



**Minutes  
Parkminster United Church  
Church Council**

**Tuesday, November 16, 2021 - 6:30 pm  
via Zoom Video Conferencing**

*God is calling us to be an evolving community of faith inspired to embrace our future as we:*

- *Deepen our commitment to each other*
- *Nurture our spiritual vitality and growth*
- *Live a life of loving influence in the world*

Council Members		
Rev. Heather Power	Richard Jackson – Secretary & C-19 WG	Doris Jakobsh – Community
Rev. Joe Gaspar	Kathy Shortt – Past Chair & C-19 WG	Sheila Rule – Connections
Jennifer Allan – Chair & C-19 WG	Gregg King – Treasurer	Sandi McMullen – Development
Deb Siertsema – Vice-Chair	Sue MacQueen – Trustees	
<b>Regrets</b>		
Karen Schertzberg – M&P Chair & C-19 WG		

1. **Welcome** - Jennifer
2. **Opening Prayer & Lighting of Candle** - Reverend Joe
3. **Reflection** – Doris on new beginnings
4. **Approval of Agenda** – Jennifer  
**Motion:** THAT the Agenda be approved. Moved by Sandi McMullen; seconded by Kathy Shortt; **passed**.
5. **Approval of Minutes** - Jennifer  
**Motion:** THAT the Minutes of the October 19<sup>th</sup> be approved. Moved by Richard Jackson; seconded by Doris Jakobsh; **passed**.
6. **Business Arising from the Minutes**
  - (a) COVID-19 Working Group report – Jennifer  
In the last meeting, Council agreed to allow the COVID-19 Working Group to amend safety plans and procedures as needed and then to bring them forward to the next Council meeting for review. Included in the package were the following documents, which may be further updated as circumstances change:
    - Appendix 1: Welcome Table Procedure
    - Appendix 2: Usher Procedure
    - Appendix 3: Return to Worship Safety Plan
    - Appendix 4: Communication Plan

In addition, a Committee Safety Plan is being developed by Kathy Shortt for those committees that wish to meet in the Sanctuary. If Committee meetings meet in the church while Melanie and Allen are not there, Committee Chairs must check proof of vaccines of their members. Melanie and Allen will check proof of vaccines for anyone entering the church while they are present at PUC.

Among the resolutions and decisions passed by the Covid-19 Working Group on November 10<sup>th</sup> were:



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- A motion THAT the Waterloo Regional Downs Syndrome Society and the ACKWA Cooking Circle be allowed to cook in the Church's kitchen but not allowed to eat at the Church.
- A motion that the use of any rapid or PCR test for COVID-19 is not a substitute for immunization by vaccination to enter the church.
- Furthermore, it was agreed that medical exemptions would not be allowed for building users.
- A motion that, for youth groups only, the coat racks are in bounds as long as the coats are appropriately separated.

**Motion:** THAT the COVID-19 Working Group Report be approved. Moved by Sandi McMullen; seconded by Sue MacQueen; **passed**.

### 7. Liaison Reports

#### (a) Community - Doris

**Inclusive Ministries** requested that Council support the movement to *End Racism in Ontario's Schools*. It was concluded that Jennifer, on behalf of Parkminster, would email MPP Lindo a message of support.

**Motion:** THAT Council sends an email of support to MPP Lindo. Moved by Sandi McMullen; seconded by Doris Jakobsh; **passed**.

**Action Item:** – Jennifer to send email.

Maedith Radlein said that the Church's Pride flag needs to be replaced with the more inclusive Progress Pride Flag<sup>1</sup> which acknowledges race, gender and sexuality. Council will be asked how they're using the UCC's 40 Days of Anti-Racism. There is increasing support in PUC and the community for the LandBack movement. Some of the partnerships are with other churches. The Inclusive Ministries Committee collectively signed an ecumenical letter to the federal government in support of LandBack and its opposition to the coastal pipeline link.

#### (b) Development – Sandi

The Church will be decorated on Saturday morning, November 27<sup>th</sup>.

Christian Education has developed activity packs for the children and a safety protocol.

The Worship & Music Committee submitted this schedule for Advent:

<b>November, Sunday the 7<sup>th</sup></b>	<i>Heather Preaching- Remembrance Sunday-Hybrid Worship soft opening with Council and COVID 19 Group members</i>
<i>Sunday the 14<sup>th</sup></i>	<i>Joe Preaching- Hybrid worship begins- First Sunday with congregation returning</i>
<i>Sunday the 21<sup>st</sup></i>	<i>Heather Preaching- Baptism Sunday (Cronin family)- M&amp;S Video</i>
<i>Sunday the 28<sup>th</sup></i>	<i>Joe Preaching- Advent 1- Communion?</i>
<b>December, Sunday the 5<sup>th</sup></b>	<i>Heather Preaching- Advent 2</i>
<i>Sunday the 12<sup>th</sup></i>	<i>Joe Preaching- Advent 3</i>
<i>Sunday the 19<sup>th</sup></i>	<i>Heather Preaching or Pageant- Advent 4- M&amp;S Video</i>
<i>Tuesday the 21<sup>st</sup> at 7pm</i>	<i>Longest Night Service</i>
<i>*Friday the 24<sup>th</sup> – 7 pm</i>	<i>Joe Preaching- Christmas Eve- Communion?</i>

<sup>1</sup> See <https://pridepalace.lgbt/collections/flags/products/progress-pride-flag>



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(c) Connections – Sheila

**Pastoral Care** reports that The Longest Night Service to be held December 21<sup>st</sup>. Christmas Poinsettias will be delivered in early December to members in long term care homes and others with serious health challenges. Baptism on November 21<sup>st</sup> at Parkminster Church – Ellis Cecilia Cronin, daughter of Stephanie and Erin Cronin; and Rylynn Leslie Rose Ridgway, daughter of Cameron Ridgway and Kandyce Neil, and granddaughter of Wendy and Terry Ridgeway.

**Nominating Committee** reports that it has had good success in filling vacancies for the upcoming year. There are still a few committees with member positions to be filled. The Nominating Committee is still waiting on responses from some people, however is extremely pleased with the cooperation they have received.

(d) **Motion: THAT the Liaison Reports be approved.** Moved by Kathy Shortt; seconded by Deb Siertsema; **passed.**

**8. New Business**

(a) Motion passed via email on November 3, 2021 – Jennifer

On November 4<sup>th</sup> Council passed a motion via email that all those entering the church must be doubly vaccinated against COVID-19 (provided they are legally qualified). This was moved by Richard Jackson and seconded by Karen Schertzberg. The motion **passed.**

Consequently, anyone eligible (that is anyone over a certain age who is eligible to be vaccinated) requires proof of vaccination to enter the church building for any reason. This includes employees, church committee and group members, and members of other groups who use our building for free or a fee.

(b) Financial Reports – Gregg

Gregg indicated that we must hope for generosity during Advent, as has been the case in the past, to make up for the lower amounts donated this year. Our gross profit is ~\$23,000 lower than last year. The lower receipts are also due to declining contributions from the Federal government, which will end this year.

**Motion: THAT Financial Reports are approved.** Moved by Gregg King; seconded by Sue MacQueen; **passed.**

(c) Student Support – Jennifer

Jayden Jones submitted their (Jayden's) Application for Funding from Endowment Fund to help support with their theological studies. Jayden calculated about how much 10 courses a year (a full year's worth of courses in this program, though they will be doing 10 courses over the span of 12 months instead of the typical 8 as that is more manageable for them from an accessibility stand point) cost, along with a rough estimate of basic living expenses and gave an annual range.

**Motion: THAT Council approves the Application for Funding from the Endowment Fund and requests Trustees to provide such funding<sup>2</sup>.** Moved by Sandi McMullen; seconded by Deb Siertsema; **passed.**

**9. Next meeting:**

- Dec 15 at 6:30 pm

**10. Closing Prayer - Reverend Heather**

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<sup>2</sup> The Trustees have approved the requested \$2500 for Jayden.



## **Minutes Parkminster United Church Church Council**

### **11. Appendices**

- 1: Welcome Table Procedure
- 2: Usher Procedure
- 3: Return to Worship Safety Plan
- 4: Communication Plan
- 5: Financials

## Appendix 1: Welcome Table Procedure

1. Welcome Table Volunteers will be required to wear masks as per the Waterloo Regional Public Health bylaw. Please bow or nod instead of using the traditional hand shake or hug.
2. No name tags will be used at this time.
3. Arrive by 9:15 a.m. to prepare for Welcoming.
4. Folder containing: sign-in sheets, signs and any other helpful documents will be left on the Welcome Table on Friday afternoon.
5. **Sign-in:** We must be able to conduct contact tracing for everyone who arrives for Sunday worship and so must be signed-in.
6. Ensure everyone over 3 years of age is wearing a mask and sanitizes their hands.
7. **Check proof of vaccination:** If registered and eligible for a vaccine, ask for their proof of vaccination: a paper or online copy of your Ministry of Health receipt. We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of Johnson and Johnson vaccine.
  - For privacy, do not keep copies of any medical documentation. Everyone must bring their documentation to every occasion that they are attending.
  - If they are new to Parkminster, in addition to proof of vaccination, they must also submit photo identification (e.g., drivers' license, OHIP Card, or other photo ID).
  - If they have not been vaccinated for medical reasons, they must submit a note from their MD or Nurse Practitioner which must include:
    - i. Name and contact information of the physician or registered nurse
    - ii. Logo or letterhead identifying the physician or registered nurse
    - iii. Statement that there is a medical reason for their exemption from being fully vaccinated against COVID-19; and
    - iv. Any effective time-period for the medical reason which includes the date they are seeking access.
8. **Check COVID-19 self-assessment screening:** Ask if they have conducted COVID-19 pre-screening at home and been cleared to attend service.
  - Ontario government COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>
  - Children who are not eligible for vaccines are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.
9. If these three steps are clear, have the Usher take them to their seats.
10. Note that only one family group at a time is allowed in the elevator.
11. If an Usher reports someone repeatedly not wearing a mask raise this to the COVID-19 Working Group.

## **Appendix 2: Usher Procedure**

1. Ushers will be required to wear masks as per the Waterloo Regional Public Health bylaw.
2. Arrive by 9:15 a.m. to prepare for Ushering.
3. Signs will be placed at the elevator indicating that only one family group at a time is allowed in the elevator. Hand sanitizer will be placed outside the elevator doors.
4. Please bow or nod instead of using the traditional hand shake.
5. There will be no bulletins or handouts to distribute.
6. Children will sit with their family social circle.
7. There will be no in-person Christian Education at this time.
8. The family worship space will open. Physical distancing of children from different households should be maintained.
9. Ushers are to offer families with children “activity packages” for children to use while in the pews. They will be labelled with the child’s name and gathered at the end of the service so they can be reused by that child next time.
10. There will be no communion unless it is organized in such a way where there is no distribution of elements.
11. There will be no passing of the offering plate. The offering plate will be placed at the back of the sanctuary. The offering will remain at the back of the sanctuary for the blessing before it goes to the counters.
12. If a person removes their mask, Ushers will politely approach the individual and request that they replace their mask. Ushers will monitor this and report it to the Welcome Table volunteer if it becomes a problem.

## Appendix 3: Parkminster's Return to In-Person Worship Safety Plan



Your Parkminster United Church faith community leaders have created a return to in-person worship safety plan that takes seriously our responsibility for preventing the risk of COVID-19 infection as we look forward to being in community together and returning to in-person worship on Sunday mornings.

You also have responsibility to keep yourself, your family and others healthy and safe by following all protocols outlined in this safety plan. We ask that you be mindful of physical distancing, especially before entering the building.

As we look forward to this return with excitement it's important to understand that the experience of Sunday morning worship will be quite different from what we've previously known. It's important that we let go of any expectation that we'll be going back to the way things were pre-COVID. This will help us appreciate the new experience of Sunday morning for what it is and also keep us from slipping into routine church behaviours that could put you or someone else at risk. With that said, we look forward to being in community together.

This Safety Plan will be updated as COVID-19 circumstances evolve.

Please arrive at least 15-20 minutes early and be prepared to wait in line to go through the sign-in and screening procedures as you enter the building.

## Here is a summary list of what is new for now:

- ☑ Double-vaccination needed to enter
- ☑ Pre-screening and checking-in
- ☑ Mask wearing
- ☑ No hugging, hand-shaking, gathering in groups to chat, coffee-hour in the church (there will be social time after the service, seated in the sanctuary with folks on Zoom)
- ☑ No congregational singing, paper bulletins, hymnals, pew Bibles, passed offering plate
- ☑ Our ministry team will be leading worship for both in-sanctuary and at home participants
- ☑ Soloists will be behind screens
- ☑ You may be filmed as our service will be broadcast on Zoom, Facebook and videotaped for our website.

## Here is a summary list of what is the same:

- ☑ Your ministry team
- ☑ The sanctuary with its beautiful stained-glass window
- ☑ The opportunity to worship in community

## Pre-Screening at Home

All those who register must conduct COVID-19 pre-screening at home using the Ontario government COVID-19 self-assessment: <https://covid-19.ontario.ca/self-assessment/>. When you check-in please let our greeter know that you have completed this assessment and have been cleared.

## Proof of Vaccination

Because many of our members are highly vulnerable and we need to protect them, we are requiring individuals who enter our church to be fully vaccinated. If you are not fully vaccinated for at least a 2-week period prior to the service, we strongly encourage you to do so or remain at home and enjoy the service virtually.



You must bring evidence of your vaccination status (a paper or online copy of your Ministry of Health receipt). We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of Johnson and Johnson vaccine.

If you are new to Parkminster, in addition to proof of vaccination, you must also submit photo identification (e.g., drivers' license, OHIP Card, or other photo ID).

If you have not been vaccinated for medical reasons, you must submit a note from your physician or Nurse Practitioner which must include:

- Name and contact information of the physician or registered nurse
- Logo or letterhead identifying the physician or registered nurse
- Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19; and
- Any effective time-period for the medical reason which includes the date you are seeking access.

Children not eligible for vaccines are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.

We will not keep copies of any of the above documentation for reasons of privacy. Everyone must bring their documentation to every occasion that they are attending.

## General Information

Masks must be worn while in the building. Exemptions will not be accepted. Masks are mandatory with the exception of children under the age of three.

Bow or nod instead of using the traditional hand shake or hugs.

Cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.

Some areas of the church will be out of bounds. These areas will be clearly marked. Use the designated washrooms and sanitize your hands before entering and upon exiting the washroom.



Parkminster has a cleaning plan in place for reducing contamination of the building and after each use, high-touch surfaces will be cleaned with a disinfectant.

Worship services will continue to be offered over the internet via ZOOM and Facebook.

If you have any of these symptoms: new or worsening cough, shortness of breath or difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms (abdominal pain, diarrhea, vomiting), feeling very unwell, please stay at home, self-isolate, and get tested for COVID-19.

Arrive early enough (~15-20 minutes) to allow yourself to go through the sign-in and screening procedures as you enter the building.

## Upon Arrival and Before Worship

Please use the designated entrance doors. The doors will be propped open to reduce contact.

Hand sanitizer will be available at the entrance. Please sanitize as you enter the building.

Under the Ontario face covering regulation, everyone must wear a face covering at all times. A small supply of disposable masks will be available at the entrance (if you've forgotten).

When entering the church, there will be a system in place for contact tracing. Public Health requires the name, phone number and email of people who were in the building. This information will be kept for 30 days and if not needed, it will be shredded.

When entering the church, you will be required to answer screening questions.

Be aware of physically distancing from people outside your family social circle/household. Two meters is the required space between individuals. This physical distancing space must be adhered to in the parking lot and in all areas of the building.

Please bow or nod instead of using the traditional hand shake or hugs.

Take all coats etc. with you to the Sanctuary as the coat racks will be out of bounds.

Only one family group at a time will be allowed in the elevator.

Ushers will direct people to their seats. People will be seated from the front of the sanctuary to the back to reduce walking past other people. It is likely you will be seated somewhere other than your regular spot (if you have one).

Children will sit with their family social circle/household. There will be no in-person Christian Education at this time. The family worship space will be closed.



## During Worship

There will be no communion unless it is organized in such a way where there is no distribution of elements.

There will be no congregational singing, group responses, passing of the peace, offering plate or microphone at this time as they are high-risk activities.

All items will be removed from the pews (hymn books, pew bibles etc.) as these items are difficult to disinfect.

There will be no bulletins or handouts to distribute. Information will be projected on the screen.



Send email or voicemail of any joys and concerns to either Minister prior to the service.

There will be no candlelighter and lay reader contributions will be pre-taped.

The ministers will be on the chancel using their headset microphones. The ministers will be unmasked while on the chancel and while using their headsets.

Soloists will be on the chancel, and while not singing, will be masked and seated physically distanced from the ministers. When singing they will move to the front of the chancel and the ministers will move to the back of the chancel.

Microphones will not be shared and will be cleaned and disinfected after each use.

Each minister will have their own place from which to speak set two metres apart.

Musical solos may be offered from behind a moveable plexiglass screen.

There will be no live choral or congregational singing at this time.

An offering plate will be placed at the back of the sanctuary. You are asked to put your donation in the basket as you enter or exit the sanctuary.

The overhead fans will not be turned on and windows will be open during good weather.

## After Worship



Social time will be offered and in-sanctuary participants are invited to remain in their seats during this time.

Only one family/household group at a time will be allowed in the elevator.

You are asked to exit the building after the service concludes. Our ministers will not be shaking hands.

There will not be a coffee time in the gym.

If you wish to visit with other congregation members after the service, please do so in the parking lot following Public Health Guidelines regarding masks.

Please use the designated exit doors. The doors will be propped open to reduce contact.

Appropriate cleaning and disinfecting will be performed.

## Appendix 4: Parkminster United Church Reopening Communication Plan

Reopening Parkminster United Church to in-person worship as the COVID-19 pandemic wanes means a new kind of worship, quite unlike worship before the pandemic. The main difference will be the hybrid nature of the worship service, meaning the ministry team and some congregants will be in the sanctuary (double vaccinated, pre-registered, pre-screened, physically distanced and masked); and others will be remote via Zoom or Facebook.

The benefits of the hybrid approach which integrates in-church and remote attendance is that it supports personal choice and widens the reach of Parkminster's Sunday worship. The challenge is that never before have we had this dual audience. This is new territory and it is complex.

The following communication plan outlines the timing, tactics, media, audiences and responsibility of the various messages that need to be delivered prior to and after our initial hybrid worship service. The document will be updated as required. Most content would come from the *Return to In-person Worship Safety Plan*.

Date	Tactic	Medium	Audience	Responsibility
Sept 21	Send congregational email from Council Chair about progress toward broadcast from sanctuary and hopeful launch of hybrid service this fall.	Email	Congregation	Jennifer A.
Oct 15	Finalize <i>Return to In-person Worship Safety Plan</i> and Communication Plan and have COVID-19 Working Group approve	Meeting	COVID-19 Working Group	Jennifer A.
Oct 19	Receive approval of <i>Return to In-person Worship Safety Plan</i> and Communication plan	Meeting	Council	Jennifer A. COVID-19 WG
Oct 20	Send congregational email from Council Chair to announce target hybrid worship service date and other details (e.g., vaccine policy and pre-registration requirement); also include in Council Bytes	Email / Council Bytes	Congregation	Jennifer A./Melanie C.
Oct 20	Ask Membership to rally ushering and welcome table volunteers starting Nov 14	Email or phone call	Mary Reynolds, House Groups	Jennifer A.
Oct 24, 31 Nov 7	Make weekly Sunday announcements during worship service outlining what to expect, how to register, etc.	Worship Service Announcement	Congregation	Various
Week of Oct 25	Create sign-in form	various	Congregation	Melanie C.
Oct 27	COVID-19 Working Group Meeting			
Oct 28	Finalize Safety Plan and provide to Comms for layout	Email and document	Comms	Jennifer

# Parkminster United Church Reopening Communication Plan

Date	Tactic	Medium	Audience	Responsibility
Nov 5	Publish Special Edition newsletter & email to congregation	Newsletter	Congregation	Jack R./Jennifer A./Melanie C.
Nov 7	Hybrid Dress Rehearsal with Council/COVID-19 members as worshippers on a Sunday morning	Practice	Council	Ministry Team, Volunteers
Nov 8	Send congregational email re: hybrid worship, including copy of worship safety plan.	Email and Letter	Congregation	Melanie C.
Week of Nov 8	Develop specific area on PUC website for reopening information. Upload Safety Plan to website.	Web Site	Congregation and public	Comm & Kathy S. /Melanie C.
Nov 9	Prep & mail (~20 pkgs) for off-line members with worship safety plan, special edition newsletter, & congregational email. ONE TIME MAILER	Canada Post	Off-line members	Melanie C.
Nov 10	COVID-19 Working Group	Meeting	COVID-19 Working Group	Jennifer A.
Nov 14	First hybrid worship service <sup>1</sup>	Service	Congregation	Ministry Team, Volunteers
Nov 14, 15	Seek feedback from ushers, staff (Melanie, Ministers, Neil), worshippers	Request emails	Ushers, staff, worshippers	COVID-19 WG
Nov 16	Council Meeting	Meeting	Council	Jennifer A.
Nov 21, 28 Dec 5	Worship service	Service	Congregation	Ministry Team, Volunteers
Dec 8	COVID-10 Working Group Meeting	Meeting	COVID-19 WG	Jennifer A.
Dec 12	Worship service	Service	Congregation	Ministry Team, Volunteers
Dec 15	Council	Meeting	Council	Jennifer A.

<sup>1</sup> Use Announcements, What's Up, web site, Council Bytes and/or Congregational email to communicate changes after each service and/or meeting

Parkminster United Church Reopening Communication Plan

<b>Date</b>	<b>Tactic</b>	<b>Medium</b>	<b>Audience</b>	<b>Responsibility</b>
Dec 19	Worship service	Service	Congregation	Ministry Team, Volunteers
Dec 21	Longest Night service	Service	Congregation	Ministry Team, Volunteers
Dec 24	Christmas Eve service	Service	Congregation	Ministry Team, Volunteers
Dec 26	Worship service	Service	Congregation	Ministry Team, Volunteers

# Appendix 5a:

## Parkminster United Church

Balance Sheet  
As of October 31, 2021

	TOTAL	
	AS OF OCT. 31, 2021	AS OF SEP. 30, 2021 (PP)
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalent		
Chequing	27,662.06	72,687.07
Savings	300,026.67	300,026.67
<b>Total Cash and Cash Equivalent</b>	<b>\$327,688.73</b>	<b>\$372,713.74</b>
Accounts Receivable (A/R)		
Accounts Receivable (A/R)	7,375.07	2,078.82
<b>Total Accounts Receivable (A/R)</b>	<b>\$7,375.07</b>	<b>\$2,078.82</b>
Prepaid expenses	2,225.00	
<b>Total Current Assets</b>	<b>\$337,288.80</b>	<b>\$374,792.56</b>
<b>Total Assets</b>	<b>\$337,288.80</b>	<b>\$374,792.56</b>



# Parkminster United Church

## Balance Sheet As of October 31, 2021

	TOTAL	
	AS OF OCT. 31, 2021	AS OF SEP. 30, 2021 (PP)
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)	0.00	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>	<b>\$0.00</b>
Accrued expenses	0.00	0.00
Due to Benevolent Fund	5,210.16	5,200.16
Due to Bocce League	21,707.40	21,825.63
Due to Capital Fund	68,501.31	67,826.56
Due to CE Fund	6,965.00	6,923.00
Due to Endowment Fund	0.00	0.00
Due to Inclusive Fund	352.53	701.78
Due to Outreach Fund	0.00	0.00
Broadview	-3,662.00	-1,287.00
Emmanuel Wayside Cafe	-1,000.00	-1,000.00
Foodbank	150.00	50.00
General Outreach	23,069.01	18,948.01
Mary's Place	-1,800.00	-1,800.00
Nicaragua	98.75	-1.25
Outreach - other	300.00	275.00
Plett	-2,034.48	-2,034.48
<b>Total Due to Outreach Fund</b>	<b>15,121.28</b>	<b>13,150.28</b>
Due to Refugee Funds		
Due to refugee fund - Fadi	9,950.00	9,950.00
Due to Refugee Fund - Siham	1,484.70	4,736.53
Due to Refugee Support G5	7,121.50	9,456.50
Due to refugees - RSC contingency	793.70	874.95
Due to SAH Dabab	9,371.03	36,911.03
Due to SAH Mhd Talal Arab	34,616.03	34,616.03
Due to SAH Mohamed Alshaar	35,783.83	35,783.83
Due to SAH Mohammed Al Adawi	33,163.95	33,163.95
<b>Total Due to Refugee Funds</b>	<b>132,284.74</b>	<b>165,492.82</b>
Due to the Local Fund	13,315.55	13,315.55
GST/HST Payable	0.00	0.00
HST Payable	-1,558.53	-1,232.95
<b>Total Current Liabilities</b>	<b>\$261,899.44</b>	<b>\$293,202.83</b>
<b>Total Liabilities</b>	<b>\$261,899.44</b>	<b>\$293,202.83</b>
Equity		
Opening Balance Equity	68,927.00	68,927.00
Retained Earnings	47,388.59	47,388.59

# Parkminster United Church

## Balance Sheet

As of October 31, 2021

	TOTAL	
	AS OF OCT. 31, 2021	AS OF SEP. 30, 2021 (PP)
Profit for the year	-40,926.23	-34,725.86
<b>Total Equity</b>	<b>\$75,389.36</b>	<b>\$81,589.73</b>
<b>Total Liabilities and Equity</b>	<b>\$337,288.80</b>	<b>\$374,792.56</b>

**Appendix 5b: Parkminster United Church**  
**Budget vs. Actuals: Budget 2021 - FY21 P&L**  
January - October, 2021

	Oct. 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Endowment Fund Transfer		0.00	0.00		2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	16,650.00	25,400.00	-8,750.00	65.55%	166,551.25	224,000.00	-57,448.75	74.35%
Assessment fees		0.00	0.00		180.00	3,000.00	-2,820.00	6.00%
Choral Scholar		100.00	-100.00	0.00%	0.00	1,000.00	-1,000.00	0.00%
Non-tax-receipt donations	28.95	216.95	-188.00	13.34%	19,155.02	25,731.05	-6,576.03	74.44%
<b>Total Members</b>	<b>\$ 16,678.95</b>	<b>\$ 25,716.95</b>	<b>-\$ 9,038.00</b>	<b>64.86%</b>	<b>\$ 185,886.27</b>	<b>\$ 253,731.05</b>	<b>-\$ 67,844.78</b>	<b>73.26%</b>
Non-members	330.00	200.00	130.00	165.00%	530.00	1,600.00	-1,070.00	33.13%
<b>Total Offerings</b>	<b>\$ 17,008.95</b>	<b>\$ 25,916.95</b>	<b>-\$ 8,908.00</b>	<b>65.63%</b>	<b>\$ 186,416.27</b>	<b>\$ 255,331.05</b>	<b>-\$ 68,914.78</b>	<b>73.01%</b>
Other income			0.00		0.00	0.00	0.00	
Interest		100.00	-100.00	0.00%	3,566.10	1,000.00	2,566.10	356.61%
Miscellaneous income		0.00	0.00		0.00	200.00	-200.00	0.00%
<b>Total Other income</b>	<b>\$ 0.00</b>	<b>\$ 100.00</b>	<b>-\$ 100.00</b>	<b>0.00%</b>	<b>\$ 3,566.10</b>	<b>\$ 1,200.00</b>	<b>\$ 2,366.10</b>	<b>297.18%</b>
Rental Income		1,450.00	-1,450.00	0.00%	4,607.50	12,100.00	-7,492.50	38.08%
Special Events			0.00		0.00	0.00	0.00	
Food Truck		0.00	0.00		287.50	200.00	87.50	143.75%
Special Events - other		0.00	0.00		0.00	500.00	-500.00	0.00%
<b>Total Special Events</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 287.50</b>	<b>\$ 700.00</b>	<b>-\$ 412.50</b>	<b>41.07%</b>
<b>Total Income</b>	<b>\$ 17,008.95</b>	<b>\$ 27,466.95</b>	<b>-\$ 10,458.00</b>	<b>61.93%</b>	<b>\$ 197,777.37</b>	<b>\$ 272,231.05</b>	<b>-\$ 74,453.68</b>	<b>72.65%</b>
<b>Gross Profit</b>	<b>\$ 17,008.95</b>	<b>\$ 27,466.95</b>	<b>-\$ 10,458.00</b>	<b>61.93%</b>	<b>\$ 197,777.37</b>	<b>\$ 272,231.05</b>	<b>-\$ 74,453.68</b>	<b>72.65%</b>
<b>Expenses</b>								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security	250.00	105.00	145.00	238.10%	1,902.63	1,600.00	302.63	118.91%
Computer/Internet/Phone	478.92	125.00	353.92	383.14%	1,813.38	1,250.00	563.38	145.07%
Elevator	216.25	0.00	216.25		1,096.35	400.00	696.35	274.09%
Gas	92.69	425.00	-332.31	21.81%	3,620.00	4,250.00	-630.00	85.18%
Hydro	178.91	350.00	-171.09	51.12%	1,975.58	3,500.00	-1,524.42	56.45%
Janitorial Supplies		100.00	-100.00	0.00%	262.66	800.00	-537.34	32.83%
Repairs and Maintenance	308.28	500.00	-191.72	61.66%	6,732.99	5,100.00	1,632.99	132.02%
Water		200.00	-200.00	0.00%	1,688.32	2,000.00	-311.68	84.42%
<b>Total Facilities</b>	<b>\$ 1,525.05</b>	<b>\$ 1,805.00</b>	<b>-\$ 279.95</b>	<b>84.49%</b>	<b>\$ 19,091.91</b>	<b>\$ 18,900.00</b>	<b>\$ 191.91</b>	<b>101.02%</b>
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education	181.25	100.00	81.25	181.25%	181.25	1,000.00	-818.75	18.13%
Communications		100.00	-100.00	0.00%	367.43	1,000.00	-632.57	36.74%
Inclusive Committee		75.00	-75.00	0.00%	101.21	550.00	-448.79	18.40%
Membership		10.00	-10.00	0.00%	0.00	100.00	-100.00	0.00%
Minister Travel	47.58	40.00	7.58	118.95%	161.09	400.00	-238.91	40.27%
Music	1,416.40	700.00	716.40	202.34%	5,243.28	7,000.00	-1,756.72	74.90%
Pastoral Care		75.00	-75.00	0.00%	298.47	700.00	-401.53	42.64%
Worship	335.25	150.00	185.25	223.50%	2,191.66	1,500.00	691.66	146.11%
<b>Total Ministry Expenses</b>	<b>\$ 1,980.48</b>	<b>\$ 1,250.00</b>	<b>\$ 730.48</b>	<b>158.44%</b>	<b>\$ 8,544.39</b>	<b>\$ 12,250.00</b>	<b>-\$ 3,705.61</b>	<b>69.75%</b>
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	111.98	100.00	11.98	111.98%	1,065.02	1,000.00	65.02	106.50%
Business licences & Permits	67.80	75.00	-7.20	90.40%	1,368.30	750.00	618.30	182.44%
Dues & Subscriptions		15.00	-15.00	0.00%	169.25	150.00	19.25	112.83%
Insurance		500.00	-500.00	0.00%	4,303.03	5,000.00	-696.97	86.06%
Interest			0.00		0.00	0.00	0.00	
Non-recoverable HST		0.00	0.00		546.29	1,000.00	-453.71	54.63%
Office Supplies, Postage etc.	115.54	190.00	-74.46	60.81%	1,185.02	1,900.00	-714.98	62.37%
Printing & Reproduction	383.19	300.00	83.19	127.73%	3,495.18	3,000.00	495.18	116.51%
<b>Total Office &amp; Administration</b>	<b>\$ 678.51</b>	<b>\$ 1,180.00</b>	<b>-\$ 501.49</b>	<b>57.50%</b>	<b>\$ 12,132.09</b>	<b>\$ 12,800.00</b>	<b>-\$ 667.91</b>	<b>94.78%</b>

Salaries & Benefits			0.00		0.00	0.00	0.00		
Continuing Education		287.33	-287.33	0.00%	0.00	2,873.30	-2,873.30	0.00%	
Employer paid benefits	3,845.48	4,606.00	-760.52	83.49%	44,979.69	45,260.00	-280.31	99.38%	
Outside Services			0.00		222.25	0.00	222.25		
Staff Allowances	205.64	167.00	38.64	123.14%	1,848.91	1,670.00	178.91	110.71%	
Staff Salaries	19,389.16	19,342.00	47.16	100.24%	187,641.07	193,420.00	-5,778.93	97.01%	
Total Salaries & Benefits	<b>\$ 23,440.28</b>	<b>\$ 24,402.33</b>	<b>-\$ 962.05</b>	<b>96.06%</b>	<b>\$ 234,691.92</b>	<b>\$ 243,223.30</b>	<b>-\$ 8,531.38</b>	<b>96.49%</b>	
UCC Assessment Fee		0.00	0.00		9,468.75	9,468.00	0.75	100.01%	
Total Expenses	<b>\$ 27,624.32</b>	<b>\$ 28,637.33</b>	<b>-\$ 1,013.01</b>	<b>96.46%</b>	<b>\$ 283,929.06</b>	<b>\$ 296,641.30</b>	<b>-\$ 12,712.24</b>	<b>95.71%</b>	
Net Operating Income	<b>-\$ 10,615.37</b>	<b>-\$ 1,170.38</b>	<b>-\$ 9,444.99</b>	<b>907.00%</b>	<b>-\$ 86,151.69</b>	<b>-\$ 24,410.25</b>	<b>-\$ 61,741.44</b>	<b>352.93%</b>	
Other Expenses									
Government incentives	-4,415.00		-4,415.00		-45,225.46	0.00	-45,225.46		
Total Other Expenses	<b>-\$ 4,415.00</b>	<b>\$ 0.00</b>	<b>-\$ 4,415.00</b>		<b>-\$ 45,225.46</b>	<b>\$ 0.00</b>	<b>-\$ 45,225.46</b>		
Net Other Income	<b>\$ 4,415.00</b>	<b>\$ 0.00</b>	<b>\$ 4,415.00</b>		<b>\$ 45,225.46</b>	<b>\$ 0.00</b>	<b>\$ 45,225.46</b>		
Net Income	<b>-\$ 6,200.37</b>	<b>-\$ 1,170.38</b>	<b>-\$ 5,029.99</b>	<b>529.77%</b>	<b>-\$ 40,926.23</b>	<b>-\$ 24,410.25</b>	<b>-\$ 16,515.98</b>	<b>167.66%</b>	

Sunday, Nov. 14, 2021 05:38:59 p.m. GMT-8 - Accrual Basis

# Appendix 5c:

## Parkminster United Church

Profit and Loss  
January - October, 2021

	TOTAL	
	JAN - OCT., 2021	JAN - OCT., 2020 (PY)
<b>INCOME</b>		
Endowment Fund Transfer	2,900.00	2,900.00
Offerings		
Members	166,551.25	170,329.52
Assessment fees	180.00	3,220.00
Choral Scholar		3,080.00
Non-tax-receipt donations	19,155.02	25,680.28
<b>Total Members</b>	<b>185,886.27</b>	<b>202,309.80</b>
Non-members	530.00	1,348.35
<b>Total Offerings</b>	<b>186,416.27</b>	<b>203,658.15</b>
Other income		
Interest	3,566.10	797.41
Miscellaneous income		392.60
<b>Total Other income</b>	<b>3,566.10</b>	<b>1,190.01</b>
Rental Income	4,607.50	12,410.00
Special Events		
Concerts		430.00
Food Truck	287.50	160.00
Speaker Series		519.50
<b>Total Special Events</b>	<b>287.50</b>	<b>1,109.50</b>
<b>Total Income</b>	<b>\$197,777.37</b>	<b>\$221,267.66</b>
<b>COST OF GOODS SOLD</b>		
Cost of Goods Sold		
Event Expenses		
Community Outreach		100.00
<b>Total Event Expenses</b>		<b>100.00</b>
<b>Total Cost of Goods Sold</b>		<b>100.00</b>
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$100.00</b>
<b>GROSS PROFIT</b>	<b>\$197,777.37</b>	<b>\$221,167.66</b>
<b>EXPENSES</b>		
Facilities		
Building & Property Security	1,902.63	1,640.20
Computer/Internet/Phone	1,813.38	1,258.05
Elevator	1,096.35	368.50
Gas	3,620.00	2,551.54
Hydro	1,975.58	2,395.57
Janitorial Supplies	262.66	248.18
Repairs and Maintenance	6,732.99	4,724.50
Water	1,688.32	1,996.73
<b>Total Facilities</b>	<b>19,091.91</b>	<b>15,183.27</b>

# Parkminster United Church

## Profit and Loss

January - October, 2021

	TOTAL	
	JAN - OCT., 2021	JAN - OCT., 2020 (PY)
Ministry Expenses		
Christian Education	181.25	9.21
Communications	367.43	2,533.29
Inclusive Committee	101.21	367.95
Minister Travel	161.09	130.50
Ministry Expenses - Other		0.00
Music	5,243.28	2,669.93
Pastoral Care	298.47	547.84
Worship	2,191.66	1,071.85
<b>Total Ministry Expenses</b>	<b>8,544.39</b>	<b>7,330.57</b>
Office & Administration		
Bank & Payroll Service Charges	1,065.02	1,161.14
Business licences & Permits	1,368.30	760.29
Dues & Subscriptions	169.25	126.37
Insurance	4,303.03	5,084.12
Interest	0.00	-30.43
Non-recoverable HST	546.29	-982.47
Office & Administration - other		1,911.75
Office Supplies, Postage etc.	1,185.02	817.36
Printing & Reproduction	3,495.18	3,742.86
<b>Total Office &amp; Administration</b>	<b>12,132.09</b>	<b>12,590.99</b>
Salaries & Benefits		
Employer paid benefits	44,979.69	42,595.37
Outside Services	222.25	
Staff Allowances	1,848.91	3,712.01
Staff Salaries	187,641.07	190,161.57
<b>Total Salaries &amp; Benefits</b>	<b>234,691.92</b>	<b>236,468.95</b>
UCC Assessment Fee	9,468.75	9,468.75
<b>Total Expenses</b>	<b>\$283,929.06</b>	<b>\$281,042.53</b>
OTHER EXPENSES		
Government incentives	-45,225.46	-73,937.78
<b>Total Other Expenses</b>	<b>\$ -45,225.46</b>	<b>\$ -73,937.78</b>
<b>PROFIT</b>	<b>\$ -40,926.23</b>	<b>\$14,062.91</b>