



Harcourt Annual Report 2023



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Report from the Minister

Submitted by Kate Ballagh-Steeper

“14 Above all else, put on love, which binds the rest together and makes them perfect. 15 Let Christ’s peace reign in your hearts since, as members of the one body, you have been called to that peace. Dedicate yourselves to thankfulness. 16 Let the Word of Christ, rich as it is, dwell in you. Instruct and admonish one another wisely. Sing gratefully to God from your hearts in psalms, hymns and songs of the Spirit. 17 And whatever you do, whether in speech or in action, do it in the name of Jesus our Saviour, giving thanks to God through Christ.” - Colossians 3:14-17 (Inclusive Language Bible)

These words from the Letter to the fledgling church at Colossae has always helped guide me in my pastoral relationships. It has now been a year since my arrival at Harcourt Memorial United Church to serve as your Minister. The Pastoral Relationship – the relationship between Minister and congregation I have come to understand is a little like a marriage.

It can be intimate (though not physically!), as clergy are one of the last professionals privileged to walk with individuals and families through all the major transitions in their lives from birth to death and everything in between. It is a relationship that hopefully both congregation and minister find is supportive and nurturing. Ideally, it is one that is also honest and authentic much like a marriage relationship – where I can share with you and you can share with me when we agree and when we disagree in loving ways. Like a marriage, the pastoral relationship carries history into it in often helpful ways but also in ways that can stunt growth. And like a marriage, when we “put on love” it is a relationship marked by friendship, growth, laughter, joy and mutual support through challenging and difficult times. I feel our pastoral relationship has started out strong with mutual love and support. I hope that has also been your experience. And if it hasn’t, I hope that you will connect so we can address any concerns.

I am grateful for the many, many volunteers who offer their time, energy, wisdom to carry out the ministries of Harcourt. I consider it a privilege to work with so many caring and talented leaders and committee members willing to listen, reflect, pray and discern on our work. There is a lot happening! And the work being done is clearly an effort not just to survive as a church but also to thrive and reach out to the wider community. I am also grateful that in 2023 our offerings grew, and with increased rentals our financial bottom line is looking more favourable. Harcourt is a community of communities, which only enhances our ability to connect with new people as well as to offer a variety of ways to worship and work.

From pastoral visits, worship leadership, writing for the e-weekly and attending committees galore I have been able to get to know many of you, as well as to get a sense of the bigger picture. I don’t know what the future holds, but if we continue to walk together, “putting on love” and “whatever you do, whether in speech or in action, do it in the name of Jesus our Saviour, giving thanks to God through Christ.”, then I am hopeful our communities of faithful will continue to be a vital presence in this neighbourhood and beyond. I am hopeful as well, that as we move from the “honeymoon” phase of our pastoral relationship that we will be able to weather the challenges ahead.

With my gratitude and prayers,

Kate Ballagh-Steeper,
Minister

Report from the Chair of Council

Submitted by Kent Hoeg, Chair of Council

I have been Chair of Council for almost a year. I just cannot articulate well enough the strong dedication of so many to Harcourt. Over, and over and over I see the gifts of time and talent given to Harcourt. Thank you, one and all, for your belief in the value of Harcourt. It's a fact – we do awesome work!

My first year as Chair, has likely been “calmer” than the previous few. However, we certainly moved forward in many aspects. Below (in no order) are some of what I believe to be highlights since March 2023.

- Our refugee family has arrived! Certainly, a highlight. Through your generosity the Shirzai family is getting well established. I do need to thank Peter Gill for his steadfast contribution. Peter, I know Outreach is part of your core being and I thank you for your energy.
- We ended the year in a surplus! At the March 2023 Annual Meeting, you as a congregation, approved a deficit budget of over \$73,000. That was a show of faithful support and desire to move forward in our path of spiritual practices, Manna, our desire to grow our community partnerships, Refugee support and so much more. With your faith and the generosity of yourselves and some significant memorial donations, we ended with a surplus of over \$40,000. Amazing.
- Our four Visioning priorities (Supporting the growth of Manna, Worship, Spiritual life, and Building Partnerships (Harcourt Commons) continue to progress. Please read the December 2023 Harcourt Herald for updates to each of these groups – very energizing. As stated in that article *“The interconnection and mutual support of the four themes is clear and evident. There is a natural confluence of focus and willingness to work together to take next near steps and support one another as we take risks, puzzle over challenges and strive to keep the communities of the faithful informed and energized.”*
- Harcourt Commons, previously known as the Community Hub continues to move forward. In 2023 the congregation approved moving forward with an Alcohol Policy. On July 27, 2023, Council approved the actual policy. To date, no one has decided to obtain a liquor license. Between the monthly Harcourt Herald and this Annual Report you will find many updates to the progress being made at Harcourt Commons. I shouldn't name names, but a special thank you to Steve Pierce for his overall leadership and Patricia Eton-Neufeld for her energy to keep our rentals ship-shape.
- Sanctuary Seating. We've now been sitting in chairs for a year. While I am sure some have felt a sense of loss over our pews, I do hope there is comfort in knowing the benefit that the chairs have brought. We have received very favourable comments that the flexibility has benefited Manna, our renters, our ability to hold Annual Meetings in the sanctuary and more.
- Security. I felt a sense of devastation and invasion when Harcourt was broken into. How dare anyone do that! But it happened, and we rose to the occasion. Thanks to Kate Ballagh-Steeper and Carolyn Davidson who spearheaded getting us \$12,500 in grant money to offset the costs of the break-in repairs and moving ourselves to an access control system (fob access). We are safer for it.

- Record-keeping and Archiving. United Churches are expected to have a Records Retention policy and send applicable records to the United Church of Canada Archives in Toronto. Thanks to the leadership of Carolyn Davidson, we have been cleaning up many documents such as Committee Minutes, Annual Reports, photographs, architectural drawings etc. When complete we will have recovered some valuable storage space, honoured our obligation to the United Church Archives and developed a current retention policy.
- Remit 1. The National Indigenous Council has proposed that the church identify and remove any structural barriers that would prevent the development and sustaining of an autonomous National Indigenous Organization within The United Church of Canada. This would acknowledge Indigenous peoples' rights to their own spiritual identities and to self-determination. Council reviewed much of the material to better educate ourselves on this Remit. In November, Council unanimously voted to support the Remit and forwarded this vote to our Regional Council.
- Harcourt was one of eight United Churches which participated in a pilot program through the United Church of Canada Foundation to leverage "Pllenty". Similar to Canada Helps, donors can contribute to Harcourt through Pllenty and receive an immediate tax receipt with slightly lower fees than Canada Helps. Renters can also pay via Pllenty. Given that payment can be made via mobile phones at Harcourt, this allows more options when events are happening at the church.
- Possibly one of the greatest highlights is not a single event or achievement. It's you, the congregation. All of you contribute, whether you think so or not. Small after-service conversations provides a sense of belonging. Helping with coffee hour, pulling a few weeds, helping with Communion, writing a Harcourt Herald article, moving sanctuary chairs, providing a food donation to Chalmers or clothes to our Refugee family – all of this and so much more are contributions to Harcourt. And of course, so many of you contribute through committees, special events, one-time or infrequent activities. Like I said, to me, the greatest highlight is you!

With thanks. I know I will miss those of you who have made significant contributions, and for that I humbly apologize. But I do want to recognize:

- Our Staff. All of you are so remarkable. You dedicate so much of your time. You provide us leadership. You give us your talents. You make things happen! On behalf of the entire congregation thank you for being part of Harcourt.
- Council. I'm the lucky one. You have served many years. You bring wisdom, energy, a love for Harcourt, and a commitment to represent all views within the church. You offer your talents. Thank you, thank you, thank you. While each member deserves a shout out, I do need to say a special thank you to Tammy teWinkel (Vision Implementation) who will be stepping down after 16 (sixteen!) years on Council. Tammy thank you for your leadership, your thoughtfulness, your insight and so much more. We will all miss you at Council Meetings.
- Committee members. Harcourt exists because of the contributions we give of ourselves. Check out this Annual Report and you will find the list of committee and Team members. My oh my. I'm in awe.
- Contributors to the many highlights that I identified above.

Thank you all for your support during my first year as Chair of Council. More importantly, I thank you for your support of Harcourt!

Report from the Guelph United Ministries (GUM)

Submitted by Kent Hoeg, GUM Executive Chair

2023 was a period of transition for GUM. We are moving to a smaller “executive group” allowing us to be nimbler and put more focus on finding ways to collaborate and move together as four churches.

Taken from our new GUM Executive Terms of Reference:

GUM’s purpose:

- 1 To enhance and encourage co-operation between the various pastoral charges of the United Church of Canada within the City of Guelph with a **unified goal to move to one church, multiple communities.**
- 2 To increase the profile of the United Church of Canada in Guelph.
- 3 To increase co-operative efforts between United Church ministries and other community organizations for the benefit of the whole community.

To best serve our community and remain financially viable we must leverage each other’s strengths and gain significant synergies.

To achieve our Purpose, we will need the ‘authority’ to move forward. To gain authority we will need to obtain our congregation’s trust, educate them and provide compelling benefits when we move towards achieving our Purpose.

The GUM Executive Group is the governing body provided the mandate and authority to move GUM’s purpose forward. The Executive Group will provide leadership, oversight, and set actionable goals.

The GUM Executive Group will set out to create “working groups” to achieve the goals set out. Working groups could be continuous or stop once a goal has been completed.

This is not about amalgamation, it is about supporting one another and finding ways that we work together and address the opportunities and challenges that we face now and in the future.

Some GUM highlights of 2023:

- The GUM executive group has been formed. Currently we have 8 members:
 - Dublin: Rev. Bruce Dickson; Dirk Steinke
 - Harcourt: Rev. Kate Ballagh-Steeper; Kent Hoeg

- Three Willows: Sue Couillard; Rhondda Lymburner
- Trinity: Rev. John Benham, Ken Chupa
- We have obtained members for a “GUM Ambassadors” committee. A group which will help to share GUM news with each of the congregations. Their first meeting will be in early 2024.
- Joint GUM Easter and Christmas advertising.
- Greater sharing of church “happenings” between all the churches.
- Joint Afghan refugee family sponsorship between Harcourt and Trinity.
- Increased joint committee meetings.
- Joint worship gathering at Trinity on December 31. About 85 attended in person from across all 4 churches. Over 150 views of the livestream/recorded video.

For 2024 there will be more experimentation.

- We will look at committees who may be struggling with memberships or have paused and form one GUM committee.
- We will certainly find opportunities for more shared services.
- We will look at other “pain points” that we share and see how collectively we can address.

Rest assured we will not make permanent changes to our churches until we have had consultation/approvals from our congregations and the Western Ontario Waterways Regional Council.

It’s an exciting time as we **move to one church, multiple communities!**

GUELPH UNITED MINISTRIES

(with financial operations through Trinity United Church)

FINANCIAL STATEMENT

FOR THE YEAR ENDED DECEMBER 31, 2023

ASSETS ON HAND, DECEMBER 31, 2023

Operating bank account	\$22,533
	\$22,533

OPERATING FUND

Balance, January 1, 2023	\$25,763
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Cash input	
Investment income	691
Total available funds	<u>26,454</u>
Expenditures on operations	
Advertising	2,316
Internet and website maintenance	1,605
Total expenditures	<u>3,921</u>
Balance, December 31, 2023	<u><u>\$22,533</u></u>

PREPARED WITHOUT AUDIT FROM THE RECORDS OF THE ORGANIZATION

Submitted by Wynne Wright

Standing Committees of Council Christian Life Umbrella Group Manna

Submitted by Pamela Girardi

The Manna community has continued to thrive this year under the leadership of the Manna brainstorming group: Merrill Pierce, Ashley Kisik, Jill and Peter Gill, Laura Hofer, Heather Vanderstein, Heather White, Mary Harding, and our new members in the fall: Shadi Ramez, Tom Auger, Rita Napoleoni, Julie Henshaw, Melissa Paciulan, Janet Charette, and Debra Nicholson.

Pamela Girardi served Manna as staff. Music leadership as provided by Alison MacNeil, Shannon Kingsbury and the Manna choir, Jane Lewis, Audrey Coates, Jerry Daminato, Peter and Jill Gill and Mary Harding.

We started the year with a summer camp in the winter theme. We held a Love Tenderly Olympics, and Act Justly game and a Walk Humbly day. During Lent, we focused on Watershed Discipleship. We spent time outside, learning about our particular watershed and how to care for it, both collectively and individually. We went for a winter walk to Judi Morris' farm where we built a fire and enjoyed s'mores after a silent walk in the woods. We spent a rainy Sunday morning collecting garbage along the Speed River. We also invited Abel Page from Esper'Ance In Action to come and work with us to look at our carbon footprint. During Holy Week we acted out the story of the two parades and a shared Easter service was enjoyed with butterflies surrounding us in the sanctuary.

In the spring, we celebrated Pentecost, helped to plant the community garden, and made pies and casseroles for the Saturday Night Supper at Royal city Mission. We participated in the Take Root program along with the entire congregation, ordering trees to increase Guelph's tree canopy, and learning to plant and care for the new trees. We enjoyed a shared Pride service and participated in Pride in the Park. A pizza lunch was enjoyed by the whole congregation at our picnic.

In the fall, we started with our Sundae Sunday, attended the Discovery Day event at Crieff, enjoyed shared services such as Blessing of the Animals, picked carrots at Bela Farm for the Good Food Project, and had a service on conflict resolution. We picked apples at Judi Morris' farm and shared some with Chalmers. Heather White led us in sharing her experience on delegation with the UC in El Salvador. She had been years ago supporting the community's work on getting a ban on Gold Mining companies that pollute their main source of water for the country. Her recent trip was to learn and advocate for the release of five activists who were suspected to have been wrongfully arrested in connection to their work to protect the water.

In Advent, we had artist Sarah Fuller join us to talk about social justice issues and the magnificat through her linocut art. Sarah joined us via Zoom from California. The Manna brainstorming group and Sr. Youth group got to try out linocut printmaking in their groups. We had our advent spiral walk. Members of our group shared their musical talents. On Christmas Eve we had our annual pageant service with many helpers playing roles.

Throughout the year we have had various people lead us in spiritual practices and meditation. Members of the Spiritual Life committee have come to share and lead. We have painted, baked, spent time outdoors and enjoyed breakfast and lunches together. New Jr. and Sr. youth groups have started up with Pamela and Melissa leading them.

We are excited for 2024 and all that we will get up to together! Thanks to everyone for your support, time, energy, and joy for Manna!

Girl Guides of Canada – 3rd Guelph Guides

Submitted by Regan Avis, Contact Guider



The 3rd Guelph Guides have had an exciting 2023. Our regular attendance is coming back up to pre-pandemic levels with 21 youth and 4 volunteers. We sold Girl Guide cookies in the spring and fall, hiked, explored science, enjoyed being creative with a special guest instructor, made stuffed friends, and learned how our food gets to us. We have been able to have several overnight adventures this year. One highlight was when an inflatable planetarium visited us in the Gym! We used our talents and abilities to bring attention to causes that matter to us and take action for a better world.

Guiding invites all girls to have fun, try new things, challenge themselves, find their voice, meet new friends, and make a difference in the world. Our vision is a better world, by girls. Our mission is to be a catalyst for girls empowering girls.

Girl Guides of Canada—Guides du Canada strives to ensure that girls and women from all walks of life, identities and lived experiences feel a sense of belonging and can fully participate. We are an organization with over 100 years of history and a strong and growing future. For more information you can visit www.girlguides.ca or call 1-800-565-8111.

3rd Guelph Harcourt Scouting Groups

Submitted by Craig Skinner, Group Commissioner, 3rd Guelph Scouting
For Scouting Year September 1st, 2022 to Aug 31, 2023

The 3rd Guelph Scouting Group consists of 3 sections with Scouts (ages 11-14) and Beavers (ages 5-7) on Monday nights and Cubs (ages 8-10) on Tuesday nights. The program is open to girls and boys and we always welcome new participants. We are most grateful to Harcourt Memorial United Church and its members, for the wonderful facilities and support shown to our organization through the year.

Scouts Canada's program is based on 3 fundamental beliefs and principals. Duty to God, Duty to Others, and Duty to Self. The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law: To help build a better world where people are self fulfilled as individuals and play a constructive role in society. Each section is supported by leaders, who in turn are supported by a Group Committee.

This last year was our first full program without the COVID restrictions. Despite the challenges placed upon us, our program emerged vibrant and strong. Many thanks to those dedicated leaders for their commitment to youth and the scouting program.

The Church has been very supportive, providing space for our meetings. The youth enjoy returning this generously by giving back to the Church (window cleaning, mulch spreading), providing space for the garden club, and making financial donations when able.

Fundraising this year involved Scout Coffee, Scout Seeds, Pepperettes and Scout Popcorn.

We welcome parents, grandparents and others in the community to become involved with our Group Committee or Scouting Sections, with your effort to enhance the program for our youth. Please speak with any of our leaders or "drop in" to a meeting to see how you may be able to contribute.

For more information about Scouts Canada please visit www.scouts.ca

Chancel Committee

Submitted by Barb Friend (Chair)

The Chancel Committee's primary role is to provide floral arrangements in the sanctuary on a weekly basis as well as seasonal décor.

We offer the congregation the opportunity to join together to add to our Easter, Thanksgiving, and Christmas displays. We also encourage anyone who wishes to recognize a loved one on a special Sunday by offering a flower arrangement to contact us.

We also liaise with Kate Ballagh-Steeper and the Worship Committee to assist with special services, such as Blessing of the Animals, and Affirming Sunday.

We would love to have new members. No experience necessary.

Ideas are also welcomed. Change is good!

Thank you to the team for your continued support and commitment.

Members: Alice Carey, Marta Coutts, Karyn Davies, Barb Friend (Chair), Carol Jones.
Marilyn Troup Parr, Janet Webster

Library Committee

Submitted by Barbara Shaw

Owing to budget restraints, the Library has not been able to purchase any new books this year. However, we are grateful to receive any suggestions for new books and will hopefully be able to purchase them once our budget allows us to.

Nevertheless, we have received some wonderful donations from a few Harcourt members and these books have been catalogued and placed on the shelves.

Presently, we are in the process of changing the floor design of the Library in order to make it more attractive for small groups to rent. This project has been on going since late November and we are grateful for the guidance of Pat Eton-Neufeld.

Library Committee Members
Mary-Lou Funston
Barbara Shaw
Janet Webster

Spiritual Life Committee

Submitted by Andre Auger

2023 was a pivotal year for the Spiritual Life Committee. Over and above the many activities its members were involved in, it undertook an exercise to review its mandate and its structure.

Of the many activities, a few have been ongoing for many years and continue to thrive and offer opportunities for individual spiritual growth and connection with others. Both Mindstretch and the On-line Holy Listening community, sponsored by the Committee, continue with a steady attendance and some new members. The On-line Circle engaged in some revisions within leadership, allowing more participants to play an active role in the event, either as presenter or as small group facilitator; and new wording to describe the group was developed for Search Engine optimization.

The Committee continues to play an active role in thinking through “Next Near Steps” for Harcourt through the “champions” group. Spiritual Life is engaged in dialogue with

“champions” of the other three key directions – worship, Manna, and the Community Hub.

Members of the Committee hosted the Harcourt Cafe twice, engaging in interesting conversations while pouring tea and coffee.

A member of the Committee worked with the Worship Committee to explore ways to draw attention to “thin places and spaces” as part of worship. One member offered two introductory sessions to Gospel Contemplation to the adults at Manna. Another member designed and produced a Lenten Series Guide and hosted a weekly Reflection Time. Several members created and offered an on-line Holy Saturday listening experience. Another member has continued to offer a regular Devotional time at Wellington Park retirement facility.

Due to a lack of participants, the 6-part series on training for becoming a Prayer Guide for the Week of Guided Prayer – “The Listening Heart” - was cancelled, although a fellow spiritual director did take someone through the training course as a private client. The lack of interest was a disappointment.

Three members concluded the 2022-3 Ignatian Spiritual Exercises with their retreatant. One dropped out because of illness. Many of the members continue to engage in spiritual direction and companionship, and maintain a small cadre of directees.

The Committee continued to offer the annual Ecumenical Week of Guided Prayer. In 2023, 22 participants, mostly from the broader community, took advantage of this program, now offered exclusively on-line.

Three members of the Committee offered a Worship Service on Aug. 23. It was an opportunity to experiment with a more participatory form of worship, with the chairs facing the west windows to take advantage of the contemplative views of the garden.

In September, members of the Committee designed and hosted a “Day of discovery,” a day-long inter-generational retreat experience, at Crieff Hills Retreat Centre. Over 60 participants attended, coming from all three communities of faith within Harcourt.

Kevin Steeper has joined the committee. Megan Ward resigned from the Committee. Sharon Chapman also resigned as co-chair and member, and, throughout the Fall, the Committee began a process of self-reflection.

Beginning with our first meeting after the summer hiatus, the Spiritual Life Committee has been developing an experimental process to discover a renewed purpose and working arrangement. We face the future with anticipation, being one of four identified foci of the Harcourt community. Our processes are reflecting the challenges that all churches face, that of being faithful in the context of a changed and changing world.

The three synoptic gospels each in its own words witnesses to a saying of Jesus. “New wine requires new wineskins.” The task is challenging and requires us to ask questions,

experiment, learn, and identify next experimental steps. The call is to listen to the leading of the Spirit, and a need for deepening our personal and corporate relationships with God, who continues to invite the whole church to be a compassionate and loving presence in a divided, broken, and birthing world.

Women's Spirituality

Submitted by Lorna Rourke

This group of 8-10 women meets once a month. We have resumed meeting in person, and we currently meet in the homes of group members. Meetings include a check-in and then an activity, meditation, and/or discussion facilitated by a member of the group. This year we have been reading and discussing Richard Wagamese's posthumously published book of stories and non-fiction writings, One Drum.

Worship Committee

Submitted by Dan Ganesh

Committee members: Jon Welch, Merrill Pierce (Manna Rep), Barbara Friend (joined November, 2023), Karyn Davies (Co-Chair), Dan Ganesh (Co-Chair),

Ex-Officio Members: Alison MacNeill, Pamela Girardi, Rev. Kate Ballagh-Steeper

As in 2022, Worship Committee had another busy year but for different reasons. Only key highlights will be mentioned.

This was the first full year for Rev. Ballagh-Steeper and our Committee's opportunity to work with her. The switch from a two Minister model to one with a lone Minister had obvious repercussions with some added responsibilities for the Worship Committee. Study leave, other commitments and vacation meant that guest preachers/speakers had to be found for those Sundays when Kate was unavailable. In-house resources were utilized as much as possible, since this was also a period of fiscal restraint as Harcourt struggled with a deficit. With no transition period and mentorship available before assuming the Ministerial lead, Kate had to adapt quickly to Harcourt culture and Worship Committee assisted wherever possible to fill any gaps. Her experience came to the fore, as this was another year of change at Harcourt. Special mention must go to Alison MacNeill who was a key Staff asset during this period, not only about Harcourt in general but especially in Worship.

In 2023, Sunday Services at Harcourt continued as in 2022, with Holy Listening Circle (on-line via Zoom) led by the Spiritual Experience Group at 9 am, a Music & Message Worship Service at 9:45 am (In person and on-line) and Manna (in person mainly). The 9:45 am service was also recorded for later viewing. Based on best estimates, over 2023, in-person attendance at 9:45 am averaged 79 with 14 signing in live and 39 listening to the recorded service (Note that those listening in may be more than one individual per sign-in). Average for Holy Listening Circle was 17 and for Manna was 35. In summary and on average, a minimum of 167 people took part in some form of Sunday Morning worship at Harcourt.

The 6:15 pm Thursday Reflective Service was an outcome and action taken by Kate following an ad Hoc committee meeting looking at Worship Shift and Integration, and was held every week except during the summer break. This mid-week, intimate half-hour reflection is attended by approximately 8 individuals and is held in the Chapel (more souls are always welcome!). Other special services over 2023 included a) the Covenanting Service for Rev. Kate held on Jan 29th, 2023, b) Vicki Olatundun from Chalmers on June 4th, c) guest Ministers/speakers over the month of August as Kate was away, d) a Jubilant Service held on Sept 17th for several retired Harcourt Ministers (Hugh Rose, Bruce McLeod, Paul Webb, Bill Lord, Don Johns, Henk Dykstra and Edna Miller), e) A Stewardship Sunday service on Nov 12th focused on Mission & People with Guest Speaker, Rev. Dr Stephen Iverson, with Music leadership by Lynn Hancock and coordinated by Worship Committee, Trustees, Kate and Bill Lord and f) Six shared services of the 9:45 am and Manna groups. Our Ministry Staff was away for the month of August, so Worship Committee was pleased to have music coverage by Susan Campbell and Lynn Hancock, our Harcourt Choir and a wonderful group of leaders. These included Stephen Jackson from the Anishnaabeg Outreach, Karen Cartmell, Licensed Lay Worship Minister and who is affiliated with Parkminister UC, Brian Carwana of the World Religions Centre and a Holy Listening Circle Service held by the Spiritual Experience Group (formerly Spiritual Life Committee).

In November, Worship Committee was pleased to have Barb Friend join our Committee. Barb has been involved with several aspects of Worship at Harcourt, so in many ways, this was an easy and smooth transition. Welcome, Barb!

Worship Committee Budget had to be readjusted for 2024. There will be a need for more Guest leaders. One expense that has been almost totally eliminated is for bulletins. The use of AV equipment (along with an adept Technical support group) has made this possible. In addition, our OneLicense payment (listed under Copyright in the Budget) was readjusted to reflect the lower numbers attending in-person services. Thanks to Alison for spearheading this initiative. Offering is no longer collected by ushers, with the encouragement of PAR giving, payment by QR code or to leave envelopes in the offering plates at the back of the Sanctuary. The gesture of offering is however still a key part of Worship, and as such, during our Offertory, the Head Usher (usually Tony Wager) will bring an offering plate to hand to the Minister.

Harcourt Café has been moved to the Gym, to accommodate Manna in the Sanctuary, to reduce movement of cutlery etc up the steps and with the Friendship room being used for rentals. Carol Jones (ably assisted by husband Lawrie) continues to coordinate this integral part of our community gathering on Sunday morning. Volunteers are always appreciated!

Tony Wagner continues to function as the Usher Coordinator. Thanks Tony! Communion is generally being celebrated on the first Sunday of every month. With Covid still a threat, various options are being offered for the offering of bread and wine, so that biosecurity can be maintained during this sacred practice.

Finally, a sincere note of gratitude is extended to the Ministry Staff, including those who are behind the scenes, our Tech Team, Choir members and to the other members of Worship Committee.

Music Ministry

Submitted by Alison MacNeill, Director of Music and Worship Arts Ministry

The Choir of 35 singers meet weekly for rehearsal, preparing anthems and practising hymns in preparation for co-leading worship at the Music and Message service, as well as special services during Lent, Easter, and Christmas Eve.

They love to sing, and do it well, but for them, music is also a form of spiritual practice and way of ministering to others.

One of the ministries of the choir is to be present for funerals (memorials, celebrations of life), and whenever possible and upon request, they will make every effort to lend their voices and support to families.

In November, the Choir presented a concert of some of our favourite anthems: Joyful! Joyful!. It was a wonderful (and joyful!) event. A full house also allowed us to raise some money for the operating budget.

Music reaches out to the community beyond as well, and the past spring, during our annual Affirming Service, the Rainbow Chorus was again invited to unite in song with us.

In December, we were the invited guests at the Dublin United Church Choir's Christmas concert. It was a great experience, well-attended, reaffirming our connections and friendship with another GUM choir.

The Choir is a dependable source of readers, communion servers and other tasks as required; they are an all-round dedicated group!

Manna Music About once a month, some folks from Manna - and some from the Choir, who attend that service - meet under the direction of Shannon Kingsbury, to prepare music for the Manna community. On other weeks, the music is led by Jane Lewis, or by other leaders from within the community.

Readers and Drama Alison weekly extends the invitation to those who would like to read in church, or participate in dramatic readings. All are welcome to participate!

If you would like to read, but are unable to attend church in person, or follow the service via live stream, let Alison know. A recorded reading is an option that allows you to feel more a part of the service...and allows others to hear your voice!

The Christmas Pageant was a great success and a lot of fun! A full house, lots of participation from younger folks from Manna, and a freshened-up script helped bring the old story back to life yet again.

The Handbell Choir This group meets weekly to ring out the bells, and to enjoy time together. Opportunities for sharing in church have been a bit less frequent this past year, but fortunately we were able to play at Christmas once again.

The Lightshine Singers, our sponsored community women's choir, meet Tuesdays at 10 am. They prepared and presented 2 programs this year, sharing each multiple times in assisted care homes, and for the first time for a retired teachers' luncheon. They also sang with the Harcourt Choir in December, in thanks for our support.

The Rainbow Chorus is welcomed and sponsored by Harcourt, though in all other ways is an independent group. Over this past year, it has grown from a choir of around 45 to over 100! They feel safe and at home in our church, and we welcome their presence as a one small way to show our support for their community.

Music is intertwined in Harcourt's worship, spiritual and community life. All are welcome to offer their gifts.

Alison

Harcourt Community Life Umbrella Group Hospitality

Submitted by Lynn Hancock

Although there has not been a Committee, as such, MANY have served to offer hospitality in 2023 including ALL the volunteers who support Chalmers, the Saturday night suppers and the Ecumenical Campus Ministry. Carol Jones has continued to recruit volunteers to support the Harcourt Café, following the 9:45am Sunday service. After reading Pat Neufeld's article in the January Herald, I realize how the concept of "hospitality" has been re-imagined and evolved in 2023. It would seem that every day there is an opportunity to offer hospitality; whether it be for first time

guests/customers/visitors or those who enter the space on a regular basis. Pat informs us of the opportunities to serve as hosts. Groups have hosted. Individuals have hosted. One who has served as a host for a rental group shared how much they learned from that experience.

At the time of this submission, a renovation of the upstairs kitchenette is being proposed. If the budget given is approved, the upstairs kitchenette will be transformed and meet current standards and codes.

With permission from Pat, her article is being included in its entirety. The contents will therefore be included in an official document to reflect the variety of ways hospitality has been offered in 2023.

Reflections on Harcourt Community Engagement Project - HUB

Submitted by: Patricia Eton-Neufeld

In 2023 a committee of dedicated Harcourt Church members began exploring how they could engage in a wider community outreach and move towards becoming what has been referred to as a community hub. This past year was a time for many stepping stones as the committee explored different paths to sharing the resources of Harcourt Memorial United Church with the wider community to become a more relevant presence in Guelph while maintaining our commitment to be an open, welcoming church community.

In this reflection I would like to share some of my personal experiences with our early “outreach rentals” to explain how collaborations with other community groups not only generate a valued source of revenue, but also how and why the experience of renting our facilities to community groups weaves together with the outreach Harcourt was already associated with. Through the church’s initiatives I believe we have created a more vibrant, beautiful, and ultimately stronger community fabric.

The Planted Seed Montessori School was the first organization that approached us “looking for the exact right place for this beautiful program to land and call home for many years to come.” To continue the quote, “We have no intention of inserting ourselves into a building and taking over, nor do we see ourselves being mere renters of a space. We are seeking community and we hope we have found it with you. We see Harcourt as a beautiful space to call home for our school.” The school consists of two Montessori teachers with over 32 combined years of Montessori teaching experience. Both have lived internationally and have taught school together for 5 years. The students come from families who are determined to create a dynamic community school that offers a half-day of full Montessori classroom work as well as a half-day of experiential learning.

Harcourt also has an aesthetically appealing sanctuary space with an ideal acoustic and seating capacity for community concerts. In 2023 eleven organizations used the sanctuary to present their concert events. On December 1st, the University of Guelph Choirs presented a concert titled “Sanctuary” in the Sanctuary. After the event, we received a note from the University choir conductors that reads in part, “We were musing about Harcourt and your mission to foster growth, creativity and – indeed – sanctuary in Guelph. What a beautiful, progressive, generous approach. We feel truly blessed to benefit by your volunteers’ time, and we know that our singers will learn important lessons by observing your example of altruism and humanitarianism.”

A community that we have had the pleasure of getting to know and host is the Eritrean Christian community. They arrived at Harcourt looking for a large space to host baptism celebrations. At this point we have hosted eight of these events in the gym on Sunday afternoons and evenings. Some of these people have been through unbelievable difficulties and circumstances before they arrived in Canada where they have been able to find work, get married and make a home. When they are blessed with a child they want to celebrate that important event with family, friends and their entire community. For those of us who are retired and have grandchildren, it is perhaps difficult to remember when we were in our late 20s and 30s and the excitement of starting new jobs that ultimately led to careers, buying homes, having children, and celebrating those events with family and friends. I feel the Eritreans have rekindled a part of Harcourt, experienced 50 years ago with a new church, through their dancing, singing, joyous conversation and exuberant enthusiasm for life and celebration in their new home.

Finally, I would like to tell you a little bit about The Nightingale Centre for Grieving Children, Youth and Families. I first met Jodi, the Executive Director at the end of June when I responded to an email inquiry and invited her to Harcourt to see and experience our space. The Nightingale Centre provides grief and bereavement support to children, youth, and families who have experienced the death of a significant person in their lives. The centre offers a series of eight sessions, three times per year, at no cost to the participants. Each Monday session is for two hours. At the end of the fall session Jodi reported, “your space is working perfectly for our groups.” The Nightingale Centre has

now requested a booking for the same spaces for a winter series. In my meetings with Jodi I explained that our rooms at Harcourt are varied and each of them have unique qualities that can facilitate a particular program. Each room also has a very unique "feel" about it that is important when you are dealing with bereaved children and youth. As I walked together with Jodi through the Harcourt facilities in our first meeting, we talked about the needs of the participants in her programs and how the building could facilitate the feelings of safety, openness, and hope that are so vital for young people and families dealing with grief.

I am very excited about the possibilities for 2024 and building upon the varied and unique relationships we have nurtured in 2023. As we work together on this project I have come to know and appreciate much more deeply a number of Harcourt parishioners. If you are at all interested in a truly unique opportunity to serve at Harcourt, please speak to Steve Pierce or me about how you can be a part of this experience and contribute to the success of the Harcourt community Hub. There are a number of ways to participate. Through the act of volunteering your life can be enriched by working together with people in ways you may never have imagined.

Brief Summary of 2023 Activities:

In 2023 Harcourt hosted 11 different musical organizations in the Sanctuary: Guelph Chamber Choir, Rainbow Chorus of Guelph/Wellington, Elora Singers, KW Symphony Baroque Series, University of Guelph Choirs, Guelph Youth Singers, Guelph Concert Band, Guelph Symphony Orchestra, Suzuki String School, Kiwanis Music Festival, and James Gordon for the Gordon Lightfoot Tribute Concert.

In addition, the Harcourt United Church Choir hosted a popular fundraising concert, as did Jane Lewis and Tannis Slimmon, as a fundraiser for Chalmers Community Services. Four different music teachers held their end of year recitals in the church. The Lightshine Singers and the Jane Lewis vocal meditation group each uses the Sanctuary 1½ hours every week.

Monthly and occasional meetings were held in the Sanctuary by 5 groups: PROBUS Club of Guelph, Old University Neighbourhood Residents Association, Ecumenical Campus Ministry, The Guelph Seminar and the City of Guelph Ward 5 Town Hall. In addition, Third Age Learning holds its Fall and Winter 8-week series in the Sanctuary.

For the first time in 2023, Harcourt hosted the Exalters' Church Weekend Conference, a monthly Hindu group, five Cool Aunt Creatives Markets, and the Harvest Bowls event to raise funds for Chalmers Community Services. With each of these new initiatives, valuable lessons were learned in how to use the sanctuary space differently from what we consider more "normal" use of the space for musical events, meetings and lectures.

The chapel is sometimes used in association with concerts for musicians to gather before the concert event. It has also become the meeting place for the After Stroke Group membership lunch, the Grapevine Group and, probably most significantly, the Nightingale Centre for Grieving Children, Youth and Families that also uses 202/203 and the Nursery for smaller groups. Last winter the Great Big Theatre Company also used the chapel but very quickly outgrew that space and are now in another church in Guelph.

The Guelph Guides have also found a new home in the chapel because the Montessori School occupies the Friendship Room where the Guides formerly met.

Room 202/203, with its Board Room table, has become a favourite room for many meetings of different Harcourt groups as well as for the Chalmers Community Services board meetings. This room also hosts the youngest members of the Nightingale Centre for their grief counselling sessions.

The gym is a very versatile venue and hosts a wide range of activities including March break and Summer camps, the Eritrean community's baptism celebration parties, fundraising dinners, pre-concert artist gathering spaces, post-concert receptions and fundraising silent auctions, a successful Christmas Market hosted by Cool Aunt Creatives, and a very successful antique sale.

On Wednesdays the gym has become the home for Sandlot Sports with its very unique approach to skill acquisition and motor development in young kids. On Monday and Tuesday evenings the gym continues to host the Beavers, Cubs and Scouts. On Thursday the very charming Autism Dog Services training happens in the gym.

Last summer the parking lot was alive with the action of the Pedalheads Bike Camp and we look forward to hosting them once again in 2024. Last summer also saw the gardens alive with the sound of children for summer camps, and we look forward to hosting them again in 2024.

Harcourt United Church is becoming a vibrant community Hub that provides opportunities for a variety of organizations that benefit from the flexibility of the church's spaces and resources. We and the people of Guelph are blessed with the results of this initiative that gives us opportunities to contribute to the community within which we live and work.

Partnerships/Community Hub Project

Submitted by Stephen Pierce

Background

One of the visioning priorities approved by the Congregation in 2022 was the building partnerships/community hub project. The broad vision is to sustain the mission of Harcourt into the future by redefining relationships with the community and increasing rental income. In July 2022, an initial Task Group was formed to identify the steps necessary to move this project from discussion to implementation.

Over the summer, preliminary meetings and conversations were held with Kendra Fry from the Trinity Centres Foundation. In the fall of 2022, a contract was signed with Trinity Centres Foundation to provide resources to assist Harcourt in moving forward. Phase 1 began officially in October with an initial meeting of interested people. This led to establishing small task groups around the following areas/issues: External Welcome, Internal Welcome, Website (Communication), Stakeholders, Governance, Rentals.

Current Year 2023

The small task groups continued to meet during the early months of this year and met with Kendra Fry for a day long joint meeting. The joint meeting provided each group with recommendations regarding future directions.

The following are some of the accomplishments resulting from the work of the task groups:

External Welcome

- Exterior signage improved for west-side of building and signs indicating “main entrance”
- Increased work regarding appearance of gardens, vegetation and landscaping (thank you garden committee)
- Discussed plans to replace stone signage in front of church with electronic/digital sign
- Discussed how we can better use garden area outside sanctuary and to promote use by renters and neighbours – to install electrical outlet in garden
- Further discussions regarding accessible parking and visibility of main entrance to take place

Internal Welcome

- Internal welcome discussions occurred to consider ways to make internal space more welcoming
- installation of the TV screen in the greeting area to help people find their way around and to inform people of coming events
- New signage installed to better direct guests and visitors to the office area and to better identify washrooms and rooms – rooms have been renumbered
- Consideration given to ways of using bulletin boards differently
- Discussions have taken place regarding possible renovations to greeting area making it brighter and more welcoming – e.g., LED lighting

Website and Communication

- Website is an important piece which tells people about (discover) Harcourt and who we are
- Changes were made to help people more easily find what they are looking for (e.g., rental information)
- Opening statement added to communicate desire for community engagement
- Consideration given to different ways of using social media to inform people about Harcourt
- Changed the domain name to harcourtcommunity.ca

- Pictures added to website

Stakeholders

- Large Stakeholders list developed
- Created email list – email sent explaining partnerships and community engagement project and inviting people to the Community Consultation
- Community interviews were conducted by consultant asking stakeholders their views of Harcourt and changes that would be helpful for the community
- Community Consultation held in May with Consultants

Governance

- Governance models were presented to the Task Group for consideration by the Consultants
- Split Model of Governance chosen
- This model of governance has not been implemented due to work involved in developing rental operations
- Interim step in governance model is the establishment of the Rentals and Community Relations Group
- This group currently is offering guidance in the development of the project
- This group reviewed the Final Report submitted by Trinity Centres Foundation
- Currently, project is not in a position to form a Building Operations (Management) Board

Rentals

- Many accomplishments have been achieved regarding rentals and use of space at Harcourt.
- Developed or revised the following documents:
 - Rental Coordinator Job Description
 - Revised and Updated Rental Agreement
 - Revised Harcourt Use of Space (Rental) Policy
 - Revised Harcourt Community of Faith Use of Space Policy
 - Reviewed and Updated Rental Rates
 - Developed Alcohol Policy approved by congregation
 - Commercial Lease drawn up for long term tenants
- Approval was received to restructure the office position providing for a Rental Coordinator position

- Created booking email for rental communication and requests: booking@harcourtcommunity.ca
- Approval for short-term contract for Community Relations Consultant
- A Tech Team and Chair Team have been formed
- Rental revenue has exceeded budgeted amount - \$104,996.34
- For a description of the kinds of groups that are renting space, see the description by Pat Eton-Neufeld under the Hospitality section of this report.

Space

- Use of space within the building has increased
- Space is being used differently – for example, the purchase of chairs allowed for the Chalmers Harvest Bowls event to take place in the Sanctuary which was a huge success
- Rooms which were not being used or rented are now available (e.g., nursery, library)
- Much work has gone into tidying up and sprucing up rooms making them more presentable and rentable (thank you to all volunteers involved)
- Storage is a large problem at Harcourt – cupboards and shelves have been emptied of objects and materials which have been stored for years and not ever used
- Renovations were completed behind the stage area to store excess chairs
- Montessori School has moved into the Friendship Room which has allowed for consistent revenue

Sponsorships

- The project has continued the tradition of offering donated space to “sponsored” groups
- In conversation with regular sponsored groups, they have agreed to be flexible in their use of space to allow for rental opportunities when requests are received – (e.g., sponsored groups have agreed to change locations and times of meeting) – we thank them for their willingness to make these adjustments
- There are currently 10 sponsored groups
- No further long-term sponsored groups will be provided space at this time
- One-time (periodic) groups or events continue to be sponsored

Social Enterprise

- Options are always being considered

- One option that was explored was the purchasing of a business or franchise as part of another organization
- Following discussions, it was decided not to purchase the franchise as the timing was not good, the risk level was significant and there would have been a considerable amount of work required to develop and operational the franchise.
- The idea for Harcourt becoming involved in a business adventure has not been abandoned and is always under consideration

Alcohol Policy

- The Alcohol Policy was approved by the congregation in 2023 which allows for, following certain procedures and the meeting of certain conditions, the serving and sale of alcohol as part of a rental contract
- The rental program does not promote or advertise the sale and serving of alcohol at events held at Harcourt
- The rental program only responds to requests
- There were three requests made during the year: One request was made by the Guelph Arts Council for an event they were planning. The GAC eventually chose another venue. Another request was for a party at which alcohol was to be served. This request was not approved. The final request was for a family Christmas dinner where wine would be available with dinner. This request was approved.

Naming of Project

- After many months of discussion, members of the Rentals and Community Relations Group agreed to a name for the project. After considering names such as Community Hub and Community Centre, the name agreed to is “Harcourt Commons”. This name was brought to Council for their consideration and there was agreement at Council as well. This name represents a branding of the project and does not create a reorganization or re-structuring within Harcourt.
- The vision for Harcourt in the future is to keep it a public space or a “Commons”. There is a need for public space as opposed to private space, for example, if the building and property were sold. It is usual to think about a building or location as property. This implies ownership and the property is mine which allows for dictating who can enter, when and under what conditions. If we consider the building and location as “land”, it reflects an indigenous understanding. Within this perspective, we “hold” the land which implies the idea of a “commons” and “ours” not mine.

Statistics

- Revenue from regular/ongoing rentals: \$69,220
- Revenue from new rentals: \$35,776

- Donated Space (Sponsorships): \$25,595
- Donations from Sponsors toward rent: \$6810
- There are 5 renters not returning in 2024 Reduced Rent = \$12,408
- As of the end of the year, there are 3 new renters for 2024 Rent = \$10,277

Revenue by Space

- Parking Lot 3,060.25
- Garden 185.00
- Gym 17,968.50
- Sanctuary 43,002.09
- Room 204 (Chapel) 4,525.00
- Room 203 1,125
- Kitchen 871.00
- Room 101 (Nursery) 280.00

There have been 50 different individuals/groups renting space during 2023. Many have rented space multiple times.

Challenges

- The project continues to rely on a small number of volunteers to fulfill important roles and responsibilities:
 - Hosting Responsibilities
 - Chair Team and required set-up of events
 - Overall management and guidance of project
 - On-call response to various evening, weekend issues that arise
 - How long can the project be sustained by volunteers?
- Operational issues:
 - Wear and tear on building as rentals increase
 - Storage
 - Garbage
 - Interior security of building
 - Air conditioning requests by renters

Conclusion

As 2023 ends, the project (Harcourt Commons) has only been in operation for approximately 6 – 7 months:

- Much has been accomplished in this short period of time
- Financially, the project has surpassed expectations
- This has been the result of the efforts of a number of people who are committed to the purpose, goals and vision for the project
- There are challenges ahead
- The goals for 2024 are: 1. to stabilize the rental operations and 2. to begin the process of involving the community in establishing a common or shared space at Harcourt
- Harcourt is not able to sustain itself on its own and needs partnerships, and to continue the redefinition of its relationship with the community
- The goal of opening Harcourt to the community will continue

In appreciation

- Many people have made contributions to the project during 2023. Some contributions have been smaller than others but all have contributed to moving the project forward.
- I hesitate to name people as I will inevitably leave someone out. For that, I apologize. However, I do wish to offer my appreciation to the following people for their support and contributions, some of whom have played differing roles over the year:
 - Lorraine Holding, Gerry Neufeld, Peter Gill, Mark Sears, Ashley Kizis, Pete Robinson, Lawrie Jones, Leo Medeiros Conor Russell, Lynn Hancock, Sarah Lowe, all those who pitched in to sort through all the “stuff” that has accumulated throughout the years, those who moved and transported items, the painters, all those who participated on task groups, on planning meetings and contributed their thoughts and ideas, all those who have periodically attended meetings or participated in other less visible ways
 - A special thank you to Nancy Ryan who led the charge around storage issues, preparing rooms to rent and for attending many meetings regarding the project and the two schools.
 - I wish to thank Kate Ballagh-Steeper for her interest and support and for attending many meetings as well.
 - A special thank you to Pat Eton-Neufeld for spending hundreds of hours making sure the rental process is working and for her extra efforts at building relationships with renters and the community.

May the second-year build on the first. May the vision of community space become clearer to us as we journey on. May the light of change not dim.

Pastoral Care

Submitted by Lynn Hancock, Umbrella Councillor for Harcourt Community Life

Rev. Kate Ballagh-Steeper offered pastoral care to the congregation throughout her first full year at Harcourt. Visits were conducted at Arbour Trails, and other members living at the Arboretum throughout the year. As well as visits were conducted at Chartwell Wellington Park. Visits were also made to the Retirement home on Gordon Ave. Kate made visits to the Guelph General Hospital when notified that members were hospitalized. She made a few home visits as well. Pastoral Care is often provided when the opportunity arises, often when people drop in to the church or her office or following meetings. The Harcourt Café is also an important time to touch base and connect with people and provides an opportunity to highlight those who need or want pastoral care.

From Kate's perspective: "The nature of pastoral care has been shifting for some time now, and particularly following the COVID-19 pandemic. There are fewer requests for a pastoral visit from the minister and it is less frequently that the Church is notified by family members when a member is hospitalized or died. Funerals and Celebrations of life have changed as well. When there is no public funeral for a member who has been active, there is still a need and desire for the faith community to gather, celebrate and remember the individual. When Anne Piper died late last winter, we were able to host a Coffee Hour time to remember Anne and her contributions to the church over her many decades of service. While not quite the same as a full funeral, it was an important opportunity for the church community to be together to share our grief and offer our gratitude for her service. It is expected this trend will continue."

The following quote was provided so that a wider community could be aware of the pastoral care offered from the perspective of those attending the 9:00 Sunday service on Zoom. "The Holy Listening Circle is a group that gathers to conduct a spiritual practice together and has been recognized by Harcourt United Church as a valid online ministry. Through spiritual listening, care, is an organic part of every gathering. As in any small group, participants look out for each other at other times as well."

Pamela Girardi submitted this on behalf of Manna:

"Our Manna community seeks and offers spiritual care in various ways. Walks, coffee, and meetings at parks or the church are common places for pastoral care. Prayer shawls are delivered to folks when needed, along with homemade cards made one Sunday by the children and youth. These are frequently delivered with meals prepared by the community.

The Manna community frequently offers care and support to one another. Childcare help, prepared meals, and deep listening are common forms of community spiritual care.

Pamela was grateful to attend a Spiritual Care course, Ministry as Listening, with the Centre for Christian Studies this year. This course is one of several offered by the CCS."

Throughout 2023, those feeling connected to the Harcourt family/community continued to care for each other pastorally through a variety of formal and informal means.

- A variety of Greeting cards were sent out by Diana Sterenberg on behalf of Harcourt.

- A small group of dedicated women continued to knit prayer shawls; some chose to meet in person and some donated shawls anonymously. They were offered to those grieving, ill, or healing
- The Harcourt Herald and e-weekly were hand-delivered or mailed each week to those who do not have internet access or email and/or requested a printed copy for a variety of reasons
- Harcourt members took meals to those who were newly home or recovering.
- A few dedicated pastoral care visitors have continued in their support to those who were home bound or in long-term care, through regular phone contact and in-person visits where possible.
- Our Voluntary Associate Ministers for 2023 were Rev. Joyce Kelly, Rev. Deborah Shanks and Rev. Gaylyn McLean.
- Kate presided at memorial services held at a graveside, at funeral homes and in the Harcourt sanctuary
- The Annual Memorial Worship Service in November provided space to honour and remember loved ones as a church family.
- Creative ways have been found to offer pastoral care to one another. There have been many examples of small groups gathering on a regular basis. As far as larger groups, the Choir members modelled the many ways in which pastoral care could be offered.

Prayer Shawl Ministry

Submitted by Joan Bowland

We returned to knitting at the church Mondays 1:30 to 3 PM. There are six members at present, and we are thankful for some knitters in the congregation to contribute to our bins.

This year we gave out 10 adult and one baptismal shawl.

If you are aware of someone who should be receiving a shawl, please contact Joan Bowland, 519-821-9378 and I shall be happy to assist you.

It is very good to be back knitting as a group again, and we welcome new members.

Operational Life Umbrella Group

Communications Committee/Team

Submitted by Lynn Hancock

Members: Rev. Kate Ballagh-Steeper, Lynn Hancock, Marion Auger, Carolyn Davidson (September-December), Casey Connor (January – July), Conor Russell (September – December.) Although Casey has been missed, she was recognized for her unique contributions and we celebrate with her in finding new employment with new opportunities for personal and professional growth.

We have met as a Communications Team regularly on Zoom throughout the year, averaging once a month. Following a brief check-in, we focused on time-sensitive issues and set priorities. The following are a list of what was discussed throughout the year.

Harcourt Herald

Marion Auger served as editor for the Herald and extended an invitation each month (except for the summer months) to submit an article based on a suggested theme. There have been monthly contributions by Rev. Kate, Kent Hoeg (Chair of Council), Judi Morris who transcribed interviews, Marilyn Whiteley, (History Corner) and Lisa Browning (Do you have a story to tell). **Many** other writers have contributed. Due to the number of pages in the Herald, the decision was made to print fewer copies for pickup in the greeting areas. Folks have been asked to contact the office in order to be guaranteed a printed copy. Volunteers were recruited to support Office Staff. Sandra Welch, Marilyn Sears, Carolyn Davidson, Barb Friend, Ann Middleton, Marta Coutts, Roselynn Stevenson, Lynn Lawson and Lynn Hancock have all helped to ensure the continuation of this during 2023.

Website

Harcourt Website Contributors: Casey Connor, Pamela Girardi, Kate Ballagh-Steeper, Carolyn Davidson, Tammy teWinkel, Nancy Ryan, Steve Pierce, Ashley Kizis and Conor Russell. This has been a transition year. Following the design and creation of a new website (www.harcourtcommunity.ca) which would more accurately reflect who “we” are as Church, there has been time and energy spent in order to shut down the old website (www.harcourtuc.ca) . The website is now functionally gone.

TV monitor in the greeting area

Following the installation of a TV monitor in the greeting area, a few people have been responsible for updating the information: Casey Connor, David Kucherepa and Conor Russell. Conor created instructions so that the monitor could be updated for weekend guests/visitors as well as for weekdays. This is to reflect the increase in number of rentals on the weekends.

E-Harcourt Weekly – Casey Connor, Conor Russell

The e-harcourt publication has continued on a weekly basis. The eharcourt weekly has been mailed or delivered to those who requested a printed copy. Those who requested an electronic copy and provided their email could expect to find a Thursday message in their inbox. Many conversations revolved around the content - how best to highlight and inform the reader of upcoming events while reducing information overload. The consensus by the team was to focus primarily on Harcourt events. Exceptions were made for events at the other three United Churches within Guelph United Ministries (GUM)

Bulletin Boards

During 2023, the bulletin boards have been updated by Office Staff and volunteers, including Deb Murray, Roselynn Stevenson, Janet Webster

Manna Facebook – Pamela Girardi

Harcourt Facebook and X (formerly known as Twitter) – Casey Connor, Conor Russell

Harcourt Photographers – Casey Connor, Jerry Daminato, Mark Sears, Angela Jimenez, Steve Pierce, Pamela Girardi and Carolyn Davidson

Instant Church Directory Online

This online directory has been available for those wishing to provide contact information and a photo. The administrators have appreciated those willing to notify the Church Office of changes so that someone who logs in with a password will have access and benefit from the most updated information.

Although this is being submitted on behalf of the Communications team, it is becoming more and more clear that “we” are **all** communicating **all** the time. Everyone associated with Harcourt is communicating to those known and unknown in Guelph and beyond. For those shopping for a safe place/space to be themselves, they are watching and listening. Thanks to technology, folks are able to watch the Music and Message service anonymously from their homes. They can “shop” online. They can go to the website and get an impression of who we are as Church. We have continued to explore more diverse ways to communicate.

Electronic Infrastructure Team (Tech Team)

Submitted by Mark Sears (Chair)

The biggest change to our team this year was the loss of our technical lead Casey Connors. She has moved on to a job monitoring and responding to 911 calls in Guelph and surrounding areas. We miss her enthusiasm and friendly support that she offered to all that she met. A second major impact to our function was the burglary and loss of much of our AV equipment as well as equipment belonging to a number of our staff and supporting individuals. Some items were recovered but our insurance covered the remaining items and we are fully back in business for our church staff and Sunday services as well as for the increasing number of rental groups who recognize the excellent performance venue that Harcourt presents to choral and other musical groups.

Jerry Daminato, Conor Russell, our new and talented admin/technical lead, and support from Gerry Neufeld and Larry Smith remain as our core of digital communication team. Additional support in the audio visual and live stream booth comes from Elizabeth Bone, Ash Wilson, Evan Lew, Malcolm and Marta Coutts, Brian McGee and our newest sound technician, Gerry Neufeld. We act as a sub-committee of the Communications Committee and deal with all the electronic audio/visual elements needed for worship activities and other needs of groups or individuals during the church year. We would certainly welcome any of you that would like to participate in training for and operating our audio-visual equipment.

AV Booth

We have upgraded the equipment in the booth with a new digital audio board to accommodate installation and operation of live streaming equipment. All of this equipment was purchased by generous donations from the congregation and first used in September 2020 to begin our in-person live streamed Sunday services. Because of the loss of some equipment from the burglary we have upgraded some older AV equipment and computers.

Office Equipment

No new equipment was purchased for office use this year, but we have upgraded some of the computers.

Recorded Worship Services

All worship services at Harcourt are recorded and available on YouTube. Many committee meetings and other activities are carried out on Zoom as well. This has required continued effort by ministers and others to learn the technology and adapt to new visual and audio input for presentation. Pamela Girardi has developed a wonderful live Zoom service for MANNA that continues to attract families. MANNA has now begun to meet in-person for outdoor services in the fall and moves inside in the colder weather. The innovative programs offered by MANNA have attracted many committed families. The result of these activities has been the participation of many new Harcourt members and added a personal touch to each service. We are in need of operators for our live stream equipment for both services and welcome any who would like to learn and participate.

Live-Stream Audio and Video Production

The technology of communication and of capturing the worship service for transmission to some of our members who cannot easily attend involves regular coordination among staff and several committees as well as operators. We have expanded our use of this technology to other Harcourt activities and outside groups wishing to make use of this inclusive outreach approach. We offer the ability to accommodate speakers at a distance on Zoom that is coordinated with our live audience and those attending by live stream as well.

Property Committee

Submitted by Dave Hume for Walter Johnson, Chair

Members of the Property Committee during 2023 were Walter Johnson (Chair), Frank Webster, Larry Smith (representing trustees), Nancy Ryan, Cisca Vanderkamp, Pete Robinson, Gary Parsons, and Michael Hofer. Mark Sears is the Umbrella Councillor for our Committee, attended meetings and also helped us in many ways. Thanks to the church office for all your help.

The 2023 year was tumultuous for the Property Committee. One of the big changes was changing from our committee responsibilities for rentals and working with the Harcourt Hub Group. Nancy Ryan was a great help in the transition. Property Committee members plus Gerald Neufeld helped paint the nursery, and the kitchen, plus the walls behind the front of the sanctuary. During the year, rental income increased from about \$45,000 to \$105,000! Other significant projects included raising the floor in the area behind the front wall of the Sanctuary. That work was done by Pete Robinson. Other projects included repainting the lines on the parking lot; raising the storage shed at the west end of the parking lot, so the doors would open in the winter; and getting handrails installed on the right-hand steps up to the choir loft. Many church members were involved in removal of the pews and the assembling of the new chairs. A big project involves installation of a controlled access and alarm system, which is nearing completion. That system was brought on by a serious burglary event in March, in which many of the office doors were

damaged, expensive equipment was stolen from the sanctuary and some offices, but Larry Smith was extremely helpful in co-ordinating repairs and insurance payments. Another project was updating the church inventory. There also was a concerted effort led by Pete Robinson to update outside lighting. There were several days on which outdoor cleanups were organized.

Other upgrades or maintenance projects included gardening with a large number of volunteers led by Sarah Lowe; trimming hedges beside the path back to Forest Street, big tree removal, maintaining the boilers, maintaining the telephone system, fixing leaks in the roof, lawn mowing, repair of some of the tiles in the Greeting Place, and installing cupboards for renters and church groups.

The Property Committee thanks David Kucherepa for his work as custodian. As the transition to more rentals occurs, he will have more and more demands on his time and may need assistance.

Thanks to everyone else that helped and contributed in 2023!

Report on Gardens

Many thanks to Sarah Lowe for coordinating garden maintenance for 10 years, and is retiring. An increasing number of volunteers helped keep the grounds looking attractive and a great place to gather and play, providing a valuable asset to both church members and the wider Hub community. Work parties included the traditional Saturday spring and fall “cleanup” days, a June evening “weed and wine” event, and numerous other times from April to November.

Thanks, also, to the enthusiastic team of gardeners: Janet Charette, Marta and Malcolm Coutts, Carolyn Davidson, Dave Hume, Patricia Eton Neufeld and Gerry Neufeld, Joyce Johnson, Carol and Lawrie Jones, Lynn Lawson, Sarah Lowe, Lucy Mutharia, Sandy Middleton, Roz Stevenson, and Cisca Vanderkamp, in addition to other members of the property committee and church members. We are also grateful to the 3rd Guelph Scouts who were invaluable in helping spread a load of compost mulch in late October.

Outreach Umbrella Group

Submitted by Rosalind Slater

Another year has come to a close and for Outreach it has been a very good year. At the last council meeting I made a commitment to serve for another year as Umbrella counsellor and I am happy to welcome Julie Henshaw to be a part of the Outreach committee. Continuing on from last year's report I am happy to say that the Shirzai family are safely landed and settling down to life in Guelph. It has not always been an easy road for them but thanks to the people of Harcourt and Trinity they have a house big enough for their needs and are becoming established in our city. They are all very grateful and always express their thanks for each little thing that we do for them. I want to say thank you to all the people of Harcourt who have helped in each way possible. Being a part of the refugee committee has given me personally much joy as I see them slowly becoming a part of our safe country in Canada, and they inspire me with hope for the future. The refugee committee has taken up much of the resources for the outreach committee this

year, despite this, outreach still continues to thrive in all areas. Many thanks to Karyn and Brent Davies for heading up Saturday Night suppers and to everyone who helps them in this very worthwhile project. Thanks also to everyone who contributes to the M&S fund and those who support Andrew Hyde in his ministry at the University. Under the Umbrella of Outreach is the community garden and Jill Gill and her team have once again done a splendid job of making all things grow. (More about this in Jill's report). Thank you to everyone who has helped in this worthwhile project. It has been a good year thank you to everyone who has helped in any way.

Harcourt Quilting Group

Submitted by Jill Gill

Early this year members of the group completed seven beautiful quilts that were given to the Shirzai family in November after their arrival from Tajikistan. They were very emotional and grateful as a result of our generosity.

The completed Dresden Plate Quilt will be donated to the Mennonite Central Committee to enhance their fundraising efforts in support of their many philanthropic causes.

Due to everyone's busy schedules we suspended meeting this fall and will meet again in January 2024, every 4th Tuesday until June. We work in the former Nursery Room from 1-4 p.m. We welcome anyone with previous quilting experience to join our small group. Our quilts are machine-sewn, from donated 100% cotton fabrics (donations of fabric gratefully received) and all quilts we create are, in turn, donated to those in need.

Harcourt Communal Garden

Submitted by Jill Gill

This year the Harcourt Communal Garden yielded just under 500 lbs. of organically-grown vegetables and herbs which were all donated to Chalmers Centre food pantry in the Downtown or Three Willows location for distribution to many of Guelph's most food-insecure folks.

Once again, Lisa Mactaggart generously designed our crop rotation plan and grew the seedlings from seeds she donated, to produce all of our vegetables and herbs. We are most grateful that Lisa has shared her expertise and dedication to urban farming in this way.

This garden has been providing organically-grown vegetables and herbs to Chalmers (a Harcourt supported charity) since 2011. It is entirely seeded, transplanted, watered, weeded and harvested by volunteers each week from June until October. We are sincerely grateful for the dedication of all our volunteers which included senior as well as many young families from Manna. This fall we were thankful to have several students from U of Guelph volunteer to join us every second Wednesday evening under Lisa Mactaggart's mentorship. I will be recruiting more students at the 2024 Volunteer Fair in January for the 2024 growing season.

We encourage anyone interested in vegetable gardening and alleviating food-insecurity to join our volunteer crew. We have many volunteers who have experience and are willing to mentor newcomers, so no prior gardening expertise is required.

Guelph Community Orchard Project (GCOP)

submitted by Jill Gill

The GCOP was planted in September 2012. It is a diverse urban orchard, fully maintained by volunteers. The fruit and nuts grown here are available for anyone in the community to harvest. We also donate some of the harvest to Chalmers.

This spring we had a short work party to cover half of the eastern bed with black plastic and heavily added wood mulch to successfully rid the orchard of weeds (especially bindweed). This fall six students from the U of Guelph's Project Serve program came one afternoon in September to finish this activity in the remaining half of the same bed. The result has been quite striking in its success at keeping the weeds at bay and neatening the whole look of the planted area.

Welcome to Guelph Project

Submitted by Peter Gill

In the fall of 2021 Sameen, a Chalmers guest, asked me if Chalmers sponsored refugees. I said we didn't but as CCSC is a United church affiliate it could be that the Guelph United churches would be open to helping.

At a later meeting Sameen described how her sister Saliha Shirzai, her husband and five children had been forced to flee their home in Kabul, Afghanistan after threats and violence committed by Taliban agents. The reason was that Saliha's two daughters, 20 and 19 at the time had been homeschooling women and girls, an activity which in Afghanistan is banned. The family made its way to neighbouring Tajikistan where they lived for two and a half years with the anxiety and stress of possible deportation. The councils of Harcourt and Trinity almost immediately pledged to support the refugee application by funding \$25,000 each, more than half of the amount required by IRCC (Immigration Canada) to successfully sponsor a family of seven.

On 30th December 2022, after a number of glitches, we were able to complete the applications to IRCC in order for the family to be considered as possible refugee candidates in 2023. The applications were done through Danby, the local company which has done so much to help refugees come to Guelph from all parts of the world.

On 26th October 2023 the family arrived safely in Toronto since when lots has happened.

- A 4 bedroom house was rented on the day they arrived and that weekend donations of furniture, bedding, household items and other essentials were delivered.
- The two young men (18 and 17) were enrolled at John F. Ross high school in early November.
- Many dental appointments were made and more recently a local GP has taken the family into his practice.
- They have enrolled in ESL classes which have yet to begin.
- Some resumes have been prepared and accreditation from Afghan high schools has been received. We are trying to get transcripts from Kabul for a civil engineering degree for the eldest son.

- The family has been warmly received at worship services at both Trinity and Harcourt. Saliha has said she does not have words to describe the gratitude she feels towards the churches.

These are just a few of the highlights. For me, and I suspect many in our congregations this outreach reflects what we strive to be as followers of Jesus' teaching that we care for one another. When our congregations struggle with diminishing resources, financial and human, it can be tempting to look inwards in order to make sure we continue to pay salaries and keep the lights on. There are numerous stories of hardship, deprivation and insecurity both locally, nationally and internationally. The generosity and kindness shown by both Trinity and Harcourt are a shining example of how we need to live out our faith in the world.

Members:

Peter Gill, Kate Ballagh-Steeper, John Benham, Heather Chesney, Ruth Cooke, Ilona Dobos, Jill Gill, Sameen Sheezai, Rosalind Slater

Saturday Night Supper

Submitted by Karyn & Brent Davies

Harcourt continues its commitment to provide and serve food at Royal City Mission in downtown Guelph. Our church community has four opportunities to serve on Saturday evenings during the year. Thank you to all who volunteered to provide food, serve, bake pies and to contribute financially. It is because of you that this outreach continues at our church.

This year has not been an easy one at Royal City as demands for food and shelter have escalated in the city. Over 75,000 meals were served at Royal city in 2023. Your contribution makes a difference in the lives of others. Thank you so much for your support.

The dates for this year's suppers are, March 9, June 8, August 3, and November 16, 2024.

Stewardship Umbrella Group

Finance Committee

Submitted by Roz Stevenson

Harcourt ended 2022 and began 2023 with signs that financial support was beginning to recover post-Covid. However, the approved 2023 Budget still anticipated a deficit of \$74,071, and substantial amounts were borrowed from reserve funds held by the Trustees, effectively borrowing from ourselves. The result of past stewardship has given us the opportunity (and funds) to help survive current challenges and adapt for survival and success. One aspect of this adaptation has been what has been done to increase rental income and facility use through current Community Hub: Building Partnerships activities. We are grateful for the time and effort of the many people who have worked on recent changes – and we are also grateful for substantially increased rental income!

As a congregation, we are also very grateful for continued and generous financial support from members and friends. Offerings by envelope, PAR, e-transfers, Canada Helps, UCC Foundation, and other routes exceeded the 2023 budget line. In addition, something that *doesn't* appear on financial balance sheets, but which is essential for Harcourt being able to function, is the hours and hours – and sweat! – of people who volunteer their time and labour in many ways. Thank you! You *are* worth your weight in gold! The year-end figures show a much better picture than was anticipated, to the point we could begin to make transfers to Trustee funds in January 2024.

Meeting budget lines in 2023 encountered many challenges, some anticipated (rising costs of everything), others NOT – a March break-in, with loss of expensive live-streaming and A/V equipment and other damage. Trustees Megan Ward and Larry Smith did heroic work untangling insurance claims, and Rev. Kate Ballagh-Steeper and Carolyn Davidson successfully pursued grants that allowed security upgrades for the future. Meanwhile, Council approved use of some of a large donation for HUB-related changes in the building, which you will have noticed. Oh, and the sponsored refugee family arrived in December.

You are wondering why this list of Events belongs in the *FINANCE* report? Simple ... it all involved money, and we need to keep good track of where it comes from and where it goes! For that task, we are all in a very big debt to Envelope Secretary **Heather Hoeg** and to Harcourt Treasurer, **Marilyn Troup Parr**. Marilyn had to figure out where all these unanticipated ins and outs should go in the financial statements, and make sure that the bills were paid on time. We are all very grateful!

Members of the Finance Committee in 2023 were:

Chair: Roz Stevenson

Heather Hoeg, Envelope Secretary

Marilyn Troup Parr, Treasurer

John Phelps, Payroll Administrator

Elizabeth Bone, Trustee Representative

Leo Medeiros, Meeting Minutes

Marilyn Sears, Coordinator of Counters

With thanks to the Counters: Kathleen Brennan, Malcolm Coutts, Martha Coutts, Mary-Lou Funston, Lynda Jessop-Lew, Marilyn Reilly, Barbara Shaw

Offering Counters Team

Submitted by Marilyn Sears

Throughout 2023 I have scheduled teams of two people each Sunday to count the offerings that have come in throughout the week and during the 9:45 service. Each team does the counting, recording, tallying and preparing the deposit right after the 9:45 service. They have worked conscientiously and I am usually able to answer any questions that arise while they are counting. Each counter is scheduled about every three weeks. The counters are Marilyn Reilly, Marta and Malcolm Coutts, Lynda Jessop-Lew, Barb Shaw, Mary Lou Funston, Kathleen Brennan and myself. Many thanks to all of them for their essential contribution to the functioning of Harcourt Church.

Other Church Teams & Committees

Memorials Committee

Submitted by Malcolm Coutts

The Memorial Fund for 2023

The members of the Committee were Dave Hume, Malcolm Coutts and Karyn Davies. The Harcourt Memorial Fund provides an opportunity for people to make contributions to Harcourt United Church honouring the lives of Harcourt members who have passed away during the year. During 2023, there were nine people for whom memorial donations were received. Receipts were as follows:

Current Operating	\$4,945
Outreach Pillar	\$100
Music Pillar	<u>\$775</u>
Total	\$5,820

Re-Entry Planning Group

Submitted by Megan Ward & Lorraine Holding, Co-Chairs

Having been active since June 2020, the Re-Entry Planning Group held its final (36th) meeting on June 20, 2023. The evolution of COVID-19 and its impact on Harcourt Church, and society in general, shifted to “more like normal” activities and gatherings.

We took time to reflect on our guidance and recommendations to all within Harcourt. Through the three years, there were many changes in public health requirements that directed protocols for entry and movement within our building, for Sunday worship, weddings and funerals, and for welcoming outside groups/renters. We focused on frequent and consistent communication to the congregation. The Group demonstrated courage in the face of fears and modelled examples of the protocols.

As Co-Chairs, we deeply appreciated the Group’s steady membership: Marilyn Sears (Ministry & Personnel); Mark Sears (Council); Karyn Davies (Worship); Dave Hume (Property); David Kucherepa and Wendy Guilmette (Staff). Together, we shared a willingness to get things done with a commitment to keeping people safe. Providing leadership through a pandemic has been a tremendous learning experience for everyone.

The Harcourt Caroline Friendship Circle

Submitted by Jean Hume

The members of the Caroline Harcourt Friendship Circle resumed meetings after the long COVID pandemic restrictions were lifted. The first meeting occurred on the second Monday of May. Twenty three women gathered in the Friendship Room for fun, fellowship, devotion and treats. Marilyn Whiteley spoke on the value of writing memoirs and gave the group helpful instructions on how to get started. Cisca Vanderkamp reported that the group had with-held \$100.00 after the last meeting. A vote was taken and carried to buy supplies requested by Chalmers Community Services.

Only twelve members were able to attend the June meeting which was a special Spring Dessert Party. Our Minister, Kate Ballagh-Steeper, shared interesting stories of her clerical stoles. Cisca reported that she purchased \$100.00 worth of disposable diapers and received a 20% discount so spent the remaining funds on needed food supplies. Well done Cisca. During the business meeting Jean Hume asked for volunteers to assist with planning programs for the future meetings. There was no response to this request.

Eighteen members gathered in September for tea at Jean Hume's home. There was lots of reminiscing as we were wishing Leone and Doug Sutor much health and happiness for their move to assisted living in Woodstock. The group came to the realistic decision, that with no volunteers willing to commit to organizing meetings, that it was sadly time to disband. Kate closed our gathering with a prayer of hope that something new would evolve. It was comforting to end on this positive note.

The book of recorded minutes was turned over to Carolyn Davidson for a project of the United Church of Canada.

Ministry & Personnel Committee

Submitted by Pat Martin, Chair

Members: Sandra Welch, Marilyn Sears, John Phelps, Pat Martin, Chair

Harcourt Ministry and Personnel Committee oversees the affairs of Harcourt's paid personnel and Ministerial staff. We coordinate annual reviews, support and respond to concerns that arise throughout the year that impact staff members' work. In the fall a budget is submitted to the Finance Committee for the following year. We are also involved in the hiring of staff.

As the result of the Break, Enter and Theft to the Church it was felt that leaving the lockup to the last person in the building, who may or may not be a group from the Church it was decided to hire a person to check the building nightly. In May Dawson Rekker was hired. Each evening he checks the building for not only security but that is all in order.

It was another busy year for the M & P Committee with the implementation of the Harcourt Commons in the summer of 2023. In August Casey Conor resigned from the Worship, Communications and Technical Support position. In preparation for this change and to stay within the budget it was necessary to eliminate the Office Administrator position as we had known it for several years. This resulted in the hiring of Conor Russell in September on a part-time basis to the Administrative and Technical Coordinator position and the staffed Office hours changing to 9:00 am to 12:00 noon Tuesday to Friday.

To accommodate the work of Harcourt Commons, Lauren Martin was hired as Rental Coordinator in September. Both of these positions began with a six-month contract.

With so many changes in the day-to-day operation of the Church I would like to thank those who volunteered to assist in keeping the office doors open and the office staffed during the changes, Patricia Eton-Neufeld who spent many hours getting the rentals in order prior to hiring Lauren Martin and who continues to be involved. Sandra Welch who

has spent many hours keeping the Office organized prior to Conor's arrival and continues to assist.

I would be remiss if I did not thank our staff and Ministers. As with any change it brings challenges and resulted in extra work for all and in many cases outside their "job descriptions."

Board of Trustees

Submitted by Larry Smith

Reflecting on 2023, our year continued to bring both social and financial surprises. While Covid still continues to modify our in-person activities and events, it appears to do so in a less limiting way.

March 19th brought us a surprise and a shock when those first arriving for the Sunday morning service discovered that we had experienced a significant burglary and damage to several doors overnight. It took many months to reconcile what was lost or damaged and to negotiate with the Insurance adjuster to arrange for replacements and repairs. Roughly \$25,000 in value was lost in contents and about \$10,000 in damage to doors, locks and walls. As a result of this intrusion, Trustees recommended and Council agreed to install a burglar alarm and controlled access system.

As in other years, we took time in November to recognise many of our generous donors and numerous volunteers. We are indeed blessed to have your continued support.

Concerning investments, they maintained their 'up and down' motion throughout most of the year but as of late are beginning to recover. In December we recommended to Council that a plan be put in place to structure a repayment schedule, to replace the \$80,000 that was loaned from our Pillars to our operating account. That will take some skillful doing but at least we're now focused in the direction of recovery.

If you are considering making a donation or a legacy gift to Harcourt, please contact incoming Chair Dan or Roselynn (Roz) Stephenson, Chair of the Finance Committee who can offer excellent ways to support Harcourt as well as information in the current annual report and budget.

It is my pleasure to recognise and thank Judy Cimino for her years of service on the Board of Trustees. She served most recently as Past Chair in 2023 and her term is now complete. Judy has been a willing, consistent and valued member of your Board of Trustees. Thank you Judy.

And thanks to my fellow trustees for making my year as chair a rewarding one. Dan Ganesh steps into the role of Chair for 2024, with members Elizabeth Bone and Tammy teWinkel. I'll move to Past Chair. We deeply thank Megan Ward for her thorough and thoughtful contributions as well. We look forward to welcoming Brian Magee to join us in the new year.

Harcourt Trustee Investments Pillars Report

Submitted by Elizabeth Bone

Harcourt Memorial United Church
Trustee Investments - Pillars Report

2023 Annual Report
31-Dec-23

	Property	Outreach	Music & Art	Spiritual Life	Total
Investments as of December 31, 2022	\$118,543.65	\$139,553.47	\$42,034.95	\$31,161.46	\$331,293.53
Year to date gain	\$13,260.43	\$15,610.61	\$4,702.08	\$3,485.76	\$37,058.87
Investments as of December 31, 2023	\$131,804.08	\$155,164.08	\$46,737.03	\$34,647.22	\$368,352.40
Hold Back	\$25,000.00	\$100,000.00	\$10,000.00	\$10,000.00	\$145,000.00
Commitment to Sponsor Shirzai Family		\$30,000.00			\$30,000.00
Market reserve - 10%	\$13,180.41	\$15,516.41	\$4,673.70	\$3,464.72	\$36,835.24
Available Funds from Pillars	\$93,623.67	\$9,647.67	\$32,063.32	\$21,182.49	\$156,517.16

In 2023, the investments grew by \$37,058.87 or approximately 11%. Funds in the amount of \$32,999.06 designated for the Pillars and held in the operating account were not transferred but retained in the Operating Account. The loan of \$80,000 made to operating expenses in 2022 is still to be paid.

The funds designated for the pillars will be transferred to the Trustees in January 2024. In addition, \$10,000 will be paid towards the loan in January 2024.

Church Statistics

WEDDINGS :1

John Stuart Robinson & Sandip Rai

FUNERALS / MEMORIAL SERVICES: 5

Ruth Tatham

Francis Rae Mathieson

Michael Peleschak

Ruth Kaufman

Elizabeth Anne Piper

JOINING HARCOURT BY TRANSFER OF MEMBERSHIP: 1

Marilyn (Lyn) McLeod

JOINING HARCOURT BY PROFESSION OF FAITH: 0

REMOVED FROM ROLL BY TRANSFER TO OTHER CONGREGATIONS: 0

REMOVED FROM ROLL BY DEATH: 5

Total Membership December 31, 2022,	347
Members received by Profession of Faith	0
Members received by Reaffirmation of Faith	0
Members received by Transfer of Membership	1
Members removed by Death	5
Members removed by Transfer	0
Members removed by Action of Church Council	0
Total Membership December 31, 2023,	343

Council, Standing Committees, Teams, Staff 2023-2024

Council, Standing Committees, Teams, Staff
2023-2024

COUNCIL

Chair Kent Hoeg
Vice- Chair **VACANT**
Secretary Carolyn Davidson
Region Carolyn Davidson, Council Liaison to Western Ontario

Waterways

Ministry & Personnel Pat Martin
Vision Implementation Tammy teWinkel

UMBRELLA COUNCILLORS

Christian Life Kathy Magee
Harcourt Community Life Lynn Hancock
Operational Life Mark Sears
Outreach Rosalind Slater

Stewardship

MINISTER Rev. Kate Ballagh-Steeper

STANDING COMMITTEES & SUB-TEAMS OF COUNCIL

CHRISTIAN LIFE

Councillor: **Kathy Magee**

CLUSTER COMMITTEES:

CHRISTIAN FORMATION

Manna

Team Leader: Pamela Girardi

Merrill Pierce

Laura Hofer

Angela Jimenez

Ashley Kizis

Heather Wright

Jill and Peter Gill

Rev. Kate Ballagh-Steeper

Musicians: Jane Lewis, Emily Steers, Shannon Kingsbury; Alison MacNeill and the new Manna all ages choir

Library Committee

Chair: VACANT

Mary-Lou Funston

Barbara Shaw

Janet Webster

SPIRITUAL LIFE COLLECTIVE

Co-facilitators: Bill Chapman and Bill Lord

Andre Auger*

Marion Auger*

Lisa Beattie*

Stan Bunston*

Kathy Magee*

Peter Jackson

Kevin Steeper

* Covenanted Spiritual Companion

WORSHIP

Co-Chairs: Karyn Davies & Dan Ganesh

Jon Welch

Merrill Pierce (Manna Rep.)

Rev. Kate Ballagh-Steeper

Alison MacNeill, Director of Music and Arts Ministry

Pamela Girardi, Manna Lead Coordinator & Community Engagement Animator

Barb Friend

Chancel Team

Barb Friend (Chair)

Marta Coutts

Alice Carey

Carol Jones

Karyn Davies

Communion Team

Joan Charlebois

Sharon Dills

Usher Coordinator

Tony Wagner

Janet Webster

HARCOURT COMMUNITY LIFE

Councillor: Lynn Hancock

CLUSTER COMMITTEES:

HOSPITALITY

Team recruitment in progress

Nametag Coordinator: Marilyn Reilly

Harcourt Cafe Coordinator: Carol Jones

PASTORAL CARE

Team recruitment in progress

Sterenberg

Note cards to Congregation: Diana

Many informal networks of people offer care and support to one another. Our goal is to find ways for people to connect for, and to offer, support – an evolving process dependent upon volunteers and staffing resources.

OPERATIONAL LIFE

Councillor: **Mark Sears**

CLUSTER COMMITTEES:

ACCESSIBILITY

Committee is inactive

COMMUNICATIONS

Chair: Lynn Hancock (Acting)

Marion Auger

Rev. Kate Ballagh-Steeper

Conor Russell (Office)

Carolyn Davidson

The Herald Newsletter Team

Marion Auger – Editor

Andre Auger

Judi Morris

Lisa Browning

Marilyn Whiteley

Electronic Infrastructure Team (Tech Team)

Chair: Mark Sears

Jerry Daminato

Larry Smith

Elizabeth Bone

Malcolm Coutts

Marta Coutts

Brian Magee

Gerry Neufeld

Tech Support: Evan Lew, Ash Wilson

PROPERTY

Chair: Walter Johnson

Michael Hofer

Dave Hume

Gary Parsons

Peter Robinson

Nancy Ryan

Larry Smith, Trustee rep

Cisca Vanderkamp

Frank Webster

Gardening Team:

Marta & Malcolm Coutts
Carol & Lawrie Jones
Lucy Mathari
Pat Eton-Neufeld
Roz Stevenson

Joyce Johnson
Sarah Lowe
Sandy Middleton
Gerry Neufeld
Property Committee members

OUTREACH

Councillor: **Rosalind Slater**

CLUSTER COMMITTEES:

JUSTICE AND OUTREACH

Afghan Refugee Project:

Peter & Jill Gill
Rosalind Slater

STEWARDSHIP

Councillor: **Bill Lord**

STEWARDSHIP

Chair and committee: VACANT

FINANCE

Chair: Roz Stevenson (as of March 31, 2023)

Heather Hoeg, Envelope Secretary

Marilyn Troup Parr, Treasurer

John Phelps, Payroll Administrator

Leo Medeiros, Webpage and Meeting Minutes

Elizabeth Bone, Trustee Rep

Marilyn Sears, Coordinator of Counters

Marta Coutts

Offering Counters

Marilyn Sears

Marta & Malcom Coutts

Team recruitment in progress

M&S Advocacy

VACANT

OTHER COMMITTEES & TEAMS

Not associated with Council Umbrella Councillors

MEMORIALS TEAM

Chair: Dave Hume

Malcolm Coutts

Karyn Davies, Worship Committee Rep.

MINISTRY & PERSONNEL

Chair & Council rep: Pat Martin

Marilyn Sears

Sandra Welch

John Phelps

Ad-Hoc Re-entry Planning Group

Co-Chairs - Lorraine Holding, Megan Ward

Marilyn Sears – M&P

Dave Hume – Property

Mark Sears - Council

Karyn Davies - Worship

David Kucherepa – Staff

Harcourt Board of Trustees

Chair: Larry Smith

Treasurer: Elizabeth Bone, Finance Committee rep

Past Chair: Judy Cimino

Larry Smith, Property Committee rep

Dan Ganesh

Larry Smith, Insurance

Tammy teWinkel

VACANT – one position

Rev. Kate Ballagh-Steeper

Guelph United Ministries (GUM) Liaisons

Rev. Kate Ballagh-Steeper

Kent Hoeg

Western Ontario Waterways Region REPRESENTATIVES

Carolyn Davidson, Council Rep

VACANT, two to three additional Congregation Reps

Rev. Kate Ballagh-Steeper

VOLUNTARY ASSOCIATE MINISTERS (VAMS)

Rev. Joyce Kelly

Rev. Deborah Shanks

Rev. Gaylyn McLean

STAFF

Rev. Kate Ballagh-Steeper

Alison MacNeill, Director of Music and Arts Ministry

Pamela Girardi, Manna Lead Coordinator & Community Engagement Animator

Lauren Martin, Rentals Coordinator

David Kucherepa, Custodian

Tech Support: Evan Lew, Ash Wilson

Council, Standing Committees, Teams, Staff 2024-2025

Council, Standing Committees, Teams, Staff 2023-2024

Council

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Vice- Chair	VACANT
Secretary	Carolyn Davidson
Region	Carolyn Davidson, Council Liaison to Western Ontario
Waterways	
Ministry & Personnel	Pat Martin

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Harcourt Community Life	Lynn Hancock
Operational Life	Mark Sears
Outreach	Rosalind Slater
Stewardship	Vacant
MINISTER	Rev. Kate Ballagh-Steeper

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Andre Auger*

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Lisa Beattie*

Stan Bunston*

Kathy Magee*

Peter Jackson

Kevin Steeper

* Covenanted Spiritual Companion

WORSHIP

Co-Chairs: Karyn Davies & Dan Ganesh

Jon Welch

Barbara Friend (joined 2023)

Rev. Kate Ballagh Steeper

Alison MacNeill

Pamela Girardi

Merrill Pierce

Karyn Davies (Co-Chair)

Daniel Ganesh (Co-Chair)

Chancel Team

Barb Friend (Chair)

Marta Coutts

Alice Carey

Carol Jones

Karyn Davies

Communion Team

Joan Charlebois

Sharon Dills

Usher Coordinator

Tony Wagner

Janet Webster

HARCOURT COMMUNITY LIFE

Councillor: Lynn Hancock

CLUSTER COMMITTEES:

HOSPITALITY

See Page 17 for those involved.

Nametag Coordinator: Marilyn Reilly

Harcourt Cafe Coordinator: Carol Jones

PASTORAL CARE

See Page 17 for those involved.

Note cards to Congregation: Diana Sterenberg

Many informal networks of people offer care and support to one another. Our goal is to find ways for people to connect for, and to offer, support – an evolving process dependent upon volunteers and staffing resources.

OPERATIONAL LIFE

Councillor: **Mark Sears**

**CLUSTER COMMITTEES:
ACCESSIBILITY**

Committee is inactive

COMMUNICATIONS

Chair: Lynn Hancock

Marion Auger

Rev. Kate Ballagh-Steeper

Conor Russell (Office)

Carolyn Davidson

The Herald Newsletter Team

Marion Auger – Editor

Andre Auger

Judi Morris

Lisa Browning

Marilyn Whiteley

Electronic Infrastructure Team (Tech Team)

Chair: Mark Sears

Jerry Daminato

Larry Smith

Elizabeth Bone

Malcolm Coutts

Marta Coutts

Brian Magee

Gerry Neufeld

Tech Support: Evan Lew, Ash Wilson

PROPERTY

Chair: Frank Webster

Michael Hofer

Mark Sears

Dave Hume

Gary Parsons

Peter Robinson

Nancy Ryan

Larry Smith, Trustee rep

Cisca Vanderkamp

Frank Webster

Gardening Team:

Marta & Malcolm Coutts
Carol & Lawrie Jones
Lucy Mathari
Pat Eton-Neufeld
Roz Stevenson

Joyce Johnson
Sarah Lowe
Sandy Middleton
Gerry Neufeld
Property Committee members

OUTREACH

Councillor: **Rosalind Slater**

CLUSTER COMMITTEES:

JUSTICE AND OUTREACH

Afghan Refugee Project:

Peter & Jill Gill
Rosalind Slater

STEWARDSHIP

Chair and committee: VACANT

FINANCE

Chair: Vacant

Bonnie McDougall, Envelope Secretary
Brian Magee, Treasurer
John Phelps, Payroll Administrator
Leo Medeiros, Webpage and Meeting Minutes
Brian Magee, Trustee Rep
Marilyn Sears, Coordinator of Counters
Marta Coutts
Offering Counters
Marilyn Sears
Marta & Malcom Coutts

Team recruitment in progress

M&S Advocacy

VACANT

OTHER COMMITTEES & TEAMS

Not associated with Council Umbrella Councillors

MEMORIALS TEAM

Chair: Dave Hume
Malcolm Coutts
Karyn Davies, Worship Committee Rep.

MINISTRY & PERSONNEL

Chair & Council rep: Pat Martin

Marilyn Sears
Sandra Welch
John Phelps

Harcourt Board of Trustees

Larry Smith (Past Chair)
Elizabeth Bone
Tammy teWinkel

Brian Magee (pending)*
Rev. Kate Ballagh-Steeper
Daniel Ganesh (Chair)
* Brian - Approval at Congregational Meeting

Guelph United Ministries (GUM) Lliaisons

Rev. Kate Ballagh-Steeper
Kent Hoeg

Western Ontario Waterways Region REPRESENTATIVES

Carolyn Davidson, Council Rep
VACANT, two to three additional Congregation Reps
Rev. Kate Ballagh-Steeper

VOLUNTARY ASSOCIATE MINISTERS (VAMS)

Rev. Joyce Kelly
Rev. Deborah Shanks
Rev. Gaylyn McLean

STAFF

Rev. Kate Ballagh-Steeper
Alison MacNeill, Director of Music and Arts Ministry
Pamela Girardi, Manna Lead Coordinator & Community Engagement Animator
Conor Russell, Administrative and Technical Coordinator
David Kucherepa, Custodian
Tech Support: Evan Lew, Ash Wilson

Annual Congregational Meeting Minutes - March 5th 2023

HARCOURT MEMORIAL UNITED CHURCH

Annual Congregational Meeting

(Hybrid meeting: In the Sanctuary and on Zoom)

Sunday, March 5, 2023, 12:00 to 2:00 p.m.

MINUTES

Present: Alison MacNeill, André Auger, Ashley Kizis, Bill Chapman, Bill Lord, Brian Magee, Carolyn Davidson, Casey Connor, Cathy Lord, Cisca Vanderkamp, Dan Ganesh, Dave Hume, Edna Miller, Elizabeth Bone, Fran Holden, Heather Hoeg, Heather VanderSteen, Heather White, Henk Dykman, Hugh Whiteley, Jerry Daminato, Jill Gill, Joan Bowland, Joan Charlebois, Joan Johnston, Jon Welch, Judy Cimino, June Crewson, Kate Ballagh-Steeper, Kathleen Brennan, Kathy Magee, Kent Hoeg, Larry Smith, Laura Hofer, Lawrence Jones, Lorraine Dykman, Lorraine Holding, Lynda Jessop-Lew, Lynn Hancock, Malcolm Coutts, Marilyn Parr, Marilyn Sears, Marilyn Whiteley, Marion Auger, Marjorie Fraser, Mark Sears, Marta Coutts, Mary Harding, Mary-Lou Funston, Maureen White, Megan Ward, Merrill Pierce, Mike Hofer, Nancy Ryan, Pamela Girardi, Patricia Eton-Neufeld, Paul Webb, Penny Parsons, Peter Gill, Rosalind Slater, Roz Stevenson, Sandra Welch, Sandy Middleton, Stanley Bunston, Stephen Pierce, Tammy teWinkel (66)

Constitution of the Court by Regional Council Representative

Rev. Kate Ballagh-Steeper called the meeting to order and constituted the Court on behalf of Western Ontario Waterways Region.

Gathering prayer

Rev. Kate Ballagh-Steeper led an opening prayer.

Motion

To appoint Carolyn Davidson as Recording Secretary and Lorraine Holding as Chair of this meeting.

(Tammy teWinkel, Lynn Hancock) Carried

Outline of meeting plan and review of holy manners in a Zoom world

Lorraine Holding noted that this was our second hybrid gathering with in-person and Zoom participation. For efficiency, the motions listed on the agenda had Council members as mover and seconder.

Notice of this meeting was included in several in-person and livestreamed services before today, posted on the website, and sent in a mass email to more than 300 addresses, and printed copies were delivered to approximately 20 households without computer access. Background materials included the agenda, the 2022 Annual Report, and the 2023-2024 List of Council, Committees and Teams. Lorraine confirmed that we had met the required quorum of 50 people.

Lorraine introduced the technical support team of Casey Connor, Bill Chapman, Mark Sears and Jerry Daminato and noted that although the meeting was not being recorded, a transcript of the closed captions would be saved to help with note-taking, and then deleted. Lorraine reviewed the holy manners we committed to follow during the meeting and shared some additional tips specific to our hybrid in-person and Zoom meeting.

Consent agenda

Speaking and voting privileges are extended to all present; and

Approval of agenda as presented; and

Approval of minutes of March 6, 2022 and July 10, 2022 Congregational Meetings as distributed.

Motion: That the Consent Agenda be approved.

(Kathy Magee, Kent Hoeg) Carried

Business for 2022

a) The 2022 Annual Report

Lorraine reviewed some of the many changes and accomplishments within Harcourt as a Community of Faith during 2022, our third year under varying restrictions and changing protocols related to the pandemic. In particular, Lorraine highlighted our continuing discernment process during Rev. Miriam Flynn's sabbatical and farewell, appreciation for Rev. John Lawson's leadership over a total of five months, and completion of our search for a new minister by welcoming Rev. Kate Ballagh-Steeper. We also confirmed our visioning priorities and started work on the "next near steps" of our journey. Many groups have returned to more regular activities in person, while others continue to meet on Zoom. Details are in the Annual Report.

b) Motion: That the Harcourt Memorial United Church 2022 Annual Report from Committees, Teams and Groups be accepted as distributed.

(Mark Sears, Rosalind Slater) Carried

c) Motion: That the financial 2021 Review Engagement Report be accepted as presented in the 2022 Annual Report page 29.

(Tammy teWinkel, Mark Sears) Carried

Financial Report for 2022

Brian Magee provided an overview of Harcourt's financial position as of the end of 2022.

1. Brian began by thanking several people who had made a significant contribution to Harcourt over the past year:

Carolyn Davidson for taking the lead on the flexible seating project and raising the necessary funds to replace the pews with chairs, and Pete Robinson for his invaluable logistical support of the project

Elizabeth Bone for her “Christmas Gift for Harcourt” initiative, which raised over \$10,000

Chairs and committees for their continued restraint in spending

Dave Hume for completing financial reviews of the 2021 and 2022 financial records, which has brought us into compliance with CRA and UCC requirements.

Brian also expressed appreciation to Roz Stevenson for answering the call to take on the important role of Chair of Finance Committee for the coming year.

2. Revenue has rebounded somewhat after the pandemic, despite the ending of COVID-related government subsidies. Brian noted that on the first page of the 2022 Financial Report (page 53 of the Annual Report), the 2022 total operating revenue is incorrectly shown as \$436,456. It should be \$463,456. Actual expenditures were about \$7,000 under budget. We ended the year with an operating deficit of approximately \$66,000, which was about \$30,000 less than the budgeted deficit.

3. Attendees had an opportunity to ask questions for clarification.

d) Motion:

That the expenditures exceeding the Property Committee’s budget by more than \$3000, due to increased costs for heating fuel and snow removal, be approved; and

That the expenditures exceeding the Ministry and Personnel Committee’s budget by more than \$3000, due to additional salary costs for substitute ministers, be approved.

(Kathy Magee, Carolyn Davidson) Carried

e) Motion: *That the 2022 Financial Report be accepted as presented in the 2022 Annual Report pages 53-56.*

(Kent Hoeg, Mark Sears) Carried

f) Motion: *That the financial Review Engagement Report for 2022 be accepted as presented in the 2022 Annual Report page 56.*

(Kathy Magee, Mark Sears) Carried

Business for 2023

g) Continuing Our Journey into the Future – Adapting to Change

4. Lorraine reviewed the multiple stages of Harcourt’s discernment journey since she assumed the role of Chair of Council (for the second time) in October 2015. The February 12 Town Hall meeting highlighted the work of four task groups on our next near steps related to our visioning priorities: Supporting the growth of Manna; Worship; Spiritual life; and Building partnerships/community hub.

5. Lorraine noted that our building is becoming more active, including access to our livestreaming equipment. Our physical spaces are being enhanced for internal and external users. Experimentation with forms of worship, spiritual life practices, and on-line connections are being explored. A review and potential reshaping of the responsibilities of the staff team is underway. A review and revision of our governance structure and decision-making processes is anticipated. More specific exploration of collaboration with our GUM partners is expected.
6. Through all of this, we need to care for those who feel challenged by changes that move from tradition to the unknowns of experimentation.

Living and Trusting our Core Values

Underlying all that we have accomplished – and will continue to do – are our core values: Risk, Respect, Responsibility, Vulnerability and Trust. Lorraine shared the following quote that she had read recently: “Being the change we want to see means walking the talk of our values.” Lorraine then introduced the focus question for a 20-minute break-out group discussion: In what ways have you noticed the “walking the talk” of Harcourt’s core values as we continue to explore the four visioning priorities?

Overview of Budget for 2023

7. Brian Magee gave an overview of the budget for 2023, including the expected deficit of \$74,000. Details are in the Annual Report. Budgeted operating revenues from all sources are \$468,500, which is \$5,000 (6.2%) more than in 2022, but \$25,000 less than a pre-pandemic (2017-2019) average of \$493,739. Rental income is expected to increase as Harcourt moves toward becoming a community hub, and also thanks to livestreaming and flexible seating.
8. Budgeted operating expenses are \$542,571, which is \$13,000 (1.2%) more than in 2022. To have a space for worship, spiritual growth and for community activities; leadership and support; an active community of faith; and outreach costs approximately \$10,000 per week.
9. We must all continue to financially support Harcourt’s role in the community. Member donations are 10% less than before the pandemic. Brian expressed gratitude for Ashley Kizis, who is joining Council as Umbrella Councillor for Stewardship. Hopefully others will step forward to join a Stewardship Committee to increase the number of donors and donation amounts and plan fundraising events.
10. In closing, Brian shared that Harcourt has received a very generous undesigned donation of \$50,000 from a non-member from outside of Guelph, in recognition of what Harcourt meant to her parents. This donation has the potential to:

Reduce the projected 2023 deficit

Repay funds owing to the Trustees

Allow Property Committee to complete essential repairs

Move one step closer to pre-pandemic financial security

11. Council will decide on the allocation of these funds. This does not remove the need for us to increase our donations because someone else has done it for us – just the opposite. This person’s faith in the direction Harcourt is taking should inspire and encourage us all to do as much as we are able.

h) Motion: To approve the 2023 budget as presented on pages 57-61 of the 2022 Annual Report.

(Ashley Kizis, Carolyn Davidson) Carried

Mission and Service (M&S) Fund target for 2023

Brian noted that our M&S target in 2022 was also \$70,000, of which we raised \$61,282.

Motion: That Harcourt’s 2023 target for the United Church of Canada’s Mission and Service Fund be set at \$70,000.

(Lynn Hancock, Rosalind Slater) Carried

Information about the Mission and Service fund is available on the United Church of Canada’s website at <https://united-church.ca/community-and-faith/get-involved/generosity-through-mission-and-service/what-mission-and-service>.

Comments from the Trustees

Outgoing Chair of Trustees Judy Cimino outlined the mandate of Harcourt Trustees, which is to manage investments, ensure the property is maintained, arrange insurance coverage, and manage and promote planned giving. A recent focus has been on the United Church of Canada’s new insurance plan, which Harcourt is moving towards with a goal to reduce our annual premiums. Judy welcomed incoming chair Larry Smith and the newest trustee, Tammy teWinkel. There remains one open position for a trustee, and Judy encouraged anyone who is interested in this opportunity to contact any member of the Board of Trustees.

Presentation of names for Council, standing committees and other appointments for February 2023 to February 2024

Lorraine highlighted several changes to the list of names, and in particular expressed her appreciation for Kent Hoeg, incoming Chair of Council; Ashley Kizis, incoming Umbrella Councillor for Stewardship; and Roz Stevenson, incoming Chair of Finance Committee.

Lorraine noted that the list of names covers approximately 130 active roles. Several people on the list are filling multiple roles, which means that there are opportunities for others to become more involved. It is the people of Harcourt who keep us alive. We need help to encourage and recruit people to accept positions of leadership.

Motion:

- a) *That the Congregation of Harcourt Memorial United Church approve the candidates who have agreed to serve for positions on the Council for 2023-2024; and*
- b) *That the Congregation of Harcourt Memorial United Church approve the candidates who have agreed to serve as Chairs of Committees and for positions on Harcourt's Committees and Teams for 2023-2024.*

(Tammy teWinkel, Mark Sears) Carried

Motion:

- a) *That Marilyn Troup Parr be appointed as Treasurer and John Phelps as Payroll Administrator for 2023-2024 with all the rights and responsibilities attending these positions; and*
- b) *That Heather Hoeg be appointed as Envelope Secretary for 2023-2024 with all the rights and responsibilities attending that position; and*
- c) *That the Congregation appoint the Chair of Council, Chair of Trustees, Chair of Finance Committee, Treasurer, Payroll Administrator and Treasurer of Trustees as signing officers of Harcourt Memorial United Church, with two signatures required for financial transactions.*

(Kathy Magee, Mark Sears) Carried

Other business

Lorraine turned the meeting over to incoming Chair of Council, Kent Hoeg.

a) Thank you to Lorraine

On behalf of the Harcourt communities of the faithful, Kathy Magee thanked Lorraine for her outstanding leadership as our Chair of Council for the past seven years. Kathy presented two gifts to Lorraine: a medal "for service above and beyond the call of duty", and a prayer shawl as a symbol of our love and deep gratitude.

b) Notice of next Congregational Annual Meeting

The next Congregational Annual Meeting will take place on Sunday, March 3, 2024. Other Congregational Meetings will be called during the year when necessary.

Closing and thanks

Kent expressed thanks to Harcourt's staff team for their exceptional contributions to Harcourt during the past year and for their willingness to adapt to changes. Kent also thanked everyone who had contributed to today's meeting, including provision of snacks and beverages, set-up of chairs, and support from the tech team.

Closing prayer

Kent led a closing prayer.

Motion to adjourn: Rosalind Slater (2:00 p.m.)

Special Congregational Meeting Minutes - May 7, 2023

HARCOURT MEMORIAL UNITED CHURCH

Special Congregational Meeting

In person, in the Sanctuary

Sunday, May 7, 2023, 1:00 to 3:00 p.m.

MINUTES

Present: Alison MacNeill, Amy McPhedran, André Auger, Ashley Kizis, Barb Friend, Barbara Shaw, Brian Magee, Carol Jones, Carolyn Davidson, Cisca Vanderkamp-Schmal, Dan Ashbourne, Dave Hume, Diana Sterenberg, Elizabeth Bone, Evan Jessop-Lew, Fran Holden, Gerald Neufeld, Heather Hoeg, Heather Sullivan, Jean Hume, Jerry Daminato, Jill Gill, Joan Bowland, Joan Johnston, Joanne Mitchell, Jon Welch, June Crewson, Karyn Davies, Kathleen Brennan, Rev. Kate Ballagh-Steeper, Kathy Magee, Kent Hoeg, Lorraine Holding, Lynda Ashbourne, Lynn Hancock, Malcolm Coutts, Maren Vsetula, Marilyn Murray, Marilyn Parr, Marilyn Reilly, Marion Auger, Marta Coutts, Megan Ward, Merrill Pierce, Nancy Ryan, Pamela Girardi, Patricia Eton-Neufeld, Pete Robinson, Peter Gill, Peter Sullivan, Rosalind Slater, Sandra Phair, Sandra Welch, Sarah Lowe, Stan Bunston, Steve Pierce, Tammy teWinkel, Tony Wagner (58)

Constitution of the Court by Regional Council Representative

Rev. Kate Ballagh-Steeper called the meeting to order and constituted the Court on behalf of Western Ontario Waterways Region.

Gathering prayer

André Auger offered an opening prayer.

Motion

To appoint Carolyn Davidson as Recording Secretary and Kent Hoeg as Chair of this meeting.

(Rosalind Slater, Jill Gill) Carried

Outline of meeting plan

As a result of the loss of audiovisual equipment during the recent break-in, it was not possible to offer a hybrid meeting (in-person and online).

Kent Hoeg confirmed that quorum had been met, with attendance of 58. Kent then reviewed the agenda for the meeting.

Review of holy manners

Kent invited everyone present to recite together the holy manners we agreed to follow during the meeting.

Consent agenda

Speaking and voting privileges are extended to all present; and

Approval of agenda as presented.

Motion: That the Consent Agenda be approved.

(Kathy Magee, Elizabeth Bone) Carried

Community Hub

a) Presentation by Steve Pierce, lead for the Building Partnerships/Community Hub task group

- Steve began his presentation by playing a video of feminist activist Holly Near singing “I Am Willing”, which begins:

“I am open and I am willing

To be hopeless would seem so strange

It dishonors those who go before us

So lift me up to the light of change.”

Steve noted that although Holly Near speaks of “the light of change”, change may not always appear to be bright. Richard Rohr speaks of the darkness that may accompany periods of transition.

- Steve then recapped the information about the proposed community hub that was shared at an information session held on the evening of Monday, May 1. The purpose of the community hub is:
- **To grow revenue** to sustain the church, and
- **To develop partnerships and relationships with the community**, to also sustain the church.
- A new governance model will eventually be implemented, which will involve moving from our current, more conventional, “landlord-tenant” relationships to a mutually beneficial relationship with the community, based on shared or common space. Under the proposed “split governance” model, a building management board will assume responsibility for building maintenance, user relationships and management of associated staff. This will free the church of worry about the building operations and upkeep. The building maintenance board and the congregation will hold separate authority.
- As an interim step toward the long-term goal of creating of a formal building management board, a Rental and Community Relations Group will be created. This group will have seven members, including one representative from Council, two representatives from Trustees, two representatives from Property Committee, and two representatives from the community at large. This group will assume responsibility for rentals, which currently falls under Property Committee, and also for community relations. Including representatives from the community will provide an opportunity for them to have a say and a share in what happens here. The

Rental and Community Relations Group will be given time to stabilize before further steps are taken toward creating a formal building management board.

- The Building Partnerships/Community Hub task group has had discussions with Ministry & Personnel Committee about restructuring the current office administrator position. The proposal is to create a new Community Relations Coordinator position to manage rentals and engage with the community.
- Steve concluded by sharing that over the past six months, the task group has had an opportunity to meet with potential renters, to invite them in to tour the building and to engage in conversation. Feedback has been positive, and Steve has heard comments that people appreciate what we are trying to do and the accompanying new energy. The Sanctuary and garden have been booked for a market to be held on a Saturday later in May. In October, Chalmers Community Services Centre will hold their “Harvest Bowls” fundraising event here, which will provide another opportunity for the community to come into the building. Relationships are starting to develop, including with younger people, parents with children. We often ask ourselves, where are the young people? They’re out there, and some of them are waiting to come in.

Questions and Answers

- **Will the new role in the administration office replace or be in addition to the current role?** The current position will be restructured, with a portion of those hours reallocated to create a new position that will be responsible for rentals and community relationships. A grant application has been submitted to fund this role for one year, but we have not yet heard the result of our application. Ministry & Personnel Committee will consult with staff to determine how best to address other office administration functions.
- **Who will be responsible for managing and maintaining audiovisual equipment?** More and more renters are wanting to use our AV equipment. Although there is crossover between rentals and church-oriented events, responsibility for audiovisual equipment will remain with the Tech Team for now.
- **How will community representatives for the Rental and Community Relations Group be chosen?** The task group continues to gather names of people who plan to attend the community consultation scheduled for May 16 and who may be interested in getting involved. The task group has also compiled a long list of potential stakeholders and contacts within the community who might be approached.
- **How will we ensure that rental groups continue to reflect Harcourt’s values, especially around inclusiveness and safety for the LGBTQ community?** The Rentals and Community Relationships Group will review all rental requests, and the rental policy and agreement will continue to include a statement that all rentals must be consistent with Harcourt’s values.
- **Do you have a breakdown of projected revenue and expenses showing that this will help us achieve financial sustainability?** Steve shared that following

the community consultation, Trinity Centres Foundation will provide a report including financial projections for the next year or two. We are taking small steps, and this first step will not cost more money than we have currently budgeted. A big question is how much we can do on a volunteer basis. Building hosts are needed not just to provide supervision, but also to welcome people. Steve acknowledged that there are a lot of unknowns, and also that doing nothing will also cost a lot of money. There will be challenges, but we can manage them.

- **How would collateral impacts (increased traffic, conflict between church and rental use of space) be handled?** Steve is planning to meet with the Old University Neighbourhood Association. A representative will attend the community consultation next week, and this will provide an opportunity to hear any concerns they may have and how they might like to be involved.
- **What has been the experience of other churches who have created community hubs?** Steve shared some information about “The Centre” at St. Paul’s in Orillia and “The Spire” in Kingston. Steve stressed that we are not expected to provide the money for any development projects; rather, we would build it in partnership. Community partners often have access to grants and funding that aren’t available to churches. Steve estimates it could take up to two years for the new vision to become a reality.
- **Will this affect Harcourt’s charitable status?** No, our charitable status is not in jeopardy. We are attempting to grow revenue in order to cover expenses, not to accumulate wealth.
- **What is happening at the consultation on May 16?** Steve reported that 50 invitations to the community consultation have been issued and about a dozen have responded. Trinity Centres Foundation will be present to meet with those who come to discuss their needs, how they might use our space, and the potential for working in partnership with Harcourt.
- **What will be the future role of Trustees?** Trustees remain the guardians of Harcourt’s property and assets on behalf of the United Church of Canada. Trustees will continue to have a say in any decisions we make about the building and its operation. It will be up to individual trustees to decide whether they want to be part of the management board. Kate Ballagh-Steeper added that Regional Council must also approve any major decisions involving management or ownership of the building and property, and that they are aware and supportive of our current discussions and plans.
- **What will the sign out front say?** This has not been finalized, but Harcourt United Church is not disappearing. The idea behind the community centre is to create a little separation between use of the building by the church and by the community, to reassure everyone who comes that they are not expected to join or support the church.
- Lynn Hancock expressed appreciation for the new energy at Harcourt and gratitude for all who are asking questions and expressing concerns, and also

taking leaps of faith. Peter Gill reported that at the previous week's Kitchener-Waterloo Symphony concert, the executive director congratulated Harcourt on implementing comfortable, flexible seating, an example of a long-standing tenant that is happy to see what we have done already. Gerald Neufeld expressed appreciation for all of the volunteers who are keeping Harcourt going. He also recalled the African-American spiritual about Ezekiel's wheel within a wheel: "The big wheel ran on faith, and the little wheel ran by the Grace of God."

- Kent thanked the many volunteers from across the congregation who have believed enough in the concept of a community hub to contribute their time to this initiative. On April 12, Council endorsed the creation of a community hub, along with the required governance and policy changes, and recommended that the Harcourt Community of Faith authorize Council to proceed as necessary.

Motion: On the recommendation of Council, the Harcourt Community of Faith endorses the exploratory work accomplished to become a community hub, and authorizes Council to proceed with the creation of the Harcourt Community Centre and the implementation of required governance and policy changes. An evaluation will be reported back to the congregation at the next Annual General Meeting, March 2024.

(Lorraine Holding, Pete Robinson)

Carried

Use of alcohol

- When it comes to the use of alcohol, The United Church of Canada has historically supported temperance. However, the national church leaves it up to individual communities of faith to decide whether their facilities should remain alcohol-free or whether alcohol may be served at selected events.
- On April 12, Council approved in principle a request from the Building Partnerships/Community Hub task group to allow alcohol to be served at large rental events, subject to Harcourt's approval. Kent outlined the requirements that would go into the policy. The policy itself would not come back to the congregation for approval, but it could be revisited at the next Annual General Meeting.
- The following concerns were expressed:
- Should our community of faith support or promote the use of alcohol? Should we be making money from the serving of alcohol?
- What would be the impact on our relationship with our neighbours?
- Could allowing alcohol use on the premises expose Harcourt to liability?
- Given that many people struggle with alcohol, either personally or within their families, it is helpful to maintain alcohol-free public spaces. Harcourt offers space to Alcoholics Anonymous.
- Harcourt has a mission to support the vulnerable, including people experiencing addiction and mental illness. As a society we have witnessed the evolution from "smoking sections" to "smoke-free environments".

- **Not** serving alcohol might be seen as a plus buy some potential renters.
- The Government of Canada recently brought out new guidelines recommending reduced consumption of alcohol, in recognition of risks associated with cancer, heart disease and stroke.
- Comments in support of the provision included the following:
- Harcourt would not be promoting the use of alcohol per se. Alcohol would not be the basis or reason for the event.
- The most likely scenario is an anniversary celebration or a wedding reception where renters would like to serve wine.
- Non-alcoholic beverages would always be available.
- Harcourt hosts would always be present on-site.
- Steve is aware of other churches who implemented such a policy on a trial basis and had to extend it because they did not have enough experience to fully evaluate it. Experience at other venues has not prompted concern.
- The ability to serve alcohol could impact whether people choose to rent space.

Motion: On the recommendation of Council, the Harcourt Community of Faith endorses the preauthorized use of alcohol at events at Harcourt. Council will work with the Rentals and Community Relations Group to develop and approve an alcohol use policy.

(Peter Gill, André Auger)

In consideration of the concerns expressed, Stan Bunston proposed the following amendment to limit the types of events where alcohol might be served:

Motion to amend: To insert “limited circumstances of” into the motion before “preauthorized use of alcohol”.

(Stan Bunston, Kathy Magee) Carried

Motion: On the recommendation of Council, the Harcourt Community of Faith endorses the limited circumstances of preauthorized use of alcohol at events at Harcourt. Council will work with the Rentals and Community Relations Group to develop and approve an alcohol use policy.

(Stan Bunston, Merrill Pierce) Carried

Other Business

a) Questions or other items

Elizabeth Bone expressed a desire for frequent updates before the next annual meeting, beyond articles in the Herald. Kent stated that Council would discuss holding additional information sessions in the fall.

Notice of next Congregational Annual Meeting: Sunday, March 3, 2024

Closing and thanks

Kent thanked Steve Pierce for his leadership and presentation, André Auger for the opening prayer, Evan Jessop-Lew for audiovisual support, and Colleen Barrett, Pamela Girardi and Ash Wilson for providing child care.

Closing Prayer

Kate Ballagh-Steeper expressed thanks for the thoughtful discussion, and then offered a closing prayer.

Motion to adjourn: Heather Hoeg (3:05 p.m.)

Financial Reports

Submitted by Marilyn Parr

2023 Comparative Income Statement (Cash basis)

	2023	2023 Budget	<u>2022</u>
REVENUES			
<u>Congregational Offerings</u>			
Envelope	158,935	159,500	141,092
Par	186,099	190,000	189,323
Canada Helps	22,492	8,000	22,744
UCC Foundation	65,599	22,000	14,271
Loose	2,368	2,000	1,584
Initial Offering	55	200	0
Sub-Total	<u>435,548</u>	<u>381,700</u>	<u>369,014</u>
<u>Other Revenues</u>			
Recoverables & Misc. Income *	15,677	4,000	14,136
Rent	105,092	67,000	62,908
Donation for Room Use	3,400	0	0
Fundraising & Other Revenue **	27,600	10,000	9,828
Office Income	2,040	6,000	5,885
Book Sales	0	0	0
Government Subsidies	0	0	1,685
Sub-Total	<u>153,809</u>	<u>87,000</u>	<u>94,442</u>
Total Operating Revenues	<u><u>589,357</u></u>	<u><u>468,700</u></u>	<u><u>463,456</u></u>
<u>Outreach & Other Revenues</u>			
Mission & Service - Congregation	55,940	70,000	61,282
Refugee Fund (both churches)	64,855	85,000	6,000
Sanctuary Chairs	3,855	0	39,065
Live Streaming	0	0	400
Community Garden	396	0	0
CCSC - Saturday Night Suppers	25	0	100
Sub-Total	<u>125,071</u>	<u>155,000</u>	<u>106,847</u>
Total Revenues	<u><u>714,428</u></u>	<u><u>623,700</u></u>	<u><u>570,303</u></u>

2023 Comparative Income Statement (Cash basis)

	2023	2023 Budget	<u>2022</u>
EXPENDITURES			
<u>Operating Expenditures</u>			
Worship	3,700	4,200	3,737
Christian Formation	1,478	4,850	1,109
Spiritual Life	0	500	67
Pastoral Care	736	700	0
Justice and Outreach	4,400	4,400	2,200
Outreach Teams	2,197	2,300	1,213
Property	65,739	63,350	55,815
Electronic Team	13,865	11,250	9,205
Communications	0	1,750	0
Finance	33,824	31,787	32,044
Stewardship	0	300	60
Personnel	397,587	415,286	423,835
Events Organized by Ministers	0	200	0
Ministers' Discretionary	450	1,000	0
Council Expenses and HUB	6,723	200	0
Harcourt 20/20 & Experimentation	0	500	0
Expenses Related to the Break-In	16,271	0	0
Total Operating Expenditures	<u>546,970</u>	<u>542,573</u>	<u>529,284</u>
<u>Outreach & Other Expenditures</u>			
Mission & Service - Congregation	55,940	70,000	61,282
Refugee Fund (both churches)	25,204	85,000	45,786
Sanctuary Chairs	12,922	0	7,897
Live Streaming	0	0	0
Community Garden	191	0	35
CCSC - Saturday Night Suppers	239	0	0
Total Outreach & Other Expenditures	<u>94,495</u>	<u>155,000</u>	<u>115,000</u>
TOTAL EXPENSE	<u>641,465</u>	<u>697,573</u>	<u>644,285</u>
Net Operating Revenues/Expenditures	42,387	-73,873	-65,829
Net Outreach & Other (Income - Expenses)	<u>30,576</u>	<u>0</u>	<u>-8,153</u>
	<u>72,964</u>	<u>-73,873</u>	<u>-73,981</u>

2023 Comparative Balance Sheet (Cash basis)

	2023	2022
CURRENT ASSETS		
Meridian Chequing Account	90,829	87,294
Meridian Savings Account	99,535	25,370
Pillar (Trustees') Funds	368,352	331,294
Accounts Receivable	2,096	2,096
Prepaid Income (for following year)	-12,157	0
TOTAL CURRENT ASSETS	548,656	446,054
CURRENT LIABILITIES		
Due to Pillars	32,399	38,464
Loan from Trustees	80,000	80,000
Mission & Service	-48	0
Refugee Project	45,651	6,000
Sanctuary Chair Fund	4,543	13,610
HST	258	283
Web Design	142	142
Live Streaming	4,295	4,295
Gifts of Recognition	87	87
Men's Breakfast	613	622
Community Garden	575	369
Saturday Night Supper	2,297	2,511
Ignatian Exercise	343	623
TCOW	-95	-95
Broadview Subscriptions	685	0
Congregational Retreats	100	0
Vacation Payable	468	675
EI Payable	52	0
Income Tax Payable	100	1,843
U. C. Medical/Insurance for Ee	-523	0
GST Paid on Purchases	-18	-4
HST Paid on Purchases	-7,020	-7,677
TOTAL CURRENT LIABILITIES	164,904	141,748
EQUITY		
Pillar (Trustees') Funds	368,352	411,294
Beginning Operating Surplus	-26,987	38,841
Current Operating Surplus	42,387	-65,829
Total Operating Surplus	15,400	-26,987
TOTAL EQUITY	383,752	384,306
TOTAL LIABILITIES AND EQUITY	548,656	526,054

NOTE: The amount in the "Due to Pillars" has been transferred to the trustees as of Jan 22, 2024
\$80,000 was transferred from the Pillars to Operating to offset 2023 expenses, but \$10,000
of this was repaid to the trustees on Jan 22, 2024

* 2023 Recoverables & Misc Income Summary		
	2023	2022
Insurance Claim after Break-In	9,501	0
Restorative Care Refund	2,425	7,274
WSIB Refund from 2021	0	503
Reimbursement for minister as guest speaker	232	4,755
Received for name tags	0	12
Return of funds in Ministers' Discretionary Account	0	820
Reimbursement for staledated cheque to Broadview from 2021	1,350	0
Interest on Meridian Savings Account	2,165	439
Interest on GICs	0	333
Miscellaneous	5	0
	15,677	14,136
** 2023 Fundraising Summary		
	2023	2022
Sale of Hilary Slater's paintings	0	935
Government of Ontario Grant for Security	10,000	0
Waterloo Presbytery UP Fund for Security Upgrade	2,500	0
Proceeds from Bake & Antique Sale in March & Nov	2,891	0
Miscellaneous	30	0
Trees for Guelph	185	0
Choir Concert on Nov 5/23	2,485	0
Solar Sales	9,509	8,893
	27,600	9,828

SECTION 5—RECEIPTS & EXPENSES 2023

	2,023	
RECEIPTS	AMOUNT	DESCRIPTION
A1a	117,825	Envelopes (incl. M&S) less Memorial Donations
A1b	232,247	PAR (incl. M&S)
A1c	2,368	Loose
A1d	65,599	Other
Total of A1	418,039	

A2a	0	Raised by UCW (NET of expenses to raise funds)
A3a	15,100	Fundraising (NET of expenses to raise funds)
A4a	0	Bequests
A4b	0	No. Bequests
A4c	101,817	Rental Income (NET of expenses to raise funds)
A4d	66	No. Groups using Prop.
A4e	0	Asset/Property Sales
A4h	79,318	Memorial Donations ??????
A4i	12,500	Government (incl. CEBA)/Other Grants
A4j	15,308	GST/HST/PST, CRA Rebates
A4k	9,501	Insurance Payouts
A4l	2,425	Restorative Care Reimbursements
A4m	0	Exp Recovery-Share Min/Per.
A4n	5,791	Other
Total of A4	\$226,660	
A5a	3,855	Bldg Fund/Capital-ongoing (chairs)
A5b	0	Bldg Fund/Capital-NEW (greater than \$10,000)
Total of A5	\$3,855	
A6	0	Loans Rec'd (incl. CEBA)
Total	\$663,654	

TOTAL RECEIPTS **663,654**

EXPENSES

B1	0	Paid for United Church Appeals
B2a	2,650	Paid-Local Church Mission
B2b	25,204	Paid-UCC Ministry beyond Local
B2c	4,636	Paid-Other Charitable
Total of B2	\$32,490	
B3a	18,587	Conf/Pres Assessment
B3b	20,770	Office Operation, Telephone
B3c	21,400	Maintenance & Repairs
B3d i	12,513	Electricity
B3d ii	14,542	Gas
B3d iii		Oil
B3d iv	0	Propane
B3d v	0	Renewable Energy (purchased)
B3d	0	Heat/Light/Water
B3e	0	Manse Expense
B3f	0	Taxes
B3g	12,951	Insurance
B3h	77,975	C/Q-PP,EI,Pension,Benefits
B3i	11,475	Honorariums
B3j	2,699	Study/Book Allowance
B3k	8,201	Exp of Church Groups (SS, UCW, Trustees, etc)

B3l	0	MIN/Personnel Cost Sharing
B3m	42,795	Other
Total of B3	\$243,908	
B4a	27,394	Secretary/Administrator
B4b	50,588	Custodian
B4c	39,767	Organist/Pianist
B4d	55,941	Other Staff
Total of B4	\$173,690	
B5a		Minister Base Salary
B5b		Minister Housing Allowance
CP	76,582	Comprehensive Salary
Total of B5	\$76,582	
B6a		Salary-Oth Min
B6b		Housing Allowance-Oth Min
CP1	62,479	Oth Min 1-Comprehensive
CP2		Oth Min 2-Comprehensive
CP3		Oth Min 3-Comprehensive
CP4		Oth Min 4-Comprehensive
CP5		Oth Min 5-Comprehensive
Total of B6	\$62,479	
B7	0	Travel
B8a		Local Capital Improvements
B8b		Property Purchase

Total of B8

B9a	Loan Principal/Interest Payment
B9b	RCP Replacement
B9c	Other

Total of B9

Total B1 to B9 \$589,149

M&S 55,940

TOTAL EXPENSES \$645,089

Proposed 2024 Operating Budget

Submitted by Roz Stevenson

HARCOURT MEMORIAL UNITED CHURCH - PROPOSED 2024 OPERATING BUDGET

	2023 Budget	2023 Actual	2024 Budget
REVENUE			
1 Givings - Envelope, PAR, e-transfers, etc.	381,700	384,600	385,000
2 UCC Foundation Major Gift		50,948	
3 Requested increase in givings (6.5%)			25,000
4 Subtotal: Givings	381,700	435,548	410,000
5 Rent	67,000	105,092	110,000
6 Donation for room use		3,400	3,000
7 Office Income	6,000	2,040	2,400
8 Recoverables and Miscellaneous	4,000	15,677	4,000
9 Fundraising and other Sustainable Revenue	10,000	27,600	15,000
10 Grants -all sources (Note *a)			10,000
11 Subtotal: Other Revenue	87,000	153,809	144,400
12 TOTAL REVENUE	468,700	589,357	554,400

EXPENDITURES

CHRISTIAN FORMATION CLUSTER

13 Worship - Music, supplies, flowers, repairs	2,400	1,900	2,600
14 Worship - Honorarium (2023=6, 2024=8)	1,800	1,800	2,400
Subtotal: Worship	4,200	3,700	5,000
15 Manna	2,900	1,273	1,950

16	Child, Youth & Family Ministry	200	113	300
17	Youth Retreats	1,000	92	200
18	Adult Ministry	500	-	300
19	Harcourt Library	250	-	200
20	Subtotal: Christian Formation	4,850	1,478	2,950
21	Spiritual Life - events, training, retreat	500	-	500
22	TOTAL CHRISTIAN FORMATION CLUSTER	9,550	5,178	8,450
	<u>COMMUNITY LIFE CLUSTER</u>			
23	Harcourt Café	500	736	500
24	2nd floor Kitchenette Renovations (Note *b)	-	-	8,000
25	Subtotal: Harcourt Café	500	736	8,500
26	Pastoral Care (Speakers, events, training)	200	-	200
27	TOTAL COMMUNITY LIFE CLUSTER	700	736	8,700
	<u>OUTREACH CLUSTER</u>			
28	Welcome In	2,200	2,200	2,200
29	Chalmers Food Shelf	2,200	2,200	2,200
30	Ecumenical Campus Ministry	2,000	2,000	2,000
31	LGBTQA	300	197	300
	TOTAL OUTREACH CLUSTER	6,700	6,597	6,700
	<u>OPERATIONAL CLUSTER</u>			
32	Utilities	16,000	17,244	17,000
33	Heating maintenance and supplies	3,000	600	3,000

34	Heating fuel	10,000	13,544	14,500
35	Repairs	7,000	4,702	10,000
36	Cleaning supplies	2,000	2,102	2,000
37	Insurance and Property Appraisal fee	11,800	12,951	12,500
38	Lift maintenance	1,800	3,652	4,000
39	Snow removal	9,000	8,342	10,000
40	Furniture / equipment	500	2,400	500
41	Garden maintenance / development (Note *c)	750	106	1,000
42	Covid-19 Expenses	500	96	200
43	Miscellaneous	1,000		
44	Subtotal: Property	63,350	65,739	74,700
45	Communications Team (website, directory)	1,750	-	750
46	Sound system, training, honoraria	5,000	6,675	5,000
47	AV Equipment, maintenance, wear&tear	750	1,330	1,500
48	Software/Internet/Video Licence/Zoom	3,500	4,297	3,500
49	Computer Hardware and Software	1,000	1,563	500
50	Computer Service (Note *d)	1,000	-	1,000
51	AV consultation & service (Note *d)	-	-	500
52	Subtotal: Electronic Team	11,250	13,865	12,000
53	TOTAL OPERATIONAL CLUSTER	76,350	79,604	87,450
<u>STEWARDSHIP CLUSTER</u>				
54	Bank charges/Brokerage fees	1,100	1,390	1,300
55	HST Non-refund expense	2,500	5,515	2,500

56	Offering Envelopes	400	-	400
57	Office Supplies	2,500	2,337	2,000
58	Postage	500	569	575
59	Machine Rental/Service	5,600	5,355	5,600
60	Regional Council Assessment	18,587	18,587	18,500
61	Police checks, Trustees, Misc.	600	71	400
62	Subtotal: Finance Committee	31,787	33,824	31,275
63	Stewardship Campaign	300	-	300
64	TOTAL STEWARDSHIP CLUSTER	32,087	33,824	31,575
<u>MINISTRY AND PERSONNEL CLUSTER</u>				
65	Wages	318,593	308,272	312,765
66	EI, CPP, WSIB, Pension, Medical, Insurance	81,593	77,974	77,149
67	Ministers' Travel	1,500	-	1,500
68	Development Ministers, Staff	3,500	3,184	3,500
69	Staff Replacement & Overtime, Night Lockup	2,000	3,956	-
70	Extra Maintenance	1,200	-	3,000
71	Ministers' Telephone	1,200	1,200	1,200
72	Manna Music Program	5,700	3,000	4,000
73	Payroll Clerk (new) (Note *e)			5,000
74	TOTAL MINISTRY & PERSONNEL CLUSTER	415,286	397,587	408,114
<u>NON-COMMITTEES</u>				
75	Ministers' Discretionary and Events	1,200	450	1,200
76	General Expenses + HUB	200	6,723	

77	Harcourt Visioning & Experimentation Council Discretionary and General Expenses	500	-	-
78	(Note f)	-	-	2,000
79	Harcourt Commons	-	-	5,500
80	Security and Training (Grant Funds) (Note *a)			10,000
81	Expenses Related to Break-in	-	16,271	-
82	TOTAL NON-COMMITTEES	<u>1,900</u>	<u>23,444</u>	<u>18,700</u>
83	TOTAL EXPENDITURES	<u>542,573</u>	<u>546,970</u>	<u>569,689</u>
84	TOTAL SURPLUS/(DEFICIT)	- 73,873	- 42,387	- 15,289

Notes:

*a = Grant received for Anti-Hate & Security (Income line 10, Expense line 80)

*b = Kitchenette reno (\$8,000) - Support Harcourt Commons & Sunday coffee hour (line 24)

*c = Garden maintenance - increase intended for lawn care (line 41)

*d = Computer and A/V service - contracts for consultations if needed (line 50 and 51)

*e = Payroll clerk - extra office hours as needed (line 73)

*f = Council discretionary - amounts previously underused or from "Misc" lines (line 78)

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