the Venturers as a Scouter. This year the Crew is comprised of 1 young adult aged 18-26. As in the past, the Crew has a fluid schedule since many members are doing university or college. This year some have completed their post-secondary schooling are back in the neighbourhood and now helping with younger sections as Scouters. They remain united by their interest in outdoor activity and in the Scouting movement. All sections benefit from their enthusiasm and experience.

*Submitted by: Scouter Jim Lien, Sponsor's Representative with Runnymede United Church
85th Old Mill (Toronto) Group, Scouts Canada*

Bloor West Nursery School

Annual Report

2020 - 2021

Bloor West Nursery School (BWNS) was pleased to reopen its doors in September 2020. The school had closed in March 2020 due to the unprecedented onset of a global pandemic. During the summer of 2020, Laura Grimaldi worked diligently alongside the President and Vice President and the Policy and Procedures committee to fulfill the new health and safety protocols required by the Ministry of Education and Public Health in order to reopen. Laura also made changes to the classroom and her program in order to be compliant. Michelle Kendall was hired on as the assistant teacher to work alongside our School Director, Laura Grimaldi. Our two teachers were incredible in their resilience, continuing to provide a nurturing, educational and safe environment during these challenging times. They adapted to the new health and safety protocols, keeping the students and themselves safe for the year.

New Board Members

Danielle Baribeau

Board Re-Elections

Mike Coulter as Financial Officer/Treasurer

Brian Traquair as Director

Elaine Noble as Director

Susie Taing as Director

Ryan Lockhart as Director

Stephanie Martin as Director

Board Elections

Corey Wells as Co-President

Lindsay Knox as Co-President

Emma Mitchell-Loudon as Secretary

Board Resignations

Stephanie Martin as President

Ryan Lockhart as Vice-President

Lindsay Knox as Secretary

Sarah Armstrong as Director

Laura Sheppard as Director

New Board Structure and Head Teacher Responsibilities

The previous President, Stephanie Martin, and Vice President, Ryan Lockhart, along with the board's approval, restructured the president and vice president roles into a shared co-president role. In the 2019-2020 year, Stephanie and Ryan had an informal structure where Stephanie handled all of the ministry / admin tasks, and Ryan dealt with the issues / transitions. They shared tasks related to HR. Both Brian and Mike provided a tremendous amount of strategic support and insight and often stepped in to assist / manage larger issues (i.e. when we formally separated from the United Church, asbestos issue, COVID strategy, sourcing new insurance).

In addition to modifying the board's structure, they looked critically at what Stephanie had been managing and determined what could be passed over to Laura Grimaldi. This prompted a critical look at the budget and how we could revisit it to ensure that Laura is compensated fairly, as she is critical to the ongoing operation of our school. In the May 2021 Board Meeting, it was voted and approved that Laura would receive a 4.7% increase in her salary and her title changed from 'Head Teacher and Supervisor' to 'School Director and Head Teacher'.

The School Director's new tasks included:

- Apply for the school's operating licence once/year
- Manage the online portal to ensure all information is accurate and up-to-date (including board contact and police check information)
- Ensure all policies and related materials are up to date and in-line with ministry requirements
- Ongoing communication with parents re: school closures, issues, etc.
- Liaise with Board as well as city and ministry supervisors to correct issues/non-compliance citations following inspections
- Hire supply staff as needed
- Ensure that the annual ministry Operations Survey is completed on time
- Issue parent tax receipts (fall & spring terms)

Re-opening

Many new steps were required for the classroom to reopen under the new COVID-19 health and safety protocols imposed by TPH and the ministry. To name a few within the classroom: rugs had to be removed, play spaces had limited seating to allow for social distancing, plexiglass was placed at these stations for children to safely play side by side. Parents were also not allowed to enter the school with their child, we asked that they complete the daily screening outside and the teachers would take the students in one by one. To maintain social distancing, it was worked out with Angelgate that we would have a set arrival and dismissal time for our students, during which the daycare did not use the main entrance/stairwell. It was also decided to hire an employee of Angelgate to

conduct the daily screening, which included temperature checks and the questionnaire. This ended in early November, with Laura and Michelle taking over the daily screening. While not mandatory, Laura and Michelle felt it would be best practice to have the children wear masks while attending the program.

In addition, a new COVID-19 policy had to be written and submitted to the ministry. This policy had to be reviewed and signed by staff members, volunteers or visitors; and each family had to have access to it before attending school. We also required the families to sign a form confirming that they read and understood the policy in its entirety.

Our teachers had to attend online training modules conducted by TPH throughout the year.

COVID-19 Testing and Return to School Protocols

Throughout the school year, the requirements to test a child with symptoms changed as per the direction from TPH. The BWNS families were respectful in following the rules as required, with Laura updating the families if a student was being tested and when the results came back. There were no confirmed cases at our school.

There were also a few days throughout the year where the school was closed either due to a close contact or for testing purposes (related to teachers only).

School Closure January 2021

After Christmas, the Co-Presidents spoke with Laura and Michelle separately and it was decided that the school would remain closed until the end of January. Neither felt comfortable returning to school with a spike of Ontario COVID-19 case numbers. Laura was open to returning at the end of January, but apprehensive about working with a supply. Michelle indicated that she was not comfortable returning. In the end it was decided BWNS would reopen on January 25th, with a long-term supply teacher, and Laura hired someone through the staffing agency Sentient. BWNS reopened on January 25th. Michelle returned to school on April 6th.

Licensing

On October 30th, 2021 the Ministry completed its licencing inspection, no noncompliances were found.

In addition to the usual inspection, the ministry also performed the re-opening inspection under the COVID guidelines. The only non-compliance for the COVID Policy & Procedures Handbook was noted under Communication. Laura had to add any

pre-planned classroom activities that are now suspended and communication with parents/board members that is now done by texting, email, phone, virtual meetings.

Our license was granted on January 31, 2021. BWNS is now in a Tier 1 due to having no non-compliances during inspections for 3 years in a row. We now hold a license for two years that is due January 31, 2023. Monitoring inspections will continue annually.

Program Grant from the City of Toronto

Each year the school receives a grant from the City of Toronto, it is then divided between the two teachers. On November 2, 2020 Laura had an online meeting/inspection with Deborah Jackson (the school's City Of Toronto Program Consultant) to obtain this year's enrolment numbers and determine the school's grant funding for 2021/2022 year. (The amount allocated will be the same as in past years). The in-person annual inspection is currently postponed until further notice. The report was forwarded to Mike.

Enrollment and Fees

The 2020/2021 school fees were set at \$398/month (\$200 for the registration fee). BWNS had 15 students enrolled for the year, however, one student enrolled in January to bring the total number to 16.

Finances

The school finished the year with an operating surplus of \$4,644. A few highlights to mention for this year:

- With the school closure for all of January, it was decided to not deposit the February cheques rather than issue a refund (January cheques were deposited Jan 1st)
- Donation in lieu of rent to the Runnymede United Church was \$1,350.
- Operating/Program Grant from the city was \$3,523; this was less than the usual \$5,664, as the City cut back on the grants during the pandemic
- The supply teacher who was hired from January 25th-April 1st ended up costing less than the assistant teacher's wages for that time period
- A new Insurance Policy had to be obtained and the cost is now about \$5,000 a year. Mike worked hard in sourcing different quotes, however, this is now the going rate, as costs for insuring child-care centres have spiked.

Cloud Based Storage

The school's new insurance company requires a policy on storing documents. In the summer of 2021, a new account under DropBox was created, with the two Co-Presidents, Cory and Lindsay, along with the Treasurer, Mike, on the account. This is where confidential material will be kept, including but not limited to teacher and supply staff contracts, contact lists, expensive sheets, etc.

Abuse Prevention Policy

The school's new insurance company requires a policy that outlines how to report abuse (which BWNS has in place) as well as a Abuse Prevention Policy, which the school did not adequately fulfill. Mike was provided with a policy draft that could be adapted for our school, with Brian and Laura willing to review. In addition, the insurance policy requires a committee to be responsible for putting the policy into action when needed. We will add this committee to the BWNS Board subcommittees.

Professional Development

Throughout the year, Laura and Michelle attended virtual workshops and training sessions. In order to reopen, there was a mandatory session which both Laura and Michelle had to attend, hosted by Infection Prevention And Control Canada (through TPH). There was a refresher in the spring. The two teachers also renewed their First Aid/CPR certification on June 25th, which is valid for three years.

Volunteers

Due to the new COVID policies and to keep the classroom safe, there were no visitors or volunteers allowed in the classroom for the year.

School Events

There were no events during the school year due to COVID-19 restrictions.

Water Testing

The testing was last conducted in November 2019. All samples tested had no detectable lead, as did the previous year's testing, so this will allow us to defer testing to November 2022.

Child with Anaphylactic Allergies

The anaphylactic policy remains strict. All parents who have a child with an allergy must provide training to the teachers on the EpiPen at the beginning of the school year.

Safe House

The school renewed its agreement with Runnymede PS to serve as a safe house for children at BWNS in case of an emergency requiring evacuation of the school.

Capital improvements

None during the year.

Respectfully submitted by:

Lindsay Know and Corey Wells
Co-Presidents, Bloor West Nursery School Board

November 23, 2021

END NOTE:

NEW BWNS BOARD OF DIRECTORS STRUCTURE AND COMMITTEES

BWNS Board of Directors Roles

Co-Presidents duties

Term maximum: 2-3 years

Administration:

- o Chair board meetings
- o Lead or assist with the parent meet and greets at the beginning of the school year
- o Sign documents and cheques as needed i.e. reimbursement cheques and police checks (shared duty with other signing officers)
- o Draft the annual report and modify as needed for RUC
- o Liaison with RUC as needed
- o Review tax receipts prepared by Head Teacher for accuracy and sign

Regulatory:

- o Review and be aware of policy and procedure updates from Head Teacher and Policy Committee
- o Work with Head Teacher to provide support, as needed, with ministry inspections/citations/requirements
- o Board recruitment and management

HR responsibilities:

- o Bi-annual Head Teacher evaluations (fall & spring)
- o Monthly teacher check-ins
- o Review and approval of contracts

Issues management (historically there's usually 3-5 per year):

- o Work with Head Teacher and other board members to manage issues including parent complaints, community/building issues, unforeseen situations that arise (e.g., school lockdowns in the area), health concerns (e.g., COVID) that impact the school

Secretary

- Reach out to board before meetings to solicit for agenda items, draft meeting board agendas and send out materials
- Take minutes during board meetings and circulate to board
- Signing officer - assist with signing documents as-needed

Treasurer

- Everything related to finances and insurance – building budgets, manage payroll, issue reimbursement cheques, manage insurance, etc.

Board Committees

1. Marketing / Enrollment

Coordinate Board, teacher and volunteer actions to ensure full BWNS enrolment.

- Oversee Facebook posts / online advertising with respect to enrollment (note: the day to day on this is managed by Laura)
- Managing BWNS website photography & content updates
- Securing additional photography / permissions as needed (alongside teacher)
- Developing posters/flyers
- Managing any community advertising/enrollment campaigns

2. Human Resources (one co-president sits on this committee)

Be responsible for teacher contracts and relationships, including supply and hiring.

- Updating the teacher contracts annually and facilitating getting them signed
- Manage HR issues including items such as training, teacher conflicts, sickness and planned absenteeism
- Ongoing management of teacher relationships
- Assist with semi-annual performance reviews / monthly calls with assistant teacher
- Manage hiring process should we need to hire new staff
- Assist in finding / managing supply teachers, as needed (primarily Head Teacher's responsibility)

3. Policies & Procedures (one co-president sits on this committee)

Be responsible for an effective policy and regulatory framework for BWNS.

- Review regular ministry correspondence, which includes notice of policy changes, bulletins, and other important childcare operator materials; update co-presidents of any key changes
- Oversee / assist with the creation of any documents / procedures resulting from regulatory changes
- Assist with inspection requirements as needed
- Oversight of water, air testing, insurance requirements