

# Annual Report 2020



## 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

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ANNUAL GENERAL MEETING: FEBRUARY 7, 2021

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# STAFF

**Minister:** Rev. Ted Grady  
**Engagement and Growth Leader:** Sam Needham (resigned December 31, 2020)  
**Music Director:** David Ambrose  
**Organist:** Carl Steinhauser  
**Soprano Soloist:** Pat Ainslie  
**Alto Soloist:** Sabina Santelli-Perez  
**Tenor Soloist:** Trevor Peverley  
**Bass Soloist:** Don Tripe

**Family Outreach and Christian  
Education Leader** Ellen Toompuu  
**Youth Leader:** Cayley Pimentel

**Custodians:** Jim Lien  
Daniel Botsko, Spencer Tripe

**Office  
Administrators:** Eva Havill, Pat Campbell

## BOARD MEMBERS

**Chair of Board:** Derrick Hempel  
**Secretary:** Lynne Salt  
**Treasurer:** Brian Traquair  
**Past Chair:** Jeff Horbal

**Members at large:** Monica Stewart  
Jennifer Cruikshank  
Cathy Boyd-Withers  
Brenda McLaughlin  
Hilary McLean  
Paul Stewart  
Melissa Milkie  
Bart Leung

## EX OFFICIO

**Chair of Trustees:** Roy Fischer  
**Chair of Ministry & Personnel:** Tara Yelle/Jocelyn McLean Tharp  
**Regional Council Representative:** Robin Pilkey

# Marriages



**Norman Duncan Bruce Evernden & Marianna Shchoholyeva**

**Devan Emmanuel Sloan & Justine Anne Ivanauskas**

**Victor Guerra Bolanos & Jennifer Rego Teles**



**Laura Spence Newman**

**Flora June Charles**

**John Robert Allen**

**Doreen Lillian Guziak**

## MINUTES OF THE ANNUAL GENERAL MEETING RUNNYMEDE UNITED CHURCH

Sunday 9 February 2020, 11:40 AM, Memorial Hall

The Meeting was opened with prayer by Rev. Don Gibson at 11:40 AM.

Attendance: 94 A quorum was present.

### 1. Election of Chair for the AGM:

**Motion:** that Derrick Hempel be appointed Chair for this meeting. Carried.

### 2. Election of Secretary for the AGM:

**Motion:** that Lynne Salt be appointed Secretary for this meeting. Carried.

### 3. Agenda for the 2020 AGM:

**Motion:** (Barry Gregory/Stuart MacDonald) that the Agenda for the 2020 AGM be approved as circulated. Carried.

### 4. Voting:

**Motion:** (Brian Traquair/Don Dewees) that Adherents in attendance be entitled to vote along with Members on all matters coming before the meeting unless otherwise noted in advance. Carried.

### 5. Minutes and Annual Report:

**Motion:** (Linda Canning/Jennifer Cruickshank) that the Minutes of the 10 February 2019 AGM be approved as circulated. Carried.

**Motion:** (Roy Fischer/Brenda McLaughlin) that the Minutes of the 5 May 2019 Congregational Meeting be approved as circulated. Carried.

**Motion:** (Jim Lien/Rick Reed) that the RUC 2019 Annual Report be approved as circulated. Carried.

### 6. A Year in Review: 2019

Derrick Hempel noted some of the changes at RUC in 2019. A new staffing model was approved culminating in the hiring of Alana Sprunt as Sunday School Co-ordinator and Sam Needham as Engagement and Growth Manager. Alana left after 6 months after receiving a full-time teaching position, and M&P are searching for a replacement. Derrick expressed thanks to Rev. Don for his service at RUC, and for staying on for an extra 4 months before his retirement on 30 April 2020. There will be a farewell event for him on 26 April. The Search Committee has received about 12 applications and has been actively interviewing. A minister is required to give 90 days' notice before leaving his/her congregation so we will not have a new minister in place by the time Rev. Don leaves. M&P will announce the appointment of a supply minister very soon. Derrick expressed his thanks for the extensive work that the Search Committee is doing. Gail Hutton retired from co-ordinating the Community Meal and Chris Henderson has volunteered to be the new co-ordinator. Derrick noted several special events and services that occurred over the past year including The Deficit Dinner, The Craft Sale, the Sleeping Children Around the World Lenten project, the Youth trip to Kenya and services with special music from the choir at Christmas and Easter.

### 7. Board Nominations and Elections:

The current officers of the Board as mandated by the constitution are Chair – Derrick Hempel, Secretary – Lynne Salt, Treasurer – Brian Traquair. The position of Vice-Chair is vacant. Derrick

thanked Brenda McLaughlin (6 years) and Rick Reed (2 years) who have stepped down from their roles as Members-at-Large

**Motion:** (Annette Frigault/Monica Stewart) that the following nominees be elected or re-elected to the Board as Members-at-Large:

Cathy Boyd-Withers (re-elect for third 2-year term),

Hilary McLean (re-elect for third 2-year term)

Susan Galea (elect for first 2-year term)

Carried.

#### **8. Nominations for Committee Chairs:**

**Motion:** (David Wilcox/Cathy Brown) that the following nominees be elected/re-elected as Committee Chairs:

Ministry and Personnel – Co-Chairs Jocelyn McLean-Tharp and Tara Yelle (re-elect for second 2-year term to February 2022)

Stewardship – Chair Jeff Horbal (re-elect to second 2-year term to February 2022)

Pastoral Care – Chair Karren Phair-Harvey (elect for 2-year term to February 2022)

Faith Formation and Christian Education – Co-Chairs Brenda Lien and Melissa Milkie (elect for 2-year term to February 2022)

Finance and Property – Chair Don Dewees (re-elect for 2-year term to February 2022)

Regional Representative – Robin Pilkey (re-elect for 2-year term to February 2022)

Carried.

#### **9. Pathway to Becoming an Affirming Ministry (see attachment):**

Judy Hauserman presented information about becoming an Affirming Ministry at Runnymede, covering such topics as What is an Affirming Ministry?, We are already welcoming – How is an Affirming Ministry Different?, What is the vision we see and how will we know if it is achieved?, the Mandate of the Affirming Ministry Committee, What's included in the Affirming Ministry Plan?, Education and Discernment, and Considerations during 2020. Judy thanked her colleagues on the Affirming Ministry Committee: Sarah Dawn Adams, Cathy Boyd-Withers, Martha Chamberlain, Allison Dekker, Jim Lien, Elizabeth Mohler, Paul Stewart.

A period of discussion and Q&A followed.

Linda Canning: Is there a budget for this plan?

Judy Hauserman (JH): Yes - \$3,000, mainly for speakers.

How does this impact the ministerial search?

Jeff Horbal: Ministerial candidates are aware that RUC is in the Affirming church discernment process.

Ken Dekker: Wanted clarification that the vote will be at next year's AGM.

JH: Yes

Joan Howard: What does this mean to me as a member?

JH: It is opening our hearts to people who feel "different" so they will feel accepted.

Linda Fischer: What is THIS vote doing?

Derrick: So we learn more about it before we make the final vote – it's like signing up for a course.

Roy Fischer: Has the UCC at the national level decided that UCC as a whole is Affirming?

Rev. Don: Many of the former Presbyteries have moved to become Affirming Presbyteries – not sure if it will be done by the National Church.

Don Dewees: It is a learning process that needs to be done by individual churches.

What does Affirm United give us?

JH: Affirm United has prescribed a process. If we vote to become an Affirming Church we can use the Affirm United logo on our website and sign. People may choose to attend RUC because we are an Affirming Church.

**Motion:** (Martha Chamberlain/Brian Traquair) that we use a secret ballot approach for the vote on the motion regarding the Affirming Ministry. Carried

Ballot papers were distributed for voting.

**Motion:** (Jennifer Cruickshank/Annette Frigault) that the Congregation endorse that Runnymede United Church enter a period of learning, discussion and discernment over the next twelve months with the goal of making a decision to become an Affirming Ministry at the AGM in 2021.

The ballots were collected and counted by David Wilcox and Sam Needham.

Results: Yes – 81 No – 3 Abstained/Spoiled Ballots – 2

Carried.

#### **10. Auditor's Report:**

Stuart MacDonald reported as Church Auditor for the two years of 2017 and 2018.

**Motion:** (Stuart MacDonald/ Rick Reed) that the congregation accept the Auditor's report for 2017. Carried.

**Motion:** (Stuart MacDonald/Alex Cruickshank) that the congregation accept the Auditor's report for 2018. Carried.

#### **11. Treasurer's Report: (see attachment):**

Brian Traquair presented the 2019 Financial Results, the 2019 Operating Statement and the 2020 Budget Review.

The 2019 Financial Results show donations to Current Giving were up from 2018, and were above budget for the first time in 5 years. Vacancies in our two lay roles until September reduced expenses from 2018. We ended 2019 with a surplus of \$34,539, an exceptional event due to not filling our lay roles until Fall 2019. There will be a financial challenge as staffing returns to full complement in 2020. We have transferred \$15K of 2019 Deficit Dinner fundraising into 2020. Givings for Current Operations have remained fairly flat over the past 6 years.

**Motion:** (Brian Traquair/David Wilcox) that the congregation approve the transfer of the 2019 Operating Surplus of \$34,539 to the GI&C Fund. Carried.

**Motion:** (Brian Traquair/Robert Nobel) that the congregation approve the 2019 Operating Statement. Carried.

Reporting for the Stewardship Committee, Jeff Horbal began by expressing thanks to Roy Fischer who has retired from the Stewardship Committee after more than 25 years of service. Jeff also announced that Alex Cruickshank has joined Stewardship. Jeff noted that the 2019 Annual Giving Program had set a goal of receiving 75 pledge cards and 5 new PAR donors. That goal was met with 5 new PAR donors and 76 pledge cards returned, with 46 indicating an increase in givings. Jeff noted that in 2019, 208 donors gave a total of \$340,400. Thirty-eight per cent (38%) of all donations came from 12 donors, most of whom have been attending RUC for many years. There is a likelihood of losing some of these donations in the next few years due to moving, or health and social issues and this will have a large impact on our donations.

Brian Traquair (BT) presented the 2020 budget. Budgeted Current Operations donations (\$340K) and Manse Fund transfers (\$18K) remain the same. The total 2020 income budget is \$507,500, an increase of \$17,500 over 2019. Expenses assume a full complement of staff including ministerial supply until a new full-time minister is appointed. The 2020 budget is balanced.

Brian reiterated Jeff's point concerning the likelihood of losing some of RUC's most generous donors over the next few years. Fund-raising is required for 2021 and 2022. The Three Year Plan assumes a slow increase in income and careful management of expenses.

**Motion:** (Brian Traquair/Annette Frigault) that the Congregation adopt the Operating 2020 Budget. Carried.

2020 Budget Discussion and Questions:

Judy Whitfield: Donors raised \$5,000 in the Sleeping Children Around the World (SCAW) Lenten Project. Where is this captured in the 2019 Financial Results?

BT: Funds raised from SCAW and similar activities are not shown individually but are included in one of several virtual Funds. Brian indicated he would show such funds in more detail next year.

Gary Norris asked about similar financials from the Community Meal.

BT: The Community Meal is financed by an annual \$5K grant from UCC plus donations. It doesn't show specifically in the budget but is in a Fund. This too can be shown more specifically in future financial reports.

## 12. Board of Trustees Report (see attachment)

The Trustees hold all property belonging to RUC. Reporting for the Trustees, Roy Fischer noted that the building and property are well maintained thanks to the diligence of PropCom, and the Trustee investments have had a good year. RUC has received its largest bequest ever from the Raymond and Rosalia Souster estate. Roy thanked Bob Cossitt for his service as Trustee Treasurer since 2001. Bob is retiring as Treasurer but remains a Trustee. Robert Nobel is joining the Trustees and has agreed to become the new Treasurer.

**Motion:** (Roy Fischer/Bob Cossitt) that the Congregation elect Robert Nobel as a Trustee. Carried. Bob Cossitt presented the Trustee financials for 2019, noting 2 significant events: (1) the Souster bequest in excess of \$185,000, and (2) improved financial gains from investments.

Gary Norris stated that Suncor is poor value at present, and is an adversary for financial and responsible stewardship of the environment. We should get rid of it.

Bob Cossitt indicated that the Trustees will look into this matter.

**Motion:** (Bob Cossitt/Joan Howard) that the Congregation accept the 2019 Trustee Financial Statements. Carried.

## 13. Legacy Gift Programme (see attachment)

Brian Traquair and Jeff Horbal presented information about a Legacy Gift Program, an idea which has been kindled by the Raymond Souster bequest. This program will allow a donor to make a material difference to our church by donating to one of 4 new funds: Outreach and Social Justice Fund, Congregational and Spiritual Growth Fund, Building Improvement Fund and Planned Giving Fund. The Trustees and Finance Committee will manage the funds and the money will be allocated by the Board.

**Motion:** (Brian Traquair/David Whitfield) that the Congregation approve the creation of the four new funds and the allocation of the Souster bequest as described in the attachment. Carried.

David Wilcox asked if the funds will be restricted.

BT: Brian agreed that restricted funds can be a problem. The funds need to be narrow enough to be interesting and wide enough to be useful. There will be words to ensure that the funds can be used for unforeseen major expenses that might otherwise be restricted by the Legacy Fund description.

David Whitfield fully endorsed the proposal.

Jim Lien asked if there would be instructions for making a legacy donation in a will.

BT: Educational materials will become available on the wording for wills and other donations such as stock.

## 14. Mission and Service

Janis Traquair is the new RUC M&S representative. Janis expressed thanks to Steve Gard for his many years of service as M&S representative. M&S demonstrates our faith in action and supports outreach projects in Canada and worldwide. Once again in 2019 RUC surpassed its donation target.

**Motion:** (Janis Traquair/Debra Hogan) that the Congregation adopt the proposed 2020 target of \$68,500, consisting of Congregation donation of \$63,500 + Craft Show proceeds of \$5,000. Carried

## 15. End of AGM

**Motion:** (Annette Frigault/Don Tripe) that the 2020 Annual General Meeting of Runnymede United Church be adjourned at 1:20 PM. Carried

Derrick Hempel, Chair  
Date approved:

Lynne Salt, Secretary



# STAFF REPORTS

Sisters and Brothers:

If you could have predicted when last year's Annual Report was being prepared and shared what 2020 was going to look like, we would have been in disbelief, but here we are. With so much to lament in the past year, I hope you will turn through the pages of this report, and be amazed by the resilience and faith that our shared ministry continues to offer. It is a story of a community continuing to be a beacon of hope for this community.

As I begin my ministry with you, I want to acknowledge my colleagues who have also ministered with you this year, saying what a humble honour it is to follow their excellent leadership and care of this congregation. The Reverend Don Gibson is enjoying a well-earned retirement after many years serving in the United Church. We are especially grateful for his years serving here at Runnymede United Church. Don leaves a long and rich legacy by the many ways he led and nurtured this community. Runnymede was so fortunate to have the leadership of the Reverend John Ambrose to serve the congregation following Don's retirement. In the midst of the pandemic, John provided steady and graceful leadership, connecting the congregation and offering care during his months with you. I appreciated John's warm welcome and his joy at serving in ministry with his son David.

In the four months that I have been with Runnymede, I feel the Spirit moving among us in the passions of this congregation. I have been inspired by the focus and dedication to social justice and outreach by the people of Runnymede.

Runnymede is blessed with a dedicated group of leaders and volunteers who work together to move this congregation forward in its Gospel mission. Runnymede is also blessed with a dedicated staff that works hard together to serve this congregation and care for one another.

Meeting each of you and getting to know the congregation with such limited opportunities to see each other face to face has been challenging, and I thank all of you who have found ways to welcome me so warmly and reached out to introduce yourselves. I look forward to meeting many more people as we are able.

This has been a year with its challenges, but at the same time it has shown us new ways of being church. We have learned ways to expand our ministry that have given us new visions of opportunities to explore when we return to our new normal.

I am excited by the call to serve this congregation. I will strive with my colleagues and all of the people who are a part of this congregation to share in our faith journey. Runnymede is blessed with a sound foundation on which to build and, together, let us reach out and reach up to shine the light of Christ into the world and the hearts of all who are touched by our shared ministry.

Your Brother in Christ's Love, Rev. Ted Grady

*"Haven't I commanded you: be strong and courageous? Do not be afraid or discouraged, for the LORD your God is with you wherever you go."*

**Joshua 1:9**

## MUSIC AT RUNNYMEDE

Like so many aspects of our lives, it's hard to put into words the impact the pandemic has had on the music program at Runnymede. Just 10 months ago, we were into the season of Lent, busily preparing a beautiful Requiem for Good Friday and special music for Easter Sunday. In what felt like the blink of an eye, all was suspended and it became immediately clear that our music program was going to need drastic changes to keep our choir and congregation safe. Early anecdotes about choir practices becoming super-spreader events made us even more wary, and it was hard to envision what worship at Runnymede would become without music as a central part.

However, as time went on we adapted and grew. Thankfully Carl was always able to provide organ music to soothe our souls, and we could participate in singing hymns at home. Our soloists Pat, Sabrina, Trevor and Don graciously agreed to continue to provide solos and lift our services with their musical gifts. We were even able to offer our usual summer of talented guest musicians, all recorded with safety measures that in no way impacted their beauty. Many thanks to Elizabeth Mohler, the Dallyn-Withnell family, Ryan Garbett and Paul and Chris Widner for their contributions.

Having found our footing, our Chancel Choir started up again this fall as a virtual choir. This involves weekly rehearsals via Zoom, where unfortunately technological limitations mean we can't all sing at the same time and hear each other without significant lag or delay. Instead, Carl and myself are at the church leading a rehearsal while everyone sings at home with their sound muted. Once we have mastered an anthem, singers record themselves performing it and they are compiled into a video. While we miss the energy that comes from singing as part of a group, we are grateful that technology has allowed us to keep singing and to share in our regular Thursday night choir family time. We managed to complete 7 choral pieces over 3 months, and even added hymn singing to our weekly music-making, using a different software. Throughout this we have persevered, despite learning curves, tech issues and being forced to sing solo when what love to do is sing together.

In such a challenging year, there is much for which we are grateful:

- Thank you to our ministers – Don Gibson, John Ambrose and Ted Grady, for their support and assistance in keeping our music program as a core part of our worship
- Thank you to our sound team (under the leadership of Ted Withers) for their foresight over the years that gave us archival recordings of some of our special music services. These gave us a beautiful excerpt for the Good Friday service last April, and then a full Carols By Candlelight (Revisited) service to share which filled some of the void of music at Christmas
- Thank you to the board and the Ministry and Personnel Committee for ensuring that our music program could continue as a paid ministry during these challenging times
- Thank you to Carl for his ongoing commitment and flexibility, not to mention the incredible artistry he brings each week to our church
- And finally, thank you to our amazing Chancel Choir for their determination that has led to some beautiful music-making. I know from the many comments I have received from congregation members how special it is to not only hear their beautiful voices but to see their faces on a Sunday morning – a reminder of what we have had and what we know we will have again.

Looking forward to raising our voices together again sometime in 2021!

Yours musically, David Ambrose , Director of Music

## CHRISTIAN EDUCATION

### Sunday School, From Melissa Milkie

In the current structure, the Faith Formation committee oversees the paid positions of Family Outreach & Christian Education Leader, Youth leader and Sunday school teachers. It was an active year with FF meetings ranging from weekly during the first stages of the pandemic to monthly in order to:

- move Sunday school, youth group and adult faith formation to an online format using Zoom, with the support of Brenda Lien in a temporary paid position of Coordinator
- hire a new Family Outreach & Christian Education staff member (Ellen Toompuu)

The Committee, with input from our succession of ministers and paid leaders, worked hard to maintain the existing Sunday school and youth programmes while dealing with the pandemic and also hiring a staff member for the position of 'Family Outreach & Christian Education' following Alana Sprunt's departure at the end of 2019.

Until mid-March, the Sunday morning program continued to be delivered via a blend of youth Sunday school teachers, a youth leader and parent volunteers, using the "Spark" curriculum which focuses on one biblical story every couple of weeks, and various types of activities like crafts, science, drama and games.

As well, Brenda Lien remained in her role as Volunteer Coordinator to recruit and organize parent/adult volunteers each week to act in three different roles:

- a host – who scans the congregants to help identify new children or youth and explain/lead them to the SS classes/youth group. The host also aids in assessing and filling in for any unmet needs on Sunday mornings
- a reader – who reads the bible story to the children at the beginning of their class
- nursery staff

Importantly, at the beginning of 2020, we returned to using a parent coordinator, Karen McCallum-Ryan, who offered to fill in until the vacant paid staff position was filled. Following Alana Sprunt's departure, the committee re-evaluated the job title and description, deciding to put more emphasis on team leadership (of youth and Sunday School teachers) and connection/outreach with Runnymede families – both internally and in the wider community.

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.

- Pre-pandemic weekly Sunday morning attendance continued to be relatively low -- about 10-20 children and youth in total attended, going to one of 4 different classes:Nursery
- Pre-school to Grade 2
- Grade 3 to Grade 5
- Youth group (Grade 6 and up)

However, attendance records were kept sporadically over the year, which impacted our ability to contact newer families who had children in nursery/Sunday school, when Covid hit.

With the pandemic, everything moved online – adult, youth and Sunday school. 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. Zoom also allowed shy Sunday school children to participate more fully – an unexpected benefit.

### **Winter 2020**

Sunday school was capably led by parent volunteer, Karen McCallum-Brown, who graciously offered to step in after Alana Sprunt's departure. Karen worked alongside our paid Sunday school teachers – Rae Kaufman, Kathryn Botsko, Emily Chamberlain and Kate Reed – to deliver a fun and engaging Sunday school programme. We had an average of 10 families attending on an irregular basis.

Once again, the Sunday school initiated a special fundraising effort during Lent, this time for the organization 'Water First', whose mission is to help address local water challenges in Indigenous communities through education, training and meaningful collaboration. Judy Whitfield led this effort and collections reached our goal of \$5,000, despite the 'interruption' of the pandemic prior to Easter. We plan to continue this partnership moving forward. ([www.waterfirst.ngo](http://www.waterfirst.ngo))

Cayley Pimentel continued her dedicated leadership of the Sunday morning youth programme, with 6-7 families in regular attendance. Once a month the youth acted as hosts for the congregation's after church coffee hour. Various youth also played active roles in the worship service, reading scripture or the call to worship.

Then Covid hit. We took a brief break from meeting to re-group and discuss strategies ... And we pivoted quickly to online.

### **Spring 2020**

With the Faith Formation committee's blessings, and Board approval, Brenda Lien temporarily stepped down as co-Chair to take a temporary part-time paid position as Coordinator in order to make Sunday school happen during Covid. Brenda was aided by Cayley's initial leadership on the use of Zoom and the continued good-humoured help of the Sunday school teachers. Following a steep learning curve and some trial & error, a new template was created for delivering the Spark story and using a combination of Spark and online sourced materials to continue to teach and engage the Sunday school children. Attendance was initially low, and our nursery and some Sunday School children were too young for an online format. Brenda worked hard to reach out (including personal phone calls and cards) to families and invite them to our online offering. Technical help from the Sunday school teachers was definitely an asset during this time, as was their consistent connection with the children.

Cayley moved youth group online very efficiently, continuing to provide a safe and nurturing place for the young people to gather on Sunday mornings, do a check-in, play some games and learn some positive strategies for coping in difficult times (e.g., meditation, gratitude).

During this time, with the church building closed, Brenda took on the job of cleaning out the 'Craft Closet' in the North Room. With a keen eye for decluttering and organizing, she then corralled all the Sunday school and youth supplies & curriculum materials from numerous places throughout the

church. It is now a supremely well organized (and well labelled) room! Thanks to the Property Committee for their work in revamping the shelves/cupboards, getting the ceiling light working and installing a window blind to protect materials from sun damage.



### Summer 2020

While summer Sunday school & Youth group had originally been planned, we needed a break after the intensity of the spring. Similarly, though Melissa had earlier helped organize summer Vacation Bible Camp, to occur with a complementary half day of Cooksmart, and some families had pre-registered; the pandemic made it too difficult to run safely, and thus it was cancelled.

In the summer, we hired our new Family Outreach & Christian Education Coordinator, Ellen Toompuu. The education related component of her resume was impressive – she has acted as teacher, tutor, educational consultant and workshop developer throughout her career. Meanwhile, her faith journey began as the daughter of a Baptist minister, moving to a personal level as a teen when she attended camp and felt a *'sense of closeness to God that filled me with the belief that there is a loving presence at the core of everything'*, to attending church with her young family, to shifting to an inter-faith community where she actively taught classes and led meditations from a Christian identity.

We also said 'congratulations' and 'farewell' to Kathryn Botsko, who graduated high school and left to attend McGill. We thank her for her four years of involvement with the nursery and Sunday school at Runnymede.

### Fall 2020

We used September to re-think online Sunday school curriculum and decided to switch from story-based curriculum to themes, with one theme per month and the Youth & Sunday school examining the same themes. As well, in an effort to heighten Ellen's presence in our faith community beyond Sunday school and youth, which are run as satellite operations during Covid (Sunday school now before and Youth group now after church worship), it was decided to have Ellen share the theme with the broader congregation at the beginning of each month during worship (where Children's Time typically happened pre-pandemic).

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 (Cayley).

Under Ellen's leadership, we have worked to make some important changes:

- Switching from story to theme-based learning in order to move thinking further up the "learning ladder." The themes for the fall were: October – Unity; November – Community; December – Joy.

- 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 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.

We feel that this positions us well for promoting our unique, progressive Sunday school and youth programmes to the west end of Toronto, both during Covid and moving forward into times when we can meet in person again.

Ellen spearheaded a youth retreat in October, which Cayley then led. The theme was "Awe and Wonder" and the group explored what it was like to not fully understand something, but to still be able to bear witness to the wonder of it all... Much like God's love! The group learned some magic tricks, did some super amazing art, and had a wonderful time together, but apart.

For Youth, Cayley held a few movie nights online and then one parking lot movie night at the church in the summer. Sadly, Cayley has tendered her resignation, so we will be seeking a new youth leader early in 2021. Cayley has been Youth leader here since September 2017 and has stepped up to challenges and helped out with Sunday school whenever needed. She has a genuine and caring relationship with the Youth and we will miss her very much in this role.

### **Looking Ahead**

Planning for next year is naturally complicated by the pandemic. We assume that most, if not all, of 2021 will be online only via Zoom or, if in-person, held outside or inside with limitations on numbers & distancing protocols.

Ellen, with the support of the FF committee, is excited about new initiatives and opportunities for 2021, including:

- Fostering a deeper understanding of spiritual tenets among Sunday school children & Youth
- Working closely with the new youth leader to implement social justice projects that put our young people's faith into action
- Adding new groups, including a senior youth group for high school aged youth and potentially a young adults' group for those who've moved on from high school
- Providing a 'drop-in' Zoom time for high school aged youth who may be feeling isolated or need connection
- Planning & delivering a series of workshops for parents on timely topics
- Working with the Affirming Ministry Team to find ways to partnership with community groups to bring a greater understanding of diversity issues to our Sunday school & Youth

A confirmation class (generally grades 7-12, but open to adults too) will be led by Rev. Ted in 2021. He will reach out to families and the congregation in January 2021 to organize dates. We will also be working to have leaders in place for the start of the Kenya planning in 2022, for the summer 2023 trip.

**2020 Committee members were:** Melissa Milkie & Brenda Lien (co-chairs), Karen McCallum-Ryan (through May), Hilary McLean, Monica Stewart and (beginning in August) Ellen Toompuu. Sam

Needham also participated. The ministers at Runnymede in 2020, including Rev. Don Gibson, Rev. John Ambrose

## Youth Group, From Cayley Pimentel

2020 was a strange year for the youth at RUC, as it was for everyone! COVID-19 tested us all, but we managed to come together when it felt most impossible.

Early in the year, the youth maintained their previous tradition of preparing coffee hour once a month, something that I hope is continued in the future when it is safe to do so. It offers a great opportunity for the youth to interact with the congregation, and I have always found that the youth show different sides of themselves when cooking and prepping. It's lovely to get them out of the beanbags and baking!

We continued to have monthly youth readers in service, which was – again – great for allowing the youth to connect with the congregation and vice versa. When services resume as normal, I am excited at the prospect of seeing them up there again.

The winter is usually a calmer time for youth group, so we didn't have a lot of social events before the pandemic shut down the possibility altogether, sadly... if only we had known how much we would miss hanging out together!

Come March, we migrated to online programming, and went through a new adventure, navigating online connection and socializing. We became professionals at muting/un-muting, "merp"ing in the chat, and sharing the highs and lows of our weeks. In the early days, COVID-19 became the shared and lingering "low," week after week. Week to week, we had a movie/recipe of the week, which were optional for youth and their families to do on their own time. When the weather grew warmer, spirits lifted as we were able to see our friends and spend time safely bike riding and taking in lots of sunshine.

Through the early days of the pandemic, we were so lucky to be able to gather the Kenya youth online as well, and it was so fun to relive some Kenya memories – a full year later!

In June, we continued the tradition of honouring graduates, though this time through a celebratory puppet show!

Through the summer we had a BINGO night and a movie night, feeling grateful to be able to gather safely online and even in-person in the parking lot of RUC! (We watched a favourite: Howl's Moving Castle!)

Into the fall, we mourned the loss of our usual beloved fall retreat, but still gathered for a one-day online retreat! Ellen was so key to making this happen, and we had a great time experiencing awe and wonder together!

When the weather grew colder, we were able to gather for hot chocolate before Christmas, and went for a lovely walk as a group, sipping warm drinks and snacking on tasty treats from Janchenko's in Bloor West Village.

For the holidays, we were able to share digital movie nights (Rudolph the Red-Nosed Reindeer is always a personal favourite, and it is a wonder how many amazing films are available online!)

2020 marks the last of Cayley's time as youth leader, though she is sad to say goodbye to this amazing group of young people. They are incredibly intelligent, caring, and beautiful humans, and it is a wonder to watch them grow and blossom as young people. We have much to learn from their resilience and ceaseless determination, their precious senses of humour, and how much they love and care for each other.

## OFFICE

2020 has been a very busy year in the office.

The first 3 months of 2020 were good—I was starting to learn my job and get to know church members and getting a sense of the rhythms of working in a church. The biggest thing I figured out was that, unlike every other position I've had, you have tasks you do on a regular basis...but you don't do them regularly! Advent & Christmas, Lent & Easter, the Annual Report and AGM, baptisms, weddings, etc. All these things you do every year but not all the time—maybe only once a year, maybe three or four times a year—so sometimes it's still hard to remember what I have to do for a particular event, since it's been weeks or months since the last time I did it!

Then in March Covid-19 hit and we went into lockdown. My first year working at a church turned into my first year of working through a Pandemic, and my first year of working regularly from home! The first few weeks of the lockdown were difficult when we made the decision to close down services and then had to think about what that meant and how we had to change our systems to accommodate this new way of working. I started to send out A LOT of email blasts to our members & supporters—three per week, and sometimes four. It would have taken much longer to figure out how to work through the pandemic if not for the incredible work of the dedicated members of the RUC Reopening Guidelines Committee. Thanks to them we pivoted pretty quickly and were soon up and running with recorded services and new office procedures. The steadying hand of Rev. Don Gibson then Rev. John Ambrose, made everything bearable and helped me to keep a positive outlook, in spite of intermittent technology problems and days when it seemed like nothing would ever get finished.

We have continued to keep in touch with our regular renters, and some of them have been able to be here sometimes—when there wasn't a lockdown—and several of them were grateful for the excellent Internet & WiFi service we have here, so they were able to continue to work with clients from here in a safe way using Zoom. We 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. All tenants follow provincial & local guidelines to ensure their activity is approved and safe. If you have any questions about how our use of space is managed, please do not hesitate to contact me or Don Dewees.

Our Social Media presence continues to grow. Sam was able to increase our frequency of use of social media. Rev. Ted and I have taken over since he left and we have some great ideas for our future posting! During the Pandemic our website has become more important as a source of information for people from the church and in the community who want to be able to quickly access information about what's happening at the church, so we try very hard to keep the information up-to-date.



We have now settled into a routine of two emails blasts per week—one that focus on news and information and one that focuses on our Sunday service—we want to accommodate the information that people want to receive, but we don't want to overwhelm people with tons of emails every week. The Tuesday "update" email really fulfills the role of our quarterly newsletters, so we decided to eliminate them as it seemed like everything was getting covered through the email blasts. Our Tuesday email blast has a section called "News from the Pews", so we continue to include information about our members and their families, so send your family news and photos to me at any time!

In September we welcomed our new Minister, Rev. Ted Grady, and he has been a great asset to our church. He keeps the staff connected in spite of the fact that we rarely see each other in person and he is always accessible and willing to help me navigate this new reality.

Alison Gadsby continues as Contributions Secretary and is available at the other end of the phone whenever I need assistance figuring out how to do—well—anything! 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. And I want to add a special note of thanks to David Wilcox and the rest of the Property Committee who did such an awesome job on the renovations of the Kingsbury Kitchen and women's washroom. The kitchen in particular brightens my day and relaxes my shoulders every time I go in there!

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, [office@runnymedeunited.org](mailto:office@runnymedeunited.org)

## DATABASE

RUC has now been using Servant Keeper since 2016.

There is little to report for 2020. We continue to tidy data and remove redundant and outdated records. The sending of one-time receipts avoids adding individual records when the donations really are just one-time. If you are aware of occasions when this is incorrect please let us know.

The backend database, using data extracted from Servant Keeper, is used extensively to run both monthly and annual processes. The documentation for this still needs to be completed.

There has been no update to the procedures manual since the version from 2019.

In 2020 the Servant Keeper facility to send periodic statements and tax receipts by e-mail proved to be very beneficial given the virus situation. This remain our preferred mechanism for sending this data and again we would ask that if you have not yet signed up for receiving your statements and tax receipts this way, and would be happy to have them by e-mail in future, then please contact the office.

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

David Wilcox, Database Administrator, [dbadmin@runnymedeunited.org](mailto:dbadmin@runnymedeunited.org)

## ONLINE WORSHIP DURING 2020

Runnymede United Church, when the COVID-19 pandemic restrictions hit in March 2020, quickly got organized and started pre-recording video worships with Rev. Don Gibson and Sam Needham. The first Sunday morning online worship was posted to a RUC YouTube 'channel' for Sunday March 22, 2020.

Rev. Don later added a weekly "Faith Blast" video on Wednesdays starting March 25. Jim Lien started learning how to do videography (including video editing) and live streaming. Brian Traquair was invaluable in solving initial problems with bad audio quality as well as helping to vet changes in our online worship (pre-recorded to live stream, changing camera types, how to use a projector/screen for people in the pews, etc.).

Once City of Toronto COVID-19 guidance/restrictions allowed, we transitioned to a hybrid (Live Stream with limited in-persons) in Sanctuary online worship on Sunday September 6 (after a soft-launch 'equipment test' on August 23).

Since then we have collectively published on YouTube 75 recordings (over 50 pre-recorded and 25 Live Stream). These have averaged 150-200 views with special dates (Easter weekend and Christmas Eve) having up to and over 500 views. It has become a team effort and we are now in routine to deliver consistent quality (content, video, audio) even while adding new content (e.g. the virtual RUC Chancel Choir) and trying new things.

During this time there has been adapting to continual changes: COVID-19 two lockdowns preventing in-person worship, change in ministers (Rev. Don Gibson, then Rev. John Ambrose and now Rev. Ted Grady), technology (pre-recorded then live stream, newer cameras, switching audio from separate microphones to and audio feed from the audio mixer in the balcony 'crows nest'), weekly change in Chancel stage decorations (thanks Laurie and Don Tripe with some occasional floral help from Brenda Lien), a growing online worship team.

We would like to acknowledge and thanks the Worship Planning Team and Online Worship Team:

- Music – David Ambrose (Music Director), Carl Steinhauser (organ and piano), RUC Chancel Choir, section lead soloists (Sabrina Santelli-Perez, Pat Ainslie, Don Tripe, Trevor Peverley), guest soloists
- students' help - thanks to Daniel Botsko and Adam Leung
- Brian Traquair - weekly PowerPoint 'deck' of onscreen words with embedded music videos
- Mairead Stewart - Graphics Design (images to music audio)
- Jim Lien various tech roles - recording/live-stream recording, editing, publishing to YouTube, system design, equipment specification/selection/cost quote/approval/acquisition/initial setup/testing, etc.

Respectively submitted by Jim Lien & Brian Traquair

# BOARD REPORTS

## BOARD CHAIR

Normally, the report from the Chair of the Board is an enjoyable romp through the events of the preceding year. One could more or less use the previous year's report as a template because most years are quite similar. In last year's report from the Chair, I wrote, almost flippantly, "The past year has seen much change and planning for change. The coming year, 2020, will see more". Little did I know just how much change we would see, and I have had to reconsider everything about this report, much as RUC had to reconsider everything about our community of faith.

### The coming of the pandemic

An observation was made at a recent board meeting that people have often accused the Church of being slow to adapt, but our community was not slow when it came to the pandemic.

The week of March 13, 2020, we had a board meeting where we determined that the COVID-19 situation was very concerning. Two days later, our "emergency" Runnymede Continuity Committee met, and we decided to suspend in-person worship and to close the church building. We wondered if we might have been too hasty – should we have waited? We shifted to an online worship service and Zoom adult Bible study. We started a calling campaign to reach out to each member of Runnymede, and volunteers were quick to step up.

The beginning of the pandemic posed many questions. Some were very practical – how will I worship this Sunday? How do we run Sunday School? Others were more existential – how will the Church survive? How do we continue as a Christian Church when we can't commune, when we can't reach out, or when we don't open the door because nobody is there to answer?

### Responding to the crisis

It seems that God has a way of asking questions, and the Creator knows that we will answer. Runnymede found ways to build community. Throughout 2020, people found ways to connect and to continue to spread the Good News. We met on Wednesdays with the Momentum group. We started a Zoom Fellowship time after worship on Sundays. Our Worship team figured out how to record services and then made the momentous step into live-streaming. Christmas wasn't cancelled – it merely took a new form, and over 500 individual viewers saw one of our Christmas Eve services.

### Our ministers

On top of everything, we were fortunate to have strong and calm leadership from our three ministers this year. Rev. Don Gibson led us with wisdom and patience through the Easter season. Rev. John Ambrose, who was our supply minister from May until September, provided a depth of understanding and willingness to embrace change that was inspiring to all. And our new minister, Rev. Ted Grady, started in September, and his experience with many of you to this point may have been only virtual, but Ted brings an enthusiastic and bright approach that enlightens our days.

### Our music

David Ambrose, our music director, and Carl Steinhauser, our organist, have continued to provide a high level of music for our worship services. David has spent many hours taking individual recordings of choir members and weaving them together in an enchanting online choral experience. It has been

so heart-warming to see the choir members' faces show up on-screen, singing God's praises all together.

### Our staff

This year, our staff – like many of us – had to work from home. They have done so admirably. Eva Havill was able to take the Runnymede Office and make it virtual. We were blessed to have Jim Lien, our custodian, as his prodigious computer skills came to the fore. Jim was instrumental in making our worship services go on YouTube. Ellen Toompuu, our Family Outreach & Christian Education Leader, started in September and has stepped right into her role, full of ideas and energy for our congregation and community. It will be nice to meet her in the flesh.

Sam Needham stepped up our presence online through social media, and also stepped in with worship and faith development as he found new ways to express the role of Engagement and Growth Manager. Sam has moved on to new career challenges, and we thank him for his contribution and wish him all the best in his future endeavours. Cayley Pimentel was our Youth Leader for 2020, and kept our youth energized and organized. We also wish Cayley good fortune in her future path.

### Our laity

The members of the Reopening Guidelines Committee (Brian Traquair, Susan Galea, Jocelyn Maclean-Tharp, Don Dewees) worked diligently to work out the protocols and conditions necessary as the guidance changed regarding COVID-19. How can we offer in-person worship? What about our renters? How can we ensure that the members and staff are safe? The committee met many, many times and diligently followed the guidelines provided by the municipal, provincial, and federal governments to ensure that these and many other questions were addressed. Their work is important and all behind the scenes.

### Our Events and Activities

During all the change and locked-down life of the year, the Affirming Committee has continued its important work educating and leading us all on the path towards becoming an Affirming Congregation. I trust that the vote is successful at this year's AGM, and people will see us as a safe, affirming, and truly welcoming community for ALL people, no matter what their identity. Many thanks to the hard work of Paul Stewart, Judy Hauserman, and the entire Affirming Committee for their hard work during a difficult year. Thank you as well to all who attended the online sessions! We have begun a new Alpha course, entirely online, and this has even resulted in people attending who are new to Runnymede.

Our annual North Country Meats fundraiser has become a twice-a-year affair, and we must thank Sandi Dunn for her initiative and hard work in making it work during a lockdown. The Christmas Pageant became a Christmas Movie, and about 25 people were able to coordinate and film during two weekends in November, mostly outdoors and in small groups.

The Advent season featured Advent Angels delivering packages to over 300 households. These packages included a different gift for each of the Advent Sundays – Peace, Hope, Joy, and Love. To the many angels involved in this project, a sincere thank-you from all of us who received these wonderful reminders of our faith and our community.

Sunday School persevered online, and we have a solid band of Sunday School students and leaders who have made it happen. Youth Group had a Drive-In movie, and more plans are in place for the coming year.

### Looking forward

The coming year will see a new chair as Robin Pilkey takes over the position. I am grateful that she will bring her experience and wisdom to the role as we move forward in 2021.

Thanks to the diligent work of the Finance and Stewardship committees, we have found ourselves in a relatively healthy financial position. Much of this owes to the faithful members of Runnymede United Church. You are the church. We are the church. And we are a community.

This pandemic will end, we know that. However, things will be different. We have changed – as individuals, and as institutions. We have learned new ways to be followers of Christ. New ways to join in community. And new ways to reach out into a definitely hurting world.

Glory to God, blessings to all.  
Derrick Hempel

# Runnymede United Church

**To:** Finance Committee & Distribution List  
**From:** Brian Traquair  
**Date:** January 4, 2021

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## **Subject Treasurer Report Year-end 2020**

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### **FINANCIAL RESULTS**

- For the year 2020, we had a surplus of \$4,078.
- As year-end adjustments, we have transferred \$3,857 of the surplus to the M&S Fund, and the remaining \$221 to the GI&C Fund.
- Given the extraordinary year of Covid-19 impacts on worship, revenue, rental income and personnel, we can be quite proud of this result!
- Total receipts were \$78,832 less than last year with envelope giving lower (-\$18,326), loose giving lower (-\$7,463), rent lower (-\$64,898), trustee manse fund unchanged and fund raising lower (-\$3,145) plus a \$15,000 carry over from 2019.
- Total expenses were \$48,372 less than last year, with staff lower (-\$41,026 after wage subsidies of \$43,196), office higher (+\$755), property higher (+\$1,062), regional assessment higher (+\$4,000), HST refund higher (+\$5,784) and programs lower (-\$7,379).

### **FUNDS AND FUND RAISING**

- Our funds are all positive.
- Our successful application for the Canadian government wage subsidies prevented a major deficit and any substantial drawdown of GI&C. We received over \$43,000. Oh Canada!

### **BUDGET**

- Overall, we ended up \$4,078 ahead of budget for the year, with a surplus of +\$4,078.
- Income was under budget with **Current under (-\$16,448), loose under (-\$7,358), rent under (-\$64,462)** and fund raising under (-\$2,806). **Total income was -\$91,074 under budget.**
- Expenses were under budget in staff (-\$86,224), under in office (-\$3,549), over in property (+\$9,816), above in HST refund (\$4,518) and under in programs (-\$10,677). **The wage expenses include \$43,196 in wage subsidies received this year.** Total expenses were \$95,152 under budget.
- Mission and Service donations were \$61,143 for the year, below the \$71,119 last year. As noted above, we decided to top up our M&S contribution by \$3,857 to \$65,000 for the year to get closer to our target.
- General Improvement & Contingency donations were \$26,367, above the \$23,969 last year.

### **FINANCIAL STATUS**

- The bank balance at the end of the year was \$31,042.

*Brian*

**RUNNYMEDE UNITED CHURCH**  
**Treasurer's Statement of Receipts and Payments**

**Year-end 2020**

( ) means worse

2020 Budget		Last Year
Annual	Adjusted	To Date
340,000	340,000	341,878
8,000	8,000	8,105
120,000	120,000	120,436
18,000	18,000	18,000
5,500	5,500	5,671
1,000	1,000	1,168
15,000	15,000	0
507,500	507,500	495,258
96,500	96,500	94,800
60,000	60,000	23,333
7,500	7,500	2,750
38,000	38,000	43,418
50,200	50,200	48,688
10,800	10,800	14,655
0	0	0
4,800	4,800	4,800
51,000	51,000	48,990
3,000	3,000	0
52,950	52,950	48,118
374,750	374,750	329,552
22,750	22,750	18,446
79,250	79,250	88,004
25,000	25,000	21,000
-12,500	-12,500	-11,234
18,250	18,250	14,952
507,500	507,500	460,720
0	0	34,538

CURRENT OPERATING ACCOUNT		vs. Budget	20 vs. 19	Adj	Final
<b>RECEIPTS</b>					
Envelopes (Current)	323,552	-16,448	-18,326		
Loose	642	-7,358	-7,463		
Rent	55,538	-64,462	-64,898		
Trustee Manse	18,000	0	0		
Fund Raising (Craft Show et al)	511	-4,989	-5,160		
Fund Raising (Events/13th Mon)	3,183	2,183	2,015		
Fund Raising Special	15,000	0	15,000		
<b>Total Receipts</b>	<b>\$416,426</b>	<b>-91,074</b>	<b>-78,832</b>		
<b>PAYMENTS</b>					
Salaries & Benefits					
Minister (Don, John, Ted)	81,661	14,839	13,139		
Lay Staff (Sam, Ellen)	53,899	6,101	-30,566		
Substitutes	0	7,500	2,750		
Office (Eva)	38,000	0	5,418		
Property (Jim, Spencer, Danie)	47,800	2,400	888		
Youth (Cayley)	10,200	600	4,455		
Community Meal (N/A)	0	0	0		
Sunday School (team)	4,320	480	480		
Music (David, Carl, team)	47,575	3,425	1,415		
Wage Subsidy (contingenc)	-43,196	46,196	43,196		
Benefits (All)	48,267	4,683	-149		
<b>Total</b>	<b>288,526</b>	<b>86,224</b>	<b>41,026</b>		
Office Expenses	19,201	3,549	-755		
Property Expense	89,066	-9,816	-1,062		
Regional Assessment	25,000	0	-4,000		
HST Refund	-17,018	4,518	5,784		
Program Expense	7,573	10,677	7,379		
<b>Total Payments</b>	<b>\$412,348</b>	<b>95,152</b>	<b>48,372</b>		
<b>CURRENT OPERATING POSITION</b>	<b>\$4,078</b>	<b>4,078</b>	<b>-30,460</b>	<b>-4,078</b>	<b>0</b>

Last YTD
687
203,928
0
51,190
10,374
7,781
3,310
7,696
17,295
10,366
2,349
28,955
545
2,300
5,403
709
0
-305,225
14,885
1,902
63,763

OTHER FUNDS	Jan 1/20	Receipts	Payments	Balance	Adj	Final
Coins Held	686	806	120	0		0
G I & C Fund	203,928	26,367	26,696	203,599	221	203,820
Mission & Service Fund	0	61,143	65,000	-3,857	3,857	0
Capital Campaign	51,189	0	4,066	47,123		47,123
Choir Fund	10,374	0	0	10,374		10,374
Music and Musicians Fund	7,781	0	0	7,781		7,781
Pastoral Care Fund	3,310	0	0	3,310		3,310
Memorial Fund	7,696	0	5,078	2,618		2,618
Kenyan AIDS Orphans Fund	17,295	28,031	30,126	15,200		15,200
Outreach Fund	10,366	60	1,085	9,341		9,341
Community Meal Fund	2,349	8,392	2,425	8,316		8,316
Refugee Fund	28,955	7,413	4,305	32,063		32,063
Craft Show Fund Raising	545	0	0	545		545
Youth Mission (Kenya)	2,300	0	0	2,300		2,300
Youth Fund	5,403	0	300	5,103		5,103
Owed Other Organizations	709	22,244	20,054	2,899		2,899
Fund Raising Funds	15,000	0	15,000	0		0
Trustee Investments	-305,225	-66,488	-50,060	-321,653		-321,653
Pay Liabilities	-115	10,264	10,149	0		0
Retained Earnings	1,902	0	0	1,902		1,902
<b>Total Other Funds</b>	<b>63,762</b>	<b>97,426</b>	<b>134,224</b>	<b>26,964</b>	<b>4,078</b>	<b>31,042</b>
<b>BANK BALANCE</b>				<b>31,042</b>		

**RUNNYMEDE UNITED CHURCH**  
**Treasurer's Statement of Receipts and Payments**

**Year-end 2020**

( ) means worse

2020 Budget		Last Year					
Annual	Adjusted	To Date	PROGRAMS	Receipts	Payments	Net	20 vs. 19
1,500	1,500	669	Adult Growth	533	875	342	327
1,250	1,250	1,094	Clergy Continuing Education	0	0	0	1,094
2,500	2,500	2,275	Ministry & Personnel	0	2,526	2,526	-251
3,500	3,500	3,511	Music & Arts	0	570	570	2,941
1,500	1,500	1,681	Stewardship & Communications	0	897	897	784
1,500	1,500	2,219	Sunday School	0	75	75	2,144
2,000	2,000	576	Welcoming & Membership	0	1,100	1,100	-524
3,000	3,000	1,598	Worship	0	2,063	2,063	-465
1,500	1,500	1,329	Youth	0	0	0	1,329
18,250	18,250	14,952	<b>Total Programs</b>	533	8,106	7,573	7,379

2020 Budget		Last Year					
Annual	Adjusted	To Date	OFFICE	Receipts	Payments	Net	20 vs. 19
750	750	403	Copying and Paper	0	826	826	-423
3,500	3,500	3,172	Banking and Online Fees	429	2,157	1,728	1,444
5,500	5,500	3,927	Photocopier	414	4,927	4,513	-586
1,250	1,250	1,018	Postage	0	460	460	558
5,250	5,250	5,013	Sundry & Software	0	6,364	6,364	-1,351
1,500	1,500	365	Supplies	55	410	355	10
5,000	5,000	4,548	Telephone	0	4,955	4,955	-407
22,750	22,750	18,446	<b>Total Office</b>	898	20,099	19,201	-755

2020 Budget		Last Year					
Annual	Adjusted	To Date	PROPERTY	Receipts	Payments	Net	20 vs. 19
10,000	10,000	16,099	Building and Repairs	0	19,038	19,038	-2,939
4,000	4,000	5,229	Elevator Expenses	0	2,301	2,301	2,928
10,000	10,000	15,323	Equipment and Organ Repairs	500	18,381	17,881	-2,558
11,000	11,000	10,633	Insurance	0	14,748	14,748	-4,115
3,000	3,000	4,077	Maintenance	0	6,036	6,036	-1,959
7,000	7,000	6,841	Supplies	0	3,713	3,713	3,128
9,000	9,000	7,024	Hydro	0	5,624	5,624	1,400
19,000	19,000	17,886	Gas	0	16,170	16,170	1,716
4,000	4,000	3,728	Water	0	2,251	2,251	1,477
2,250	2,250	1,164	Workers' Compensation	0	1,304	1,304	-140
79,250	79,250	88,004	<b>Total Property</b>	500	89,566	89,066	-1,062



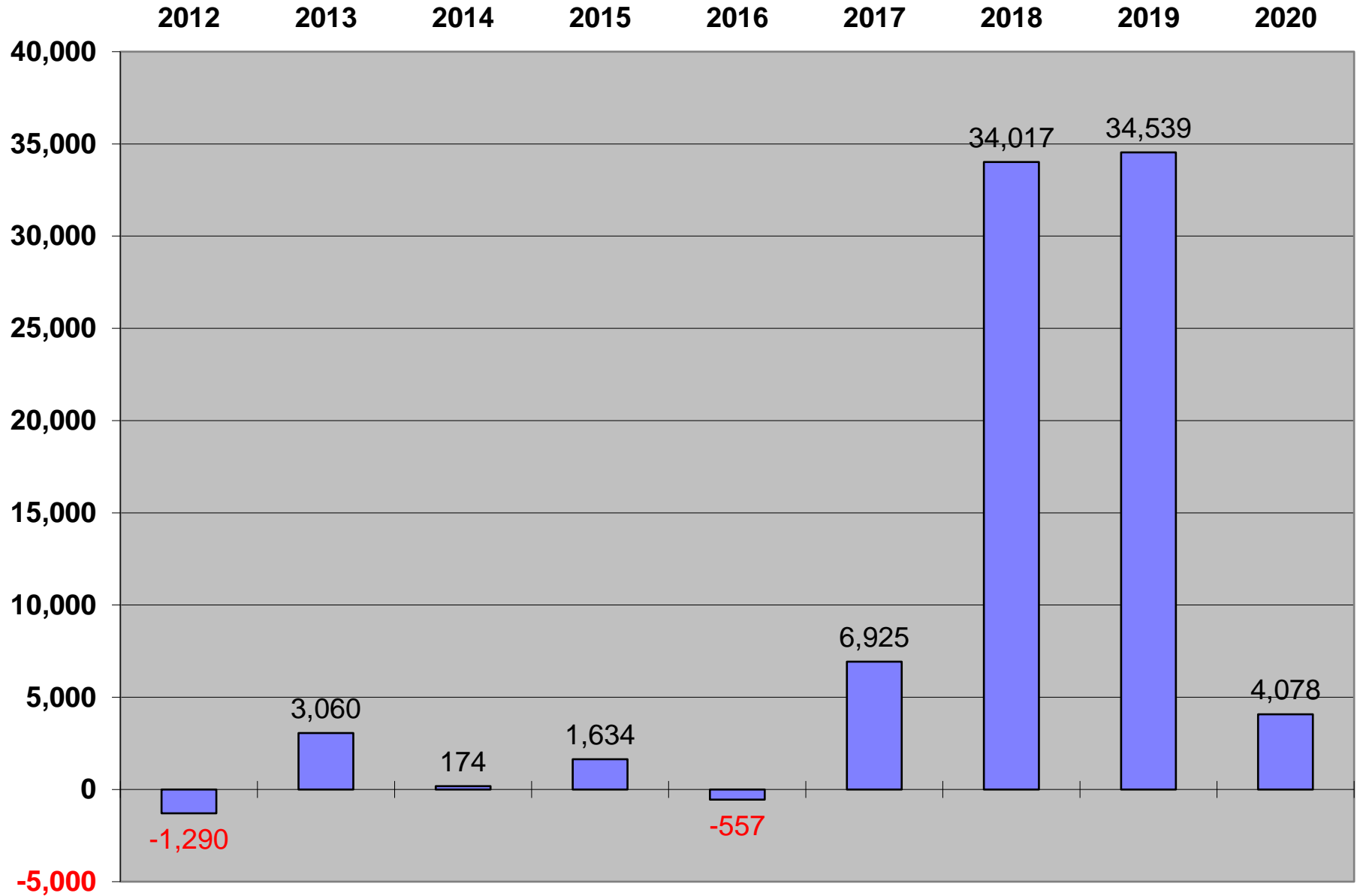
## RUNNYMEDE UNITED CHURCH FINANCIAL HISTORY

Runnymede United Church Financial History	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual
<b>Receipts</b>									
Current Operations	296,393	315,061	327,465	335,658	344,278	342,169	334,452	341,878	323,552
Loose	10,065	9,815	9,214	10,562	7,051	6,518	7,820	8,105	642
Rents	59,705	72,642	70,486	77,231	86,757	101,287	124,482	120,436	55,538
Trustee Manse Funds	15,000	15,000	15,000	15,000	15,000	15,000	15,000	18,000	18,000
Craft Show and Fund Raising	4,500	5,423	5,554	6,218	5,907	6,227	5,609	5,671	511
Fund Raising Events	1,425	14,610	26,267	13,243	11,440	15,271	1,807	1,168	3,183
Special/Trustee Fund Raising	12,000	12,000	6,000	0	0	14,182	20,000	0	15,000
<b>Total Receipts</b>	<b>399,088</b>	<b>444,551</b>	<b>459,986</b>	<b>457,912</b>	<b>470,433</b>	<b>500,654</b>	<b>509,170</b>	<b>495,258</b>	<b>416,426</b>
<b>Payments</b>									
Salaries & Benefits									
Minister (1st)	54,000	83,500	85,600	87,750	89,500	91,000	92,200	94,800	81,661
Minister/ or Lay (2nd)	46,000	71,700	73,720	75,750	77,000	78,250	51,500	23,333	40,000
Minister/ or Lay (3rd)	29,225	0	0	0	0	0	0	0	13,899
Minister (substitute)	715	-113	2,511	462	900	-2,373	450	2,750	0
Office	34,270	34,920	34,920	28,101	37,135	37,956	34,207	43,418	38,000
Property	37,665	40,998	39,010	37,100	40,552	44,225	44,519	48,688	47,800
Youth	5,880	5,600	11,868	10,080	12,028	9,900	13,630	14,655	10,200
Community Meal (staff)	0	0	0	2,400	0	0	0	0	0
Sunday School	4,560	5,765	5,580	7,864	6,268	6,335	5,520	4,800	4,320
Music	40,500	41,250	42,300	42,663	47,117	49,777	48,542	48,990	47,575
Contingency/Subsidy	0	0	0	0	0	0	0	0	-43,196
Benefits (All)	37,327	48,178	52,894	46,029	49,605	51,179	48,320	48,118	48,267
Total	<b>290,142</b>	<b>331,798</b>	<b>348,403</b>	<b>338,199</b>	<b>360,105</b>	<b>366,249</b>	<b>338,888</b>	<b>329,552</b>	<b>288,526</b>
Office Expenses	13,411	14,956	17,828	27,347	23,208	20,348	21,106	18,446	19,201
Property Expenses	76,063	70,723	70,923	68,096	65,164	86,035	100,284	88,003	89,066
Presbytery Dues	11,550	12,702	13,357	14,625	15,495	14,430	15,653	21,000	25,000
GST/HST Refund	-9,772	-10,338	-8,075	-9,762	-8,751	-4,839	-13,039	-11,234	-17,018
Program Expense	18,984	21,650	17,376	17,773	15,769	11,506	12,261	14,952	7,573
<b>Total Payments</b>	<b>400,378</b>	<b>441,491</b>	<b>459,812</b>	<b>456,278</b>	<b>470,990</b>	<b>493,729</b>	<b>475,153</b>	<b>460,719</b>	<b>412,348</b>
<b>SURPLUS (DEFICIT)</b>	<b>-1,290</b>	<b>3,060</b>	<b>174</b>	<b>1,634</b>	<b>-557</b>	<b>6,925</b>	<b>34,017</b>	<b>34,539</b>	<b>4,078</b>

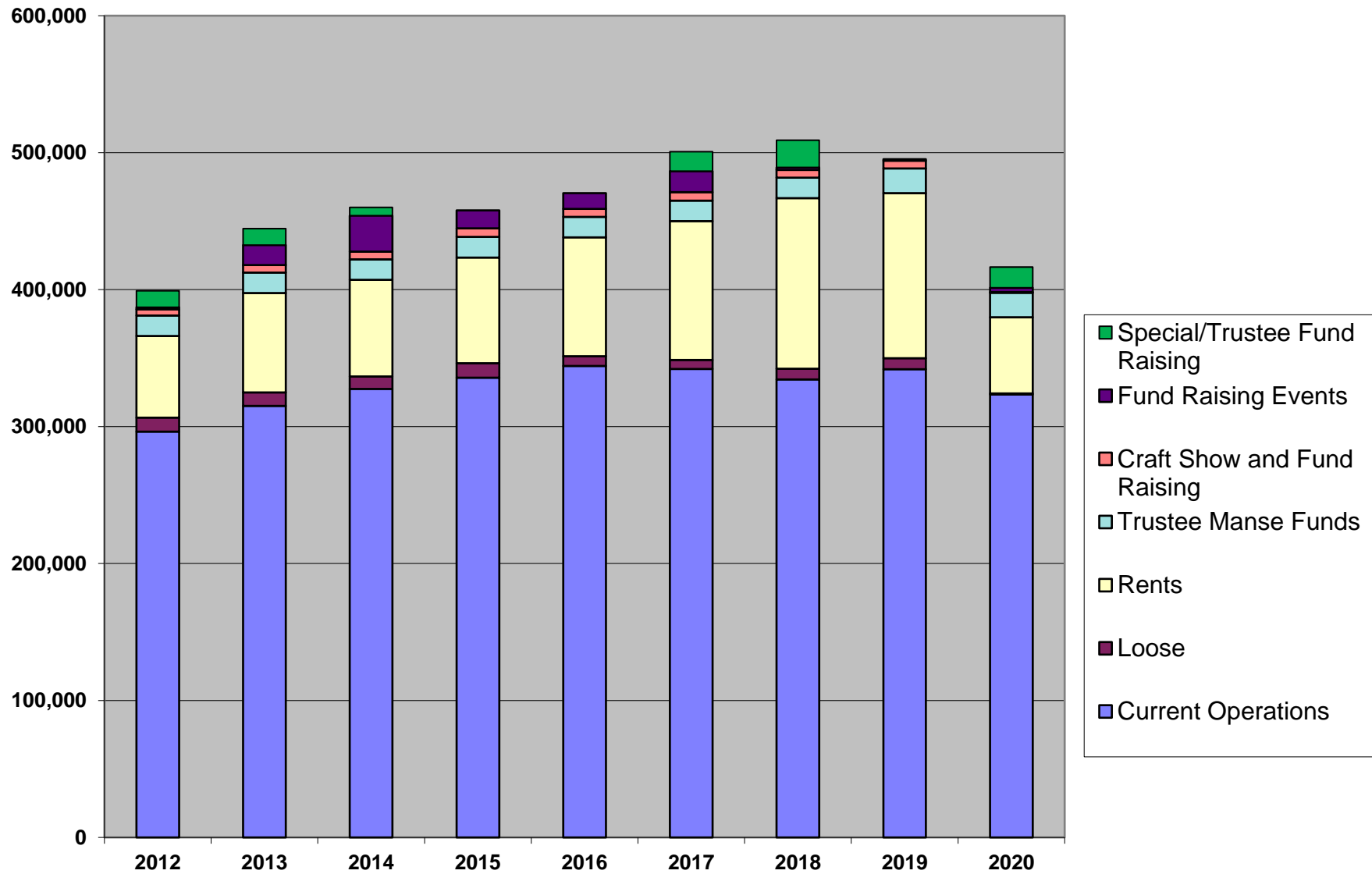
## RUNNYMEDE UNITED CHURCH FINANCIAL HISTORY

DETAILED BREAKDOWN	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual
<b>PROGRAMS</b>									
Adult Growth	608	301	1,049	194	208	286	1,318	669	875
Clergy Continuing Education	200	4,150	2,311	3,446	4,890	2,847	724	1,094	0
Ministry & Personnel	2,742	4,553	1,484	872	2,214	280	698	2,275	897
Music & Arts	2,594	2,382	1,372	4,291	3,136	2,633	2,847	3,511	75
Stewardship & Communications	1,391	1,596	2,299	2,438	1,752	1,485	529	1,681	1,681
Sunday School	1,807	1,944	2,803	1,795	832	227	684	2,219	2,219
Welcoming & Membership	1,460	1,086	910	1,232	-100	125	1,375	576	576
Worship	3,573	2,266	1,819	2,229	1,497	2,245	2,989	1,599	1,599
Youth	2,000	972	929	1,276	1,340	1,378	1,097	1,328	1,328
<b>Total Programs</b>	<b>18,984</b>	<b>21,650</b>	<b>17,376</b>	<b>17,773</b>	<b>15,769</b>	<b>11,506</b>	<b>12,261</b>	<b>14,952</b>	<b>15,509</b>
<b>OFFICE</b>									
Copying and Paper	1,032	1,618	762	1,240	1,657	731	1,004	403	826
Envelopes & PAR	1,432	1,716	2,090	2,309	3,669	3,380	2,677	3,172	2,157
Machine Contracts	2,542	2,755	6,472	9,995	5,686	5,422	7,455	3,927	4,927
Postage	1,039	587	1,457	1,630	1,138	1,337	628	1,018	460
Sundry & Software	2,533	3,299	2,862	6,284	6,479	4,732	5,071	5,013	6,364
Supplies	1,712	1,180	190	1,232	162	1,339	1,626	364	410
Telephone	3,121	3,801	3,995	4,657	4,417	3,407	4,300	4,549	4,955
<b>Total Office</b>	<b>13,411</b>	<b>14,956</b>	<b>17,828</b>	<b>27,347</b>	<b>23,208</b>	<b>20,348</b>	<b>22,761</b>	<b>18,446</b>	<b>20,099</b>
<b>PROPERTY</b>									
Building and Repairs	14,681	13,248	10,843	3,125	8,023	17,437	26,062	16,099	19,038
Elevator Expenses	4,172	3,239	2,829	2,710	4,912	2,437	2,811	5,229	2,301
Equipment and Repairs	13,315	5,845	3,211	6,557	3,336	15,638	20,154	15,323	18,381
Insurance	8,741	9,030	9,933	9,933	10,089	10,245	10,402	10,632	14,748
Maintenance	6,112	3,410	3,480	3,147	2,506	3,057	3,093	4,077	6,036
Supplies	5,323	8,112	8,063	7,703	7,266	5,072	6,226	6,841	3,713
Hydro	6,442	7,552	8,467	8,009	8,784	10,020	7,699	7,024	5,624
Gas	13,879	15,627	20,002	22,351	15,272	17,389	18,383	17,886	16,170
Water	1,755	2,542	2,084	2,348	2,939	2,660	3,691	3,728	2,251
Workers' Compensation	1,643	2,118	2,011	2,213	2,037	2,080	1,763	1,164	1,304
<b>Total Property</b>	<b>76,063</b>	<b>70,723</b>	<b>70,923</b>	<b>68,096</b>	<b>65,164</b>	<b>86,035</b>	<b>100,284</b>	<b>88,003</b>	<b>89,566</b>

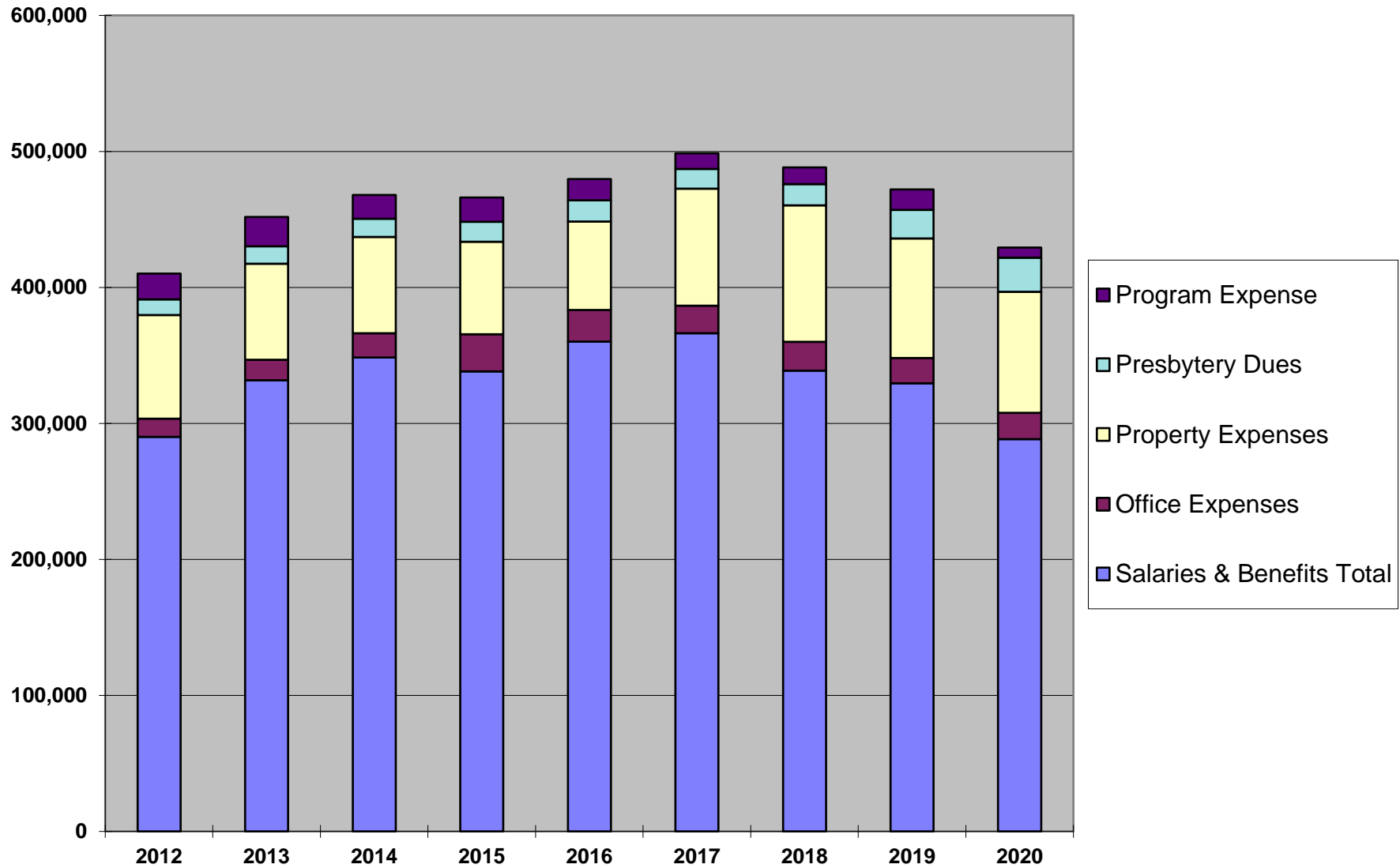
### ANNUAL DEFICIT OR SURPLUS



### INCOME BY TYPE OVER TIME



### Expenses by Type over Time



## RUNNYMEDE UNITED CHURCH GIVING HISTORY

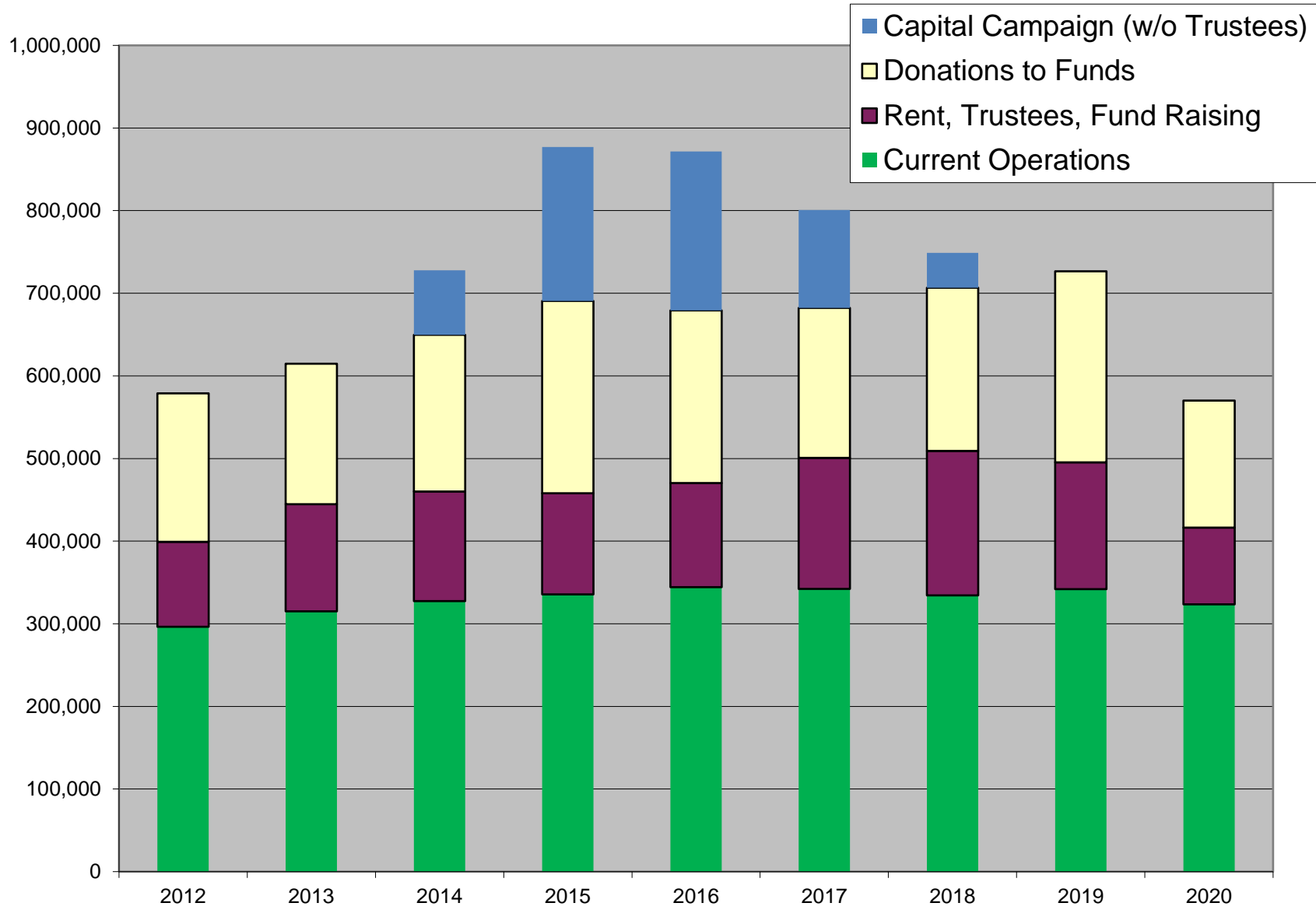
Runnymede United Church Giving History	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual
<b>Receipts</b>									
Current Operations	296,393	315,061	327,465	335,658	344,278	342,169	334,452	341,878	323,552
Loose	10,065	9,815	9,214	10,562	7,051	6,518	7,820	8,105	642
Rents	59,705	72,642	70,486	77,231	86,757	101,287	124,482	120,436	55,538
Trustee Manse Funds	15,000	15,000	15,000	15,000	15,000	15,000	15,000	18,000	18,000
Special Fund Raising	0	14,610	26,267	13,243	5,907	6,227	5,609	5,671	511
Craft Show	5,925	5,423	5,554	6,218	11,440	15,271	1,807	1,168	3,183
Trustee Deficit Coverage	12,000	12,000	6,000	0	0	14,182	20,000	0	15,000
<b>Total Receipts</b>	<b>399,088</b>	<b>444,551</b>	<b>459,986</b>	<b>457,912</b>	<b>470,433</b>	<b>500,654</b>	<b>509,170</b>	<b>495,258</b>	<b>416,426</b>
<b>Funds</b>									
Capital Campaign Fund			78,200	186,360	192,472	268,467	42,303	0	0
Flower/Pastoral Care Fund	1,094	1,344	536	1,050	1,230	760	1,055	1,390	0
G I & C Fund	52,350	41,946	24,250	27,962	33,670	24,370	34,908	23,969	26,367
Memorial Fund	1,360	100		3,355	716		750	1,210	0
Mission & Service Fund	56,375	59,308	57,638	67,241	63,086	65,528	68,870	71,119	61,143
Music and Musicians Fund					10,300	79	785	167	0
Kenyan AIDS Orphans Fund	31,245	30,493	30,384	23,598	36,334	28,387	45,129	34,078	28,031
Out of the Cold/Com Meal Fund	6,657	8,367	13,519	8,098	8,036	2,267	4,641	8,193	8,392
Outreach Fund	6,068	2,654	4,358	948	10,696	790	1,000	5,756	60
Owed Other Organisations	6,425	11,283	28,813	13,378	11,791	11,204	10,464	3,229	22,244
Refugee Fund	6,660	1,100	2,000	4,573	20,380	29,340	2,752	1,750	7,413
UCW/Craft Show	11,446	12,475	12,143	12,107	12,510	13,448	14,670	15,553	0
Youth Mission Trip (Kenya)			14,020	67,307			12,240	64,974	0
Youth Fund	144	995	2,050	3,255	50	5,446	176	0	0
<b>Donations to Funds</b>	<b>179,824</b>	<b>170,065</b>	<b>267,911</b>	<b>419,232</b>	<b>401,271</b>	<b>450,086</b>	<b>239,743</b>	<b>231,388</b>	<b>153,650</b>
<b>Total Donations</b>	<b>578,912</b>	<b>614,616</b>	<b>727,897</b>	<b>877,144</b>	<b>871,704</b>	<b>950,740</b>	<b>748,913</b>	<b>726,646</b>	<b>570,076</b>

<b>Projects</b>	office reno electrical kitchen gran	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
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Total Receipts year-over-year	1.8%	11.4%	3.5%	(0.5%)	2.7%	6.4%	1.7%	(2.7%)	(15.9%)
Total Donations year-over-year	(4.8%)	6.2%	18.4%	20.5%	(0.6%)	9.1%	(21.2%)	(3.0%)	(21.5%)

# Donations over Time

## Total Current Receipts versus Donations to Funds



# Runnymede United Church

**To:** RUC Church Board  
**From:** Brian Traquair  
**Date:** January 12, 2021

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## **Subject 2021 Budget and 3-Year Plan**

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### **OVERVIEW**

The attached spreadsheets summarize the Runnymede United Church 2021 budget and 3-Year plan. This memo provides an explanation by budget area and the overall context for consideration of this plan by the Church Board and the Congregation.

The Covid-19 budget assumption is that the virus will not be fully under control until January 2022, when in-person meeting and mobility can resume for the majority of people. For the budget, assuming reasonable vaccination progress, we are assuming that some regular in-person worship can resume in September 2021, and that rentals will begin to resume in the summer.

For these reasons, our 2021 budget is “smaller” in both revenue and expense. In order to balance the budget, we will also need to be successful in applying for and receiving Canadian Federal Government wage subsidies, albeit for a smaller amount than in 2020.

### **2021 BUDGET SUMMARY**

#### **Income**

On the income side for 2021, here are the important assumptions:

1. The 2021 Current Operations givings target is 5% above 2020 actual, equal to the 2020 budget. Our members have continued to be generous through PAR, online giving and cheques mailed to the church. The budget is based on the results of the stewardship campaign, which enabled us to increase likely giving and reduce the expected deficit. We continue to be at risk on the loss of material donors in the next few years.
2. Loose giving was way down in 2020 (90% or -\$7,400) because of the suspension of in-person worship, and in particular for the Easter and Christmas. We are budgeting a small increase in 2021, given we do not expect many casual visitors to service in the next year.
3. Rental income had grown substantially in recent years and we were hoping for \$120,000 in 2020. With Covid-19, we saw this slashed to \$54,000 which created a shortfall of \$66,000 in revenue for the year. Entering 2021 in a lockdown, we are assuming that beyond Angelgate and BWNS, rentals will not begin in earnest until the summer or the fall. The most we believe we can budget in 2021 is \$70,000. This is about 60% of our prior budget level but an increase of \$15,000 over 2020.
4. Trustee manse fund income in 2021 is budgeted remain at the same level of \$18,000.
5. We were unable to operate the Craft Show in 2020 due to Covid-19. For 2021, we are assuming we will resume the Craft Show in 2021 but likely with some limits. We are therefore only assuming \$2,500 as a contribution to our operating costs, and same for M&S, which is half of the norm.
6. We need some fund raising in 2021, and we have assumed two North Country Meats fundraisers for this purpose. Due to uncertainty and risk on Covid-19, we are not assuming a Deficit Dinner until 2022.



## **Expense**

On the expense side for 2021, here are the important assumptions:

1. We will have our minister Rev. Ted Grady in full-time ministry.
2. We have an open role in Engagement & Growth. The budget assumes we will recruit a new person into this part-time role by Q2 2021. This creates a one-year saving.
3. Ellen Toompuu is responsible for our Children & Youth area in a part-time role.
4. Eva Havill is our church office administrator, also doing social media inputs.
5. Jim Lien is our full-time caretaker and live-stream worship IT leader. Spencer Tripe is on leave from his part-time Sunday caretaker role and Daniel Botsko has taken this on.
6. In the Music program, we have David Ambrose as our part-time music director, Carl Steinhauser as our part-time organist and four part-time soloists (Pat Ainslie, Sabrina Perez, Trevor Peverley and Don Tripe).
7. In the Sunday School, we have three part-time Sunday School teachers. The cost is lower than in last year's budget when we had four teachers.
8. In Youth, we will be recruiting a new Youth Leader with a smaller time commitment and budget amount. We hope to fill this role by the end of Q1.
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 line has been renamed "Contingency/Wage Subsidies". Historically we provided here for unexpected expenses. In 2020, we placed the wage subsidies on this line and intend to do that again in 2021. In 2020, we received \$43,196 in wage subsidies from the Canadian Government as a result of our drop in income, primarily in rent. For 2022, in order to balance the budget, we will be applying again using the modified criteria, and hope to receive \$17,500. We have put a \$2,500 contingency reduction against it as there are many variables, leading to an overall contribution of \$15,000.
11. The UCC national assessment will increase \$3,000 in 2021 to \$28,000. This is the third year of increases as we move to the full assessment of \$31,000 in 2022.
12. The budgets for Office, Property and Programs are based on last year's expenditures and take into account expected changes for 2021 as understood by Finance and Property. The net impact is \$11,000 less in expenditures in 2021 compared to the 2020 actuals.
13. The net expenses include an assumed HST refund that is less than we received in 2020 but still higher than normal. The HST refunds in 2020 were a result of an acceleration of applications. This will continue as a strategy in 2021, and then we will see materially lower HST refunds beginning in 2022.

## **Commentary**

The overall result is that the 2021 budget is a balanced budget, at \$71,500 lower in income and expenditure level than last year's budget and \$20,000 above last year's actuals.

The budget for 2021 will require the Board and Congregation to:

- a) generate giving that will result in a 5% increase for current operations.
- b) successfully apply for and receive wage subsidies of \$17,500.
- c) operate two North Country Meats fund raising campaigns.
- d) continue to adapt to Covid-19 with generosity and flexibility!

## **2021 THREE YEAR PLAN SUMMARY**

The goal over three years is to safely traverse the Covid-19 valley and come out the other side!

Our goal is come out the other side having shown ourselves to be a committed, resourceful, renewed and responsive church community. We will hopefully be on the path to become an Affirming congregation. We are also seeing a need to build and serve our online church community through investments in live streaming, online resources and growth strategies. The three-year plan assumes financial support for all these goals and while we have financial resources to draw upon, our plan is to achieve a balanced budget each year.

The main financial questions for 2022 and 2023 is the speed at which donations, worship, activity and rental income recover to pre-Covid-19 levels. We have assumed that we will largely be there by 2022 and fully there by 2023.

We need 2% 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 \$15,000 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 assume a step wise return to prior loose giving and rental income by 2023. We expect the craft show to be fully operating in 2022. The plan assumes continued annual fund raising, including a Deficit Dinner in 2022 to provide fund raising for that year.

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 2021 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 2021 BUDGET

SUMMARY Budget	2019 Actual	2020		2021 Budget	Better (Worse) vs. Budget vs. Actual		Notes on Budget Assume COVID-19 controlled by Jan 2022
		Budget	Actual				
<b>Receipts</b>		<b>-0.5%</b>	<b>-5.4%</b>		<b>0.0%</b>	<b>5.1%</b>	Percent increase for envelope giving
Current	341,878	340,000	323,552	340,000	0	16,448	Increased based on stewardship results
Loose	8,105	8,000	642	1,500	-6,500	858	Assume limited in-person for 2021
Rent	120,436	120,000	55,538	70,000	-50,000	14,462	Angelgate/BWNS full year; rest start Q3
Trustee Manse Funds	18,000	18,000	18,000	18,000	0	0	No change
Fund raising (craft show)	5,671	5,500	511	2,500	-3,000	1,989	Limited craft show
Fund raising (deficit reduction)	1,168	1,000	3,183	4,000	3,000	817	North Country Meats fundraisers
Special fund raising and draws	0	15,000	15,000	0	-15,000	-15,000	No fund raising carry-over or draw
<b>Total Receipts</b>	<b>495,258</b>	<b>507,500</b>	<b>416,426</b>	<b>436,000</b>	<b>-71,500</b>	<b>19,574</b>	
<b>Payments</b>							
Salaries & Benefits							
Minister (Ted)	94,800	96,500	81,661	86,500	10,000	-4,839	2021 compensation
Lay Staff (New, Ellen)	23,333	60,000	53,899	52,000	8,000	1,899	2021 compensation (Sam replacement Q2)
Substitutes	2,750	7,500	0	1,000	6,500	-1,000	Substitutes and vacation coverage
Office (Eva)	43,418	38,000	38,000	39,000	-1,000	-1,000	2021 compensation
Property (Jim, Spencer/Daniel)	48,688	50,200	47,800	47,000	3,200	800	2021 compensation
Youth (New)	14,655	10,800	10,200	4,000	6,800	6,200	New role with fewer hours beginning Q2
Community Meal (team)	0	0	0	0	0	0	Drawn from Community Meal Fund
Sunday School (team)	4,800	4,800	4,320	3,600	1,200	720	Three part-time teachers
Music staff (David, Carl, soloists)	48,990	51,000	47,575	48,400	2,600	-825	Music staff (director, org + soloists [reduced])
Contingency/Wage Subsidies	0	3,000	-43,196	-15,000	18,000	-28,196	Wage subsidy goal less \$2.5K contingency
Benefits (All)	48,118	52,950	48,267	52,750	200	-4,483	Benefits indexed to staff and salaries
Staff Expenses	<b>329,552</b>	<b>374,750</b>	<b>288,526</b>	<b>319,250</b>	<b>55,500</b>	<b>-30,724</b>	
Office Expenses	18,446	22,750	19,201	20,500	2,250	-1,299	See detail on next page
Property Expenses	88,003	79,250	89,066	74,000	5,250	15,066	See detail on next page
Regional Assessment	21,000	25,000	25,000	28,000	-3,000	-3,000	Third year of graduated increases
HST Refund	-11,234	-12,500	-17,018	-15,000	2,500	-2,018	Accelerated HST refunds and catch-up
Program Expenses	14,952	18,250	7,573	9,250	9,000	-1,677	See detail on next page
<b>Total Payments</b>	<b>460,719</b>	<b>507,500</b>	<b>412,348</b>	<b>436,000</b>	<b>71,500</b>	<b>-23,652</b>	
<b>SURPLUS (DEFICIT)</b>	<b>34,539</b>	<b>0</b>	<b>4,078</b>	<b>0</b>	<b>0</b>	<b>4,078</b>	

## RUNNYMEDE UNITED CHURCH 2021 BUDGET

DETAILED BREAKDOWN	2019	2020		2021	Better (Worse)		Notes on Budget Assume COVID-19 controlled by Jan 2022
	Actual	Budget	Actual	Budget	vs. Budget	vs. Actual	
<b>PROGRAMS</b>							
Adult Growth	669	1,500	342	500	1,000	-158	Between last year budget and actual
Clergy Continuing Education	1,094	1,250	0	1,500	-250	-1,500	Agreed amount
Ministry & Personnel	2,275	2,500	2,526	1,000	1,500	1,526	Reduce to normal after hiring year
Music & Arts	3,511	3,500	570	750	2,750	-180	Between last year budget and actual
Stewardship & Communications	1,681	1,500	897	1,000	500	-103	Between last year budget and actual
Sunday School	2,219	1,500	75	750	750	-675	Between last year budget and actual
Welcoming & Membership	576	2,000	1,100	1,000	1,000	100	Based on last year actual
Worship	1,599	3,000	2,063	2,000	1,000	63	Based on last year actual
Youth	1,328	1,500	0	750	750	-750	Between last year budget and actual
<b>Total Programs</b>	<b>14,952</b>	<b>18,250</b>	<b>7,573</b>	<b>9,250</b>	<b>9,000</b>	<b>-1,677</b>	
<b>OFFICE</b>							
Copying and Paper	403	750	826	750	0	76	Last year's budget
Banking and Online Fees	3,172	3,500	1,728	2,000	1,500	-272	Based on last year actual
Photocopier	3,927	5,500	4,513	5,000	500	-487	Based on contract
Postage	1,018	1,250	460	500	750	-40	Based on last year actual
Sundry & Software	5,013	5,250	6,364	6,500	-1,250	-136	Increasing software and services online
Supplies	364	1,500	355	750	750	-395	Between last year budget and actual
Telephone	4,549	5,000	4,955	5,000	0	-45	Last year's budget
<b>Total Office</b>	<b>18,446</b>	<b>22,750</b>	<b>19,201</b>	<b>20,500</b>	<b>2,250</b>	<b>-1,299</b>	
<b>PROPERTY</b>							
Building and Repairs	16,099	10,000	19,038	7,000	3,000	12,038	Hold down costs; push big items to GI&C
Elevator Expenses	5,229	4,000	2,301	2,500	1,500	-199	Reduced usage and repairs
Equipment and Repairs	15,323	10,000	17,881	5,000	5,000	12,881	Hold down costs; push big items to GI&C
Insurance	10,632	11,000	14,748	15,000	-4,000	-252	Based on last year's actual (an increase)
Maintenance	4,077	3,000	6,036	14,000	-11,000	-7,964	Cleaning down to bi-weekly part year \$7.5K
Supplies	6,841	7,000	3,713	4,000	3,000	-287	Between last year budget and actual
Hydro	7,024	9,000	5,624	6,000	3,000	-376	Reduced due to efficiency measures
Gas	17,886	19,000	16,170	16,500	2,500	-330	Between last year budget and actual
Water	3,728	4,000	2,251	2,500	1,500	-249	Between last year budget and actual
Workers' Compensation	1,164	2,250	1,304	1,500	750	-196	Between last year budget and actual
<b>Total Property</b>	<b>88,003</b>	<b>79,250</b>	<b>89,066</b>	<b>74,000</b>	<b>5,250</b>	<b>15,066</b>	

## Runnymede 2021 Budget 3-Year Financial Plan

SUMMARY	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Plan	2023 Plan	Notes
							<b>Assumes Covid-19 controlled by Jan 2022</b>
<b>Receipts</b>	<b>1.7%</b>	<b>-2.7%</b>	<b>-15.9%</b>	<b>4.7%</b>	<b>12.7%</b>	<b>3.4%</b>	Percent increase in total receipts
	<b>-2.3%</b>	<b>2.2%</b>	<b>-5.4%</b>	<b>5.1%</b>	<b>2.0%</b>	<b>2.0%</b>	Percent increase in envelope givings
Current Operations (Envelopes)	334,452	341,878	323,552	340,000	346,800	353,700	Need growth despite top givers exposure
Loose	7,820	8,105	642	1,500	6,000	6,000	Loose giving returns over time
Rent	124,482	120,436	55,538	70,000	100,000	120,000	Restoration of rental activity in 2022 onward
Trustee Manse Funds	15,000	18,000	18,000	18,000	18,000	18,000	No change
Fund raising (craft show & misc)	5,609	5,671	511	2,500	5,500	5,500	Craft show limited in 2021, but then resumes
Fund raising (deficit dinner et al)	1,807	1,168	3,183	4,000	15,000	5,000	Assume Deficit Dinner in 2022 (not 2021)
Fund raising (special or Trustees)	20,000	0	15,000	0	0	0	
<b>Total Receipts</b>	<b>509,170</b>	<b>495,258</b>	<b>416,426</b>	<b>436,000</b>	<b>491,300</b>	<b>508,200</b>	
<b>Payments</b>			<b>-12.5%</b>	<b>5.7%</b>	<b>12.7%</b>	<b>3.4%</b>	Percent increase in total expenditures
Salaries & Benefits							
Minister (Ted)	92,200	94,800	81,661	86,500	86,500	86,500	Full time minister
Lay Staff (New, Ellen)	51,500	23,333	53,899	52,000	61,000	61,000	Lay team of two people, full year in 2022
Staff substitutes	450	2,750	0	1,000	1,000	1,000	Minimal substitutes
Office (Eva)	34,207	43,418	38,000	39,000	39,000	39,000	Church administrator
Property (Jim, Spencer, Daniel)	44,519	48,688	47,800	47,000	47,000	47,000	Daily & Sunday caretaking
Youth (New)	13,630	14,655	10,200	4,000	4,000	4,000	Youth leader only under new staff model
Community Meal (team)	0	0	0	0	0	0	Volunteer or part-time paid out of CM fund
Sunday School (team)	5,520	4,800	4,320	3,600	3,600	3,600	Sunday school teachers (3)
Music staff (David, Carl, soloists)	48,542	48,990	47,575	48,400	50,800	50,800	Music director,organist, soloists (4)
Salary Increases (& wage subsidies)	0	0	<b>-43,196</b>	<b>-15,000</b>	5,000	10,000	Wage subsidy in '21; salary raises in '22 & '23.
Benefits (All)	48,320	48,118	48,267	52,750	54,700	56,800	Employer benefits & taxes
<b>Staff Expenses</b>	<b>338,888</b>	<b>329,552</b>	<b>288,526</b>	<b>319,250</b>	<b>352,600</b>	<b>359,700</b>	
Office Expenses	21,106	18,446	19,201	20,500	22,000	23,000	Gradual increase in costs
Property Expenses	100,284	88,003	89,066	74,000	78,000	84,000	Resuming in-person activity in late 2021
Regional Assessment	15,653	21,000	25,000	28,000	31,200	33,000	Reach full assessment in 2022, then index
HST Refund	<b>-13,039</b>	<b>-11,234</b>	<b>-17,018</b>	<b>-15,000</b>	<b>-5,000</b>	<b>-5,000</b>	Rebates decline after capital projects done
Program Expenses	12,261	14,952	7,573	9,250	12,500	13,500	Resuming in-person activity in late 2021
<b>Total Payments</b>	<b>475,153</b>	<b>460,719</b>	<b>412,348</b>	<b>436,000</b>	<b>491,300</b>	<b>508,200</b>	
<b>SURPLUS (DEFICIT)</b>	<b>34,017</b>	<b>34,539</b>	<b>4,078</b>	<b>0</b>	<b>0</b>	<b>0</b>	Balanced budgets

Envelope Increase History	2012	2013	2014	2015	2016	2017
Change over prior year	0.9%	-0.1%	3.9%	2.5%	2.6%	6.4%
Envelope Change Year-over-Yea	(173)	18,668	12,404	8,193	8,620	(2,109)

## MEMORIAL FUND

The memorial Fund is a special fund of Runnymede United Church. It is separate from the current operating accounts of the church, maintains a balance from year to year. As of 2017, the fund is managed by the Board of Trustees and the church Treasurer administers the financial account. 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 if the donors are not regular contributors to the church.

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. In 2020, funds from the Memorial Fund, \$5078, were used for the renovation of the small kitchen in Jewitt Hall which was ably completed by the Property Committee.

No donations were received in 2020, likely a by-product of shut-downs and restrictions to deal with the COVID-19 pandemic. The year-end balance is \$2618.

Submitted for the Memorial Fund: Roy Fischer, Chair, Board of Trustees & Brian Traquair, Treasurer

## BOARD OF TRUSTEES REPORT 2020

### **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 2020 contribution was maintained at \$18,000.

Bob Cossitt, the Trustee's treasurer of the last 20 years, is going through the process of leaving his role behind; to be replaced by Robert Nobel who joined the Board in January. Because of the tumult of this year, it was not possible for Robert to become authorized to perform the banking and trading operations of the Trustees assets, so Bob has continued this role. Robert has been working on the accounting aspect and has set up the accounts in QuickBooks with the goal of integrating with the Church accounts easier.

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 spite of the poor economic reality, the Manse Fund was fortunate to have assets that delivered \$19,000 in income; more than covering the Housing Allowance requirement.

Congratulations to Bob for his prescient choosing of stocks that succeeded in these perilous times. Unfortunately, the projected value, or Market Value, for this portfolio has gone down by about \$48,000. However, as the economy recovers, so will the long term value, and the dividend income will likely continue to cover the planned expenditure of the Housing Allowance.

### **The Estates Trust Fund**

In this fund also, Bob's choices resonate as we still were able to claim some \$18,000 in dividend income. As well, the assets in the Estates portfolio had a surprising gain in the paper value of about \$38,000.

For the future, we have a large position in Money Market Funds (which is essentially equivalent to cash). The Board of Trustees will need to spend some time this year in investing these funds to take advantage of the market as appropriate.

The four funds that were specifically created as part of the Planned Giving initiative will be managed as sub-accounts of the Estate portfolio. 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. (We will skip this year due to its poor results.)

At the church Annual Meeting on Feb. 9, 2020, the congregation approved the nomination of Robert Nobel as a Trustee. Following that meeting, the Board of Trustees met and appointed Robert as the new Treasurer. The Trustees are grateful to Robert for taking on this responsibility, and to Bob Cossitt for continuing to perform the banking and trading operations of the Trustees assets due to COVID-19 pandemic restrictions.

Also at the Annual Meeting, approval was given to the establishment of four additional Trustee funds as part of the new Planned Giving initiative with \$150,000 from the Souster bequest being divided equally among the three funds with a mission-mandate: Outreach and Social Justice Fund, Congregational and Spiritual Growth Fund, and Building Improvement Fund. The fourth fund, Planned Giving Fund is a “holding” fund. In April, with the approval of the Church Board, donations of \$5,000 each were made from the new Outreach and Social Justice Fund to two food-security, not-for-profit agencies, The STOP and Daily Bread, to help them meet the needs of those put in financial jeopardy as a result of the COVID-19 lockdown.

The Trustees are grateful for the gifts received this year from anonymous donors.

As noted elsewhere – see Memorial Fund Report -- the Trustees agreed to pay for the Kingsbury Kitchen renovation with funds from the Memorial Fund. The renovation was completed by the Property Committee and the Trustees thank the committee and its working group, PropCom, for this work as well as maintaining the building in excellent condition.

One of the responsibilities of the Trustees is to ensure appropriate insurance coverage on church property. 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 this year and the Trustees re-applied for coverage. Premiums industry-wide have increased dramatically and ours are no exception with an increase of about \$4,000 resulting in a premium of \$14,748.

Respectfully submitted,

Board of Trustees of Runnymede United Church  
Bob Cossitt, Roy Fischer (Chair), Rev. Ted Grady, Joan Howard, Julie Lee, Robert Nobel (Treasurer), June Pinkney 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, 2020		<u>2020</u>	<u>2019</u>
REVENUE	Gifts and bequests received	-	-
	Dividends and interest received	19,338.60	15,676.27
	Realized gains (losses), accruals and other adjustments	- 9,641.33	-
	(YTD) Unrealized gains (losses) on investments	- 40,191.32	40,590.78
	Total investment income	<u>- 30,494.05</u>	<u>56,267.05</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>- 48,494.05</u>	<u>38,267.05</u>
	Net assets beginning of year	342,374.05	304,107.00
	Net assets, end of year	<u>293,880.00</u>	<u>342,374.05</u>

**BALANCE SHEET**

Year ended December 31		<u>2020</u>	<u>2019</u>
ASSETS	Investments at book value (see Schedule A attached)	263,005.71	266,836.00
	(LTD) Mark to market adjustment	30,874.29	74,896.00
	Investments at market value	<u>293,880.00</u>	<u>341,732.00</u>
	Accrued Interest on bonds	-	-
	Funds on Deposit with Banks (closing balance in cash)	-	642.37
		<u>293,880.00</u>	<u>342,374.37</u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>TOTAL NET ASSETS</b>		<u>293,880.00</u>	<u>342,374.37</u>
<b>TOTAL NET ASSETS AND LIABILITIES</b>		<u>293,880.00</u>	<u>342,374.37</u>

**TRUSTEES OF RUNNYMEDE UNITED CHURCH  
FINANCIAL STATEMENTS**

Schedule of securities held at December 31, 2020

**Schedule A**

**MANSE TRUST FUND**

<b>Bonds</b>	Par Value	Book Value	Market Value	Prev Yr Mkt Val
<b>Bonds - Total</b>		-	-	-
<b>Mutual Funds</b>	Fund Units			
RBC INVESTMENT SAVINGS ACCOUNT	438	4,381.41	4,381.41	4,381.41
<b>Mutual Funds - Total</b>		4,381.41	4,381.41	4,381.41
<b>Stocks</b>	Num Shares			
AP.UN-ALLIED PROP REAL EST TRUST	1000	13,164.08	37,830.00	52,070.00
BCE-BCE INC	500 of 600	18,807.05	27,215.00	30,080.00
BDT-BIRD CONSTRUCTION INC	1500	15,160.00	12,000.00	10,725.00
BMO-BANK OF MONTREAL	500 of 600	33,464.00	48,390.00	50,320.00
BPY.UN-BROOKFIELD PROP PARTNERS	1100	30,051.33	20,251.00	26,103.00
ENB-ENBRIDGE INC	349 of 849	16,688.09	14,207.79	18,018.87
NA-NATIONAL BANK OF CANADA	500	31,490.00	35,820.00	36,040.00
PPL-PEMBINA PIPELINE CORP	650 of 1000	29,635.00	19,565.00	31,284.50
SRU.UN-SMARTCENTRES Real Estate	1000	19,264.75	23,080.00	31,210.00
T-TELUS CORPORATION	906 of 2562	14,075.00	22,840.26	15,084.00
TD-TORONTO DOMINION BANK	500	36,825.00	35,960.00	36,415.00
<b>Stocks - Totals</b>		258,624.30	297,159.05	337,350.37
<b>ASSET TOTAL</b>		263,005.71	301,540.46	341,731.78

**TRUSTEES OF RUNNYMEDE UNITED CHURCH  
FINANCIAL STATEMENTS**

**ESTATES TRUST FUND**

**STATEMENT OF CHANGES IN NET ASSETS (Income Statement)**

Year ended December 31, 2020		<b>2020</b>	<b>2019</b>
REVENUE	Gifts and bequests received	30,060.00	185,144.91
	Dividends and interest received	18,079.99	18,108.42
	Realized gains (losses), accruals and other adj. (YTD) Unrealized gains (losses) on investments	- 5,468.06 - 382.08	- 382.08
	Total investment income	<u>80,731.70</u>	<u>277,671.53</u>
EXPENSES	Contribution of income on restricted funds	1,973.00	801.00
	Outreach Fund - Food Bank, Stop	10,000.00	-
	Total Expenditures	<u>11,973.00</u>	<u>801.00</u>
Excess (deficiency) of revenue over expenses		<u>68,758.70</u>	<u>276,870.53</u>
Net assets beginning of year		639,650.53	362,780.00
Net assets, end of year		<u>708,409.23</u>	<u>639,650.53</u>

**BALANCE SHEET**

Year ended December 31		<b>2020</b>	<b>2019</b>
ASSETS	Investments at book value (see Schedule B attached)	915,323.50	882,975.94
	(LTD) Mark to market adjustment	95,711.83	58,253.00
	Investments at market value	<u>1,011,035.33</u>	<u>941,228.94</u>
	Accrued Interest on bonds (Included Sched B)	-	2,329.06
	Funds on Deposit with Banks (closing bal in cash)	1,086.47	1,316.83
		<u>1,012,121.80</u>	<u>944,874.83</u>
<b>LIABILITIES AND NET ASSETS</b>			
	Funds due to church operating account	303,652.57	305,225.00
			-
	<b>TOTAL LIABILITIES</b>	<u>303,652.57</u>	<u>305,225.00</u>
	Restricted to use of income only	41,434.00	43,407.00
	Restricted to use for Special Funds	140,060.00	-
	Unrestricted funds	<u>526,915.23</u>	<u>596,243.00</u>
	<b>TOTAL NET ASSETS</b>	<u>708,409.23</u>	<u>639,650.00</u>
<b>TOTAL NET ASSETS AND LIABILITIES</b>		<u>1,012,061.80</u>	<u>944,875.00</u>

**TRUSTEES OF RUNNYMEDE UNITED CHURCH  
FINANCIAL STATEMENTS**

**Schedule B**

Schedule of securities held at December 31, 2020

**ESTATES TRUST FUND**

<b>Bonds</b>	<b>Par Value</b>	<b>Book Value</b>	<b>Market Value</b>	<b>Prev Yr Mkt Val</b>
Brookfield Asset Mgmt (Redeem)	75,000	-	-	-
Equitable Bank	60,000	60,000.00	60,354.62	60,354.60
Municipal Finance Auth - BC	60,000	59,316.60	71,848.35	68,151.60
Royal Bank of Canada	50,000	48,889.51	51,252.51	49,826.50
<b>Bonds - Total</b>		<b>168,206.11</b>	<b>183,455.48</b>	<b>178,332.70</b>
<b>Mutual Funds</b>	<b>Fund Units</b>			
RBC Investment Savings Account	32,228	322,280.91	322,280.91	322,280.91
<b>Mutual Funds - Total</b>		<b>322,280.91</b>	<b>322,280.91</b>	<b>322,280.91</b>
<b>Stocks</b>	<b>Share Qty</b>			
AIF-ALTUS GROUP LIMITED	900	33,488.00	44,226.00	34,164.00
BAM-Brookfield Asset Mgmt	750 / 2020	23,812.61	39,465.00	37,515.00
BAM-Brookfield Asset Mgmt	1270 / 2020	60,412.10	66,827.40	60,412.10
BCE-BCE INC	100 of 600	6,081.00	5,443.00	6,016.00
BMO-BANK OF MONTREAL	100 of 600	9,735.00	9,678.00	10,064.00
BNS-BANK OF NOVA SCOTIA	538	29,998.70	36,464.00	29,998.70
DOL-DOLLARAMA INC	600	31,682.00	31,128.00	26,778.00
ENB-ENBRIDGE	500 / 849	20,429.10	20,355.00	20,429.10
IFC-INTACT FINANCIAL CORP	300	31,636.00	45,216.00	42,126.00
LNR-LINAMAR CORPORATION	100	5,266.25	6,742.00	4,913.00
PPL-PEMBINA PIPELINE	350 / 1000	10,167.48	10,535.00	10,167.48
QBR-QUEBECOR INC CL - B	1400	33,543.00	45,864.00	46,396.00
QSR-Restaurant Brands Inter	400	31,526.00	31,132.00	33,112.00
RY-ROYAL BANK OF CANADA	245	19,458.85	25,624.55	25,173.75
SLF-SUNLIFE FINANCIAL	100	5,077.00	5,660.00	5,077.00
T-TELUS CORPORATION - j	306 / 2562	16,416.90	7,714.26	16,416.90
T-TELUS	1350 / 2562	30,127.00	34,033.50	30,127.00
TRI-THOMSON REUTERS CORP	453	25,979.49	47,193.54	42,079.17
<b>Stocks - Totals</b>		<b>424,836.48</b>	<b>513,301.25</b>	<b>480,965.20</b>
<b>ASSET TOTAL</b>		<b>915,323.50</b>	<b>1,019,037.64</b>	<b>981,578.81</b>

**TRUSTEES OF RUNNYMEDE UNITED CHURCH  
FINANCIAL STATEMENTS**

**ESTATE TRUST FUND**

**Statement for Subaccounts**

Year ended December 31, 2020

	<b>Outreach</b>	<b>Growth</b>	<b>Building</b>	<b>Rest of Estate</b>	<b>Net Assets</b>
Transfer In	50,000.00	50,000.00	50,000.00		
Donations	60.00				
Daily Food Bank	- 5,000.00				
The Stop	- 5,000.00				
Ending Balance	<u>40,060.00</u>	<u>50,000.00</u>	<u>50,000.00</u>	<u>568,349.23</u>	<u>708,409.23</u>

## 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**

This year, the overriding issue that affected our staff was the arrival of COVID-19 in our wider community. 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 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 during the last 10 months of 2020. This required more work and attention by M&P, Faith Formation and Property Committees. Runnymede United also created a small group called the Runnymede Reopening Guidelines Committee (RGC) which closely followed the governments' restrictions, suggestions, by-laws, and edicts. RGC met weekly, ensuring that staff and congregation were in compliance and were safe during this time period. Brian and Jocelyn from M&P were on this committee and made certain that our staff were foremost in any discussions and that all staff were kept apprised of changes required to their duties and workplace. In June, Mara Nickerson researched and shared with staff online mental health supports available to them during this pandemic, which was greatly appreciated.

Weekly Worship service moved to a recorded YouTube service almost immediately upon the initial shutdown in March 2020, and our Minister Don Gibson, Music Director David Ambrose, Organist Carl Steinhauser, Engagement and Growth Leader Sam Needham, along with Jim Lien and Eva Hamill, worked tirelessly and seamlessly to get this service launched and provide some stability for our church community during this time when we could no longer meet in the church building itself. The amount of growth and learning of new skills for all our staff was enormous, and ongoing.

Reverend Gibson retired as planned at the end of April 2020. The Ministerial Search team which had been drawn in 2019 from a cross-section of the congregation, including Julie, as representative from M&P, continued into this year to interview potential new Ministers, made even more difficult by the advent of COVID-19. When it was determined that the search would not be finalized by the end of April, M&P contracted with Reverend John Ambrose to be our Supply Minister. Reverend Ambrose moved seamlessly into the roll of 'online' worship leader, and he continued the recording of weekly services and sermons until the end of August. When the Search Team called Reverend Ted Grady to

be our new Minister effective September 1, 2020, Reverend Ambrose worked with M&P to ensure Ted had a proper Runnymede welcome, albeit with masks and social-distancing in mind.

In mid-September, M&P provided a Zoom retirement function for Reverend Gibson—the result of months of behind-the-scenes planning lead by Mara, with support from other members of the congregation.

During September, October, and early November, under the leadership of Reverend Ted, Runnymede United was once more able to hold in-person worship services, with reduced numbers of attendees, no Sunday school, no live choir or singing allowed in the sanctuary, and all safety protocols followed. With the guidance of Jim Lien and a team of inspired volunteers, in early September, we moved to live-streaming our Sunday services, which allowed for people to follow the service live at home or in person (up to a certain number), as well as to access them via YouTube at any time later. We held a covenanting service for Reverend Ted in October via this method. Then the second ‘wave’ of COVID-19 struck Toronto in early November, and in-person services were suspended again. Our staff quickly adjusted to providing livestreamed services without the congregation present in the sanctuary.

In the RUC office, Eva Havill has been very flexible in adjusting to our online presence during this time. She moved her work to her home during the early part of the ‘lockdown’ in the spring and summer, 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.

Sam Needham has been a constant in the recorded and livestreamed services, helping with worship service, and in his role as Engagement and Growth Leader. During the summer, Sam was instrumental in creating and offering the Wednesday night “Momentum” study group opportunity via Zoom. This had good attendance and included guest speakers to stimulate discussion. This fall, Sam also took over the leadership of “OFT” (Online Fellowship Time) from Brian, an opportunity to gather via Zoom immediately after worship services on Sunday mornings, to replace our ‘coffee time’ together.

Jim Lien continues in his functions as full-time Custodian and the Security role, as well as offering his expertise on computer-related and internet issues for all our staff. The evolving situation with COVID-19 restrictions has meant that this part of Jim’s expertise has been paramount in the launching and continually-evolving aspect of our online worship services. Spencer Tripe is on leave from his position as Sunday Caretaker, and M&P contracted with Daniel Botsko to fill-in for him starting in October, as well as to help with Sunday morning recording and some technical aspects of the service.

Cayley Pimentel, Youth Leader, helped the Faith Formation committee by taking over some of the responsibility for Sunday School after Alana Sprunt left after Christmas 2019. M&P contracted with Brenda Lien to come on board as Youth and Sunday School Coordinator between March and June, in order to get an online Sunday School presence established while the community was on lockdown and no in-person Sunday School could occur. Faith Formation and M&P (Gillian) ran a job search during the summer which resulted in the hiring of Ellen Toompuu as Family Outreach and Christian Education Leader, at the end of August. Ellen works with our teachers Emily Chamberlain, Rae Kaufman and Kate Reed, along with Cayley Pimentel (Youth) to bring online Sunday morning worship classes to our children and youth.

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 Trevor Peverley. 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. During spring and summer, David and Carl produced the hymns and musical accompaniment to be played during the recorded Sunday morning services. David was also the prime producer and recorder for Reverend Ambrose's worship services. Section leads recorded their solos in a socially-distance-sanctioned manner during weekdays in the church. This helped keep all individuals involved, safe. Choir practices resumed in the fall, albeit held separately via Google Meet with each choir section, then individuals recorded themselves at home and forwarded the recordings to a shared drive from which David worked to create the beautiful productions. He also organized the use of Soundtrap to record choir members singing the weekly hymns (at home) to be used in the Sunday services. This does not begin to document how many extra emails David sent and received while organizing all the information the choir members needed, nor all the extra help, calls, and home visits he made to assist in setting up members to record. Mairead Stewart voluntarily shared her talent with graphic design during the spring and summer of recorded services. M&P contracted with her to return later in the fall to help David with graphics for the hymns and anthems. 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](mailto:j.mcleanyyz@gmail.com); Tara Yelle: [tly317@gmail.com](mailto:tly317@gmail.com); Brian Traquair: [brian.traquair@gmail.com](mailto:brian.traquair@gmail.com). John Hogarth: [2jhogarth@rogers.com](mailto:2jhogarth@rogers.com); Gillian Horbal: [horbal@sympatico.ca](mailto:horbal@sympatico.ca); Julie Lee: [julielee227@gmail.com](mailto:julielee227@gmail.com); Mara Nickerson: [nickersonm@rogers.com](mailto:nickersonm@rogers.com).



## REOPENING GUIDELINES COMMITTEE (RGC)

The **Reopening Guidelines Committee (RGC)** was formed by the Board in response to the Covid-19 outbreak that began in March 2020. The committee consists of Brian Traquair (Chair), Don Dewees, Susan Galea and Jocelyn McLean-Tharp.

The work of the committee was to analyze the impact of Covid-19 on all aspects of Runnymede United Church and to provide advice, guidance and policies (for adoption by the Board) on how to keep staff, members, renters and volunteers safe through the pandemic while maintaining as much of worship and other church activity as possible.

The RGC met at least weekly via Zoom from April through the end of the year. The RGC intends to continue to meet at this frequency through 2021, until the end of the pandemic.

The work products of RGC included:

- Producing a daily analysis of counts and trends.
- Identifying and circulating announcements, regulations and guidelines from the Government of Canada, the Province of Ontario, the City of Toronto and the United Church of Canada.
- Interpreting regulations and guidelines from various levels of government and developing corresponding RUC policy.
- Writing safety guidelines and procedures for staff, and working with staff members on working from home procedures and technology.
- Writing and publishing guidelines for weddings and funerals in the various levels of reopening under Ontario regulations.
- Documenting rules for tenants as well as working with Angelgate and BWNS on procedures for Covid-19 screening and safety.
- Writing to the Board to propose the initial suspension of in-person worship in March, then on resuming in-person worship in September, and ultimately suspending it again in December.
- Developing and leading the procedures for reopening of in-person worship in September, including technology, signage, screening, seating in the sanctuary and training volunteers.
- Substantial work in proposing and creating hybrid Sunday worship, including working with Jim Lien on all aspects of the technology purchasing and implementation.
- Regular briefing and discussions with the weekly Runnymede Coordination Committee calls and monthly Board calls on all matters relating to Covid-19 and the RUC response.

I wish to thank the members of this committee, each of whom gave 2 or more hours per week to the work of RGC during the course of 2020. The team worked effectively to scan, digest, analyze, propose and implement responses to the many challenges of Covid-19 and we were happy to be part of the team effort at Runnymede to get through a difficult year.

Brian Traquair (Chair)

# EVENTS AND PROJECTS

## Bloor West Village Arts and Crafts Show 2020 Cancelled

In anticipation of the 39<sup>th</sup> annual Craft Show at Runnymede United Church scheduled for Saturday November 14, 2020, many new applicants contacted our church website in 2019 and in early 2020, and reached out to get their names on the lengthy mailing list for this very popular show.

Normally our mailing to interested applicants would have gone out in May, 2020 and the show would be sold out in a matter of days; however, in discussion with the Runnymede Guidelines Committee, it was decided to hold off on doing any mailing, in light of the COVID-19 pandemic until we could better assess its impact on our church and wider community. The church was closed and there was no way to continue planning with an eye to safety for vendors, volunteers and visitors.

We patiently waited throughout the summer months and many of our veteran crafters were in touch via email to see if any decision to go forward had been made. We delayed as long as we could in the hopes that the pandemic would ease up and that we would see some “light at the end of the tunnel”. But it was not to be.

On September 9, 2020, a recommendation was made to the Board to cancel the Craft Show for 2020. All applicants from 2019 were notified and the church website was updated with this announcement. All of the vendors who responded to us recognized that it was a decision that had to be made, albeit a hard one, both for the church and for the crafters themselves.

We look forward to holding our 39<sup>th</sup> Annual Bloor West Village Arts and Crafts Show on November 13, 2021, on the assumption that the Covid situation has improved and we can safely access our church building once again.

Many thanks to our vendors and all interested future participants for understanding the dilemma that the Church faced. We look forward to welcoming both crafters and the wider community into the church for a Craft Show in November 2021.

Respectfully submitted, Judy Whitfield

## Advent Projects 2020 Christmas Shoe Boxes

How does one respond to the call for support of our annual Advent projects, namely, the Angel Tree Christmas Gift and Runnymede’s own Christmas Shoe Box projects during a pandemic, when the church is closed and the only way to get the word out is via weekly emails to the congregation? The amazing answer is “Generously!”

Our congregation, Sunday School and supportive neighbours, responded through their **Christmas Shoe Box donations** as well as monetary funds to purchase gift cards for those clients and families in need at Unison Health and Community Services. On December 1, 2020, the first Monday of Advent, volunteers delivered 104 filled Shoe Boxes for Moms, children and babies to Unison Health on Keele Street just north of Rogers Road. In addition, there was enough money donated to the church funds to purchase 100-\$25.00 gift cards for Walmart to be disbursed to those who preferred to do their own shopping.

Erin Shaw, our Unison Health contact responded, *“Thank you so much for the great shoe boxes and gift cards! This is going to make a huge impact on many of our clients. We have a number of clients who are extremely vulnerable, and their situations have worsened since COVID began. The contributions from your congregation are going to make a world of difference to a lot of the families we work with. Thank you so much!”*

In a further follow-up email after distribution, Ms. Shaw indicated *“There were a number of new moms that were able to buy much needed baby supplies with the Gift Certificates, and one mom used a gift certificate to buy boots for her little guy. The Gift Certificates came in very handy because they allowed families to purchase some much needed items.*

*The shoe box gifts were a success too. One mother was very touched as she would not be receiving any other gifts this year. She was actually moved to tears. Also, one grandmother (who lives with 7 of her grandkids) was able to pick up gifts for all of the kids which normally she could not afford. The kids are always so thankful for whatever they have and apparently they shared the toys, books and craft supplies in the boxes with each other.”*

It would seem that this year’s hybrid model combining both filled shoeboxes and gift cards does allow Unison Health to hand out either one, dependant on the specific needs of their clients.

Many thanks to those “Christmas angels” from Runnymede who wrapped Shoe Boxes, filled Shoe Boxes, counted and packed Shoe Boxes, purchased Walmart gift cards at several different Walmart stores and loaded and delivered boxes to Unison Health. Sue Poole, Jane Tucker, Debra Hogan, David Whitfield, Robert VanBeers and Susan Baker, Neil Mather, Katy Whitfield and Emma Gunn plus all the RUC members who filled Shoe Boxes with special gifts or made donations--we could not have done it without you! Thanks to Jennifer Cruikshank who included the Shoe Box information on the church electronic sign as well, to make the community aware of this outreach project.



*Neil Mather, Sue Baker, David Whitfield and Robert van Beers completed the delivery of the 104 Christmas Shoe Boxes and \$2500 in gift cards to Unison Health and Community Services*

**The Angel Tree Christmas Project** sponsored by Prison Fellowship Canada, which we have supported financially for many years was also a great success! Generous online donations allowed us to purchase gifts for 10 children who have a parent who is currently incarcerated. Each gift was valued at \$35.00. Five children living out of town received gift cards from a local store in their

community. Five children living locally received actual gifts, as suggested by their parent and caregiver. These were delivered two weeks before Christmas.

Runnymede congregational donations were in excess of the needed funds to support our commitment to these families, so it was decided with the agreement of the RUC Treasurer, to send an additional \$350.00 to Prison Fellowship Canada in support of this Christmas program. This was an unexpected donation that was very welcome. Shirley Buchanan, National Program Director of Prison Fellowship, emailed that Runnymede United Church “*had gone above and beyond*” with their support of the Angel Tree program, for which she was very thankful.

In light of the fact that both projects generated in excess of the funds required to meet the expectations of each program and RUC’s commitment, some financial carryover is in place for 2021, which will be used to meet any specific needs of each program. Many thanks to Treasurer, Brian Traquair, who maintained detailed spreadsheets of the donations and the expenses and regularly communicated updates with me throughout the months of November and December, which allowed us to meet our targets successfully.

### **Advent Bundles of Joy Project**

In November, looking ahead to a bleak Advent and Christmas season when, due to Covid, we would be unable to gather together and it seemed that many of our traditions would have to be set aside, a small group of volunteers & staff decided they’d like to do something special to reach out to the congregation at Runnymede United.

After carefully selecting items that would evoke a sense of connection to each other, to the church and to our Advent traditions, a total of 300 bags were assembled with items and scripture verses to be opened each Sunday in Advent, including:

- Advent 1 (Hope) four floating candles
- Advent 2 (Peace) Christmas tea
- Advent 3 (Joy) homemade crocheted stars
- Advent 4 (Love) homemade heart-shaped sugar cookies

The bags (see photo below) were (safely) hand delivered by Runnymede volunteers & staff just prior to Advent 1 and feedback from surprised recipients was heart-felt.

Along with the renewed connections among the congregation, the project allowed us to both create a single list that can be used moving forward during Covid with the phone tree and other outreach/connection efforts as well as to identify some of the otherwise unrecognized pastoral care needs in the congregation.

We are so thankful for all the folks who made our vision happen. Both when we asked for crocheted stars and when we asked for sugar cookie dough, folks said yes without even asking why. Such wonderfully generous people! Special thanks also to those who helped bake, wrap, package up, and deliver the Bundles of Joy – this wouldn’t have happened without your contributions!



Respectfully Submitted, Brenda Lien

### Lenten Project 2020

Runnymede United Church had, in 2019, demonstrated their care and concern for others through our Lenten fund-raising project in support of Sleeping Children Around the World. In late 2019, Rev. Gibson approached me to discuss possible projects for the upcoming 2020 season of Lent. After some research, I found an organization that met three key criteria--it was Ontario based, it supported the environment and it had connections with First Nations communities.

Rev. Gibson agreed that Water First, a Not For Profit group located in Creemore, Ontario, would be an excellent resource for our Lenten prayers and financial commitment. This organization underlined for me the importance of everyone having access to clean water and their connection with First Nations communities where, through an extensive training program, Indigenous youth were taught to become full-time certified water technicians in their own communities. Our financial donations would support this training program for 15 young people to learn the skills required to ensure that the treatment plants were operational and that clean water was the attainable goal.

We connected with Water First and their Development Manager Cody Avery visited Runnymede in late February to speak to the congregation about Water First and to talk with the Sunday School children about the importance of clean water in First Nations communities in Ontario where some had been under "boiled water advisories" for many years! We used videos during church from Water First's website to promote the project. The Lenten campaign was off and running!!

And then COVID hit! The church was closed and all services were conducted online. Communication regarding Water First was done through an online minute person and email communication. Online donations began to come in! Despite not being able to underline the importance of this Lenten project in person, our congregation immediately responded to the request to support this water training project. Ultimately at the end of the 40 days of Lent, Runnymede United Church sent a cheque to Water First for \$6000.00 in mid-April and by the end of June, another \$838.00 was donated, for a total of \$6838.00, an amazing amount which exceeded our goal of \$5000.00, generated during a pandemic from our Lenten project. Cody Avery kept in touch and was very sorry that he could not be with us to celebrate our success in June 2020.

In a recent email sent to me in December 2020, Cody Avery wrote *“With a busy, yet different holiday season upon us, I hope you and the Runnymede team are doing well!”*

*I wanted to connect with you to share a personal update. I am leaving Water First to pursue another opportunity in the environmental conservation field locally. I am proud of what we have accomplished together, and I can assure you the work doesn't stop here.*

*I have had the absolute pleasure working with some of the most supportive groups, organizations, and individuals during my time at Water First. All with a goal to support Indigenous communities and solve water challenges. Your dedication and passion throughout the Lenten campaign, to continuously advocate for Water First to others has provided great deal of support! Thank you.”*

Cody Avery was encouraging and supportive from the get-go and his presentation to kick off our Lenten project really made a difference.

It seems that everything that we do, even the slightest things that we do, can have a ripple effect and one act of outreach can impact so many other opportunities. If you throw a pebble into the water on one side of the ocean, it can create a tidal wave on the other side. Such as it was with this project.

First, I had email inquiries from other congregations who had heard of Runnymede's initiative, seeking information regarding our work with Water First. Like Runnymede, those congregations were exploring ways to pursue Reconciliation and to support the needs of Ontario's indigenous communities who have been under Boiled Water Advisories for way too long.

I told them that the concept of clean drinking water as a basic right resonated with our congregation and the possibility of Water First working with local indigenous young people to train them for careers as water technicians in their own communities really sat well with us.

Our RUC members talked up the project and as a result, I received a second email from a representative of the Anglican Church of Canada. He wanted to explore opportunities to support clean water projects as well as support for First Nations people in their own communities. I was able to share what Runnymede United had done with Water First NGO and made the connection for him. As a result, in December 2020, The Anglican Church of Canada announced they had entered into a partnership with Water First Education and Training Inc. Our networking continues to make a difference!

Thank you to everyone who embraced this project and financially supported the initiative. As Rev. Ted Grady stated, when I shared with him our success, *“It is amazing the ripples that can spread from the work we do. We'll keep doing our part and lifting our voice to support Indigenous communities and the fight for clean water for all.”*

We are thankful to support a program that is making a positive difference.

Respectfully submitted, Judy Whitfield

## North Country Meat Fundraisers

For the first time RUC held two meat fundraisers in the same year, a spring and fall campaign. It seemed an ideal time to offer delicious frozen meats and seafood to the church community as lockdowns discouraged regular grocery shopping to a minimum. Despite the lack of get togethers and socializing both fundraising drives were very successful. Over \$3000 was raised, funds going to assist RUC during these hard times when inhouse church cannot convene and weekly plate contributions are non-existent.

A big thank you to all who purchased. All going to plan there will be a spring and fall fundraiser this year so clear out the freezer for June and October!

Respectfully submitted, Sandra Dunn

# COMMITTEES AND GROUPS

## AFFIRMING COMMITTEE

**February 2020:** At the 2020 Annual General Meeting, congregation members voted to endorse a motion to begin the year-long education and discernment process before voting on whether to become an Affirming Ministry in February 2021. The vote passed with a large majority, and the Affirming Committee began to organize six speaker events with numerous speakers. The talks are available as links on the church website. The talks were as follows:

**June 15, 2020: Affirming Talk #1:** Living and Working Together Towards Inclusive Ministry. Speaking with us on Inclusive Ministry (ministry by and with people with disabilities) was Elizabeth Mohler

**July 13, 2020: Affirming Talk #2:** Anti-Black Racism and White privilege. Speaking with us on White Privilege and White Fragility was Shannon McCarthy Discussing anti-Black Racism and the importance of Black Lives Matter was Marlene Britton

**September 20, 2020: Affirming Talk #3:** Indigenous Issues & Reconciliation. Speaking of his experiences as an indigenous two-spirited gay man (and more), as well as issues around labelling and stereotypes, is Gene Jamieson,

**October 19, 2020: Affirming Talk #4:** LGBTQ Personal Stories. Discussing her personal experience as a queer Christian with a disability was congregation and Affirming Ministry member Sarah Dawn Adams. Discussing their daughter's journey coming out as trans and their own respective journeys as parents in the process were Brenda and James Lien

**November 22, 2020: Affirming Talk #5:** LGBTQ2S+ Youth  
Discussing his experiences as a trans man, his journey of self-discovery, and the need for peer support and community safe spaces was Terrence Rodriguez,

During 2020 the affirm committee also created an affirm page on the website with an extensive list of resources on a range of topics of inclusion. Also on the page are links to the speaker series talks. The committee researched and submitted a proposal for a gender-neutral washroom for RUC. The committee researched and presented a new vision statement and marriage policy to the church board. The new lawn sign displayed many affirming themed messages. Members of the committee consulted with Rev. Ambrose on the June 28 Pride service.

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

2020 was a very busy and challenging year for Faith Formation (FF) at Runnymede United. Overall, we are proud and thankful for our successes, and for the team of paid staff and volunteers who make learning & connecting happen for all ages, despite the pandemic!

In addition to overseeing the paid positions of Family Outreach & Christian Education Leader, Youth leader, and Sunday school teachers, the FF committee also oversees Adult Faith Formation, which included supporting the three consecutive ministers who led the church in 2020, including Rev. Don Gibson (retired), Rev. John Ambrose (supply) and Rev. Ted Grady, who began in August.

### Winter 2020

Adult Faith Formation started out strong in 2020, with 21 participants gathering on Wednesday evenings from mid-January until mid-March for dinner followed by a discussion of Rachel Held Evans' book **Faith Unravelled**. Under the leadership of Brenda & Jim Lien and Karren Phair-Harvey, new friendships formed, old friendships deepened, and we all had a chance to explore how our different faith journeys had shaped our understanding of who God is and what Jesus wants us to do. The book, and our discussions, tackled some difficult topics, including who does God love, whether it's OK to have questions & doubt as a Christian, and where do non-Christians 'go' when they die. Everyone enjoyed and contributed to the dinners, which were a big hit!

Rev. Don held monthly "Talk Back" Sundays in January & March and led a well-attended small group on Wednesday mornings in February on "Troubling Texts from the Bible", where Don chose the first scripture and then the group picked the following ones. The most important learning from this was to understand that the Bible was not written at one point in history but evolved over centuries...so the social issues are not "etched in stone" (frozen in time) but develop and broaden. Discussion centered on how we can apply that understanding now.

### Spring 2020

At Rev. Don's suggestion, Sam Needham began an informal, social Zoom gathering called "Momentum" on Wednesday evenings. The need for adhering to Zoom safety guidelines was highlighted when the first session was 'Zoom bombed' after Zoom meeting details were posted on social media. These gatherings were typically attended by (the same) six to eight people from Runnymede United, who enjoyed spending the time together, discussing a wide range of random topics – the UCC creed & song, indigenous issues, Black Lives Matter and Revelations & the "end times", were a few of the issues touched upon. Rev. John Ambrose joined in as he was able and introduced the topic of hymn writing, with a special guest, Dan Damon, from California, one evening.

### Fall 2020

For adults, Karren Phair-Harvey spearheaded an online Alpha course using Zoom, which ran from October through the end of December, with 14 participants, including some new to RUC and others who had never attended small groups or Alpha before. Both Rev. Ted and Sam Needham attended as participants, having never experienced Alpha. Sam and Jim Lien provided technical support, as needed. Despite being online, a mid-course Saturday afternoon half-day retreat was a meaningful

time for participants and the group bonded through in-depth discussions of faith topics based on the Alpha videos, meditation and prayer. By all accounts, “ALPHA on-line” was a tremendous success. Karren surveyed the guests after the program, and of the 7 participants who provided feedback, the average rating for the course was 4.85 out of 5. Thanks to everyone who supported this program offering.

**2020 Committee members were:** Melissa Milkie & Brenda Lien (co-chairs), Karen McCallum-Ryan (through May), Hilary McLean, Monica Stewart and (beginning in August) Ellen Toompuu. Sam Needham also participated. The ministers at Runnymede in 2020, including Rev. Don Gibson, Rev. John Ambrose and Rev. Ted Grady provided valuable insight and guidance.

## 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 is both Treasurer and Bookkeeper in addition to his many other duties for the Church. We are very grateful to Brian for the dedication of his enormous talents and lots of time especially in this year when he has spent so much time leading the Guidelines Committee in dealing with COVID-19 compliance and rules. Alison Gadsby has been envelope secretary, reconciling the money and records for physical envelope counts and deposits, and working with David Wilcox to produce the analysis and reports from ServantKeeper. During COVID-19, Brian has deposited cheques using mobile deposit and received and processed online donations in much higher volume. These online donations are recorded by Brian and then fed into ServantKeeper through a program operated by David Wilcox. David Wilcox’s automated production of the January PAR changes worked wonderfully again in January 2020 minimizing the amount of time spent by Don and Alison on preparing the annual PAR update that we send to the United Church. 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. Brian, Don Dewees, Pat Campbell and Judy counted the Sunday collection until we shut down in-person worship in mid-March. Since then, Brian has picked up and processed envelope donations directly.

Before 2020 we were using electronic funds transfers (EFT) to pay some of our bills. EFT has the advantage of providing instant payment and avoids the extra step of the Treasurer finding another authorized Finance member to co-sign the cheques. When the church closed in March, he expanded it, since we are not in the church on Sundays when cheque signing would be convenient. When Brian presents the monthly financial statements to the Finance Committee, he lists cheques written, direct deposits and EFTs made, 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 2020, out of 45 church payments, 31 were made by EFT, 11 by direct deposit (to part time employees) and only 3 by cheque. In addition, some payments are most conveniently paid by credit card. Brian uses one of his own credit cards. The Committee has approved a process by which once a quarter the Treasurer requests reimbursement from the Church, submitting the list of credit card

payments to Don who reviews each transaction and approves (or not) the reimbursement, keeping a record of the individual payments and the approval. In this way the credit card reimbursement is subject to approval similar to that of cheque and EFT payments.

The Treasurer's Report Year-end 2020 presents our financial performance in 2020. With the pandemic restrictions it was a wild year: envelope donations were \$16.5k below budget, loose (much of which normally comes in at Easter and Christmas) was \$7.4k below budget, rent was \$64.5k below budget, and fund raising was \$5k below budget because the Craft Show was cancelled. Despite this, we had a surplus of \$4k because wages were below budget due to late hiring of staff, program expenses were lower than expected, we received a wage subsidy of \$43.2k from the federal wage subsidy program CEWS and we carried over \$15k from the very successful Deficit Dinner in November 2019. While M&S donations were strong they were below budget and M&S received no Craft Show contribution, so we transferred \$3.9k from current operations to M&S. 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 the gyrations in revenue, rent and expenses, what stands out from 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 2021. Most members met their 2020 pledge commitments, some despite significant sacrifice. We have been strong together, now more than ever. Our 2021 budget proposal includes a target for congregational donations \$10k less than last year's budget, but \$6.5k above last year's actual. It assumes that rent is only 2/3 of normal levels and that we can receive \$15k in rent subsidy from CEWS. See the Treasurer's '2021 Budget and 3-Year Plan' for details.

At year-end the GI&C fund held about \$204k, and we still have about \$47k in the Capital Campaign fund. This is despite having spent \$26.7k from GI&C on several major projects while the church was empty after March. See the Property report for details on these projects. The Trustees have invested about \$322k in cash from various funds, since the Trustees can earn interest on this money.

The congregation has generously supported Runnymede programs enabling us to make a real difference in the lives of many people. We sent about \$30k for AIDS orphan relief in Africa, 4.3k for refugee assistance and dedicated about \$3.5k to local outreach programs and assistance including the Community Meal before it closed in March. 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, January, 2021.

## **KENYA AIDS ORPHANS PROJECT: Working Together 2020**

2020 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 2020, 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. (See financial report.) This funding also allows Andrew and Leonora to contribute their skills to the Village of Love Program in Kibera, Kenya, [www.villageoflovecanada.org](http://www.villageoflovecanada.org), which impacts about 600 children adopted by loving families and pays school fees for 150 of these children. (During Covid, the children have not been able to attend school. Education funds have been used for food. Most of the mothers have not been able to continue their small businesses and have relied on these food donations.) 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, Lawyer, started a new position in September, 2020:**

"I am now an Assistant Programs Officer at Independent-Medico Legal Unit (Redress). I thank God. Here is the link to the organization, you can see more of our work:

<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....."

The 4 youngest children are:

- **Deborah**, in 3<sup>rd</sup> year nursing training in a 4 year course. Due to Covid, her clinical internship has been delayed. She hopes to enter 4<sup>th</sup> year soon.
- **Reginalda (Regina)**, completed the last term of her law degree in 2020, studying at home during Covid. She graduated (virtually) in October 2020. Much of the funding for her studies came from external donors. We have notified them of her successful graduation and sent our thanks. Please see Regina's letter following.
- **Zachary** continues 2nd year Medical Engineering in a 5 year program and
- **Lauryne** continues 1<sup>st</sup> year Electrical Engineering. Both Zachary and Lauryne attend the Technical University of Mombassa. They studied at home during Covid and their practical placements were delayed. They've returned to academic studies and will advance when they can complete their practical terms.

Due to Covid, 3 of the 4 post-secondary students had to return home in March 2020. To study online, they needed higher quality internet service. Also the family required a larger food budget. The Kenya AIDS Orphans Committee temporarily increased the family's financial assistance. Regina expressed the effects of this increase in her Sept 2020 message to donors:

**From Regina, Sept. 2020, (see photo of her graduation, holding a poster from us).**

"Greetings,

I hope you are all in good health and this email finds you well. I am profoundly grateful to each and every one of you. Your great support has enabled me to finish my course (Bachelor of Laws)

successfully. The journey has been long and I am glad that you took part in all the steps. I just finished my course in August 2020. Due to the COVID-19 pandemic, I had to take my classes virtually. The experience was quite thrilling and tough at the same time owing to the fact that it was the first instance for both the students and lecturers to partake in virtual learning. This required constant WIFI connection and ample power at all times. **I want to express my heartfelt gratitude for the extra financial support that you provided in order for me to meet these requirements.** I was able to study seamlessly because I could access WIFI easily. I intend to attend the Kenya School of Law (KSL) next year, which may be reopened between the months of January and March. The KSL offers a diploma in law, normally referred to as the Advocates Training Program (ATP). It is a mandatory requirement to join KSL in order to appear before a court of law and be deemed as a practicing advocate in Kenya. I want to become a practicing advocate and this can only be possible if I meet the prerequisite (obtaining the diploma at KSL).

Finally, I want to thank you all once again. Your invaluable guidance, love and support has impacted me positively. In this regard, I am inspired to replicate your actions by supporting other children and supporting good causes so passionately in the future.  
God Bless, Regina"

**From Robyn Salter:**

On February 23, 2020, I gave a Powerpoint 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. In 2020, I'm very grateful that we travelled to Kenya before the Covid pandemic. (I'd like to note that we personally financed this trip.) I'm also grateful to report that none of the Obara family members have had Covid to date. They have adjusted and continued their studies and work as well as possible. The students 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 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, 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, this grant was doubled 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, Tom Axworthy,

Lynne, Salt and Robyn Salter, with much assistance from Brian Traquair, Eva Havill, Alison Gadsby and many others.



Respectfully Submitted by Robyn Salter

## MISSION AND SERVICE

United Church people across the country join together to share what we can with people and places in need through a unified fund called Mission and Service. Without the M&S Fund, we would not be fully living out Jesus' call to love our neighbour.

The fund supports the following kinds of initiatives:

- Global and Canadian justice initiatives
- Aboriginal ministries and right relations
- Community ministries
- Theological education
- Faith formation – youth, camping, intercultural engagement
- Support to remote ministries
- Innovation in communities of faith.

Our M&S target for 2020, reached at the Annual General Meeting, was \$67,500. We finished the year by taking in \$61,143. These contributions were all made by individual members. Because the annual Arts & Crafts Fair could not be held and their usual \$5,000 contribution to the M&S Fund could not be made, we fell short of our goal by \$6,357. The Finance Committee recommended to the Board a

transfer of \$3,857 from the year's surplus, and so we were able to get \$65,000 of the \$67,500 goal we had set early for the year.

We are grateful for your generosity and recognition that our church life is truly about "loving your neighbour as yourself". Thank you to everyone who has made M&S a priority in their giving during the difficult year of 2020.

Respectfully Submitted by Janis Traquair

## PASTORAL CARE

Pastoral Care is an important ministry, as it reaches 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.

Throughout this challenging year, our Pastoral Care team paused all in-person visits to seniors, but continued outreach through phone calls, continuing their mission to help others by bringing hope and spiritual reflection, sharing burdens and prayers.

Reverend Don Gibson was very involved with our Senior Community, and with our Pastoral Care team. With his retirement this past year, the Pastoral Care would like to extend our thanks, as we are so grateful and appreciative of his support to our Senior community. We will miss his guidance, his humour and the kindness he brought to the team. During the summer, we were blessed to have the wisdom and guidance from our interim minister, Reverend Ambrose, in which we are all so very thankful for. This fall, the team had the pleasure of being introduced to Reverend Ted Grady. We had a wonderful on-line visit, and we are looking forward to sharing in pastoral care with him, throughout the oncoming year.

At Runnymede United Church, we are truly blessed to have a wonderful Pastoral Care team who, regardless of circumstance, 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 and Ann Mowat

We are grateful to Janis Traquair, who, over the course of the year, will send flowers and cards to people who celebrated special birthdays or anniversaries along with get-well cards and sympathy cards. Her service is greatly appreciated.

Please contact Reverend Ted Grady and/or myself if you are aware of:

- Someone who is ill, suffering, lonely or dealing with a loss or other personal crisis;
- Someone who should be on our birthday card list or someone who would welcome a get-well card or sympathy card;
- Someone in hospital;
- Someone who has moved and is looking for continued connection with Runnymede United;
- Someone asking to be prayed for; or

- Anyone else who's spirits would be lifted by hearing from a member of our team.

Respectfully Submitted by: Karren Phair

## PROPERTY REPORT

The Property Committee met on the second Monday of each month, meeting by ZOOM starting in April, and, unusually, meeting through the summer. Members were Don Dewees (chair), Dwayne Benjamin, David Kenny, Judy MacPherson, Brian Traquair and Reverend Don Gibson, then Reverend John Ambrose, now Reverend Ted Grady. The PropCom group met with the Property Chair one morning a week for most of the year and did prodigious work, including maintenance, repairs, improvements, yard work, and assisting the custodian, Jim Lien. 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 developing and operating the on-line worship equipment and operations. We appreciate his work for our church and its members. The pandemic created the opportunity to do a set of projects, but also required us to mask and distance while working in the church,

PropCom's work, detailed in monthly Property Reports filed with the Office, is too extensive to catalog here but a few projects indicate the range of our work, some of which we could only do because COVID-19 restrictions minimized group use of the buildings.

Our major project was to 'refresh' the Kingsbury kitchen. We consulted with kitchen users to determine what would make the best improvement at reasonable cost. We removed all cupboards plus the sink and countertop on the north wall and replaced them with new Ikea cupboards and a quartz countertop with a double sink. We installed two new cupboards on the west wall to hold the microwave and other stuff and replaced the west cupboard doors with white doors matching the new north cupboards. Most of this work was done by David Wilcox with assistance from PropCom. The total cost for cupboards, countertop, other equipment and supplies, and electricians was under \$10,000. Thank you, David for a prodigious and wonderful project. See photos.

We did a modest refreshment of the Jewitt main floor ladies' washroom which looked shabby next to the refreshed Kingsbury kitchen. We removed the stalls and toilets so we could repair the crumbling wall behind the toilets. Our boiler guys removed the unused radiator. After repairing the walls, we painted the stalls and walls and reinstalled everything. The total cost was under \$1,000, and the washroom looks much better. Once again thanks go to David Wilcox who did the majority of the work, with help from PropCom. See photos.

At the start of May, the main lawn was a disaster. PropCom used wheelbarrows to distribute two cubic yards of top dressing (peat loam, topsoil, compost and sand) to low areas of the front lawn that we had turned over with pitchforks. We fertilized and planted grass and clover. We watered more faithfully than in recent years and were rewarded with a solid green lawn by summer. The shutdown of BWNS and Angelgate Daycare gave the new seed a chance to grow without the pounding of little feet. The lawn is not all grass but more 'mixed greens.' Our philosophy is: if it stays green over the summer, survives kids playing and benign neglect and is not too invasive, we let it grow. See photos.

Smaller but still important projects included:

- Touching up stain on the woodwork and paint on the walls in the sanctuary, stairwells and Memorial Hall. Thank you, Gary Norris. See photo.



- Repairing broken masonry in one of the south side Mem Hall window wells.
- Our boiler maintenance guys replaced the steam valves for Memorial Hall and BWNS, solving leakage and operational problems.
- Yard maintenance including lawn mowing, digging weeds, bagging leaves, seeding bare spots.
- Notifying the City of dead branches on the large tree in front of the church north of the big steps. Photo. The city inspector said the tree is dying and will be removed. The front of the church will look very different with a little seedling in place of this 90-year-old maple.
- Cutting, building and installing a nativity scene in front of the sign for Christmas.
- Building a picnic table that sits under the blue spruce for church staff or tenants to take a break or have lunch outdoors.
- Painting the rusting fence along the front sidewalk, a huge task that consumed dozens of hours of Gary's time and some of his right elbow.
- Thorough cleaning of the Memorial Hall carpet (vacuum, shampoo) and installing a dehumidifier. This brought the summer humidity down from 70% to below 50% and solved the perennial musty smell problem.
- Restructuring a cabinet in the Sunday School craft closet and installing a bookcase and window shade.

Jim Lien's technical talents were heavily engaged in producing the on-line services that began in March. To make up for this time commitment, we hired NiteStar Maintenance to come in on Saturdays to clean all the public spaces in the church and the upstairs Jewitt rooms. We started in September with a weekly cleaning but in December we cut back to every other week because of low activity levels. They have done a good job of keeping the buildings clean.

The COVID shutdown of the church in mid-March offered the opportunity to hire contractors for three significant projects that were not feasible when the buildings are busy. These were paid for from the GI&C fund.

We contracted with a reputable firm to remove original pipe insulation in the Kingsbury exit, Kingsbury kitchen, Jewitt main floor ladies' washroom, Scout Troop room in the basement, the Angelgate staff room between the Toddler room and gym, and the NW basement storage room by the NW stairs. The work was performed on April 1 and 2. The contractor installed new fiberglass insulation. We received a clearance report stating that the work was done safely.

The gym floor finish was wearing through and the wood was beginning to discolor near one door. Refinishing the gym floor had become urgent to avoid permanent damage to the wood. The COVID shutdown offered a unique opportunity, since the gym would have to be vacated for a week to do the job. We hired a firm that sanded and refinished the floor but we did not repaint the lines as the cost seemed excessive.

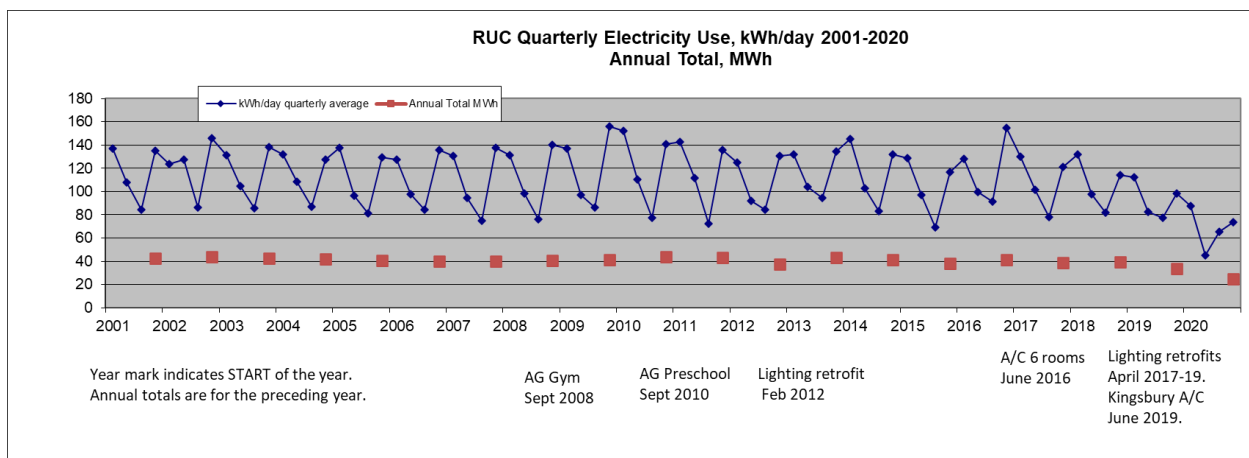
The finish on our vinyl tile floors was in poor shape. Stripping and re-waxing those floors is a big job requiring expertise. We retained Nite Star Maintenance to come in on a weekend and strip whatever is on the vinyl tiles and put on 3 coats of wax in: Jewitt 2<sup>nd</sup> floor all but the Youth Room, Jewitt main floor corridor, WC and kitchen, Jewitt basement corridor and BWNS, MemHall tile, corridor outside main kitchen and bottom and landing of SW stairs. PropCom moved all furniture from the rooms to be treated then brought it back after the waxing. These floors look better than they have for years.

The three EcoBees thermostats (Jewitt 2<sup>nd</sup> floor, Gym, Memorial Hall) continue to provide great temperature control with temperatures scheduled according to the user groups and night setback to

save energy. This year we set down temperatures in the gym and Jewitt 2<sup>nd</sup> floor several degrees when those rooms were not in use because of the pandemic restrictions and over the Christmas and New Year holidays when those rooms were not occupied. This programming saves several percent of our heating bill: several hundred dollars each year.

The cost of maintenance and repair of the building, heating system, equipment, elevators and organ totaled \$45,756, somewhat more than last year. Property-related expenses charged to current operations including those just listed plus utilities, insurance and workers' compensation totaled \$89,566, up about \$1,000 from last year despite a \$4,000 jump in insurance cost.

Our electricity use through the 220-volt meter at the end of December 2020 was 25 MWh, 1/3 less than the average of the last 3 years and almost 40% less than the 2010-2016 average. See graph below. This is the result of the LED lighting conservation projects and the reduced building activity since March. Gas use was 1.8 million cubic feet, about 10 % below average, due in part to the gym roof insulation, the EcoBee thermostats and temperature reductions since March. Water use averaged 1.31 cubic metres/day, more than 40% below the average for the previous 3 years, despite doing more watering during the summer than usual. This reduction is attributed to greatly reduced occupant activity because of the pandemic restrictions.





**Chancel column by organ console re-painted for video worship.**

**Gary matching 90-year old wood stain on Sanctuary doors**

**Left; first section of front fence, painted after years of rust.**





**Gym floor after refinishing**



**North Room (before)  
North Room floor glistening after strip/wax.**

**Bob and David distancing after returning furniture to BWNS after strip and wax.**





**Lawn project: Bob, David, Chuck spreading fresh soil mix 12 May.**



**Late June: supervising Chuck edging the walkway while David watches grass and weeds grow near the steps.**

**Gary**



**Dying maple tree in front of the church by the bus stop north of the main sanctuary steps. The City will remove this 90-year-old tree in 2021 and plant a sapling. The church will look quite different from the street when this tree is gone and its ailing mate on the other side of the steps is removed in a few years.**

Submitted on behalf of the Property Committee,  
January, 2021, Don Dewees, Chairman

## REPORT ON REFUGEE FAMILY SPONSORSHIPS

RUC continues to be actively involved in three refugee sponsorships in widely different stages.

### **Ethiopian Family**

It has been 15 years since Runnymede welcomed Tayiba and her 5 children to Canada. A small group of friends from RUC still maintain contact with this family who is exceedingly grateful for our support over the years. The young adults are all in school or working. Zeituna graduated from George Brown College and is currently working as a practical nurse. Fitriya graduated from Brock University with a BA in Sports Management and is in her 2<sup>nd</sup> year of MA studies in Applied Health Sciences, specialising in Sports Management. Abdul is in his final BA year at University of Ottawa, studying business and commerce. Temima is at Humber College studying Social Work, and Rahima is in Grade 12 with plans to attend university to become a teacher. It is truly wonderful to see the progress of this family. They have all worked hard at school and held part-time jobs, and now they are starting to give back to others. Another RUC success story!

### **Syrian Family**

Our Syrian family has been here since 2016. Tony's part-time employment and volunteer work have ended due to the pandemic but Majdolin continues working for a law firm and taking a translator's course. George is in 3<sup>rd</sup> year Computer Science at Ryerson, studying online from home, and Warda keeps everyone fed! They family has applied for Canadian citizenship but progress has been slowed by the pandemic. Several friends from Runnymede keep in touch with the family.

### **Iraqi Family**

In early 2020 there appeared to be some progress with IRCC in getting our Iraqi family to Canada but this quickly ground to a halt with the pandemic. Adult sisters Nawal and Feryal, and Nawal's 3 sons Basheer (17), Baraa (15) and Sudad (12) remain in Baghdad and live with an increasing sense of hopelessness that they will ever join the women's sister Amal in Toronto. After being separated from her sons for 4 years, Nawal is now very concerned about their future as they grow into young men.

The family is isolating themselves indoors as much as possible to avoid Covid-19. With a population similar to Canada, and similar case numbers and deaths, Iraq has instituted strong measures to prevent virus spread. Education centres are closed and only essential businesses are open. The only means of direct communication with the family is telephone and we were out of touch with them for many months in 2020 after their cell phone broke. Nawal was able to get a new phone recently and I have been able to speak to her.

We are fortunate to have an excellent immigration lawyer who is currently preparing an application to Federal Court to demand that IRCC to make a decision on this lengthy and complicated case. We hope that a determination on the family's future will be made in early 2021. If their application is finally accepted, it will still require some time before they get to Canada but RUC could begin making concrete plans for their arrival. We pray that our persistence in supporting this family will soon result in their acceptance to come to Canada, a look forward to the very large task of settling them in Toronto.

Lynne Salt, [lynne.salt@cloverbeen.com](mailto:lynne.salt@cloverbeen.com)

## STEWARDSHIP COMMITTEE REPORT

### **Stronger Together. More Than Ever.**

As 2020 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 2020 with a surplus of \$4,000 which is quite an amazing result considering the disruption to in-person services. **For that result, we send an incredible thank you to all donors!**

In 2020, 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 Corner** 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 2021. This year's program – **Stronger Together. More Than Ever.** - outlined the importance of our financial donations to supporting the daily operations of Runnymede. It is projected that we could have close to a \$40,000 deficit in 2021 as government support programs wind down and rental income remains depressed. Thus, the difference will need to be made up by individual donations.

The program was conducted in October and November, with goals of 10 on-line submissions & 75 total pledges. We really wanted to encourage online submissions due to the pandemic attendance restrictions. We also had several speakers during the service (Sam Needham, Julie Lee, Derrick Hempel) who did a great job in personalizing their Stewardship experience. 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... **79 pledges submitted, including 25 online** (last year 76 were returned, with only 3 online) – a great result in a challenging year! Of these pledges, 48 donors have indicated an increase over their prior year's giving, which translates into more than \$1,000 extra donations per month. As well, **we had 5 new PAR donors** during 2020 which makes for a predictable stream of monthly donations.

Finally, the Stewardship Committee would like to thank Deborah Trepanier for her help on the Committee over the last several years, and we'd also like to welcome Jennifer Cruickshank who joined the Committee last year.

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

The Stewardship Committee: Jeff Horbal, Paul Stenton, Steve Hill, Alex Cruickshank, and Jennifer Cruickshank, [stewardship@runnymedeunited.org](mailto:stewardship@runnymedeunited.org)



## WOMEN'S FELLOWSHIP

This brief report highlights our meetings from October, 2019 to January, 2020. After our last meeting, we were 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.

Our first meeting was October 15th, 2019, and we gathered together in Memorial Hall for a potluck dinner. The theme of the evening was "Counting Our Blessings", and there was an opportunity to share our appreciation of faith, harvest, family and friends. After some quizzes and a short devotion, we discussed plans for future meetings.

On November 19th, 2019, we met in Memorial Hall to hear a travel presentation by Katy Whitfield. Katy is a history teacher and world traveller and at this well attended meeting, we enjoyed her journey through Myanmar, formerly known as Burma. Her storytelling, visuals and artifacts helped the audience to experience this exotic and exciting part of the world.

For our Christmas meeting on December 10th, 2019, we met in the Kingsbury Room for hot apple cider and baked goods. Rev. Don Gibson talked about the history of some of the familiar Christmas carols. Marjorie Wiens accompanied us on the piano as we enjoyed singing these carols. At the meeting, a large number of scarves, mittens, and hats were donated and later delivered to a local women's shelter.

On January 21st, 2020, we were honoured to have Dr. Tom Axworthy speak about the timely subject of American Presidential elections. Tom's unique work experience and background, provided us with an informed discussion of the Presidential election process. This meeting was held in Memorial Hall and open to anyone who wanted to attend. The hall was filled to capacity, and after his presentation, entitled, "The Good, the Bad, and the Ugly"-How the U.S. elects its Presidents, there was a lively question and answer period. Rev. Don Gibson concluded this meeting with reflections and prayer.

We would like to thank Janis Traquair, our "communications" officer who diligently provides our members with notices and reminders of all our activities. We also would like to thank David Whitfield and Jim Lien for their ongoing support in setups for our meetings. Thanks to all the women who help with refreshments, programming, and donations. Your support is so valuable and appreciated.

We look forward to meeting again and God willing, maybe in 2021.

Respectfully submitted, Debra Hogan (for the Women's Fellowship Planning Committee)

# SPONSORED GROUPS

## BLOOR WEST NURSERY SCHOOL

Bloor West Nursery School (BWNS) had a challenging year in 2019-2020 with onset of the unprecedented Covid-19 world pandemic. The pandemic forced the closure of the school from mid-March to the end of the school year which was disappointing for the students, teachers and board members alike. Prior to March, the school was running wonderfully with the strong and dedicated teaching team of Laura Grimaldi and Anne-Marie McArthur, together with Michelle Kendall who returned for her second year to support our special needs student. Our teachers continued to bring a fresh perspective to the school and approached their roles with enthusiasm, creativity and experience. As well, BWNS continued to be guided by its volunteer Board of Directors, who continue to provide direction and support for the school and our teachers. All of their efforts are greatly appreciated.

### **New Board Members**

Cory Wells as Director

Susie Taing as Director

Emma Mitchell as Director

### **Board Re-Elections**

Stephanie Martin as President

Ryan Lockhart as Vice President

Mike Coulter as Financial Officer/Treasurer

Sarah Armstrong as Director

Brian Traquair as Director

Laura Sheppard as Director

Elaine Noble as Director

### **Board Elections**

Lindsay Knox as Secretary

### **Board Resignations**

Alexandra Manthorpe as Director

Joanna Dziwałtowska-Gintowt as Director

Laura Sheppard as Secretary

### **Water/Allergies**

- The testing was 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.

- 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.

### **Licensing**

- On November 18, 2019, the Ministry completed its licensing inspection. There were no non-compliances for Bloor West Nursery School.

### **Volunteer Policy**

- All volunteers in the classroom and on field trips continued to require vulnerable sector police checks. The process takes approximately 12-16 weeks and costs \$20. A good number of parents submitted their application along with school registration. In addition, the teachers must complete a form for each volunteer at each visit to ensure compliance.

### **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.

### **Special Needs**

- Sandy Matadin is our Resource Consultant from Etobicoke Children Services for BWNS. There was one student in the classroom using the services provided. A support worker (Michelle Kendall) was hired again from September – March to support this student, and was funded through Etobicoke Children Services. The school really benefited from having 3 teachers in the classroom for the duration of the school year.

### **Capital improvements**

- None during the year.

### **Events During the Year**

- The school events included an informal meet and greet for parents in September that was held in the evening in the classroom. This provided a great opportunity to chat with new parents and recruit new board members and to also answer any questions they had about the school year.
- The children had two neighbourhood walks, one in October to see the Halloween decorations and one in December to see the holiday decorations.
- In November, Bright Pics came to take a class photo and individual photos of the children. The school also ran a memory album fundraiser in November where 40 albums were sold at \$30 each and \$200 went to the school.
- In December, we held a food and toy drive. The food items collected were donated to the Community Meal held by RUC on Saturdays and a Fire Fighter volunteer came to pick up and deliver our toy donations.
- In February the students celebrated Valentine's Day with some party snacks and the children exchanged Valentine cards.
- Our last day of school was March 13th, before the start of the March Break. The school remained closed after the break for the duration of the school year due to the Covid-19 pandemic. Laura remained in contact with all the families by emailing monthly newsletters and activities until June 2020. Laura organized and bagged the student's schoolwork and extra clothing and delivered them to Emma Mitchell's home (BWNS Board Member) in June. The BWNS parents were able to pick up their children's items from Emma's home.

## **Professional Development**

- During the school closure between March – June, Laura assigned some on-line workshops for the teachers to complete virtually. The teachers completed a refresher anaphylactic course. The teachers also completed the four modules nutrition course offered by Ontario Dietitians In Public Health. Certificates were issued and placed in the teachers' files. Scholar's Choice offered workshops that the teachers also had the option of completing on-line.

## **Website, Social Media & Advertising**

- Board members have worked to increase the school's social media presence. Board members helped enrolment for the 2019-20 enormously by spreading the word on various community Facebook groups. As well, BWNS has an attractive website and Facebook profile, and RUC maintains a link to the school on its website.
- The A-frame sign continued to be used on the church lawn to promote the school to the community.

## **Enrollment**

- Enrollment for the 2019/2020 year consisted of 17 families enrolled - 15 full-time and 2 part-time students until February; the school had 15 full-time and 1 part-time student from mid-February to March.
- We are pleased to have 15 students enrolled for the 2020/2021 school year.
- Looking ahead, 16 families are on the waitlist for the 2021/2022 school year.

## **Finances**

- The school's financial position was affected by the Covid-19 related shutdown in the middle of March. The Board made the decision to stop depositing parents' fee cheques while the school was shut down. The school ended up being shut down for the remainder of the school year. We kept the teachers on payroll, and we applied for the Canadian Emergency Wage Subsidy.
- The school finished the year with a small surplus of \$2384, when accounting for wage subsidy and classroom assistant reimbursements received in July 2020 (post year end).
- In November the Board voted to raise fees to \$398 per month for the 2020-21 school year (up from \$385 in 2019-20). Donations in 2019-20 were \$3,000 (compared to zero the previous year).
- The school looks forward to another financially stable year in 2020/21.

Respectfully submitted by: Stephanie Martin, President, Bloor West Nursery School

## **85TH OLD MILL SCOUT GROUP - REPORT ON ACTIVITIES DURING 2020**

*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 85<sup>th</sup> Old Mill (Toronto) Scout Group's adult volunteers ('Scouters') in youth sections and Group Committee continued to provide training for life to 39 (less than half of our typical annual enrollment) registered youth, aged 5-26.

2020 has been a particularly challenging one for Scouts Canada across the country, due to restrictions for COVID-19 precautions from March 2020 through the Dec 31 end of the year. With Toronto now in the second round of lock down, the youth are using Zoom to have online weekly meetings. In fact, currently no in-person Scouting activities are allowed: no camps, no hikes, no outings, etc. This makes it challenging to deliver an interesting program to the youth based on Plan, Do, Review. Especially

since many youth are already doing Zoom on weekdays for their school and may be feeling “Zoom burn out” by the evening.

The 85<sup>th</sup> did the first weekend of December 2020 successfully complete their Christmas trees fundraising sales again on the RUC front lawn, though with COVID safe procedures and restrictions in place.

The 85<sup>th</sup>'s **Group Committee**, comprised of volunteers, Group Commissioner Scouter Mark Smith, a Sponsor Representative from Runnymede United Church (Jim Lien), administrative positions of Secretary, Treasurer, Registrar, 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). It is responsible for the delivery of the Scouts Canada programme and numerous administrative matters, including interview screening (with Police Record Check) prospective adult volunteers, registration of adults and youth, and fundraising events. Group Committee is also responsible for ensuring the quality of programme provided to the youth and during the year, encouraging new volunteers to complete required Scout web-based training (including Child and Youth Safety program through ‘Respect in Sports’), as well as in-person Standard First Aid training.

The 85<sup>th</sup> Scout Group continues to be one of the largest and a vibrant part of Scouting in the Old Mill Area (and Greater Toronto Council), participating actively at the Area level in yearly camps and one day events. Over the last couple of years, the Group Committee has recruited a new generation of younger leaders, many of whom are alumni of the 85<sup>th</sup>. We also continue to draw upon the parents of our youth for leadership.

### **Beavers in Action**

The 85<sup>th</sup> Beaver Colony is regularly full and had 34 kids registered before the march pandemic. We generally have a waiting list and there is continued interest once in-person meetings resume. Beavers are the youngest section in scouts, consisting of boys and girls aged 5 to 7. The colony has been meeting on Zoom on Wednesday nights, from 6:45 to 7:45 p.m. and generally get 15-20 participants. The Colony has arranged (with the Cub Pack) several food donation drives for our local food bank.

### **Cubs in Action**

The Cub Pack this year (Thurs. 7:00 p.m.) has 31 youth (aged 8-10). 2020 started well with a winter camp and many exciting meetings, including building Cub Cars, however, it went all virtual after March 17<sup>th</sup>. The Pack leadership, including the Howler’s Council, continues to plan interesting activities, in line with much of Baden-Powell's core programming, focusing on the new “Canadian Path” programme and group pursuit of the cub outdoor adventure pursuit badges.

Mindful of the Cub Motto - "Do Your Best" - the Cub programme encourages each Cub to participate in a range of activities and opportunities to further his/her growth in Social, Physical, Intellectual, Character, Emotional and Spiritual dimensions, all while having fun. The 85<sup>th</sup> Cub Pack has been very successful in fostering inclusion of girls in their program and have nine female cubs, some of whom specifically joined the 85<sup>th</sup> cubs because there were already many other young girls involved.

### **Scouts in Action**

Our 12 Scouts and 4 Scouters have continued to follow the Canadian Path over the last year with an emphasis on youth leadership. Each camp and weekly meeting offers the opportunity for youth to take on important roles in planning and running their own activities. A key forum for Troop decision-making is the monthly gathering of our Court of Honour, where Patrol Leaders and Assistant Patrol leaders make plans for the Troop and receive coaching on how to run a meeting and how to work effectively in a leadership role with other youth.

Before the COVID-19 lockdown, the Scouts returned for a weekend [Winter Camp](#) at the RASC CARR Observatory on top of Blue Mountain (Collingwood). We also did wall climbing at the Toronto Climbing Academy. Unfortunately, the planned CN Tower climb in April was cancelled along with other activities such as the DIBC camp in May.

After the lockdown the meetings moved online with Scouts planning and executing many of them including scavenger hunts, quizzes and cooking/baking activities. They particularly enjoyed a wizard themed online escape room.

### **Venturers in Action**

The Venturer Company meets online on Wednesdays at 7:00 p.m., is made up of 7 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.

### **Rovers in Action**

Our Rover Crew (meets with Venturers) is comprised of 4 young adults 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.

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