

# **Parkminster United Church**

## **ANNUAL REPORT 2022**



**You are not alone.  
Come share the journey.**

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## WHO WE ARE AT PARKMINSTER UNITED CHURCH

Parkminster is a theologically evolving community of faith that:

- Celebrates the rich heritage of our Christian faith
- Takes seriously the spiritual search as believers, questioners, and questioning believers
- Celebrates music as a key expression of the Spirit
- Nurtures children and youth in their spiritual journey
- Is welcoming, open, inclusive
- Respects our diversity as we seek unity in the Spirit
- Has a wealth of gifts, talents and passions
- Practises our spirituality by serving others and reaching out to the community beyond our doors
- Demonstrates a strong sense of fellowship and commitment to caring for each other and for our world
- Embraces the sacredness of all life and the living earth

## WHO GOD IS CALLING US TO BE AND DO

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, and
- Live a life of loving influence in the world.



# Messages

## FROM OUR MINISTRY TEAM - REVEREND HEATHER POWER AND REVEREND JOE GASPAR



Dear Friends,

We are grateful for the opportunity to serve as your ministers and to be a part of this vibrant, loving community. It has been a joy to witness the many ways in which we have grown and strengthened our faith together over the past year.

No doubt it has continued to be a challenging year in church life with the ongoing challenges and adaptations to the pandemic. One of the highlights for us has been witnessing the care and commitment of the leadership team, Council and the COVID-19 Working Group, in balancing the priorities of safety and the vibrancy of community life at Parkminster. We are so grateful for everyone in these groups with special thanks to Council Chair Jennifer Allan for her thoughtfulness, thoroughness and the sheer amount of hours she put in.

It's been wonderful to be back in the sanctuary and see more and more people returning in person and worship itself incorporating some of the things we had to let go of during the pandemic. This includes the return of live choirs and music, our welcome back Sunday and the BBQ, One December Night, mix and mingle events, in-person children's and youth activities and family parties. Thank you to all of the volunteers who make these and other events and activities possible. It's also great to have the hybrid option for folks for whom worshipping from elsewhere makes the most sense. For this we give thanks to the continuing efforts of our Sunday morning audio visual team and those who support this work behind the scenes.

Despite the challenges and need to adapt, the ministry of Parkminster continued. Much effort this past year has gone into the work of the Capital Projects Steering Committee as that group researches and prepares options to present to the congregation in the near future. As well, anti-racism continued to be a priority in the past year, whether that be through pop-up conversations, book studies, a delegation to the School Board or the discernment by Council about how we keep moving in the direction of becoming an anti-racist church.

We are so grateful to work with an incredible staff team. We cannot thank Melanie, Neil, and Allen enough for all the ways – seen and unseen – that they bless the Parkminster community. We especially want to acknowledge Allen Switzer who retired at the end of December. As we move into 2023, we welcome Linda Rempel as our new custodian and look forward to working with her.

As we look ahead to the coming year, we are excited for the many opportunities that lie ahead. We will continue to focus on living out our values of love, justice, and inclusivity, and to work towards creating a more equitable world for all.

We invite each of you to be a part of this journey with us, and to bring your unique gifts and talents to the life of our church. Together, let us continue to be a beacon of hope and light in the world, sharing the love of Jesus with all those around us.

Blessings,  
Rev. Joe Gaspar & Rev. Heather Power



## FROM OUR CHAIR OF COUNCIL — JENNIFER ALLAN



We rang in 2022 during a pandemic wave with many public health restrictions. At Parkminster we had returned to fully remote services. Thankfully, we began to gradually release our restrictions in mid-February. By June we had lifted most restrictions, and by September the COVID-19 Working Group went on hiatus — indicating the pandemic was manageable. Although we are still faced with viruses and illness, we seem to be adapting to a new way of living with them.

In our busy lives we often take things for granted. Often, it isn't until they are missing that we appreciate how much they mean to us. As I look back on 2022, I'm reminded of the elements of Parkminster that I have come to appreciate more than ever now that we are experiencing them together.

First is Singing. While our Music Director Neil Murray has consistently offered uplifting music through the pandemic, one of the most impactful changes we experienced during Sunday worship services was the gradual emergence of singing. Our choral scholars, soloists and duets brought in-person music to us by singing from behind plexiglass screens. Their voices, accompanied by Neil and other musicians, rang through the sanctuary to lift us up. In March we began to sing as a congregation from behind our masks. It wasn't until September when we were able to sing maskless. The Voices United Choir returned to singing from the pews and their voices led us as a group. I was struck by how incredibly important singing together is. I personally have so few opportunities to sing with others, and I have a whole new appreciation for the joy that this holds for me.

Second is Baptism. One of the pure delights of being Chair of Counsel is the honour of participating in Baptism. There is something so moving about watching Rev. Heather and Rev. Joe lead this symbolic action that signifies the new life God gives us as we join the church community. I have had the privilege of being part of a number of baptism ceremonies in 2022 where beautiful babies and their families were embraced by our community of faith. I love the commitments we make to each other and the meaning and power the words hold.

Third is our Building. It has been pretty wonderful to be back in our church. Our building has been cleaned, de-cluttered, painted, redecorated, and re-outfitted with a new AV system. Plans are in the works to upgrade our kitchen facilities. Regular inside and outside maintenance means it is functional, at least in the short term. As we move into our future, however, we will have significant capital demands. Evolution is essential. In 2022, the Capital Projects Steering Committee made progress on finding the right partner to help us address the potential ways our property could be developed for sustainable outreach and to support the long-term financial needs of Parkminster. We will explore this in 2023 in conversation with the congregation. More to come!

Finally, is our Community. We know the true heart and soul of a church is not its bricks and mortar. Parkminster United Church is a community of people brought together by a shared call. We come together on Sundays for worship, and to learn and make music. We come together as Committee members to meet our mandates both inside and outside our community. We come together to grieve and celebrate. We come together to deepen our commitment to each other, nurture our spiritual vitality and growth, and live a life of loving influence in the world.

One element of our church that I haven't taken for granted is our wonderful staff. Our ministry team of Rev. Joe, Rev. Heather and Neil have continued to lead our spiritual journey. Melanie in the office has been



steadfast in her administrative work. We said farewell to Allen as he passed the custodial baton to Linda. We are blessed to have this energetic and committed team at the foundation of our community of faith.

I'm very thankful for the amazing Council and Committee members I have had the honour to work beside over my two years as Chair. We made tough decisions through a challenging time and I believe we ended the year in a good place. I'm thrilled to welcome Deb Siertsema into the Chair role and thank Deb and the many other volunteers who fill positions and work quietly in the background. I know Parkminster will continue to be a force for good in our world. And, that is something I appreciate every day.



# Living our faith through Connections



## Deepening our commitment to each other

### COMMUNICATIONS EXPRESSING OURSELVES

*Supports the communications, promotions and marketing needs of the church to ensure those within and outside our congregation receive the right information at the right time in a way that speaks to them.*

The role of the Communications Committee is to market Parkminster's vision and mission, reflect Parkminster's life and activities and foster community.

This year our committee answered the purpose call in the following ways. First off, we kept the congregation informed when we communicated changes to church services in the weekly What's Up email. This helped us maintain connections during the pandemic.

We also ensured that the church website was up to date with current information and the many events and resources, both within Parkminster and the wider community including:

- COVID updates
- Information about the leadership team and committees
- Our purpose





Members: Sarah Bruce (Chair), Laura Mutton, Kathy Shortt, Pat Smith, Lauren Dale, and Bethany McMullen

- Weekly services

The quarterly newsletter continues to be important this year as it allowed members to maintain connections and hear about the work and activities happening around the church. Our Committee also took on preparing the Annual Report. A special thank you to Lauren Dale and Laura Mutton for leading the charge.

Another initiative our Committee took on was contributing messages for the church signs as a way to communicate information about the church to the broader community.

Parkminster is a vibrant community and the communications team is always striving to improve communication both within our congregation and in the wider community.

## NOMINATING GETTING INVOLVED

*Works from October to January to identify leadership openings for the year ahead and to then recruit nominees for Church council, committees, Board of Trustees, Region 8 representative, and other positions of leadership... people with the interest, experience and time required to serve.*

Members: Mary Reynolds (Chair), Liz Forde, Jeanne Foster, Kathy Shortt, Jean Wilson, and Jennifer Allan

The Nominating Committee contacts Council and Committee Chairs in the fall to establish their needs and then approaches people who may be interested in and well suited for those roles. The Committee also advertises available positions so that interested members of the congregation may come forward at their own initiative.

We celebrate the willingness of so many in the Parkminster family who give so generously of their time and talent... as evidenced by the list of more than 100 volunteers presented at each year's annual meeting. Thank you!

## PASTORAL CARE & MEMBERSHIP REACHING OUT

*Pastoral Care and Membership work together to create an environment where new people,*

While caring for others is something we all engage in, our Pastoral Care Committee continued with its important share of that work, complementing the efforts of our Ministers—Keeping in touch with those in difficult times; a card ministry which reaches hundreds each year; a prayer shawl ministry which touches the lives of the lonely, ill and grieving; visits where it was possible to do so safely; delivery of Christmas poinsettias and home-made Valentine cookies; and tulip bulbs planted in the garden at the church in memory of loved ones; resumption of our annual Longest Night



*members and adherents are welcomed, feel that they belong, are valued and are not alone, creating a place where we work together, worship together, care for one another and socialize together. We challenge and encourage all members of the congregation to recognize that it is not just the work of this committee, but a calling to each of us to care for each other; our friends, our congregation and people in the community.*

Members: Virginia McQuay and Mary Reynolds (Co-Chairs), Delores Benedik, Isobel Field, Barb Leask Wynne, Wendy Ridgway, Sheila Rule, Jenny Sheldon, Mary Willsie, and Jean Wilson

Service for those grieving a loss; and visits to many where it was possible to do so safely (the pre-COVID 2x2 visitation program has not been re-activated).

Membership worked throughout the year to align Sunday service House Group duties with COVID protocols; reactivated the September Welcome Back BBQ; stayed in touch with many in the congregation, including newcomers and those we're not seeing very often; hosted four Mix'n Mingle social events; kept church membership records up-to date, including the directory used by church leaders and the congregation; and provided name tags for all. Regrettably COVID issues meant the continued suspension of our annual Newcomers' Lunch, and the annual Chili Lunch. A Sunday Service COVID screening table was staffed for many months, now thankfully replaced by our normal Welcome Table. The Toddler Room was reactivated in the Fall with a surge in baptisms!





# Living our faith through Development



## Nurturing our spiritual vitality and growth

### CHRISTIAN EDUCATION FOSTERING EXPLORATION

*Provides children, youth and young families with their own experience of a faith community; explores the story of the Holy (God) through the Bible and other stories; and connects these stories to the lived experience of the learners with emphasis on creativity, healthy relationships and the development of compassion.*

Members: Rev. Heather Power,  
Rev. Joe Gaspar, Franceen

The goal of nurturing our spiritual vitality and growth is directly reflected in our purpose, and is woven through all that we do. While all of our programming aims to have an educational and spiritual component, the second goal of deepening our commitment to one another, is another high priority in Christian Education programming. Part of the development of spiritual growth in children and youth is teaching them about the importance of fostering caring relationships and we work to model those actions through our volunteers and our interactions with participants of our programs. Furthermore, without a deep commitment to each other, we would not be able to find the deep volunteer base on which we rely to make our programs a success.

We hold a number of events throughout the year over and above our weekly Sunday morning program. In this way we show the learning of our faith. The year 2022 saw us returning to in-person events and programming that allowed us to fully live our faith. We organized



Wagner (Chair), Joscelyn Alexander, Lynn Harper, Lyn McNiffe, Rob Vanderlinden, Wendy Rudd (Secretary)

Young Family Parties (usually held four times a year) which have a number of church members as volunteers and help families to connect to the wider community. This year we went back to in-person family parties starting in October with the Halloween Party and continuing in December with a Christmas party. These parties were fully attended and enjoyed by all. It was wonderful to be "live" again.

Our Youth Leaders have also arranged Youth Group events to help our youth to stay connected with the church and each other.

We would like to say a sincere thank you to Rev. Heather Power and Rev. Joe Gaspar for all their support throughout the previous challenging years.

## STEWARDSHIP SHARING PASSION

*Cultivates knowledge and passion about our mission; helps the congregation understand how the budget reflects our mission statement. Interprets, through stories, why resources are needed and how they will be used; personalizes giving by providing the opportunity for people to express their gratitude for what their gifts do.*

Members: Bill Spall (Chair), Thelma Hamilton, Marg Parkinson, Fern Dempsey, Bruce Mutton

It was a transformative year for our Stewardship Committee with a new Chair at the helm, two people departing the committee and two new members joining in 2023. We worked closely with Jack Reynolds, the Chair of Finance, and applaud his success with a year coming close to achieving the budget.

This sets a great atmosphere for our Stewardship Committee to lead an all-member canvass in the Fall of 2023, following a successful canvass by Rob MacQueen and his team in the fall of 2019. It keeps Parkminster in a strong position as a healthy and achieving congregation in our community.

We look forward to the support of our congregation and welcome everyone's contribution in keeping Parkminster in the forefront of our Community Churches.

## WORSHIP & MUSIC NURTURING SPIRITUALITY

*Works with the ministers and music director in all matters pertaining to worship services.*

Members: Rev. Heather Power, Rev. Joe Gaspar, Neil Murray, Shelley Mutton (chair), Sandi

2022 saw a continuation of hybrid worship, with some people choosing to join via Zoom online and others returning to the sanctuary. The A.V. team kept making sure things ran smoothly and we are grateful for all their work and dedication.

Our committee was eager to make sure that the worship service was accessible to all. Since COVID, we no longer have a bulletin printed, but each week Melanie prints ten copies of the order of service in large print. We purchased ten more copies of the More Voices hymnal in large print for those who have difficulty seeing the slides on the



McMullen, Laura Cudworth,  
Marjorie Eveleigh, Gail Harper,  
Kate Pease

screen and we purchased two copies of the Inclusive Bible for those who like to follow along with the scripture readings. These, as well as large-print editions of Voices United, are all available in the narthex. We welcome suggestions of how to continue to make our worship service a better experience for all.

We were thrilled to be able to host One December Night again this year and enjoyed making new connections with the Waterloo Collegiate Institute (WCI) choir. We continued to appreciate the contributions of our choral scholars from Wilfrid Laurier University.

We appreciated the work of a group of people who rewrote the land acknowledgement. The new one built on the wonderful parts of the previous one. The beautiful new wording and seasonal references have made it fresh and meaningful.



# Living our faith through Community



## Living a life of loving influence in the world

### INCLUSIVE MINISTRIES GIVING VOICE TO ALL

*Provides a focus of inclusiveness and responds to information about events and opportunities or requests for assistance from other groups pursuing inclusiveness; assists in increasing all aspects of inclusiveness at Parkminster and in our community.*

Members: Nancy Dykstra (LIRR), Liz Forde, (Chair), Adrienne Barrett Hofman, Jayden Jones, Laura Mutton,

This past year we had three areas of focus.

1. The LGBTQ+ Community. We have resumed our in person potlucks but so far people have brought their own food and we gather for an evening of fellowship. We were back at the Pride Celebration in Victoria Park and we were glad to be there as we were the only church represented.
2. Becoming an Anti-racist Church. We held a Zoom discussion with Adele Halliday in the spring. From that we learned about a book called Wait. Is this Racist? A Guide to Becoming an Anti- Racist Church. Currently there is a group meeting weekly to discuss this book. In the late spring Joe Gaspar represented Parkminster at the school board to speak against a motion challenging the teaching of Anti-Racism and White Privilege in our schools. He was eloquent and eventually the motion was defeated. The sad news is that Cooking Circle, a group from ACKKWA, had to be disbanded due to restrictions in the kitchen.



Maedith Radlein (Secretary),  
and Kevin Smith

3. Living Into Right Relations (LIRR). Nancy Dykstra continues to put out a monthly bulletin informing people about events and initiatives related to LIRR. Parkminster along with some other churches make a monthly meal for 1492 Landback Lane. Parkminster and other churches donated the candles needed for the May 5<sup>th</sup> community walk and vigil for Red Dress Day which honours missing and murdered Indigenous people. In December the First Nations, Metis and Inuit (FNMI) community reached out to see if they could use Parkminster to run their toy drive. A second event was also organized but unfortunately had to be cancelled due to weather. This new relationship is allowing Parkminster to practise living into right relationships.

## OUTREACH OFFERING A HAND UP

*Educates the congregation about the total mission of the church, to address the fact that our interests and actions as a congregation extend into our local and global communities; and to encourage and arrange congregational participation in local and global projects.*

Members: Wendy Watson (Chair), Elna Robertson (Secretary), Jim Bowman (Treasurer), Rev. Joe Gaspar, Rev. Heather Power, Laura Hamilton, Roberta Hickey, Lyn McNiffe, and John Watson

Another year with COVID hanging around and changing how things can safely happen in our daily living. There is an ever-growing need for reaching out to our local and global communities. Use of Food Banks is higher than it has ever been. Shelters continue to be opened for the homeless. The history of outreach at Parkminster has been a long and remarkable one. Our mission statement tells us we are to live a life of loving influence in the world. The financial support of the Mission and Service fund plus the ever present caring support you provide for local organizations such as the Waterloo Region Food Bank, the House of Friendship, OneROOF Youth Services, the YW Emergency Shelter, Healing of the Seven Generations, and A Better Tent City suggests that we are doing just that.

Our Community Playgroup for preschool children and their caregivers is open again after a long hiatus because of COVID. Organizer Liz Forde says, "We offer toys to play with, a large space to run in, a snack for the children and coffee for the caregivers. We get to chat with and meet our neighbours. It is a lovely time." Thank you to the volunteers who have joined this group.

Roberta Hickey continues to organize a devoted group of bakers who create desserts for the residents of A Better Tent City. The residents say that those "dessert nights" are the most popular meals they have. Thank you to the bakers and those who donate granola bars, drinking boxes and other goodies.

In the fall, the Outreach Committee invited John Neufeld, Executive Director of the House of Friendship, to speak at a Sunday Service. He talked about the ongoing projects that they have happening, including the new men's shelter which will open in early 2023. He also spoke about the availability and use of drugs on the street, the growing number of



overdose deaths and measures being taken in our community to help prevent these deaths.

We are indeed a caring community. We know that there are angels in our community whose reaching out goes mostly unsung. Thank you. All these things, and many more, are so much a part of who we are as a congregation. There is a deep sense of caring for others both within and beyond our doors. Thank you everyone from Outreach.

## PROPERTY MAINTAINING OUR PLACE

*Responsible for the security, care and maintenance of church property and systems.*

Members: Robert Blackburn (acting chair), Virginia McQuay, Mark Dunbar, Bud Adams, Rob Yorke (computer support), Terry Ridgway (A/V support), Peter McLean, Allen Switzer (custodian), Ray Gormley (chair)

During 2022 we continued to look after the needs of our facilities:

- The church has mostly emerged from the pandemic closures during 2022.
- We are now back to nearly a full contingent of tenants in our building.
- The redecoration of the church has continued with the old furniture from the family room being recovered and set up in the upper hall. The upper hall and office hall were painted by the committee and volunteers in December.
- Our work on the sound system was delayed by supply chain problems but it is now pretty much complete.
- We received another grant for a new projector. Again, many delays but the new projector and screen are installed, and the old ones will be repurposed to the gym.
- We now have virtually completely moved back to full services in the sanctuary, but we continue to live stream for those who cannot make it or are away.
- Our electronic sign was vandalized/stolen in the late spring. We have replaced the electronics with a new sign with the help of insurance. We have installed a vandal guard on the sign to hopefully prevent this from happening again.
- We were at it with graffiti again in November. Most of this was removed but we will have to paint the stucco on the west side of the gym to hide the remainder.
- We had a break in the cold-water line under the church. We had to get a new line run above to get water to the basement washrooms.
- We applied for a grant to upgrade our kitchen as we have been virtually shut down for all cooking with fat on the surface of the stove. We will find out in February if we are successful.

We have continued the work to maintain our grounds with Ginny looking after the beds, Bud cutting the grass and Marilyn Hill looking after the





labyrinth area. Spring and Fall cleanups continued. The labyrinth area was completely mulched again this year.

## CAPITAL PROJECTS Pop-Up

Created to consider our physical space (building and property) and come up with a long-term goal that meets the needs of our church community and expands our use.

Members: Rev. Joe Gaspar, Rev. Heather Power, Bert Blackburn, Terry Ridgway, Ron Usaty, John Watson, Bruce Mutton (Co-Chair), Rob Hehl (Co-Chair), Kathy Shortt (Secretary)

Report prepared in accordance with the Terms of Reference as approved by Council.

The report is meant to:

- Provide information on fiscal sustainability options for Parkminster United Church
- Communicate findings directly to Church Council on potential options with regards to funding our property obligations over the next several years.

In 2019 The Capital Projects Steering Committee was formed to explore ways to finance large capital expenditures outlined by the Property Committee. The Property Committee noted significant maintenance costs that were not necessarily indicated in their annual budget. Some of the capital expenditures referenced were as follows:

- Roof on sanctuary and gym
- Parking lot refurbishment
- Heating system upgrade.

The above repairs and maintenance would be slated for attention over the next 10 to 12 years. As mentioned in the previous report of 2021, the Capital Projects Steering Committee began looking at ways of generating revenue that would carry the cost of larger repairs and provide revenue for ongoing maintenance.

COVID-19 slowed the progress of our investigation for our mandate, however in 2022 discussions continued as we looked at possible development of the church property through the Development branch of the United Church of Canada (United Property Resource Corporation). As we continued talks with the UPRC around revenue generation opportunities, we were made aware that the UPRC had created a partnership with Kindred Works which, simplified, is the secular branch of the UPRC specifically concentrating on Affordable Housing. We interviewed several United Churches involved with Kindred Works with regards to Affordable Housing projects. The projects, when completed, would provide those congregations with sustainable, consistent rental income while answering the need in their communities for Affordable Housing.



A presentation to Council was given in early 2022 and although the information was valuable and informative, the general consensus was that, although Affordable Housing was a priority for the region and a definite need, there was concern that other priorities such as our relationship with our Indigenous population, and immediate neighbourhood, would be left out of the bigger picture if we followed this approach. Because Parkminster has always been driven by our outreach to the community at large and our care for the marginalized, Church Council asked the CPSC to revisit other options that had a broader approach.

The CPSC investigated other potential development options that would take into consideration opportunities which were not necessarily restricted to Affordable Housing.

The CPSC suggested that Church Council consider a conversation with a Not-for-Profit company known as Trinity Centres Foundation. The purpose of the Foundation is to facilitate congregational discussions around development options and how they fit within our vision.

Our Committee suggestions now sit with Council for a next steps discussion and decision on whether or not to proceed with them.

## RESETTLEMENT Pop-Up

Members: Jim Bowman  
(Co-Chair), Nancy Dykstra  
(Co-Chair), Glenn Harper,  
Jamie Hoffman, Lori  
McKim-Lang, Sheila Rule,  
Jeanne Foster, Jean Stacey

The Resettlement Committee has celebrated with Fadi the first anniversary of his arrival on December 7, 2021. Fadi lived for parts of the year with each of his two aunts Khairiya and Siham and is now living independently. Jim Bowman has been his primary Parkminster contact and support person. Their relationship is like family.

Fadi has made great strides in his first year in Canada: he has been employed almost continuously since February, he is taking English classes in his off hours and has his driver's license. Part of Fadi's success has been his adept use of technology to help him communicate and meet his settlement needs.

Fadi is currently employed as a chef. He found his current job on his own, making use of local resources such as the Working Centre to develop his resume and do his job search.

We congratulate Fadi on his success so far in Canada and on the energy and initiative he has shown. Like so many newcomers, continuing to build his own social networks will be part of developing a sense of belonging here.

While our legal financial obligations are over now, the connections continue. We are grateful to the Parkminster family for your continued



positive support and concern, not only for Fadi, but for Siham and her family, and for the Al Mohammed family as well. Volunteer tutors, for example, create important connections, as do regular interactions of other kinds. Some of these connections are long-lasting and critical life supports.

We also receive much in this work; we are not only making new friends and learning about other cultures and religions, we are learning about ourselves, our biases and assumptions in the face of world views different from our own. It's a privilege and a life-affirming challenge to be involved with these families and this committee of dedicated and generous people.



Left to Right: Jim Bowman and Fadi Al Mohamed  
(December 2022)

## CHURCH COUNCIL AND COMMITTEE LEADERSHIP



Australian United Children's Fund

## OUR CHURCH STAFF



**Reverend Heather Power**

Minister of Word and  
Sacrament



**Reverend Joe Gaspar**

Minister of Word and  
Sacrament



**Neil Murray**

Music Director



**Allen Switzer**

Custodian (retired end of  
2022)



**Melanie Chisholm**

Office Administrator

## MINISTRY AND PERSONNEL

*Provides a consultative and supportive body for church staff. Fosters communication for good working relationships among church staff, and between staff and the congregation. Makes recommendations on compensation, and administers human resources policies as required including job description revisions, annual goal setting and performance reviews. Recruits staff for lay positions and ensures appropriate orientation. Informs Church Council about committee activities and significant issues.*

Members: Rob MacQueen  
(Chair), John Watson, Jeanne  
Foster

The Ministry and Personnel Committee would like to recognize and celebrate the outstanding work of our church staff this past year. As Parkminster gradually returned to in-person activities and events, our staff team has provided the leadership and logistical support to allow this to happen.

While more people are now attending Sunday services in the sanctuary, Rev. Heather, Rev. Joe and Music Director Neil continue to enable others to participate online, with the able assistance of the A.V. Team, of course.

Melanie Chisholm, our Office Administrator, has been instrumental in working with our various tenants and rental groups to increase use of the building and generate additional revenue, in addition to taking care of the day-to-day business of the church.

Our long-time custodian, Allen Switzer, retired at the end of 2022 and his contribution was honoured at a service and reception on November 20th. The M&P Committee interviewed several candidates and were pleased to offer the position to Linda Rempel beginning January 3, 2023. Linda will be working Monday to Friday from 12-4pm.

Ministry and Personnel undertook a review of staff salaries for our lay staff in 2022, resulting in an increase, bringing them in line with other churches in the area. Annual performance reviews were conducted for all staff and job descriptions revised. All in all, another busy year for our hard working committee.



## BOARD OF TRUSTEES

*Carries out the duties of the Trustees as outlined in the Manual of the United Church of Canada.*

Members: Jim Bowman (Chair), Ted Oldfield (Vice Chair), Lynda King (Treasurer), Debbie Miethig (Secretary), Sue MacQueen (Church Council Representative), Jeff Stacey, Rob Hehl, Rev. Joe Gaspar, Rev. Heather Power

Another year continues with a global pandemic with many variants. The Trustees have continued to meet using online platforms.

1. Parkminster Memorial Endowment Fund made up to \$12,000 available for disbursements (this represents 4.% of the fund's opening balance). Total spending includes the spending noted plus Memorial Garden engraving. Thank you to all those who have supported this fund or have made donations in the memory of individuals. Out of this fund, we supported:

- Minister salary budget
- Alice Irwin's Legacy with the Parkminster Card Ministry; and special thank you to Virginia McQuay and Bob Hudgins for the years of service they have put into coordinating this wonderful project.
- Expenses associated with an insurance requirement to appraise Property
- Landscaping for the Memorial Garden
- Supporting Jayden Jones in their education in Ministry
- Supporting the Local Fund with the end of year deficit

Please refer to the Trustee's financial statement for specific dollar amounts.

2. Property and Liability Insurance:
  - Continued to review property and liability insurance and the renewal of the church insurance policy. An appraisal of the property took place
  - Continued to discuss church rentals and our current insurance coverage policy.
3. Continued to oversee the church property including the Memorial Garden and financially supporting the purchase of a new sign damaged during vandalism.
4. Maintained the Memorial Garden as a special place of remembrance on the lawn in front of the church. The trustees oversee the Garden, look after the financial aspects, arrange for engraving of memorials, maintain a register of subscribers and a log of related memorial services. Thank you to Mike Forler and Virginia McQuay for doing the maintenance for this garden and the other gardens around the church.
5. Continued work with the Capital Projects Committee in researching the possibility of making our church more community oriented.
6. Treasurer is now able to access our funds via online banking.

Respectfully Submitted by Debbie Miethig, Secretary





# Church Finances

## BOARD OF TRUSTEES FINANCIAL REPORT

December 31, 2022

### Parkminster Memorial Endowment Fund

This fund represents the amalgamation of funds known as:

1. Parkminster Minister Support Fund (formerly Manse Fund)
2. Parkminster Christian Education and Outreach Fund (designated from Mabel Miller)
3. Parkminster Endowment Fund
4. Parkminster Memorial Garden Fund (designated)

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### I. Fund Activity

Opening Balance - January 1, 2022 *		\$ 306,539.63
Plus: Donations **		4,996.00
Memorial Garden Subscriptions		2,690.00
Less: Local Fund - Ministry & Operating	\$ 11,368.25	
Card Ministry	500.00	
CE & Outreach	3,000.00	
Property Appraisal for Insurance and Banking fees	987.60	
Decrease in Market Value of Investments	1,347.72	
Memorial Garden maintenance	521.20	
Memorial Garden capital expenses (engraving)	2,050.46	(19,775.23)
		<hr/>
Closing Balance - December 31, 2022 *		<b>\$ 294,450.40</b>

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### II. Financial Position - December 31, 2022

Chequing Account	\$ 494.25
Investment Fund – 5,789.7 Units *	295,956.15
Accounts Payable	(2,000.00)
	<hr/>
	<b>\$ 294,450.40</b>

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\* Includes the Market Value of Investments at the date indicated

\*\*Includes Gifts & Memorials, bequests & other donations

Submitted by: Lynda King, Treasurer  
Reviewed by Bill Spall



## LOCAL FUND - STATEMENT OF REVENUES AND EXPENSES AND PROPOSED BUDGET

(in \$)

	For the year ending Dec 31, 2022		2021	2023
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
Offerings	324,053	307,000	282,612	309,000
Events/Fundraising	1,891	40,000	287	40,000
Rental Income	23,251	10,000	6,798	30,000
Other Revenue	2,315	1,800	3,906	2,100
Total Optg Revenue	351,510	358,800	293,603	381,100
Endowment Transfers	10,868	2,900	4,930	2,900
<b>Total Revenue</b>	<b>362,378</b>	<b>361,700</b>	<b>298,533</b>	<b>384,000</b>
<b>Expenses</b>				
Salaries and benefits	299,529	292,000	281,762	321,000
Ministry	9,648	15,000	9,738	9,000
UCC Assessment	12,951	12,700	12,600	13,000
Facilities	26,123	25,000	22,823	25,000
Office/Other	18,637	17,000	14,973	16,000
Total	366,888	361,700	341,896	384,000
<b>Net Surplus (Deficit)</b>	<b>(4,510)</b>	<b>-</b>	<b>(43,363)</b>	<b>-</b>
Canadian Emergency				
Wage Subsidy CEWS	-	-	45,225	-
<b>Surplus (Deficit)</b>	<b>(4,510)</b>	<b>-</b>	<b>1,862</b>	<b>-</b>

### Independent Review

Section 4.4 of the United Church Manual requires that an independent review of the balance sheet and income statement of the general operating fund of Parkminster be performed each year. I have performed the review on the 2022 statements and am pleased to report that all areas of required review have been completed with no concerns. Of particular note, all financial assets have been agreed to banking documents at December 31, 2022.

Gregg King, CPA, CMA, Past Chair of Finance and Treasurer for Parkminster United Church



## LOCAL FUND - STATEMENT OF FINANCIAL POSITION

As at December 31, 2022 and 2021 (in \$)

	2022	2021
<b>Assets</b>		
Cash and short-term investments	411,114	384,450
Prepaid Expenses	-	2,225
Accounts receivable	8,542	7,119
<b>Total</b>	<b>419,656</b>	<b>393,793</b>
<b>Liabilities</b>		
Accounts payable and accruals	2,201	1,601
Due to Parkminster Refugee Fadi Fund	-	8,494
Due to SAH Group – Due to Zakaa Alamaa Fund	75,000	-
Due to SAH Refugee Contingency Fund	14,213	4,787
Due to Parkminster Refugee Contingency Fund	1,992	1,649
Due to SAH <sup>1</sup> Group – Mhd Talal Arab Refugee Fund	34,922	34,922
Due to SAH Group – Dabab Refugee Fund	-	3,743
Due to SAH Group – Mhd Alshaar Refugee Fund	8,722	36,100
Due to SAH Group – Mhd Adawi Refugee Fund	33,457	33,457
Due to Christian Education Fund	7,553	7,049
Due to Benevolent Fund	7,256	4,754
Due to Inclusive Fund	390	61
Due to Capital Fund	68,029	67,016
Due to Outreach Fund	38,972	32,140
Due to Bocce Ball League Grant	2,454	21,707
Due to iPad Grant	3,301	4,818
Due to Kitchen Grant	5,000	-
Due to New Horizons Community Hub Grant	2,526	-
Due to Local Fund (Foundation grants for subsequent years)	-	13,316
<b>Total</b>	<b>305,988</b>	<b>275,615</b>
<b>Reserves</b>		
Accumulated reserves - beginning of the year	118,178	116,316
Net surplus (deficit) for the year	(4,510)	1,862
Accumulated reserves - end of the year	<b>113,668</b>	<b>118,178</b>
<b>Total Liabilities and Reserves</b>	<b>419,656</b>	<b>393,793</b>

<sup>1</sup> SAH stands for Sponsorship Agreement Holder. These are refugee sponsorships through the United Church of Canada which are externally funded, but for which Parkminster has banking and oversight responsibilities.



## BENEVOLENT FUND – DUE TO BENEVOLENT FUND

As at December 31, 2022 and 2021 (in \$)

	<u>2022</u>	<u>2021</u>
Opening Balance, January 1	4,754	6,941
Offerings	<u>8,087</u>	<u>2,669</u>
Total	<u>12,841</u>	<u>9,610</u>
Transfers to Benevolent Bank Account for use by Ministers	1,000	2,600
Disbursements directly from the fund for Benevolent Purposes	<u>4,585</u>	<u>2,256</u>
Closing Balance, December 31	<u>7,256</u>	<u>4,754</u>

## BENEVOLENT BANK ACCOUNT

As at December 31, 2022 and 2021 (in \$)

	<u>2022</u>	<u>2021</u>
Opening Balance, January 1	925	593
Transfers into the Account from the Benevolent Fund	<u>1,000</u>	<u>2,600</u>
Total	<u>1,925</u>	<u>3,193</u>
Monies disbursed by Ministers for Benevolent Purposes	<u>1,221</u>	<u>2,268</u>
Closing Balance, December 31	<u>704</u>	<u>925</u>



## OUTREACH FINANCIAL REPORT

For the years ending December 31, 2022 and 2021 (in \$)

	2022	2022	2021
<b>Budgeted Inflows</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
Weekly Offerings – Regular Outreach			66,406
	69,432		
Community and Other Outreach Projects ** See below	5,815		1,815
Broadview	1,290		890
<b>Total Inflows</b>	<b>76,537</b>	<b>\$80,000</b>	<b>69,111</b>

<b>Budgeted Outflows</b>			
Mission and Service Fund	52,192	56,000	51,863
Broadview	2,225	2,400	2,375
Honoraria/Calendars/Miscellaneous	35	300	34
Community and Other Outreach Projects (see below)	22,515	21,300	17,615
	<b>76,966</b>	<b>80,000</b>	<b>71,887</b>
Special Appeals (Not in budget)			1,945
<b>Total Outflows</b>	<b>76,966</b>		<b>73,832</b>

<b>Community and Other Outreach Projects</b>	<b>Inflows</b>		
Plett Meal Centre, South Africa	3,175	1,175	2,025
Five Oaks	1,300		1,300
oneRoof	1,350	250	1,100
Lincoln Food4kids	200	200	
House of Friendship	2,600	100	2,325
YW Shelter (formerly Mary's Place)	1,900		2,290
Fridays at First (formerly Out of the Cold)	1,000		1,000
The Food Bank of Waterloo Region	2,420	2,420	850
Supportive Housing of Waterloo (SHOW)	2,300		2,350
A Better Tent City	1,675	375	1,300
Reception House	1,200		1,200
Wayside	1,600	500	1,100
Healing of the Seven Generations	1,795	795	375
	<b>22,515</b>	<b>5,815</b>	<b>17,615</b>

### Other Parkminster Outreach projects

Contingency and Fadi Funds for Resettlement	1,614
Benevolent Fund	8,087
Landback	610

*Note: Some totals may be off due to rounding.*

*Note: Inflow and Outflow totals do not match as there was a carry-over from 2021.*

Prepared By: Jim Bowman, Treasurer, Outreach



## OUTREACH 2023 BUDGET

(in \$)

Budget Item	2023	Percent of Budget	2022
Mission and Service Fund	\$56,000	70%	\$56,000
Broadview	\$2,200	3%	\$2,400
Honoraria/Contingency/Resource Fund	\$300	0%	\$300
Community and Other Outreach Projects	\$21,500.00	27%	\$21,300
Five Oaks			
House of Friendship			
YW Shelter (Mary's Place)			
Fridays at First (formerly Out of the Cold)			
Plett Meal Centre (South Africa)			
Healing of the Seven Generations			
Reception House			
Reaching Our Outdoor Friends (oneROOF)			
Supportive Housing of Waterloo (SHOW)			
Waterloo Wayside			
A Better Tent City			
The Food Bank of Waterloo Region			
Outreach Travel Fund (max. \$2,500 per year)			
<b>Totals</b>	<b>\$80,000</b>	<b>100%</b>	<b>\$80,000</b>

Offerings to Parkminster's *Outreach Fund* are shared – approximately 70% of undesignated funds goes to the *Mission and Service Fund* and 30% goes to other charities, mostly in our local community.

Prepared By: Jim Bowman, Treasurer, Outreach





# Congregational Meeting Minutes

**FEBRUARY 27, 2022**

The meeting was held via Zoom video-conferencing.

**Attendance:** Quorum was met with a total of 76 members, 5 others (staff, ministers, retired ministers, guests) and 9 adherents present (43 participants are required for a quorum, i.e., 20% of the number of the households under pastoral oversight as given in the Annual Report).

**1. Mission and Vision Statements:**

Jennifer Allan, the Chair, shared Parkminster's Mission and Vision statements as printed on page 1 of the 2021 Annual Report found on the Parkminster website.

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

**2. Chair's Opening Remarks:**

Jennifer Allan

She expressed her gratitude for Parkminster's dedicated, talented, thoughtful and caring staff. She also thanked the Church Council and the COVID-19 Working Group.

Jennifer was proud to report that the work of Parkminster did not stop during the pandemic. She commented on a number of initiatives. Jennifer thanked everyone involved for their commitment to the mission and ministry of Parkminster whether that be in the gift of time, talent or treasure. Jennifer then asked Rev. Heather Power to give the opening prayer, memorials and celebrations

**3. Opening Prayer/Memorial/Celebrations – Rev. Heather Power See page 31 of the Annual Report "The Life of Our Church"**

**4. Motion** that the congregation approve Jennifer Allan as the Chair of this Annual Congregational Meeting. Moved by: Kathy Shortt Seconded by: Jack Reynolds. **Passed.**

**5. Motion** that the congregation approve Richard Jackson as the Secretary of this Annual Congregational Meeting. Moved by: Sue MacQueen Seconded by: Wendy Watson. **Passed.**

**6. Motion** that all active adherents be allowed to participate and vote in this Annual Congregational Meeting. Moved by: Lee McWebb Seconded by: Jim Bowman. **Passed.**

**7. Motion** to accept the Agenda. Moved by: Deb Siertsema Seconded by: Franceen Wagner. **Passed.**

**8. Motion** to accept the Minutes of the Annual Congregational Meeting dated Sunday, February 21, 2021, pp 27-30. Moved by: Mary Reynolds Seconded by: Ted Oldfield. **Passed.**



9. **Motion** to accept the Committee Reports as recorded in the Annual Report of 2021. Moved by: Gregg King Seconded by: Nancy Dykstra. **Passed**.
10. **Finance Report** Pages 18-24 of the Annual Report - Gregg King, Treasurer, summarized the present situation:  
*Parkminster entered the year not knowing whether the federal government COVID wage subsidies would continue, and indeed they did cease in the Fall. While fiscal year 2020 was our best financial year ever in terms of surplus generated, we did quite well again in 2021. Revenue of \$293,603 in 2021 was less than budget, but exceeded 2020 by approximately \$8,000. The operating deficit of \$48,293 was similar to that of 2020. However, we ended the year with a surplus of \$1,862 as a result of the annual transfer from the Endowment Fund and the government wage subsidies. We now have a reasonably healthy accumulated reserve of \$116,316. Gregg King concluding by remarking that an aggressive fundraising target has been included in the 2022 budget.*
11. **Motion** to approve the 2021 Local Fund financial statements as presented in the 2021 Annual Report. Moved by: Maedith Radlein Seconded by: Bruce Mutton. **Passed**.
12. **Motion** to approve the 2022 Operating Budget as presented in the Annual Report of 2021. Moved by: Liz Forde Seconded by: Marilyn Hill. **Passed**.
13. **Outreach Report**  
 Pages 11 and 25-26 in the Annual Report of 2021 - Wendy Watson (Report)/Jim Bowman (Finance/Budget).  
*Wendy thanked all for their outreach support. Jim noted that approximately \$80,000 was raised for Outreach this past year. Offerings to Parkminster's Outreach Fund are shared – approximately 75% of undesignated funds goes to the Mission and Service Fund and 25% goes to other charities, mostly in our local community.*
14. **Motion** to approve the 2022 Outreach Budget as presented in the Annual Report of 2021. Moved by: Barb Leask Seconded by: Heather Watts. **Passed**.
15. **Honouring the Retiring Committee Chairs and Members**  
 Jennifer Allan honoured the Retiring Committee Chair and Members and read their names:
  - Jennifer Allan – Communications
  - Linda Bird – Worship and Music
  - Bert Blackburn – Chair, Property Committee but remaining on Property
  - John Dippell – Year-End Financial Review
  - Marilyn Hill – A/V Resource Team
  - Richard Jackson – Council Secretary and COVID-19 Working Group
  - Doris Jakobsh – Council Community Liaison
  - Gregg King – Treasurer, Finance Committee
  - Clare Klingenberg – Chair, Capital Projects Steering Committee
  - Barb Leask-Wynne – Staff Liaison
  - Don Linkletter – Resettlement
  - Carolyn Machan Rudolph – Worship & Music and COVID-19 Working Group
  - Lee McWebb – Worship and Music
  - Bruce Mutton – Chair, Stewardship but remaining on Stewardship



- Marion Mutton – Pastoral Care
- Karen Schertzberg – Chair, Ministry and Personnel and COVID-19 Working Group
- Andrea Spracklin – Outreach
- Allen Switzer – Inclusive
- Colleen Usaty – A/V Resource Team
- Dana Usaty – A/V Resource Team
- Kathleen Vanderlinden – Worship and Music
- Debora Van NijNatten – Resettlement

#### 16. Nominating Committee Report:

Presented by Mary Reynolds. Mary Reynolds reported on behalf of the Nominating Committee and sought approval from the congregation for the following nominations—new additions to our leadership team and others who are moving to a new role. We're thrilled with their willingness to accept these responsibilities.

- Gary Bruce – Council Secretary
- Cedric Charette – Finance
- Lauren Dale – Communications
- Marjorie Eveleigh – Worship and Music
- Jeanne Foster – moving from Stewardship to Ministry and Personnel, Council and COVID-19 Working Group
- Ray Gormley – Chair, Property Committee
- Gail Harper – Worship and Music
- Rob Hehl and Bruce Mutton – Co-Chairing Capital Projects Steering Committee
- Lani Kerbl – Worship and Music
- Rob MacQueen – Chair, Ministry & Personnel
- Sue MacQueen – Secretary, COVID-19 Working Group
- Bethany McMullen – Communications
- Laura Mutton – Inclusive
- Wendy Ridgway – Pastoral Care and Council Community Liaison
- Kathy Shortt – Staff Advocate
- Bill Spall – Chair, Stewardship
- Heather Watts – Treasurer

Mary also thanked the many others who, during this year of the pandemic, continued to play valuable roles—the technology team and Property Committee who spent long hours enabling Zoom and hybrid services; the COVID-19 Working Group; those looking after the children and youth programs; refugee re-settlement volunteers; those doing pastoral care; the many in our music groups; those maintaining the gardens and grounds; those providing assistance to the KW Emergency Shelter (Mary's Place), A Better Tent City, and Landback 1492; and others whose committees carried on their regular work.

17. **Motion** to approve the Leadership Team for 2022 as outlined by the Nominating Committee. Moved by: Sheila Rule Seconded by: Shelley Mutton. **Passed**
18. Any other business
  - Gregg King recognised the work on the financial accounts by Jack Reynolds who stepped forward when Gregg was indisposed. Gregg called on for volunteers to replace Jack.



- Bruce Mutton thanked Clare Klingenberg for her work on the Capital Projects Steering Committee.

19. Closing Prayer – Rev. Joe Gaspar

20. **Motion** to Adjourn. Moved by: Richard Jackson Seconded by: Ginny McQuay. **Passed.**

**Those Officiating:**

Chair: Jennifer Allan

Tech Host: Sue MacQueen

Scrutineer #1: Kathy Shortt

Scrutineer #2: Deb Siertsema

Participant Tech Support: Rob Hehl



# The Life of Our Church

## NEW MEMBERS BY CONFIRMATION

None

## NEW MEMBERS RECEIVED BY TRANSFER, REAFFIRMATION OF FAITH & ADULT BAPTISM

Andrew and Karen Cartmell   Fern Dempsey   Joan Gugeler

## NEW MEMBERS RECEIVED BY BAPTISM

Ava Fondong	Child of Sarah King and Kingsley Fondong
Teresa Charette	Child of Amanda Kalbfleisch and Cedric Charette
Ilona Goetz	Child of Cheryl and Chris Goetz
Chloe Robinson	Child of Robyn McArthur and Shane Robinson
Isla Mulligan	Child of Lauren Dale and Brad Mulligan
Macklin Waywell	Child of Kara Tutton and Peter Waywell
Ryder Ridgway	Child of Kandyce Neil and Cameron Ridgway

## MARRIAGES

Alyssa Shortt and Leonardo Calderon  
Laura Mutton and James Molto  
Jayden Jones and Emily Escalante

## IN LOVING MEMORY

"Behold, the dwelling of God is with us...and God will wipe away every tear from our eyes, and death shall be no more; neither shall there be mourning nor crying nor pain anymore, for the former things have passed away." Revelation 21:1-4

Elsie Campagnola	Dorothy Gould	Sandra Quehl
Betty Crawford	John Heinbuch	Eugene Shantz
Mildred Gardiner	Merv McCullough	Robert Wynne



## CONGREGATIONAL STATISTICS

	2018	2019	2020	2021	2022
<b>Activity</b>					
No. of adult baptisms	0	2	0	0	0
No. of child baptisms	6	8	3	2	7
No. of marriages	1	2	3	1	3
No. of funerals	9	8	2	5	5
<b>Membership</b>					
Total no. of confirmed members @ Jan 1 - resident and non-resident, excluding adherents	427	417	399	378	368
Members added by profession of faith (confirmation)	0	4	0	1	0
Members added by transfer or otherwise	14	6	0	0	4
Members removed by death	15	6	6	4	7
Members removed by transfer	4	0	0	0	2
Members removed by other means	5	22	15	7	14
Total no. of confirmed members @ Dec 31 — resident and non-resident, excluding adherents	417	399	378	368	349
No. of households under pastoral oversight @ Dec 31	226	219	221	213	203
No. of non-resident members	28	36	29	37	34



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