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2016

Annual Report

(Revised February 2017)

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JOINT REPORT FROM THE TEAM MINISTERS AND CHAIR OF COUNCIL

These early January days are often cold and quiet. They invite a slower pace. They provide time for unhurried reflection. So we pause, with gratitude, to consider all that we experienced at Harcourt over the past twelve months – beginning with the grace and spirit we felt and enjoyed, and the compassion and encouragement we shared together. We pause to consider the relationships we deepened, the plans we advanced, the goals we achieved, the challenges we faced, the losses we endured, the welcomes we extended, and the listening, thinking and serving activities we embraced that strengthened our common life and work.

In the wake of Wendy's decision to retire, we began 2016 by planning the steps in a journey of congregational transition and renewal. Church leaders sketched out a process to engage Harcourt members in a transparent and participatory exercise of visioning and planning. The process called for initiatives of intentional listening, learning, discerning and deciding together. It included polls, workshops, small group gatherings, and community building activities. It included a congregational retreat and wider community consultation. It involved the partnership and support of regional leaders in the United Church of Canada. It involved constant communication about how the process was going and what was being learned on the way. And it involved the commitment of key lay members, drawn from different generations, to steer, facilitate and articulate the learnings of each step in the journey. The entire process took several months to implement. It was thorough and resulted in the production of an excellent report and plan, which the congregation adopted at a meeting in late November. On this journey we learned much about one another and the many stories we tell. We are wonderfully, and at times, challengingly, diverse. We came to appreciate better the rich mix that we are.

Throughout the year, the routine life of the congregation continued. There were baptisms and weddings that brought us joy. And there were funerals that lifted, in part, the weight of our losses and sorrows. The experimental all-ages MANNA service grew in strength and creativity. So too did the youth group under Lisette's capable leadership. More than thirty-five adults and children participated in the summer SKYLIGHT Festival in Paris, Ontario, renewing an old Harcourt tradition of community camping. Small group ministries and learning sessions continued at Harcourt under strong lay leadership. So too did the work of our covenanted spiritual companions, whose numbers and ministries continue to grow and bear fruit. Plans for greater accessibility in our building were also advanced in 2016, with more to be implemented in 2017.

Lorraine Holding (our chairperson), the members of our Church Council, the members of Council committees, the members of Harcourt 20/20 task groups, and the members of our 'supply minister' search team all served with dedication, generosity and distinction. The people of Harcourt were faithful and generous with their time and money. Worship and prayer and study happened. Safety was extended. Compassion was provided. Good news was preached. And the members of the church and bell choirs never failed to bless and enrich us.

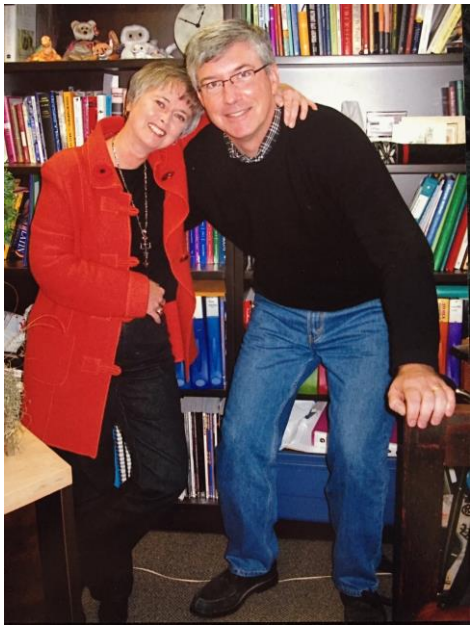
In the Spring we held wonderful farewell celebrations for Wendy. Deep gratitude was expressed for all that she contributed in her seven rich years of ministry here. She wished joy for us. We wished the same for her. Her teammates miss her. In July, we welcomed Miriam Flynn as our supply minister, arriving to help keep the life and work of Harcourt strong. Miriam is newly ordained and a former lawyer. Her personality and many gifts have served Harcourt well in the few short months that she has been with us. Miriam, Alison, Anne, Nick, Darko and I all consider ourselves fortunate to be working together as a team for the wellbeing of the people and ministry of Harcourt.

Looking back, it was a demanding, hard, energizing, and fruitful year. Which is to say, it was a wonderful year. We achieved much together and have prepared well for all that might now follow.

With gratitude and blessings,

Jim. with Wendy (January - June) with Miriam (July - December)

and with Lorraine Holding, chair of the Harcourt Church Council



Additional Remarks from the Chair of Council

Seek Connect Act

Our new tag line guides us to consider how and why we are part of Harcourt. This Annual Report demonstrates the wide variety of opportunities available to enrich our lives and those in our community through our ministry and mission. Where are you reflected in these reports? Look for the new, the ongoing, and the still-to-be-tried ways to be involved.

I offer special thanks to the Harcourt 20/20 Steering Team members who worked with me (Esther Devolin, Bill Lord, Sandy Middleton, Sandra Welch and Jim Ball, with input from Wendy Brown and Miriam Flynn) and to the Joint Needs Assessment Writing Team (Peter Jackson, Jean Julian and Melissa Kwaitkowski). Their leadership, commitment and expertise were important gifts.

We are blessed by our staff team and their faithful leadership and contributions as we work together.

Yes, as highlighted by Jim and Miriam, it has been a busy and significant year. We continue to give thanks and look forward to what is ahead.

With faith and hope,

Lorraine H.

REPORT FROM THE GUELPH UNITED MINISTRIES (GUM)

Past

This group was founded in 2013, as a result of the sale of Norfolk Street United Church. After providing substantial donations to all local United Churches, the Mission and Service funds, and local charities, a new fund of $250,000 was set aside from the proceeds for the future benefit of all Guelph UC ministries.
The "Managing Circle" of the group consists of both ministers and lay people from each of the churches plus representatives from Rising Spirit and Chalmers Community Services.
The main purposes of the organization are twofold:
1. To enhance and encourage co-operation between the various ministries of the United Church of Canada within the city of Guelph.
2. To increase the profile of the United Church of Canada in Guelph.

Present

The Managing Circle met monthly during the year, and approved funding for several projects, joint events and services. At meetings, and joint events, there was a spirit of co-operation and goodwill with each meeting beginning and ending with prayer or spiritual centering.

During 2016, joint meetings of various committees continued, with the hope that the groups can devise ways of solving common problems through co-operation and sharing.

The venue for the joint service was changed from John F Ross Collegiate to Dublin Street United Church. The change was made because of cost concerns, but mostly due to ongoing logistical problems. The organization and facilities were much more easily managed at a church location. However, attendance suffered, compared to prior years. The result was the distribution of a survey regarding this annual event, in which we sought input from the congregations about the service. We hope that you responded to the survey, and welcome ongoing suggestions.

The major expenditure in 2016 was the creation of a new website and its co-ordination with the individual websites. It is very creative, links with various other sites and we are assured that it is user friendly. It is expected to be "rolled out" in very early 2017.

Future

The North End Harvest Market was the major recipient of GUM funding since its inception in 2014. Including the $10,000 pledged for 2017, a total of almost $60,000 was contributed to that cause. For 2016 and 2017, the Market has secured financing from other sources to supplement amounts from GUM.

The mandate for Norfolk Street United Church Trust, which sponsors this organization, expires in late 2017. We consider this co-operative ministry very important to the United Church ministries in the city, and pray for its continuing operations. A committee will be struck in early 2017 to explore ways of doing so, with research of available options begun in the fall of 2016.
We urge all of you to consider using GUM as a funding source for 2017 innovations or ongoing successful projects. Funding criteria and application forms will be updated and available on the new website.

Guelph United Ministries (operating through Norfolk Street United Church Trust)

Financial Statements for the year ended December 31, 2016

ASSETS ON HAND AT DECEMBER 31, 2016		
Operating bank account	$690	
Savings bank account	66,434	
Interest and HST receivable	7,862	
Investments	50,000	
		$124,986
HELD IN SUPPORT OF THE FOLLOWING FUNDS		
CAPITAL FUND		
Balance, January 1, 2016	$100,000	
Transferred to Operating Fund	50,000	
Balance, December 31, 2016		$50,000
OPERATING FUND		
Cash input		
Balance, January 1, 2016	$85,826	
Transferred from Capital Fund	50,000	
Cash collection from Joint service	814	
City of Guelph Grant	8,500	
Investment income	2,180	
Participation fees	4,000	
		151,320
Expenditures		
Annual		
Administration - 2016	1,334	
Administration – prior years	2,862	
Christmas and Easter advertising	2,130	
Internet Services – website upgrade	27,049	
Internet Services – maintenance & consulting	8,075	
Joint service	2,424	
Summer in the Park services	784	
		44,658
Project support		
Common Cup Concert	410	
Guelph United Performers	3,000	
Harcourt Go Project	950	
North end market – direct support	15,000	
North end market – pass through City of Guelph	8,500	
Pastoral care hymn book	502	
Trinity/Sugarbush intern	2,500	
Distributions from joint service cash collection		
Chalmers Community Services	272	
North End Harvest Market	271	
Ecumenical Campus Ministry	271	
		31,676
Total expenditures		76,334
Balance, December 31, 2016		$74,986
Total of both funds, December 31, 2016		$124,986

PREPARED WITHOUT AUDIT FROM THE RECORDS OF THE ORGANIZATION

STANDING COMMITTEES OF COUNCIL

CHRISTIAN LIFE UMBRELLA GROUP

CHRISTIAN FORMATION CLUSTER COMMITTEES

Submitted by Merrill Pierce, Andre Auger and Lisette Vanderkamp for the three working groups noted below

Manna

Manna is an experiential, all-ages service. On an average Sunday we have 25-30 worshippers ranging in age from one to seventies. We follow the lectionary, and try to make Scripture meaningful for every age through a variety of means, such as drama, You Tube, and story-telling. We have Shannon Kingsbury leading our music and she is involved in the planning of weekly worship as well. A large number of the Manna group attended the Skylight Festival at the end of July. We camped together for the weekend and shared communal meals, while enjoying the various sessions that were offered. Pamela Girardi, one of our lay leaders, represented Harcourt at the national church meeting that focused on the Truth and Reconciliation Commission's recommendations in Saskatoon in October. Melissa Kwaitowski, another of our lay leaders, was part of the writing team that wrote the JNAC report in September. We hosted a couple of movie nights, and summer picnics in 2016. Some of our worship experiences included worshipping at the river on Earth Day, a walk at the Arboretum in the season of Creation, yoga, meals, and great discussions. Thanks to all the participants, leaders and supporters. We look forward to another year of community.

Adult Faith Formation

Despite the demise of the Christian Formation Committee in 2015, Adult Faith Formation continued offering Small Groups throughout 2016. In the Winter, Andre Auger facilitated a Small Group which continued exploring Progressive Christianity. Gerald Neufeld offered a four-part Small Group examining Music and Spirituality. In the Spring, Andre Auger continued with Living the Questions, Pt 3, "An Introduction to Progressive Christianity." In the Fall, Julie Ashley facilitated a six-part series on "Senior Transitions," Andre Auger facilitated a Small Group which studied Richard Rohr's "An Alternative Orthodoxy," Joanne Hill offered four Thanksgiving Meditations, and Stan Bunston and Marnie Allen facilitated a Small Group on "Aging as a Spiritual Practice! "Let's Talk." Meanwhile, Lisa Browning continued her two monthly series "Creative Intentions" and "Sharing Evenings." Marion and Andre Auger also hosted an event in December to recreate a larger working group to continue championing Small Groups throughout the coming years. In total, Adult Faith Formation has offered 38 Small Groups since it started in 2013.

Youth Group

This year, the youth group was split into two separate groups. The junior group (grades 6-8) meets every other Friday and has a turnout of about 20 kids, and the high school group meets every other Sunday night and regularly sees a dozen or so teens. Whereas the bulk of the meetings has us playing games at the church, special activities in the spring included skating, Minute-to-Win-it, the Amazing Race, and Camping, and this past fall we had our annual visit to Strom's Corn Maze, sleepovers, and a Christmas Party.

Morning Mindstretch

Submitted by Jean Jackson

Mindstretch started the year with the DVD series, Eclipsing Empire, presented by John Dominic Crossan and Marcus Borg. It was sad to hear of Marcus Borg's death while we were watching this series. In the spring we read Grounded, by Barbara Butler Bass. In September we read The Way of the Wind by Bruce Sanguin. We finished 2016 with another DVD series, Portrait of a Radical, presented by Richard Rohr, Huston Smith and Allen Dwight Callahan.

The group continues to offer financial support to Chalmers, donating $327 in 2016.

Mindstretch is a time for respectful listening, with each person given a chance to speak freely. We meet in the chapel on Thursday mornings from 9:00-10:00 a.m., and everyone is welcome.

Sacred Circle Dance

Submitted by Cynthia Moseley and Marnie Allen

Marnie Allen has joined Cynthia Moseley in sharing the responsibility for offering an ongoing opportunity to take part in the experience of **Sacred Circle Dance**. This happens in the Gymnasium at Harcourt on the second Saturday of the month, September through June, 10:00 a.m. to Noon.

The circle is open to our congregation. There is absolutely no experience necessary, and the dances are taught as if for the first time whenever the circle meets. The two facilitators who come to us from Cambridge and Drayton offer a specific theme and related dances. You can drop in anytime, with no expectation of continuous participation.

We met for 9 sessions during 2016. When our gymnasium was not available due to another Church event or an outside rental we met at Three Willows United Church.

We usually have approximately 15 people in attendance. We do ask for a small donation of $5 or what you can afford to cover the facilitator's travel and computer expenses. We will usually go for lunch at a local restaurant afterwards. (The lunch is optional.)

Please feel free to join us – a warm welcome awaits you.

For further information please call or email:
Cynthia Moseley at 519-763-9644, pip.moseley@sympatico.ca or
Marnie Allen, 519-824-1814, marnieallen47@gmail.com

Library Committee

Submitted by Marta Coutts

The library is available as a resource centre for members of the church seeking inspirational or reflective reading materials. A computer is available for anyone who wants to do a search.

Over the past year the library has had 29 additions, both purchased and donated. A total of 120 books were signed out by library users.

Although our budget this year was $500, our expenditures were only $220.89. This total includes new books, office supplies and CLAO membership.

We now have a “Request Form” on the check-out cabinet for people to make suggestions to purchase.

Girl Guides of Canada: 3rd Guelph Guides

Submitted by Regan Avis, Contact Guider 3rd Guelph Guides

For the September ,1 2015 to August 30, 2016 Guiding Year

The 3rd Guelph Guides meets on Wednesday evenings in the Friendship Room. For 2015-2016 we have 29 members (girls aged 9-11) and 7 full and part-time leaders. Each meeting has a different theme and activities. We earn badges through activities, crafts, games and developing useful and interesting skills. We are very grateful to the Harcourt Memorial United Church community for all of your support. We invite any girls in grade 4-6 to visit or join us throughout the year.

This year we had 4 overnight activities including one night sleeping under an airplane at the Canadian Warplane Heritage Museum in Hamilton. On our science night our program included observing what happens when you mix vinegar and a little bit of baking soda in a Ziploc bag (hint: the bag pops open loudly and everyone nearby jumps even though we know it's coming).

With the help of the Harcourt community we collected and sorted cutlery for donation to Syrian refugee families moving to Guelph. We also gave back to our community by assisting at the Guelph Food Bank.

We learned knots and lashing by making giant catapults to throw water balloons. We were even featured in the official Girl Guides of Canada Blog. https://girlguidescanblog.ca/2016/07/27/splash-water-balloon-catapults-at-camp/

Guiding provides a safe, all-girl environment that invites girls to challenge themselves, to find their voice, meet new friends, have fun and make a difference in the world. Girl Guides of 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. Girl Guides is an organization with over 100 years of developing friendships while exploring the arts, sciences, cultural awareness and so much more. The variety of Guiding's programming and opportunities gives girls from 5 to 18 unlimited opportunities to develop the skills that help them confidently navigate their world. Through fun activities and dynamic discussions, our goal is to increase girls' awareness about the wider world, promote cross-cultural understanding and educate girls on global issues that will inspire them to take action. There are opportunities in Guiding for girls and women of all ages to join and volunteer. For more information you can visit www.girlguides.ca or call 1-800-565-8111.

3rd Guelph Harcourt Scouting Groups

No report received.

3rd Guelph Harcourt

SCOUTS CANADA

Tai Chi Chuan

Submitted by Helen Esch

Wednesday afternoon at 1:30 p.m. we meet for gentle exercise and fellowship in the Friendship Room. We are studying the Yang Set of Tai Chi from Dr. Zaiwen Shen, instructed by Helen Esch. Everyone, regardless of fitness level is welcome. Overtime you will see improvements in your balance, strength and co-ordination all done in a loving and supportive environment.

SPIRITUAL LIFE COMMITTEE
Submitted by Peter Jackson, Co-Chair

The Committee's goal is to support and enrich the spiritual life of the Harcourt community and its individual members. We ran two events, The Walrus Talks Spirituality in spring, and Jesus The Radical at the beginning of Advent. In Lent we ran the Vigil For Holy Week and in December the three-week series of reflections on images of Jesus. The committee and the Covenanted Spiritual Companions held their own one-day retreat in July and helped plan and run the congregational retreat in September. We also made available in the church's meeting space an updated version of the Spiritual Companions brochure describing how to access the help and support we can provide.

The Committee met with Covenanted Spiritual Companions to review the state of their covenant relationship with Harcourt, and helped plan the covenant renewal at a worship service in June. We were delighted to welcome the two new Companions approved by Council. Kathy Magee and Peter Jackson join continuing Companions Marion Auger, Maxine Lipinski, Andre Auger and Stan Bunston.

In 2016 the Companions organized and acted as guides for the Week of Guided Prayer and Spiritual Exploration, began a new presentation of the Ignatian Exercises In Everyday Life with twelve retreatants, and in cooperation with Dublin Street United offered a version named Encounters for teenagers. The Companions meet monthly for group meditation and have embarked on a fresh series of continuing education, with sessions planned on using the enneagram to understand personality types; providing spiritual direction to survivors of abuse, and providing spiritual direction to people close to death. Several Companions also plan to participate in the annual conference of Spiritual Directors International in April 2017.

Tammy te Winkel stepped down as chair in February, and the role was assumed jointly by Peter Jackson and Bill Lord. We were saddened to receive in October the resignation of Sandy Phair so that she could give priority to her husband, Steve; our prayers are with both of them. Joining the Committee this year are Kathy Magee, Mary Harding, Megan Ward and Joyce Kelly.

The Committee devoted a considerable amount of energy to the Harcourt 20/20 process during 2016, and this will continue in 2017. We have undertaken to explore what 'radical change' might look like for Harcourt and therefore for the work of this Committee. This is a significant and appropriate and welcome expansion of our workload.

We thank the Harcourt congregation for entrusting to us this ministry of Spiritual Life. May it energize you as much as it energizes us.

Women's Spirituality Group

Submitted by Lorna Rourke, Co-ordinator

The Women's Spirituality Group generally meets once a month, normally the third Monday evening, from 7:00 to 9:00 p.m. from September to June. The purpose of our group is to provide a safe and supportive space for women to reflect on our lives and spirituality. Meetings begin with a check in, during which women are invited to share as much or as little as they choose. At each meeting, one of our members offers a meditation for the group. Members of the group take turns leading a discussion on a topic related to women's spirituality. This year, topics have included: the colours of the church year; The Four Agreements; and aging as a spiritual practice. We also gathered together for Solstice celebrations in June and December.

All women are welcome to attend our meetings.

WORSHIP COMMITTEE

Submitted by Gay Slinger

Though still small in number, the Worship Committee continued its work throughout 2016 with its continuing enthusiastic diligence and the incredibly important, capable and faithful assistance of so many others:

> Our Ushering Co-ordinator, Jean Hartmans, and all our ushers;
> Our Communion Co-ordinators, Rodger and Jane Peaire, Sandy Phair and Barb Forestell;
> Our Chancel Team who so beautifully and meaningfully decorate our worship spaces;
> Our Prayer Shawl group who provide knitted works of love for so many events in our congregational life including baptisms, farewells and those times when a comforting symbol of Harcourt's love and support are so appreciated;
> All who enrich our worship with their varied musical talents under the incredible leadership of our Director of Music Ministry, Alison MacNeill, and
> Our Congregational Worship Team whose participation in the planning and leadership of worship both enriches our faith experience and provides much appreciated assistance to our ministers when one or both may have to be elsewhere.

This year, we said Good-bye to Wendy as she began her retirement and Hello to Miriam Flynn who has jumped into Harcourt life and worship with great energy and enthusiasm, creativity and thoughtful vision and perspective, kindness and good humour.

We continue to exchange ideas and visions with the Property and Technology committees, as well as our wonderful office staff, as to how our church space and resources might be effectively and comfortably used to enhance our worship experiences. We've enjoyed a variety of guest speakers during the year, many from within our own congregation, as well as our annual G.U.M. service in November, and continue to participate in other opportunities for shared worship and music with other congregations as they arise.

We continue to firmly support the Spirit and community which is growing within Manna, encouraged for the future. We continue to provide the Adopt-A-Bulletin program by which donors can honour special events or people in their lives and share their joys and sorrows with the Harcourt family. We continue to update our own committee policies and procedures and ensure current worship and music assets and inventories are properly maintained. And we continue to contemplate what "worship" may look like in future days at Harcourt in the midst of much challenge and also much faithful enthusiasm. The recent JNA Report is inspiring new visions of "radical change" possibilities balanced with the needs of what is good about what we do now – much to look forward to!

Finally, many sincere thanks to all who have served on our Worship Committee during 2016. Your thoughtful opinions, ready willingness to help and good humour throughout has been so very much appreciated.

MUSIC MINISTRY

Submitted by Alison MacNeill, Director of Music Ministry

The Choir has been busy as always - preparing music, and enjoying friendship, laughter and tears at weekly rehearsals. The Choir is present for almost all services throughout the year, except for those when I am on holiday. This is quite an astounding level of commitment from such active and engaged people.

Our annual **Affirming service** was held in May, and we were joined again by the **Rainbow Chorus**. This was very well attended by our guest choir this year, and we heard many positive comments from the choir, some of

whom had before never attended this service. The chorus has grown a lot this year, with many new young singers – so we hope to have an even larger choir in May 2017.

In November, **the Choir** was invited to participate in a concert with the **Guelph Chamber Choir**, at River Run, as part of a semi-improvisatory presentation by Gary Diggins and the Ondine Chorus. A new and interesting experience, and it is good to be part of another larger community event.

Also in November, the fourth **GUM service**, a joint United Church service was held at Dublin St United - with choristers and handbell ringers from the churches participating. Harcourt's choir was very well represented, and Alison conducted the massed choir.

The Choir feels it is part of their mission to sing whenever possible (and when requested) for funerals and memorial services. We have participated in several services this year, and feel a deep satisfaction for being able to offer our support and care this way.

The **Flute Choir** continues to meet, and played for the 10:30 service on Christmas Eve. Members often join the band on Sunday mornings as well. New players are very welcome!

The **Handbell Choir** rings at weekly rehearsals, playing on occasion in church, adding their festive sounds in particular to the Christmas season, as they did again for two Advent services. We are in great need of new members! Please come and give it a try – despite our serious faces (concentration needed) we love to play, and share a lot of laughs in rehearsal.

The **Sanctuary Band**, which may variously include guitars, bass, flutes, drums, and other instruments, continue to offer their music gifts Sunday mornings.

Music in Manna is led by Shannon Kingsbury and others. We were lucky to have Shannon for most of the fall this year, and are very grateful for her leadership and musicality. I get to collaborate with her at special services where all the congregations are together in the sanctuary: Easter, Blessing of the Animals, for example, and hope for more opportunities!

Christmas Eve at 4 pm was wonderful – the church was filled to watch the Pageant (including a light-hearted play), and to sing the old carols. Later in the evening, at 10 pm, the church filled again for a quiet, candlelit communion service, again, with the singing of many familiar and beloved carols.

And so has passed another busy year… blessings for the one to come.

Chancel Guild

Submitted by Ann Middleton, Chair

The Chancel Guild continues to look after decorating the church on special occasions, particularly Easter, Thanksgiving and Christmas, with the generous support of members of the congregation who donate hydrangeas at Easter and poinsettias at Christmas in memory of loved ones.

Several times during the past year beautiful arrangements were provided by families remembering a loved one.

This year there were several roses placed on the communion table to celebrate the birth of children and grandchildren.

Members of the committee take turns in providing flowers on Sundays except in the summer when people in the congregation raid their gardens or the market to beautify the church.

CONGREGATIONAL LIFE UMBRELLA GROUP

Submitted by Lorraine Holding

Although the congregation benefits from fellowship and special functions during the year, the vacant positions of Umbrella Councillor for Congregational Life and a Fellowship Committee have not attracted commitment. However, we are grateful to individuals who have picked up specific tasks: Marilyn Reilly (name tag coordinator); Alice and Ken Carey, Heather and Peter Sullivan (Potluck & Games nights); many providers of Sunday coffee time; spur-of-the-moment Sunday greeters. Creating and maintaining a sense of community within the congregation is important. How can we strengthen that?

Caroline Harcourt Women's Fellowship

Submitted by Jean Hume

The Caroline Harcourt Fellowship Circle holds its meetings on the second Monday of the month unless otherwise posted. Approximately 30-35 women meet over the noon hour. They enjoy eating their own bag lunches, enhanced by the tea and goodies provided by an assigned group in turn. Lots of good fellowship and support are shared at these gatherings.

Many excellent programs were presented throughout the year. Elaine Wier, from Bridges out of Poverty spoke about the significant differences in the culture between the wealthy, the middle class and the poverty burdened. Awareness and acceptance of those differences plays an imperative part in providing assistance appropriate to their needs.

Paul Webb spoke about the present focus of the Mission and Service Program. Ann Estill arranged for Jaya Jones to enlighten the women about the Syrian Refugee situation within Guelph and the challenges and frustrations that the delays and politics have created. Charlie Whittaker spoke about connecting with the Boards of Education to allow a student program to assist him in beautifying the City. He has been able to mentor a number of students who rebel against the formally structured educational methods of learning.

Bob Rutter, an organ donor recipient, spoke of the Guelph Lions Club's involvement in this program. He addressed the physical problems that are experienced and sadly related the effects upon the family. He then elaborated on the frustrations encountered with the politics of receiving proper financial help and governmental support - not an encouraging situation. Gillian Joseph was the guest speaker for the Sept. meeting. Her area of study is the Effects of Weather on the Long Term Care Worker. She spoke of the conditions that need to be corrected to improve their careers in this type of work. Insufficient funding creates enormous hardships for the workers and in the long run, the patients suffer too.

Miriam Flynn's topic was about adjusting to a new career. She tied this into the adjustments that "The Church" will have to make to survive. Dave Mowat recounted the events and information that took him by surprise when writing and publishing a book about his uncle's activities during World War 11, fascinating, humorous and sad. Mary Harding treated us to beautiful vocal solos of Christmas music and then accompanied the group with her harp for some carols.

The group has made financial donations of over $1,100 to:
Chalmers Community Services Centre, Lion's Club, Gift of Life program, Fort McMurray thru the UCC, Chakurai Women of the Red Lake Reserve, TCOW and the Summer Camp held in the church.

The Group welcomes all women of the church to attend meetings of interest and with the hope of joining the group. Devotionals are a part of every meeting.

Men's Group

Submitted by Dave Mowat with Richard Gedye, Treasurer

The Men's Group met 6 times during 2016 with an average attendance of 21. Each meeting has a leader and a coffee/tea coordinator who volunteer for that morning. We gather at around 7:30 a.m. for fellowship with coffee/tea followed later with a little ceremony of a hymn, invocation, welcome and then speaker beginning at 8.00. The meeting leader may plan a discussion or source a speaker from within the group, the congregation or from outside Harcourt, so that a wide range of topics are addressed. The atmosphere is relaxed and informal and there is plenty of opportunity for fellowship with both old and new friends.

Everyone contributes $3.00 each meeting for expenses and charity. During 2016 we donated $500 to Chalmers Community Services Centre. All men in our church or community are welcome.

Pastoral Care Committee

Submitted by Esther Devolin, Chair

As we reflect on the activities of the Pastoral Care Committee, we recognize the changes that have occurred in the life of our church. Wendy Brown has retired and we welcomed Miriam Flynn to our Committee. More Harcourt seniors are moving into retirement/assisted living and we continue to make note in which residence Harcourters are located. Our Pastoral Care Visitors have been making designated visits to several seniors, some still living in their own homes. We thank them for their dedication. We also thank Joanne Lockie for sending out cards of congratulations on special occasions/events to people in our congregation, as well as to those experiencing illness or loss. Thank you also to Steve Pierce who co-ordinates host volunteers for funerals held at Harcourt.

In February 2016, we held a Pastoral Care Visitor Support Gathering in the Chapel. It was a time for all the visitors to share the highs and lows of visiting and to discuss several resource books that are available dealing with 'end of life discussions'.

In April, 2016, our committee and visitors hosted a 'Tea and Memories' event at Arbour Trails for all members or friends of the United Church of Canada. Wendy, Jim, 7 visitors and 20 residents gathered in The Hobby Shop for a wonderful afternoon of story and treasure sharing.

In May 2016, we hosted a GUM spring workshop re 'Planning and Leading Worship in Seniors' Homes and for leading church services'. 17 people attended this workshop, 7 of the attendees were Harcourt members. Wendy facilitated the evening and provided each of us with a resource booklet that was revised from the one she developed for use when Jim went on sabbatical. This resource booklet is available in the church office for anyone who is leading worship.

Our committee continues to be committed to the GUM Pastoral Care Committees and we met 3 times over the year. The 4 churches have established a schedule of services in 6 Seniors Homes so that there is no overlap of United Church presence in the homes each month. Also, we have developed and are using a GUM Resource Book 'Resource for Services for Seniors'. This contains the words to several familiar hymns, seasonal hymns and worship outlines and orders of service. This resource book is designed for use by ordained ministers and lay ministers and each church has 40 copies so that they can be taken to the Seniors' Homes by the church that is conducting a service.

Our committee checks the automated external defibrillator **(AED)** monthly and keeps the equipment up to date. The AED is stored in the cupboard under the Memorials Book.

If you would like to be visited or join our committee, contact Esther at ekdevolin@sympatico.ca or 519-836-7675.

Again, a big thank you to everyone who works diligently to make our Pastoral Care Program successful.

Prayer Shawl Ministry

Submitted by Joan Bowland

The prayer shawl circle meets on Monday from 1:30 to 3:00 pm.

We have between four and eight members each week, and we encourage anyone interested in joining us to come and check us out!! We do have some people who knit on their own and donate the shawls.

If you know of anyone in the community who would benefit from a shawl, please feel free to take one from the bins, or if you prefer to have help, contact me, Joan Bowland and I will help you to choose a shawl. There are Request forms in the pews which may be left in the office.

We delivered 27 adult shawls and 8 Baptismal shawls to babies at their Baptism in 2016.

OPERATIONAL LIFE UMBRELLA GROUP

ACCESSIBILITY TEAM

Submitted by Joan Barham, Chair

This government required committee, acts to assess accessibility issues at Harcourt and to work with other committees and groups in addressing accessibility issues. We have, for example, had a member on the Accessible Bathroom Committee.

Annually, we remind all those in the congregation who are involved in the work of the church that they must, at least once, have read the information concerning customer service behavior which is accessed through the Harcourt website. We also respond to any additional policy needs or change needed to our current Customer Service Policy for Harcourt.

We are pleased that the accessibility changes to the gym are almost complete. The acoustical improvement through the addition of baffles and roller shutters has been remarkable and this is reflected in the increased numbers of groups in Harcourt and the community who are now using this space for meetings.

Thanks to members of the congregation who inform the office of accessibility issues so that we can respond to your concerns.

COMMUNICATIONS COMMITTEE

Submitted by Joan Barham, Chair

Communication has needed to re-think the ways in which Communication can integrate the Harcourt messages through hard copy, the website, twitter and Facebook. There is a need to develop more image based communication to more effectively engage people and to consider how we can better connect people internally and externally, especially those who are less mobile or separated by distance**.**

To integrate our Harcourt messages we have started a planning process which identifies the videos, posters for each month which speak to events, issues, activities at Harcourt for use on the website, Facebook and twitter. Thanks to: Marion Auger who makes the posters; Jerry Daminato who shoots and edits the videos, with a small

support team; and Anne Purkis who works with a member of the Communication Committee to identify the messaging required each month.

Our spiffy Bulletin Boards are due to the ongoing work of Nancy Ryan, Marta Coutts, Lynn Crow, Kathy Magee and the Office. Many thanks.

Changing the home page of our website to better accommodate posters, video, and increase interaction and integration has been undertaken.

To increase our ability to connect with others, Communication has just begun, along with the Tech Team, to examine a potential role for the use of live feed at Harcourt. A report to Council will be made once more exploration has been done.

Guidelines for various topics have been developed (e.g. web maintenance by committees; Images and videos for social media internet and printed material). Communication is also here to assist groups or persons with questions as to how they can get their message to their intended audience.

The process of developing a report for Council, is beginning, as to how, together with members of the congregation, we can better make our Harcourt Logo, colours, etc known through their use on Harcourt documents, the internet, social media, etc. so that "Harcourt" is readily recognized by people.

We congratulate and, thank Gill Joseph for producing the Herald, whether she is in Guelph or Florida. Our Harcourt newsletter is widely read and is snapped up by people from other churches and organisations who come to events at Harcourt. Thanks to all of the Harcourt congregation who contribute their voices and make the Herald the special newsletter that it.

We thank Gill Joseph for anchoring Twitter and Marion Auger for anchoring Facebook. There are increasing numbers of people who hit on the website, read the on-line Herald, like Facebook and follow Twitter.

Communication is undertaking an evaluation focused on Harcourt's internal and external communication to understand how we might be more effective in how we communicate.

We are transitioning to providing communication tools that are meaningful to millennials and young families, while respecting the different communication needs of many of our Harcourt congregation. It is a work which is progressing and we are feeling our way.

ELECTRONIC INFRASTRUCTURE TEAM (TECH TEAM)

Submitted by Mark Sears, Chair

We have had another year of activity and progress with the help of our small but dedicated team of electronic 'techies' that include Jerry Daminato, Ken Carey, Petr Vales, and a new member Jock Rutherford. With Nick Swan and Anne Purkis, our Office liaisons, we act as a sub-committee of the Communications Committee to deal with all the electronic audio/visual elements needed for worship activities and other needs of groups or individuals during the church year.

AV Booth

We purchased a new computer and monitor for the AV booth that will be more versatile and integrated than the previous laptop to audio and video inputs in conjunction with the existing equipment.

Live-Feed Video

The tech committee along with the Communications Committee have been investigating the potential use of live stream video of the worship services and/or capturing the service for transmission to some of our members

who cannot easily attend the services but could receive the service live or as a later presentation via the website or other process. This is a much more involved process than we have experienced previously and will involve considerable discussion and feedback from staff and several committees. We have investigated some of the technical equipment that we may need at a workshop at a London-based company that some of us attended.

PROPERTY COMMITTEE

Submitted by Dave Hume, Chair

The property committee oversees the maintenance and rentals of church facilities.
Some of the maintenance projects carried out in 2016 included:

- the installation of sound-deadening baffles in the gymnasium, which also included lowering the lights and fans. Appreciation is expressed for the help of Joan Barham, the Accessibility Committee and Mark Sears.
- overseeing the installation of new, sound-insulated roller doors in the pass-throughs in the kitchen.
- installation of replacement lights in the choir room and repair of other lights
- A contractor repainted lines on the parking lot.
- We planted additional cedar trees, trimmed hedges, and a garden cleanup occurred twice, with leaves mulched in the fall.
- Over the Christmas holidays, the parents of the Royal City Pre-School repainted their room!

To update rentals, we had discussions with other Guelph and Kitchener churches on their approaches to rentals, and distributed a summary of the GUM church results within the group. Minor changes were made to our rental rates in June. Special thanks go to Sarah Lowe and Anne Purkis for streamlining the principles and procedures for rentals.

As in previous years, rental income exceeded the Property Committee total expenditures. Total rental revenue was over $48,000, of which approximately one third is from music-related events.

Ben Fear was the faithful secretary and reporter for the Herald. Ben and Sarah were the main organizers for the summer "Weed and Whine" work party to keep the gardens in order. Frank and Janet Webster made the spring Garage Sale work and were major contributors to the "All Things Christmas" sale.

Michael Hofer looked after installing a ceiling projector in the Friendship Room and Gary Parsons was the main liaison with the Community Garden Group and Gary, Cisca and Carol helped in many ways.

Steve Dyck monitored the performance of the solar panels as they generated electricity and money. **Income for the year from the solar panels was approximately $10,300.** The whole committee pitched in when Darko was on holidays.

Finally, we offer thanks to Darko Cikovic for maintaining a sparkling clean church, searching out the best deals in town for repairs and keeping things running well.

Solar Energy Report – Steve Dyck

Submitted by Steve Dyck

Harcourt generated about 13,000 kWhrs of solar power in 2016 and is about 20% ahead of financial expectations.

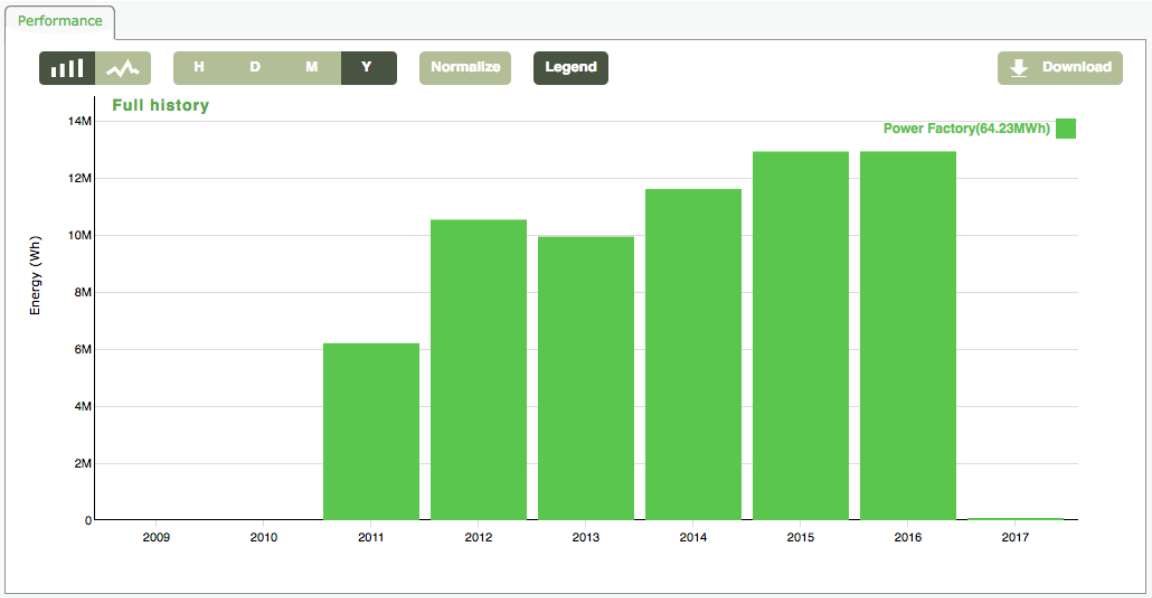
What does 13,000 kWhrs mean? It is equivalent to having about 17 Ontario homes not using Natural Gas to generate their electricity.

An average home uses 7,500 kWhrs. So Harcourt's 13,000 kWhrs of solar generated enough Carbon Free electricity for 1.7 homes. The solar power generated matches Ontario's summer peak power demand, so Harcourt's solar power mostly offsets electricity from Natural Gas power generators. About 10% of Ontario's power came from Natural Gas, so about 17 homes became low carbon electricity homes because of Harcourt's Solar production.

Thanks to the sun in so many ways!

Here is a graph from the solar monitoring system from 2016.

The next graph shows (most of) the production since the system was installed (most because we had a few times early on when we lost internet connection so we could not see the power that was being produced).



Harcourt's solar array was installed in 2011 and has generated about 12,000 kWhrs per year. We paid about $86,000 to install the equipment and have had very minimal maintenance costs on the system - less than $100 total for service over the years, plus about $100 per year insurance on the solar panels.

Harcourt receives between about $10,300 and $9,600 in solar revenue each year. So Harcourt's solar has generated about $57,000 so far. In about 3 more years the system will have paid for itself. The solar will continue producing income for the remaining 11 years of the 20 year microFIT contract.

The system was expected to pay for itself in 10.74 years and is on track to pay for itself in 9 years. So the system is almost 20% ahead of the financial targets that Harry Ragetlie and the Green Team had estimated.

Anyone thinking about putting solar on their home should think quickly. The solar microFIT program will end in 2017. Using the sun to power our community makes sense in so many ways.

Guelph Community Orchard Project (GCOP)

Submitted by Jill Gill

We celebrated the fourth year of the orchard's planting in September 2016.

In early May, three new fruit trees were planted to replace those that were severely affected by the harsh winter of 2014. They included a Bartlett Pear, a Burbank Plum and a Nijiseiki Asian Pear. The new trees, which were watered by volunteers, seem to have done well.

The spring brought forth beautiful blossom on the trees and plants, but the severe drought conditions of early summer caused the fruit which was anticipated, to drop and not ripen. This was a disappointing outcome, but not entirely unexpected in any urban farming situation. Hopefully the weather next year will be more favorable for fruit production.

In July, the GCOP (as well as the Harcourt Communal Garden) took part in Transition Guelph's Urban Food Working Group 'Urban Farm Tour' which brought folks to the church property to learn about this urban fruit and nut growing project.

The orchard continues to be maintained by volunteers, with the harvest available to anyone in the Guelph community.

OUTREACH UMBRELLA GROUP

JUSTICE AND OUTREACH COMMITTEE

Submitted by Arlene Davies-Fuhr and Edna Miller

Justice and Outreach values the opportunity to share and to celebrate some of the things that have been happening over this past year. This is not an exhaustive list but rather offers a brief snapshot of some of the areas in which Harcourt has been involved. These endeavours are an attempt to honour the interests of the 21 folks who gathered in January, 2016 and indicated they wanted to focus on the areas of refugees, indigenous relations, and poverty.

Syrian Refugees:

- So far, Harcourt folks have welcomed refugees to Guelph by providing some fresh fruit and vegetables for seven Syrian families when they moved into their permanent homes. This initiative is in cooperation with Jim Estill's group.

- Harcourt joined with the Girl Guides to collect cutlery, the Caroline Harcourts gave dish towels and dish clothes, and the quilting group provided quilts for Syrians coming to Guelph. Others in our congregation have provided much needed rugs and bedding for refugee families.

The Truth and Reconciliation Commission and Indigenous Peoples:

- Pamela Girardi was a representative from Harcourt at the United Church event held in Saskatoon to focus on the Truth and Reconciliation process. Pamela had the opportunity to share some of her insights during a Sunday morning service.
- A number of folks from Harcourt attended four evenings with an Indigenous focus held at Dublin United.
- Three members from Harcourt are going to the U of G Third Age Learning series of eight lectures on Indigenous peoples.
- Two people attended a weekend at Five Oaks that focused on the TRC and Indigenous issues.

Other Areas of Involvement:

- This fall, Harcourt has provided support and has baked cookies for participants in the Park'n Dance program that is being held at the church.
- At the invitation of Andrew Hyde, several people from Harcourt have provided two crock pot meals and dessert for U of G students who attend Ecumenical Chaplaincy events.
- Over the year, there have been two GUM gatherings of J & O committees of the four United churches in Guelph. Harcourt hosted the one in the Spring and Trinity led the one this fall. There was good sharing among participants at both events.
- On Ann Middleton's initiative, a collection for Chalmers Community Services Centre of fresh eggs and cheese, in addition to the ongoing items, is happening on the first Sunday of each month.
- Harcourt folks are very involved at Chalmers. The church provides a hot meal for Saturday suppers on a regular basis. We also collect food and other staples for people at Chalmers.
- Harcourt continues to provide support for the Rainbow Chorus and people in the church participate in the Gay Pride Parade.

In 2016, Justice & Outreach has also enabled a number of groups to use the Harcourt facility. Some have been meeting here for a number of years while others are new participants. Some come to Harcourt weekly or monthly while others are here a couple of times a year. This sponsored use of our building is an important outreach in the community and forges vital connections. The following is a list of groups that the Justice & Outreach committee has sponsored this past year: Rainbow Chorus rehearsals and concerts, Guelph Pride (Out on the Shelf) fundraiser, ARCH – Pride & Prejudice, ARCH Men's Group, Chalmers – AGM. Garage sale, fundraisers, Lightshine Singers, Beavers, Cubs, Guides, Park n' Dance, Guelph Police (Crisis Unit) meeting, Old University neighbourhood residential association meeting, UNICEF for a volunteers' luncheon.

We are aware that many people at Harcourt are involved in outreach in a whole variety of important ways within Guelph and beyond. We give thanks that Harcourt is such an engaged and compassionate community.

Remembering Chalmers … Garment Sunday

Community Garden
Submitted by Jill Gill

2016 produced the sixth harvest season for the Harcourt Communal Garden. In spite of the severe drought conditions, the commitment of our faithful volunteers, who watered, weeded and tended the vegetables, herbs and fruit in the raised and onground beds was phenomenal. The total harvest was 212.75 kgs (468 lbs) of delicious, organic produce which was donated to Chalmers Community Services Centre food pantry to help provide local, nutritious veggies for some of Guelph's most food-insecure. This was the first year of harvest for the asparagus which were planted four years ago! A yield of 5.93 kgs (13 lbs) was a much-appreciated treat for Chalmers guests. Other large harvest crops were: - Cucumbers at 65.05 kgs (143 lbs), Tomatoes at 54.02 kgs (119 lbs), Zucchinis at 29.58 kgs (65 lbs) and Peppers at 27.34 kgs (60 lbs).

The guests who receive our gift of fresh, local vegetables, herbs and fruit are very appreciative that we can make this available to them in addition to all the non-perishables that are delivered throughout the year from members of the Harcourt community. This would not be possible without the dedication and commitment of our many volunteers who faithfully maintain the veggie gardens as part of their generous donation to this outreach activity. If you were unable to participate in the communal garden in 2016, but would like the opportunity in 2017, stay tuned for information in forthcoming Harcourt Herald newsletters.

Harcourt Quilting Group

Submitted by Jill Gill

The Harcourt Quilting Group meets monthly on the 4th Monday (9:30 a.m. to 1:00 p.m.) from September until June. We create machine-sewn quilts for donation to those in need.

This summer, five quilts were donated to a Syrian refugee family being sponsored by a group affiliated with the Unitarian Church in Guelph. This family has recently given birth to a baby boy who will receive a baby quilt from us, in the next week.

We continue to make quilts in anticipation of further Syrian refugee families as they are received in Guelph. If you know of refugee families or others in need of quilts, please contact the church office, and Anne Purkis will notify us.All of our quilts are constructed from donated material and we welcome donations of 100% cotton quilting fabrics for our use. We encourage new participants, who have some quilting experience, to join the group at any time.

Light Shine Singers Report

Submitted by Nancy Wilhelm and Leone Sutor

The Light Shine Singers, a group of 23 ladies who like to sing, come from all denominations. They practice every Wednesday morning from 9:30 a.m. to 1:00 a.m. in the Friendship Room.

Music is prepared to entertain at Nursing and Retirement Homes and other groups. They have had eight engagements this year. There is no charge for these outings.

We want to thank Harcourt Church members for providing a location to practice.
A special thanks to Darko for his assistance. A donation has been made for the maintenance of the piano.

STEWARDSHIP UMBRELLA GROUP

STEWARDSHIP COMMITTEE

Submitted by Kent Hoeg, Umbrella Councillor for Stewardship

What is Stewardship? The United Church of Canada describes it as the faithful and effective use of all the gifts entrusted to us by God. It is a way of life, an attitude. Stewardship is our partnership with God as we thankfully share life's abundant blessings. Stewardship allows us to acknowledge our blessings and live out our ministry - to nurture our faith in Christ and serve the world God loves.

Harcourt is fortunate to have the gifts of so many, whether it be time, talent or dollars. We are all Stewards!

Our Stewardship Committee membership is Julie Henshaw, Ian Miller and Miriam Flynn. However, there is no Chair to lead a Stewardship program.

Won't you please consider contributing your talents and taking on the Chair role? The United Church of Canada provides many resources (just look up http://www.stewardshiptoolkit.ca/ for a wealth of ideas). Help Harcourt plant the seeds of faith!

Fundscrip

Submitted by Frank Webster

Harcourt received a cheque for $750 which represents 3% of the value of all cards sold during 2016. Here are some examples of what $750 is used for.

- 4.5 months photocopier rental
- 4 months phone
- 3 snowploughing and salting of parking lot
- 50% of annual cost of staffing of the nursery

Thank you for your support of the program. Cards are available every Sunday in the greeting area.

Harcourt Garage Sale

Submitted by Frank and Janet Webster on behalf of the Garage sale crew

A small group of Harcourt members organize a garage sale every spring. The date varies according to availability of the space and timing of Easter. On April 8 2016, approximately 20 people received and sorted donated items ranging from books, toys, decorative pieces, tools, appliances and household goods. The actual sale ran from 8:30 a.m. to noon on Saturday April 9. The Royal City Co-operative Pre-School also hosted a sale in the Friendship Room on the same date. After 12 o'clock, unsold items were offered to representatives

from the Chalmers Community Services for use of clients, the Guelph Food Bank and a participant in the Amazing Race Guelph for fundraising purposes. Remaining goods were then transported to various charity stores or the landfill site. Some donations cannot be sold due to condition or safety concerns but we have noticed fewer of these issues in recent years.

This effort assists people who are downsizing their homes and collections, helps members of the community find "treasures" or useful items at very reasonable costs and added $2936.65 to Harcourt funds.

This was the second year that the Preschool sale parents joined us and both groups found it to be a good fit. We also offered breakfast sandwiches for sale but the majority were purchased by Harcourt volunteers rather than the public!

Every year, we answer confused questions as to why Harcourt has two garage sales within a few weeks. The general public does not see a difference between this sale and the Chalmers Community Sale held in the same location during March Break. Some think that the second sale consists of leftovers and therefore do not attend!

The 2017 edition will be returning to the gym **April 8**. Mark your calendars.

All Things Christmas Sale

Submitted by Janet Webster

This annual sale is a one day event, taking place the last Saturday in November. It has grown into a destination for people wishing to purchase outdoor and indoor arrangements, fresh greens to DIY, with a bake table and a lunch room.

As with other one day events, much activity takes place ahead of time. In the spring we ask Harcourt members to remember our needs for dried material, preserves and seasonal items. Several people go to the Morris property a few days before, to gather cedar, poplar, dogwood, pine and swamp berries. We also "harvest" boughs from trees in the city destined to be cut down. A crew creates reindeer, two people go to a wholesale warehouse for additional supplies, bakers and soup makers get busy, while others price nearly new items, make signs ..... and then we spend a full day on the Friday to create artistic, one of a kind plant arrangements.

It is difficult to determine actual numbers involved as people do many jobs or participate for whatever time they can; some volunteer full days, others a few hours after work, but a good estimate would be in the area of 50-75 people. Communications team members do an excellent job of publicity.

The 2016 sale took place on November 26 with doors opening at 9:30 a.m. and the gym quickly filling with shoppers, to the background of seasonal music and the aromas of evergreens and refreshments. That first half hour was a frenzy of activity and with many things selling out. By Saturday evening, we had earned $5444after expenses. The following Wednesday, five people gathered to prepare additional arrangements on order. A few more reindeer were built, and IOUs collected so that the final tally was just over $5700.

The organizers often worry that there will be enough volunteers for the various tasks (especially that very busy opening half hour) and that the weather will cooperate. We appreciate the various suggestions for the sale and they are considered carefully. Some, not all, become part of the day. It is not easy to turn down any ideas but we need to conserve the time and energy of the core volunteers.

That core group meet again a few weeks after the sale to de-brief and celebrate. Each year we identify areas to improve or change and this willingness to adapt has resulted in increased proceeds every year (so far).

FINANCE COMMITTEE

Submitted by Kent Hoeg, Chair

I don't know if my heart can take it! It was looking like we would end 2016 with a significant shortfall. Then, in December, many of you spoke to the value that Harcourt brings to you – and you backed that up with generous donations. We ended 2016 with a surplus of approximately $2,100!

As Chair of Finance, I am so thankful to all those who assist in the tracking and reporting of our finances. Monthly, four committee members (myself, Leo Medeiros, Brian Magee and Jim McQueen) meet to discuss finances. Each and every week, we have counters who tally our Sunday offerings. Thank you to each and every one of you. I so appreciate the work of Marilyn Sears who helps us coordinate counters for the week. Our Envelope Secretary, Heather Hoeg, records each donation received and ensures envelopes, statements and receipts are produced. Our financial statement was once again audited by Ian Miller, thank you! Malcolm Coutts has been instrumental in keeping on top of our payroll. All of these tasks take effort each and every week, and we are blessed as a congregation for their efforts.

A very appreciative thank you to our Treasurer, Brian Magee. His dedicated efforts year after year are so important. After closing the books for 2016, Brian has elected to step down as Treasurer. He has been at it for 8 years and it's time to hand over the reins. I have so enjoyed working with Brian, and his knowledge will be missed. I would like to write a full page of "Thank you Brian!", and acknowledge how much we value his contribution. We are working hard on finding a replacement for Brian, but at the time of this report we do not have anyone confirmed.

I urge you all to read the financial reports contained in this Annual Report and don't be shy to ask questions on what you see. 2017 will certainly be a year of change, as we move forward on 20/20. I, for one, am excited about the possibilities!

BOARD OF TRUSTEES

Submitted by Roy Pullman, Chair of Trustees

Many thanks to Walter Johnson for his fine leadership this past year and a special welcome to John Phelps who joins our dedicated members including Marilyn Murray, Murray Woods, Lynn Crow, Jim McQueen and Carol Jones. The Committee is especially grateful to Murray Woods, our treasurer, who manages Harcourt's investments which support our four pillars – Property, Outreach, Music and Arts, and Spiritual Life & Education. Our insurance coverage continues through Ecclesiastical Insurance with excellent service provided by Thomas Newby our local insurance broker at Colley Insurance. Trustees Carol Jones and Jim McQueen currently represent the Trustees on the Finance and Property committees.

I would particularly like to thank Lynn Crow and Carol Jones for their participation in the GUM meeting earlier this year dealing with the Chalmer's Community Services Centre funding request and for the subsequent excellent presentation by Lynn Crow and Murray Woods to the Harcourt congregation regarding the pledging of financial support (if required), for this important community initiative.

FINANCIAL REPORT – BOARD OF TRUSTEES AS AT DECEMBER 31, 2016
Submitted by Murray Woods, Treasurer of Trustees

INVESTMENT $	DEC. 31, 2015 $	DEC. 31, 2016 $
Fiera Capital Balanced Fund	166,004.83	176,246.08
Fiera Capital U.S. Equity Funds	128,365.31	134,015.73
TOTAL	294,370.14	310,261.81
CIBC – Chequing	37.19	39.19
CIBC – Savings	118,000.26	7278.22
CIBC Flexible GIC		110,000.00
CIBC TOTAL	118,037.45	117,278.22
GRAND TOTAL	412,407.59	427,540.03

OTHER CHURCH TEAMS & COMMITTEES

MEMORIALS COMMITTEE

Submitted by Anne Piper, Secretary

During 2016, 11 individuals were remembered by friends and family with donations to Harcourt's Memorial Fund.
A total of $5992 was donated over the past year. These donations were directed to:

M&S $150.00
Music Fund $1178.25
New Washroom $1000.00
Memorials Fund $5592.75

The Memorials Book will be updated early in 2017 with the names of those remembered and their donors.

MINISTRY & PERSONNEL COMMITTEE

Submitted by Noma Vales, Chair

Ministry and Personnel Committee (M&P), oversees the affairs of Harcourt's paid personnel and ministerial staff; coordinating annual ministerial and staff reviews, responding to concerns that arise throughout the year, that impact ministerial and staff members' work. At the beginning of each year, submit M&P budget to the Finance Committee.

With the resignation of Rev. Wendy Brown early in the year, the committee coordinated exit interview and strived to incorporate her feedback into the job descriptions of the next minister. M&P was part of the Search committee, for the hiring of the temporary position that is occupied by Rev. Miriam Flynn until June 30th, 2017.

M&P was successful once again, in the grant application for the Canada Summer Job Program. The Office Administrator had a student helper in the office, for a period of 8 weeks. The intention is to apply annually, if the job program exists.

Some of the staff members had their job descriptions reviewed, to reflect current job responsibilities.

Ministerial and staff have completed certifications in First Aid, Health and Safety, in order to meet workplace safety regulations. Some of the committee members attended Waterloo Presbytery workshop on Courageous Conversations.

M&P and Property committee coordinated signage for fire safety and responsibilities for the emergency evacuation of the building during working hours and on Sundays, during church services.

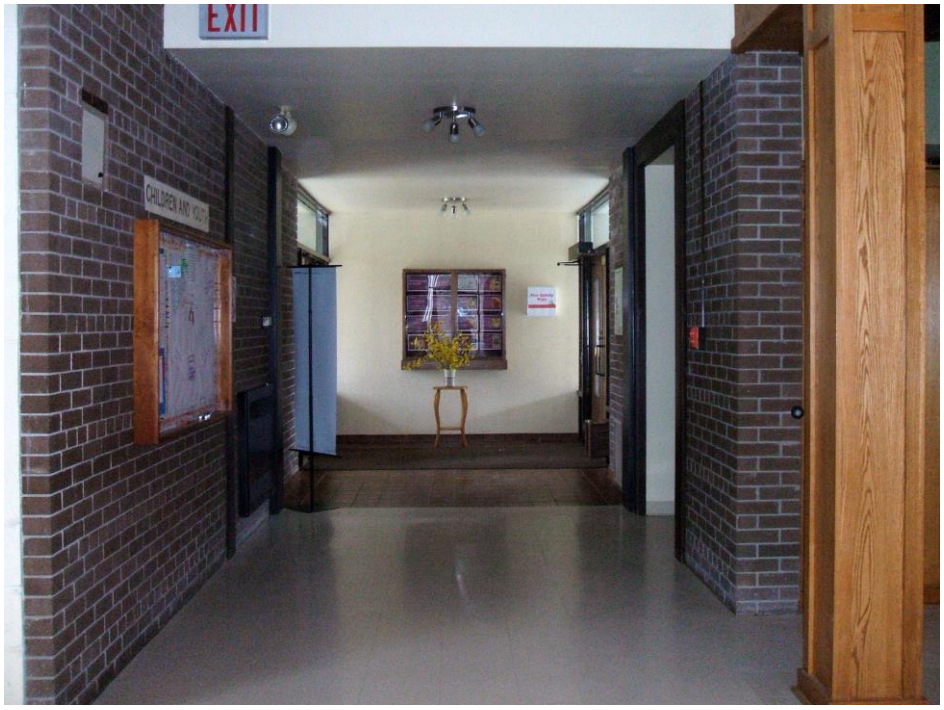
M&P hosted a welcome lunch for Miriam in July and a ministerial and staff social lunch in November.

A significant amount of time was spent in the participation of Joint Needs Assessment exercises, which resulted in a JNA report. The committee developed job descriptions for the new ministerial position, following the content of the report. As a result of the report, the committee has recommended a creation of Community Facilitator position.

REPORT OF THE WASHROOM BUILDING COMMITTEE

Submitted by Dave Hume, Chair

During the past year the Committee has made gradual progress toward installing two accessible washrooms on the sanctuary level of the church so physically-challenged people will not have to go upstairs or downstairs to use the facilities. During the year, the Committee, with the help of Unto Kihlanki, an architect and neighbour, has developed and approved detailed drawings. Those drawings were then sent to a local construction company, who provided an estimated cost. Now the estimated funds for washroom construction have been raised. A Building Permit has been granted by the City of Guelph. Details of the washroom fixtures, tiles, lights and flooring, as well as colours, have been selected, to try to avoid expensive change orders during construction. The Committee expects a call for tenders to go out in January. After a tender is approved, construction is anticipated to start in the spring.



CHURCH STATISTICS

WEDDINGS: 5

Joshua Lawler and Brennah Hughes	April 30
Philip LeBlanc and Julia Henshaw	May 7
Daniel Reyes and Amanda Lawson	June 11
Jock Rutherford and Mary Harding	August 6
Jermaine Bain and Rachelle Ganesh	August 12

BAPTISMS: 8

Abigail Elizabeth Collecchio
Camdyn Mary Corstorphine
Moira Elizabeth Ferris
Paige Catherine Maria Gasior
Adelyn Isabel Hewson
Levi John Cooper Lakatos
Deegan Nicholas Romanow
Landon Charles Nodwell Rutledge

FUNERALS/MEMORIAL SERVICES: 10

Tom Bates
Sybil Bradley
Helen Bray
Sandra Clarkson
Donald Grant
Mildred Roadhouse
Adrienne Sefton Elliott
Keith Slater
Joy Smillie
Irma Webb

PEOPLE JOINING HARCOURT BY PROFESSION OF FAITH: 3

Lillian Carvalho
Blair Janzen
Kaitlyn Lew

REMOVED FROM ROLL BY TRANSFER TO OTHER CONGREGATIONS: 0

REMOVED FROM ROLL BY DEATH: 11

Tom Bates
Helen Bray
Sandra Clarkson
Donald Grant
Peggy Knapp (August 13, 2014)
Mildred Roadhouse
Gladys Robinson
Keith Slater
Joy Smillie
Darlene Verscheure (November 22, 2011)
Irma Webb

Total Membership December 31, 2015	**551** (536 + 15 non- resident)
Members received by Profession of Faith	3
Members received by Reaffirmation of Faith	0
Members received by Transfer of Membership	0
Members removed by Death	11
Members removed by Transfer	0
Members removed by Action of Church Council	0
Total Membership December 31, 2016	**543** (528 + 15 non- resident)

COUNCIL, STANDING COMMITTEES, TEAMS, STAFF 2016-2017

July 1, 2016

Created July 1, updated July 7, October 19, 2016, October 24, 2016

COUNCIL

Chair	Lorraine Holding
Vice- Chair	**VACANT**
Secretary	Carolyn Davidson
Presbytery	Lindsay Lennox (Council Liaison)
Ministry & Personnel	Sandra Welch
Vision Implementation	Tammy teWinkel

UMBRELLA COUNCILLORS

Christian Life	Stan Bunston
Congregational Life	**VACANT**
Operational Life	Mark Sears
Outreach	Earlla Vickers
Stewardship	Kent Hoeg

MINISTERIAL TEAM

Rev. Jim Ball, Team Minister

Rev. Wendy Brown, Team Minister *(to June 30, 2016)*

Rev. Miriam Flynn, Team Minister *(from July 1, 2016)*

Alison MacNeill, Director of Music Ministry

STANDING COMMITTEES & SUB-TEAMS OF COUNCIL

CHRISTIAN LIFE

Councillor: Stan Bunston

CLUSTER COMMITTEES:

CHRISTIAN FORMATION

MANNA

Team Leader: Merrill Pierce

Pamela Girardi
Laura Hofer (Stoss)
Anne Ball
Arlene Davies-Fuhr *(to Octber 2016)*
Lynn Hancock
Melissa Kwiatkowski
Ellen Jamal
Rev. Jim Ball, Team Minister
Resource – Shannon Kingsbury

Youth Ministry Team

Team Leader: Lisette Vanderkamp

Library Committee
Chair: Marta Coutts
Mary-Lou Funston
Dorothy McCrady
Barbara Shaw
Janet Webster

Adult Faith Formation Team
Andre Auger
Bill Lord
Rev. Jim Ball, Team Minister
Rev. Miriam Flynn, Team Minister

SPIRITUAL LIFE
Co-Chairs: Peter Jackson & Bill Lord
Maxine Lipinski
Sandy Phair, Secretary *(to Oct. 1, 2016)*
Tammy teWinkel

Spiritual Companions Team
Andre Auger
Marion Auger
Stan Bunston
Peter Jackson
Maxine Lipinski
Kathy Magee

WORSHIP
Chair: Gay Slinger
Joan Charlebois *(joined Oct, 2016)*
Karyn Davies
Sandy Middleton
Rev. Jim Ball, Team Minister
Rev. Miriam Flynn, Team Minister
Alison MacNeill, Director of Music

Chancel Team
Ann Middleton, team contact
Marta Coutts
Norma Fear
Carol Jones
Anne Piper
Marty Ragetlie
Janet Webster
Carol Jones

Communion Team
Barb Forestell
Jane Peaire
Rodger Peaire
Sandra Phair

Usher Coordinator
Jean Hartmans

CONGREGATIONAL LIFE

Councillor: **VACANT**

CLUSTER COMMITTEES:

FELLOWSHIP
Chair: VACANT
Committee is inactive

Nametag Co-ordinator: Marilyn Reilly
10:30am Coffee time Co-ordinator: Alice Carey *(to Sep/16)*
Potluck & Games Night Co-ordinators: Alice Carey *(to Sep/16),* Heather Sullivan *(from Oct/16)*
Sunday Soup Lunch Co-ordinators: Ellen Jamal & Tricia Halley

PASTORAL CARE
Chair: Esther Devolin
Malcolm Coutts
Don Johns
Rev. Jim Ball, Team Minister
Rev. Miriam Flynn, *Team Minister*

Note cards to Congregation: Joanne Lockie

OPERATIONAL LIFE

Councillor: **Mark Sears**

CLUSTER COMMITTEES:

ACCESSIBILITY
Chair: Joan Barham
Jean Hartmans
Jane McNamee

COMMUNICATIONS
Chair: Joan Barham
Susan Cullis *(on sabbatical Dec/16)*
Gillian Joseph
Lorna Rourke
Nancy Ryan
Carolyn Davidson *(joined Dec/16)*

The Herald Newsletter
Gillian Joseph – Editor
Anne Purkis, Nick Swan – printing, mailing

Electronic Infrastructure Team (Tech Team)
Chair: Mark Sears
Ken Carey *(to Sep/16)*
Jerry Daminato
Petr Vales
Jock Rutherford
Anne Purkis, Staff Liaison
Nick Swan, Staff Liaison

PROPERTY
Chair: Dave Hume
Ben Fear
Michael Hofer
Sarah Lowe
Gary Parsons
Cisca Vanderkamp
Frank Webster
Carol Jones, Trustee Rep *(joined Oct/16)*

Gardening:
Ben Fear
Norma Fear
Sarah Lowe
Helen Mowat
Mark Sears

OUTREACH

Councillor: **Earlla Vickers**

CLUSTER COMMITTEES:

JUSTICE AND OUTREACH
Co-Chairs: Arlene Davies-Fuhr & Edna Miller
Julie Glass-Ashley (LGBTQA)
Rev. Miriam Flynn, Team Minister

STEWARDSHIP

Councillor: **Kent Hoeg**

STEWARDSHIP
Chair: VACANT
Julie Henshaw
Ian Miller
Re. Miriam Flynn, Team Minister.
Trustee Rep. TBA
Finance Rep. TBA

FINANCE
Chair: Kent Hoeg
Heather Hoeg, Envelope Secretary
Brian Magee, Treasurer
Malcolm Coutts, Payroll Administrator
Leo Medieros
Jim McQueen, Trustee rep

M&S Advocacy
Bill Higgins

OTHER COMMITTES & TEAMS

Not associated with Council Umbrella Councillors

Financial Reviewer for 2016-17
Ian Miller

MEMORIALS TEAM
Chair: Dave Hume
Anne Piper, Secretary
Karyn Davies, Worship Committee
Vacancy, Property Rep.

MINISTRY & PERSONNEL
Chair: Noma Vales
Bruce Holden
Patrick Martin
Marilyn Sears
Sandra Welch, Council Rep

VISION IMPLEMENTATION
Chair: Tammy teWinkel
Rev. Jim Ball, Team Minister

TRUSTEES
Chair: Walter Johnson *(to Oct/16),* **Roy Pullman** *(from Oct/16)*
Marilynn Crow
Marilyn Murray
Roy Pullman
Murray Woods
Jim McQueen
Carol Jones
John Phelps *(joined Oct 2016)*
Rev. Jim Ball, Team Minister
Rev. Miriam Flynn, Team Minister

OFFERING COUNTERS
Co-ordinator: Marilyn Sears

Marta and Malcolm Coutts	Brian Fuhr
Bill Higgins	Lorraine Holding
Joyce and Walter Johnson	Jean and Dick Julian
Joanne and Dale Lockie	Helen and Dave Mowat
Nancy and Roy Pullman	Marilyn and Mark Sears
Noma and Petr Vales	Janet and Frank Webster

WASHROOM BUILDING COMMITTEE

Chair: Dave Hume

Joan Barham
Lynda Jessop-Lew
Jean Julian
Murray Woods
Michael Hofer
Mark Sears
Kent Hoeg

PRESBYTERY REPRESENTATIVES

Lay Reps:
Lindsay Lennox, Council Liaison
2 Vacancies
Ministry Reps:
Rev. Jim Ball, Rev. Miriam Flynn

WATERLOO PRESBYTERY EXTENSION COUNCIL

Brian Clark

VOLUNTARY ASSOCIATE MINISTERS (VAMS)

Bill Lord
Deborah Shanks

STAFF

Rev. Jim Ball, Rev. Wendy Brown *(to Jun 30/16),* Rev. Miriam Flynn *(from Jul/16),* Team Ministers
Alison MacNeill, Director of Music Ministry
Anne Purkis, Church Administrator
Nick Swan, Office & Technical Support
Darko Cikovic, Custodian

HARCOURT MEMORIAL UNITED CHURCH

ANNUAL CONGREGATIONAL MEETING

Draft Minutes

Sunday, February 28, 2016

11:45-1:45

Sunday, February 28, 2016 – In the gym following the 10:30 a.m. Worship Service; snacks available before and during the meeting.

Present: (71) Lorraine Holding, André Auger, Kent Hoeg, Heather Hoeg, Joan Charlebois, Tammy teWinkel, Fran Holden, Lindsay Lennox, Bill Higgins, Brian Magee, Kathy Magee, Noma Vales, Bruce Holden, Sandra Welch, Ann Clayton, Tim Brown, Tony Wagner, Gary Parsons, Dick Julian, Cisca Vanderkamp-Schmal, Bernhard Vanderkamp, Peter Jackson, Mary Harding, Lynn Hancock, Joy Smillie, Margaret Alexander, Jocelyn Sherman, Louise Marston, Roz Stevenson, Janet Webster, Anne Piper, Stan Bunston, Art Hemstreet, Mary Lou Potter, Leone Sutor, Karyn Davies, Nancy Ryan, Elizabeth Bone, Janet Gostonyi, Marilyn Whiteley, Hugh Whiteley, Carolyn Davidson, Bill Lord, Larry Smith, Dan Ganesh, Sandra Phair, Virginia Robinson, Lynn Crow, Rodger Peaire, Jerry Daminato, Malcolm Coutts, Marta Coutts, Jean Julian, (Rev.) Wendy Brown, Joan Bowland, June Crewson, Ruth Tatham, Carol Jones, Ian Miller, Edna Miller, Murray Woods, Keith Devolin, Esther Devolin, Earlla Vickers, Norma Fear, Ben Fear, Jon Welch, Ken Carey, Alice Carey, Peter Gill, Jill Gill.

1. **Call to order and Constitution of the Court by Presbytery Representative –** Wendy Brown called the meeting to order at 11.47.

2. **Gathering Prayer and Review of Holy Manners –** Wendy Brown led us in prayer and reminded us of the holy manners we aspire to follow during the meeting. Stan Bunston announced that the Ecumenical Week of Guided Prayer begins this afternoon at 2:00 p.m. at Dublin Street United Church, and that if the meeting has not adjourned at 1:45, a number of individuals may rise to leave.

3. **Outline of meeting plan –**
   - Lorraine Holding invited a round of thanks to Pam MacInnes and others in the kitchen for all they had done to prepare for the meeting. A round of applause followed.
   - Lorraine asked everyone to be sure to sign the attendance sheets, which were distributed by Janet Webster.
   - Lorraine reminded us that beginning this year there will be only one annual congregational meeting instead of two, and that we must therefore do the business of two meetings within one two-hour time period.
   - Lorraine reviewed the agenda, the main focus of which is the 2016 transition phase stemming from Wendy Brown's retirement.
   - To reduce the number of items, routine items have been consolidated (e.g., the consent agenda).

4. **Consent agenda –**
   - Appointment of Janet Webster and Carolyn Davidson as joint Recording Secretaries and Lorraine Holding as Chair of this meeting.

- Speaking and voting privileges are extended to all present.
- Approval of agenda as presented.
- Approval of minutes of March 1, 2015, June 7, 2015 and October 4, 2015 congregational meetings as distributed and/or amended.

Motion: *That the Consent Agenda be approved.*

Joan Charlebois/Kathy Magee Carried

5. Business for 2015 –

i. The 2015 Annual Report. Lorraine extended thanks to Anne Purkis for her work to compile the report. There were no questions about the report; however, Lorraine called for a round of applause for all those who have contributed to the work of the church over the past year.

Motion: *That the Harcourt Memorial United Church 2015 Annual Report from Committees, Teams and Groups be accepted as presented.*

Jill Gill/Sandra Phair Carried

ii. Financial report for 2015. Kent Hoeg, Chair of the Finance Committee, presented the amended 2015 Financial Report. We had a surplus budget for the first time since 2008.

Discussion: At the end of the year, we came close to meeting our targeted givings. Despite an anticipated deficit, we did not see a significant increase in general giving in response to the November appeal. However, we did receive a few one-time gifts as a result of that campaign.

Motion: *That the 2015 Financial report be accepted as presented in the 2015 Annual Report pages 41-43 and amended on February 17, 2016.*

Jerry Daminato/Stan Bunston Carried

iii. Financial Reviewers' Statement. Kent presented the signed Financial Review Engagement Report for 2015.

Motion: *That the signed Financial Review Engagement Report for 2015 be accepted as presented.*

Roz Stevenson/Elizabeth Bone. Carried

6. Business for 2016 –

i. **Transition Planning Process – an Overview.** Lorraine pointed out that Tuesday, March 4 marks the 60th anniversary of Harcourt's inaugural service, and led us in a round of Happy Birthday "to us". Today is launch day for "Harcourt 20/20". Lorraine walked us through a timeline for transition over the next year, which will include staffing changes and voting on remits for General Council. We will be conducting an "Identity, Mission, and Needs Analysis (IMNA)" survey this spring – see the February 2016 issue of the *Observer* for an article on this tool. We need a volunteer to act as contact person for the survey – speak to Lorraine if you are interested.

ii. **Beginning our Conversations –** Table discussion. Bill Lord introduced a discussion activity prepared by members of the Spiritual Life Committee, in which we were invited to respond in writing to four questions:

- What drew you to and what continues to ground you in Harcourt church?
- Given your passion or spiritual gift, what are you being invited to do?
- What do you need from Harcourt congregation to support you on your spiritual journey?
- What changes have to happen within me? Within our church?

Sharing in small groups followed, and at the end of the exercise, written responses were collected.

iii. **Budget for 2016 –** Kent Hoeg presented a narrative budget for 2016, aligned with the three themes in Harcourt's new tag line: "Seek. Connect. Act".

Questions from the floor:

- Ian Miller noted that the $500,000 budget does not include the Mission and Service Fund, i.e., it is not a "budgeted item".
- André Auger stated that he can see himself in this budget, and that the words reflect the work he really wants to do. He observed that Harcourt is probably the only church that regularly offers the Ignatian spiritual exercises, and we are doing those again in the fall.
- Joan Charlebois asked about funding of the building of a new accessible washroom on the main floor, whether it will be funded through a large gift/donation. Kent clarified that this would be considered a capital expenditure, would therefore be taken from the property pillar, with requests to replenish that fund through one-time donation. It was further clarified that although the washroom needs to be fully accessible 24/7, it doesn't have to be on the first floor.
- Jill Gill asked about the apparent duplication in Lines 32 and 33 under outreach: Ecumenical Campus Ministry and University Chaplaincy. Kent confirmed that Line 33 (Ecumenical Campus Ministry) will disappear to eliminate the duplication.

Motion: *That the Budget for 2016 be approved as presented on pages 45-48 of the 2015 annual Report and as amended on February 17, 2016.*

Andre Auger/Tammy teWinkel Carried

- Joan Charlebois expressed her appreciation to Kent for his presentation for pictorial and narrative budget.

iv. Mission **and Service Fund Target for 2016 –** At $90,000, Harcourt will continue to be one of the top supporters within the entire Waterloo Presbytery and Hamilton Conference.

Motion: *That Harcourt's 2016 target for the United Church of Canada's Mission and Service Fund be set at $90,000.*

Discussion:

- There was some discussion about whether the budget, as a theological statement, should include or exclude our target for the Mission and Service Fund under External Outreach. Kent stated that the suggestion to consolidate the M&S target within a consolidated budget would be taken under consideration for the future.

Ruth Tatham/Lindsay Lennox Carried

- Quick update on photo directory: Heather Hoeg informed us that we are in a second round of approvals but that we hope it will be delivered within the next month.

7. **Presentation of Names for Council, Standing Committees and other appointments for February 2016 to February 2017 –** Lorraine extended a special thank-you to those who are finishing their terms on council and on various teams. A list of candidates for 2016-17 is available on the tables. Lorraine noted vacancies for Council Vice-Chair, Umbrella Councillor for Congregational Life, and Stewardship Committee Chair.

Motion:

i. That the Congregation of Harcourt Memorial United Church approve the candidates who have agreed to serve for positions on the Council for 2016-2017; and

ii. 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 2016-2017.

Kathy McGee/André Auger Carried

Motion:

i. That Brian Magee be appointed as Treasurer and Malcolm Coutts as Payroll Administrator for 2016-2017 with all the rights and responsibilities attending these positions; and

ii. That Heather Hoeg be appointed as Envelope Secretary for 2016-2017 with all the rights and responsibilities attending that position; and

iii. That the Congregation appoint the Chair of Council, Chair of Trustees, Chair of the Finance Committee, Treasurer and Payroll Administrator as signing officers of Harcourt Memorial United Church, with two signatures required for financial transactions; and

iv. That Ian Miller be appointed as Financial Reviewer for 2016-2017.

Elizabeth Bone/Jill Gill Carried

8. Other Business –

- Regarding the IMNA survey, it was confirmed that people who don't have a computer at home can complete the survey at the church. It may also be possible to have volunteers take computers to respondents (with full respect for confidentiality).
- André Auger commended the Chair on the very helpful time line document.
- Bill Lord asked that the minutes include an official word of thanks to all of the staff, who give above and beyond what is required. Wendy Brown responded with her thanks and promised to convey this to other staff at their meeting on Tuesday.
- The next annual congregational meeting will be Sunday, February 26, 2017. In addition, there will likely be one or two other meetings throughout the year, as needed.
- Lorraine closed with a final word of thanks to everyone who helped prepare and set up for the meeting. We have much to celebrate.

9. **Closing Prayer –** Roz Stevenson led closing prayer and a thank-you to Lorraine from all present.

10. Adjournment – 1:10 p.m.

Motion: *That the Annual Congregational Meeting be adjourned.*

Elizabeth Bone/Ruth Tatham

Recording Secretary	Chair of Council	Date

HARCOURT MEMORIAL UNITED CHURCH

SPECIAL CONGREGATIONAL MEETING

Draft Minutes

Sunday, April 10, 2016

11:45-12:45

In the sanctuary following worship

Present: (89) Carolyn Davidson, Lorraine Holding, Kent Hoeg, Lynn Crow, Noma Vales, Murray Woods, Marilyn Murray, Ken Murray, M. Ruth Tatham, Marilyn Sears, Malcolm Coutts, Marta Coutts, Margaret Alexander, June Crewson, Joan Bowland, Dave Hume, Jean Hume, Rosalind Slater, Ian Miller, Edna Miller, Ann Estill, Elizabeth Moffat, Peter R. Moffat, Dick Julian, Jean Julian, Margaret E. Lee, Joy Smillie, Catherine Stevenson, Stan Bunston, Jan Grottenthaler, Peggy Willoughby, Russ Willoughby, Dave Mowat, Helen Mowat, Ben Fear, Norma Fear, Bill Lord, Larry Smith, Bruce McLeod, Ron Williams, Janet McCallum, Ann Middleton, Sandra Welch, Jon Welch, Jill Gill, Peter Gill, Sandy Middleton, Kathy Magee, Brian Magee, Wendy Brown, Tim Brown, Tony Wagner, Nancy Ryan, Joan Barham, Hugh Whiteley, Marilyn Whiteley, Leo Medeiros, Lisa Mactaggart, Julie Glass-Ashley, Albert Ashley, Shirley Ann Holmes, Bill Higgins, Paul Webb, Earlla Vickers, Henk Dykman, Richard Gedye, Roeland Hartmans, Jean Hartmans, Marion Patterson, Hugh Patterson, John Phelps, Cathy Dean, Roy Pullman, Nancy Pullman, Joyce Johnson, Walter Johnson, Tammy teWinkel, Alice Carey, Ken Carey, Jim Ball, Sarah Lowe, Merrill Pierce, Stephen Pierce, Janet Webster, Frank Webster, Lynn Hancock, Heather Hoeg, Peter Vales, Mark Sears.

11. **Call to Order:** Jim Ball constituted the meeting at 11:49.
12. **Gathering prayer and review of Holy Manners:** Jim Ball opened with prayer and reviewed holy manners.

    Motion:

    That Carolyn Davidson be appointed as Recording Secretary and Lorraine Holding be appointed as Chair of this meeting.

    (Dick Julian/Catherine Stevenson) Carried

13. Consent agenda:

(i) That speaking and voting privileges be extended to all present.

(ii) Approval of agenda as presented.

Motion:

That the Consent Agenda be approved.

(Kathy Magee, Joan Barham) Carried

14. Lorraine invited Murray Woods, Lynn Crow and Kent Hoeg to the front.

a) **Context for Congregational Meeting:** Lorraine outlined the reasons for calling this special congregational meeting, namely that Chalmers Community Services Centre (CCSC) has asked each of the GUM churches to provide a loan to support the purchase and renovation of a new space. This request is time-sensitive and Council, Trustees and others have spent considerable time in recent weeks preparing for this meeting.

b) **Harcourt trustee's analysis of request:** Murray Woods explained that CCSC's building has been sold and the lease for the current building terminates in one year from now. CCSC therefore needs to move.

They would prefer to stay in the downtown core, close to the bus system. They have found a property at 42 Carden Street, the former Acker Furniture building, which has entrances off both Carden Street and McDonnell Street. A not-for-profit corporation called 42 Carden Shared Service has been formed to purchase the property at 42 Carden, with a closing date of April 15. CCSC owns 20% of this corporation; the other 80% is owned by an organization called 10 Carden, also a not-for-profit.. The purchase price is $1.5 million and renovations will cost $1.0 million, for a total cost of $2.5 million. Chalmers is responsible for 20% or $500,000. The planned renovations will include a new elevator and upgraded electrical system. Chalmers will occupy the street level, and there will be a number of renters, including the University of Guelph.

The first $200K is in hand, and comes from sale of Chalmers United Church. The second component is $300K, and the intention is to mount a major fundraising campaign to raise this money. This campaign will involve congregations of the four GUM churches and also the wider Guelph community. This money is not available immediately. So the third component is the need for bridge financing to pay for renovations as they proceed, with the campaign to repay money borrowed for bridge financing.

On February 25, there was a meeting at Dublin Street United Church attended by trustees of the four GUM churches to hear a presentation by CCSC and a request for help for bridge financing. CCSC is also in discussion with Waterloo Presbytery Extension Council about the possibility of some bridge financing to come from there. Not all GUM churches are able to offer any financing (Three Willows is not). Therefore, a request has been made to Harcourt: Can we help? Our dilemma: How do we respond?

Murray reviewed the state of Harcourt funds managed by trustees as of March 31, 2016. Total net holdings, excluding the amount committed to the new washroom, is $305,296.

Lynn Crow reviewed the details of the request that was taken to Council. Attendees received a printed copy of the Request for Action Form.

c) **Council's Analysis and Recommendation:** Kent Hoeg presented a summary of the two council meetings at which the request was discussed. The motion was displayed on screen.

Kent described the "heart" and "brain" elements of the discussion to date. Council wanted to proceed with this initiative and bring it forward to the congregation for final approval.

- Should it be $100K or a different value? (Kent noted that CCSC did not come to us with a specific number.) The Trustees suggested three payments of $25K each, with possibility of another $25K. This amount is based on one-third of the total cost of the project, given that only three of the four GUM churches can provide significant support.
- Should our support be in the form of a loan or a gift? And by what mechanism? It was felt that this needed to be a loan that the **community** repays. Although fundraising will occur within this church, it will also take place within the community. The community needs to support the project.
- Council recommends an interest rate of 1.5%, which is a rate of return Council is comfortable with (although less than could be earned from other investment.)

Kent read the motion again. He advised that there could be up to two amendments to the motion and explained the order of voting in the event of one or two amendments.

d) **Discussion:** Lorraine invited comments and questions from the floor.

- (Malcolm Coutts) Could we hear more detail of what use will be made of the building? Will any of these uses generate revenue? Peter Gill (Chair of CCSC Board of Directors) was invited to provide more information. He began by thanking Trustees and Council for their work to date. 10 Carden will be the primary occupier, but he clarified that the exact percentage allocation has not yet been finalized. He advised that the $1 million estimate for renovations is likely a little on the low side, that the final cost will be closer to $1.2 million. CCSC has committed to putting in $525,000. So CCSC's final share could be slightly less than 20%. 10 Carden is a not-for-profit agency and has a

number of tenants (which Peter listed). CCSC will transfer from 40 Baker St. to 80% of the ground floor (TBC). It is important for CCSC's work that they be located on the ground floor. If renovations are complete by end October, CCSC would hope to move before end of calendar year. The terms of their current lease require 6 months' notice (i.e., by the end of June). CCSC's space will include cafe space, clothing and food distribution, and meeting space.

- (John Phelps) First two questions answered about renovation costs exceeding estimates and possible move if renovations were finished early. However, what about permits, inspections, etc.? If, for unforeseen reasons, the building is not ready by mid-April next year, is there a back-up plan? Peter acknowledged that there is no back-up plan. However, the project has been in the works for eight months. The architect and contractor are confident. The City and mayor have also been extremely cooperative. CCSC has met with City to ask if they would invest in a community bond. There was some initial concern about possible environmental issues given that a century ago this was the site of a laundry. However, this turned out to be only a slight glitch.
- (Dave Mowat) Stated that he was very impressed with the presentation and offered congratulations to all involved. He was not clear on repayment schedule. Is this open? Peter stated that a capital campaign will start in May, beginning with a readiness workshop for board, staff and key volunteers to make sure they are aligned on the capital campaign. CCSC's goal is $525K, in order to be able to put money back into the trust account held at Three Willows Church. This money is needed to invest in initiatives in the west end of the city. There is no timetable for repayment, but Peter hopes to have raised 50% of the target by end of October, and to repay all of the $300K by the end of 2016. They will be going to community, to all other churches for support, and they are hopeful for a good response.
- (Ian Miller) Expressed support for motion in both heart and head. Ian asked for clarification on the amount: $300K vs. $200K. Peter feels that $500K will be a stretch, and they may ask for a pledge from supporters over time. In that case, fundraising may extend into 2017.
- (Ken Murray). Asked how CCSC's work interacts with work of other churches and other social services. Peter responded that we have a significant poverty issue in Guelph. The Drop-in Centre caters to those who are homeless (several categories) or who don't have access to cooking facilities. These folk go to Sr. Christine's for meals. Sr. Christine serves folks at the lowest end of the poverty scale. By contrast, CCSC caters to families or individuals in affordable housing who are functioning and able to make their own meals. The closest other agency is Lakeside Hope House. Lakeside and CCSC complement one another, and they also work together. One is open when the other is not. They are working together on food acquisition with other groups, including the Salvation Army. Peter offered the interesting fact the Guelph-Wellington Poverty Task Force did a survey of those on ODSP and/or welfare. After these folks pay for rent and other essentials, they have enough left for 19 days of food purchases/month. So they lack financial resources for almost two weeks of food. CCSC supports folks who need help from more than one organization.
- (Mark Sears) What is the intent and direction of meeting with Presbytery? Peter responded: Extension Council is meeting on April 13, with their AGM followed by a board meeting. Extension Council holds funds, usually from the sale of churches, for building of new churches and manses and of education wings of churches. Their bylaws are 60 years old. They are in the process of rewriting the by-laws to be able to include organizations such as CCSC, but currently they cannot. In a few months' time, they may be able to do so. Peter would much rather the investment came from Extension Council. This possibility has only emerged in last two months, and it is not known whether or not the five-year process to rewrite the bylaws will be completed this week.
- (Ron Williams) It is common practice in fundraising to have major donors lined up. Any sign of that? Peter: No. Our strength in the community is with people like ourselves and other churches. This is a grass-roots organization.

- (Sarah Lowe) A question from the "head": Some concern has been expressed about the absence of a business plan. Could the motion be made "in principle", "subject to" or conditional upon the provision of a business plan? Murray Woods responded that we have heard more information this morning; however, we still do not yet have additional documentation.
- (Brian Magee) With regard to policy around use of funds, currently there is no provision to loan funds to outside agency. If we do so, we would be doing so outside of the policy. One-third of the funds are "endowed". Any risk rests solely with the Trustees. It was confirmed, however, that trustees are not personally responsible.
- Lorraine asked if there was any further discussion, questions or comments. Hearing none, she reread the motion and asked us to reflect in silence on Harcourt's core values of risk-taking, respect, responsibility, vulnerability and trust.

Motion

That Harcourt provides Chalmers Community Services Centre (CCSC) a commitment for a loan of up to $100,000 from the investments managed by the Trustees. This would be repaid by CCSC at per annum interest rate of 1.5%, secured by a renewable 12-month note(s).

(Jill Gill, Stan Bunston) Carried

Peter Gill expressed his appreciation for Harcourt's support and announced that an Open House will be held at the former Acker Building, 42 Carden Street, on Sunday, April 17 from 1-5 p.m. All are welcome.

15. **Harcourt 20/20 Update:** Sandy Middleton reported that the Recruitment Team was successful in finding a ministerial candidate for July 1, 2016 to June 30, 2017. Miriam Flynn is currently completing her M.Div. and will graduate in May. Her ordination will be held at Dublin Street United Church on May 28. This will be a one-year appointment because the church has not yet completed a needs assessment, so we are not in a position to issue a call for a vacant position. Lorraine extended thanks to the Recruitment Team.

    Lorraine encouraged everyone to fill out the IMNA Survey (Identity, Mission, Needs Analysis) and to encourage others also to do so (not only those who come on Sunday). In May, once the results are in, the Steering Team will plan future discernment events.

16. **Property Committee Update:**

    a) **Gymnasium Project:** Mark Sears stated that they have been looking for ways to make gym more usable for meetings – for outside community groups and for ourselves. The biggest issue is sound quality and sound proofing. Joan Barham sourced funds through a federal grant, New Horizons for Seniors. The grant amounts to $25K. What to do first? That focus for the next six months will be the installation of baffles (panels) in the ceiling to muffle sound generated. If there is money left over, then they will turn to minimizing sound emanating from gym to the kitchen, friendship room, etc.

    b) **Accessible Washroom Project:** Dave Hume thanked Joan Barham, whose recently submitted report on previous grant (for the new back door, projectors, and sound system) was accepted. A round of applause followed. Dave outlined the plan:

    - Two accessible washrooms will be built in cloak room area of the church on the sanctuary level, so that people with physical challenges will not need to go up or down stairs to use the washroom.
    - Initial funding comes from a generous donation from an unnamed donor. The property committee has been working on this project for a year. The architect initially considered the option to place the washrooms on the west side of narthex, but an estimate came in at close to $300K. The committee then asked the architect to downscale the project, and the revised estimate is now $111K plus architect's fees (estimated total $130K, depending on tenders.)
    - Approval has been given for architect to develop the details to enable construction companies to bid. This request will go out by end of month. Property committee will complete and submit a Request

for Action form to Council when they have firm numbers. Part of the property pillar can be used for capital construction. It is hoped that Harcourt would be able to replenish the pillar over time, but they do not want to be in conflict with the fundraising for CCSC.

17. **Announcements:**

- Lorraine noted that today is the first day of National Volunteer Week, the theme of which is "Volunteers are the roots of strong communities". This is true at Harcourt.
- Marilyn Sears invited attendees take refrigerated breakfast sandwiches left from yesterday's garage sale. Any remaining sandwiches will go to Drop-in Centre.

18. **Closing prayer and benediction:** Jim Ball closed with prayer at 1:02 p.m.

19. **Motion to adjourn.** (Catherine Stevenson/Jill Gill)

Recording Secretary	Chair of Council	Date

HARCOURT MEMORIAL UNITED CHURCH

SPECIAL CONGREGATIONAL MEETING

Draft Minutes

Sunday, June 26, 2016

11:00-11:45

In the sanctuary following worship

Present: (86) Kent Hoeg, Brian Magee, Kathy Magee, Steve Scadding, Pamela MacInnes, Elizabeth Moffat, Peter Moffat, Hugh Whiteley, Marilyn Whiteley, Sandra Phair, Nancy Ryan, Mary Peleschak, Michael Peleschak, Don Macaulay, Marty Ragetlie, June Crewson, Marilynn Crow, Dan Ganesh, Jon Welch, Anne Parsons, Gary Parsons, Jean Jackson, Peter Jackson, Sandy Middleton, Ann Middleton, Anne Piper, Barbara Friend, Karyn Davies, Elizabeth Bone, Arlene Davies-Fuhr, Bryan Fuhr, Roz Stevenson, Cathy Dean, John Phelps, Mary Harding, Jock Rutherford, Michael Hofer, Jim Ball, Marilyn Sears, Dave Mowat, Jerry Daminato, Dave Hume, Lynda Jessop-Lew, Kaitlyn Lew, Marion Auger, André Auger, Petr Vales, Noma Vales, Ruth Tatham, Pat Kandel, Joan Bowland, Cynthia Moseley, Cisca Vanderkamp-Schmal, Mary-Lou Funston, Ann Estill, Marilyn Murray, Kenneth Murray, Helen Mowat, Marta Coutts, Malcolm Coutts, Bernard Vanderkamp, Joy Smillie, Jean Julian, Dick Julian, John Ogilvie, Bill Lord, Russ Willoughby, Peggy Willoughby, Marilyn Reilly, Mark Sears, Jo Sherman, Norma Fear, Ben Fear, Margaret Alexander, Charles Whittaker, Faye Lund, Leone Sutor, Rosalind Slater, Angela McIntyre, Mary Beattie, Larry Smith, Donna Karn, Lynn Hancock, Joan Barham, Lorraine Holding, Carolyn Davidson.

20. Call to Order (11:08 a.m.)

    Rev. Jim Ball constituted the court and declared the gathering to be a formal meeting of the congregation.

21. Gathering prayer and review of Holy Manners

    Jim Ball opened with prayer and reviewed holy manners.

22. Motion:

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

    (Kent Hoeg, Cisca Vanderkamp) Carried

23. Consent agenda:

    v. i) Speaking and voting privileges are extended to all present.

    vi. ii) Approval of agenda as presented.

    Motion:

    That the Consent Agenda be approved.

    (Ken Murray, Mary Lou Funston) Carried

24. Accessible Washrooms Project

    Lorraine invited Dave Hume to come forward and provide an introduction to the Accessible Washrooms project.

    Dave began by congratulating Kaitlyn Lew, Blair Janzen and Lillian Carvalho on their confirmation.

    Using photographs and architectural drawings, Dave provided an overview of the Accessible Washrooms Project, including the plan and features for the two washrooms, the relocation of the cloakroom to the west

end of the greeting area, and the routing of the sewer pipe directly to the street. Dave added that they would take the opportunity to re-grade the soil to prevent rainwater and surface runoff from pooling on the sidewalk.

Questions:

- Elizabeth Bone: Are the windows remaining in place? The windows that are above the larger of the two washrooms will be replaced with wall.
- Lyn Crow: Why couldn't something be done to the windows (e.g., to make them opaque) without changing interior of the sanctuary? Dave wondered the same thing and will ask the architect.
- Kent Hoeg: Can you speak to the cost? The motion is for an expenditure of $130,000 plus a 15% contingency. The architect developed drawings to a certain stage and then took it to a local builder for an estimate. Even Construction estimated the cost at $111,000. These estimates are usually fairly accurate, but we won't know until the tenders come in what the final cost will be. The construction company that provided the estimate will also bid.
- Mark Sears: Where is the money coming from? $100,000 will come from a donation by an anonymous benefactor, and an additional small amount has already been contributed. The rest will come from the Property Pillar of the Trustees' Reserve Funds, with the intention to repay. A fundraising campaign will be delayed while the campaign for Chalmers Community Services Centre (CCSC) is in progress.

The motion was read. Discussion:

- Russ Willoughby: Is there a possibility that other people might make donations before the step is taken to borrow money? Additional donations would be welcome, and $3,000 to $4,000 has already been received.

Hearing no further questions, Lorraine called for a vote on the motion.

Motion:

That Harcourt Memorial United Church Congregation authorizes Council and the Accessible Washrooms Working Group to proceed to install wheelchair-accessible washrooms on the Sanctuary level, knowing that the estimated cost is approximately $130,000 plus 15% contingency, and knowing that this cost is covered by a private donation of $100,000 with the balance of the cost to be covered by the Property Pillar, to be repaid by a later fundraising appeal.

(Ken Murray, Bernard Vanderkamp) Carried

25. Closing Prayer and Benediction: Lorraine led those gathered in a closing prayer.
26. Motion:

To adjourn the Congregational Meeting

(Mike Peleschak, Lynda Jessop-Lew)

Recording Secretary	Chair of Council	Date

HARCOURT MEMORIAL UNITED CHURCH

CONGREGATIONAL MEETING
Joint Needs Assessment Workshop

Draft Minutes

Saturday, October 22, 2016

9:00 a.m. - 12:00 p.m.

Draft Minutes

Present: (61) Bill Lord, Lorraine Holding, Esther Devolin, Hugh Rose, John Phelps, Leone Sutor, Ruth Tatham, Lynn Crow, Mark Sears, Earlla Vickers, Barb Forestell, Jean Jackson, Kathy Magee, Ken Murray, Lindsay Lennox, Joan Barham, Janet McCallum, André Auger, Marion Auger, Anne Ball, Dave Hume, Jon Welch, Sandra Welch, Larry Smith, Mary-Lou Funston, Malcolm Coutts, Marilyn Sears, Mary Harding, Stephen Pierce, Roz Stevenson, Megan Ward, Tammy teWinkel, Stan Bunston, Jerry Daminato, Crystal Ferguson, Elizabeth Bone, Julie Ashley, Carolyn Davidson, Rosalind Slater, Noma Vales, Barbara Shaw, Joanne Mitchell, Murray Woods, Jean Hartmans, Kent Hoeg, Edna Miller, Ian Miller, Bruce McLeod, Jean Hume, Arlene Davies-Fuhr, Sarah Lowe, Jill Gill, Gay Slinger, Ben Fear, Norma Fear, Jim Ball, Sandy Middleton, Peter Jackson, Miriam Flynn, Jean Julian, Roeland Hartmans.

Guests: Rev. Paul Miller (Waterloo Presbytery), Andrew Hyde, DLM (Waterloo Presbytery), Susan Leuty (Waterloo Presbytery)

27. Opening and worship

Lorraine Holding opened the meeting at 9:00 a.m. by providing a brief overview of our Harcourt 20/20 activities, and introducing the Steering Team, Writing Team and the representatives from Waterloo Presbytery. Rev. Miriam Flynn led worship, focused on our hopes and concerns for the morning. Rev. Paul Miller explained the Joint Needs Assessment process and facilitated the rest of the workshop.

28. Review and discussion of Community and Resources profiles

In table groups, participants discussed draft profiles of the Guelph and Harcourt community and existing resources.

29. Discussion of the Three Narratives and the "Harcourt Glue"

In table groups, participants discussed the following questions:

- Are the three narratives (slow death, revitalization, and radical change) a good description of where our congregation is presently at? Is there anything that is missing, inaccurate or unclear?
- Is the "Harcourt Glue" (love of Christ, commitment to progressive theology, affirmation of diversity, shared values and strong internal communications) a good description of who we are as a congregation? Is there anything that is missing, inaccurate or unclear?

30. Review and discussion of Pastoral Charge, Ministry and Skills Profiles

In table groups, participants discussed the following questions based on the discussion of the Three Narratives and Harcourt's Glue:

- What do you think is important for prospective applicants to know about our congregation (pastoral charge profile)?
- What kind of ministry position(s) should we be looking for (ministry profile)?
- What gifts, skills and experience should we be looking for in a minister (skills profile)?

31. Summing up and motions to refer:

Motion: That the staffing model and terms profile be referred to the Council and Steering Team for decision and included in the draft JNA report.

(Kathy Magee/Andre Auger) Carried

32. Closing prayer and Adjournment

Rev. Paul Miller led a closing prayer. The meeting adjourned at 12:00 p.m.

Recording Secretary	Chair of Council	Date

HARCOURT MEMORIAL UNITED CHURCH

SPECIAL CONGREGATIONAL MEETING

Draft Minutes

Sunday, November 27, 2016

12:00- 1:15 p.m.

In the sanctuary following worship

Present: (102) Carolyn Davidson, Kathy Magee, Brian Magee, Marilyn Whiteley, Lorraine Dykman, Hugh Whiteley, Jon Welch, Sandy Middleton, Ann Middleton, Marion Patterson, Hugh Patterson, Kent Hoeg, Heather Hoeg, Joan Barham, Paul Webb, Don Johns, Lawrie Jones, June Crewson, Roz Stevenson, Tammy teWinkel, Lindsay Lennox, Nancy Pullman, Roy Pullman, Mary Peleschak, Michael Peleschak, Jean Hartmans, Laura Hofer, Michael Hofer, Arlene Davies-Fuhr, Sarah Lowe, Anne Parsons, Gary Parsons, Bob Ankli, Dale Lockie, Joanne Lockie, Colleen Barrett, Jerry Daminato, Jane Peaire, Rodger Peaire, Bernhard Vanderkamp, Ruth Kaufman, Cisca Vanderkamp-Schmal, Jan Grottenthaler, Gord Kaufman, Peter Gill, Jill Gill, Pamela Girardi, Bill Higgins, Ruth Ann Higgins, Marilyn Reilly, Don Macaulay, Petr Vales, Lorraine Holding, Noma Vales, Sandra Welch, Marilyn Murray, Ken Murray, Janet Gostonyi, Joan Bowland, Ruth Tatham, Pat Kandel, André Auger, Marion Auger, Rosalind Slater, Helen Mowat, David Mowat, Esther Devolin, Margaret Alexander, John Stevens, Faye Lund, Norma Fear, Ben Fear, Tom Muir, Anne Piper, Joanne Mitchell, Cathy Lord, Bill Lord, Mark Sears, Henk Dykman, Barbara Stevens, Mary-Lou Funston, Marta Coutts, Malcolm Coutts, Stan Bunston, Lynn Hancock, Jean Hume, Dave Hume, Marg Bates, Edna Miller, Ian Miller, Elizabeth Bone, Janet McCallum, Murray Woods, John Phelps, John Fessenden, Karyn Davies, Leone Sutor, Phyllis Anderson, Melissa Kwiatkowsky; Presbytery Representatives: Rev. Paul Miller, Susan Leuty, Andrew Hyde

Constitution of the Court (12:03 p.m.)

Rev. Paul Miller, Presbytery Representative, constituted the court and called the meeting to order. He also introduced the two other Presbytery representatives, Susan Leuty and Andrew Hyde.

Gathering Prayer and Review of Holy Manners

Kathy Magee opened the meeting with prayer and invited all present to read aloud the list of Holy Manners.

Motion to appoint Recording Secretary

Motion: To appoint Carolyn Davidson as Recording Secretary of this meeting.

(Sandy Middleton, Joan Barham) Carried

Consent Agenda:

Speaking and voting privileges are extended to all present.

Approval of agenda as presented.

Motion: That the Consent Agenda be approved.

(Kent Hoeg, Kathy Magee) Carried

Opening remarks – Lorraine Holding, Council Chair

Lorraine stated that since the meeting started late, we would aim to finish by 1:15. In her opening remarks, Lorraine:

Reviewed the various activities in the Harcourt 20/20 journey over the past year and invited those present to indicate by show of hands who had participated in each one.

Acknowledged the key leadership groups who participated: the Steering Team (plus extra recruits), Council, the writing team, and the Ministry & Personnel Committee (M&P).

Expressed thanks to the Presbytery representatives for being with us today and throughout the past several weeks.

Reviewed the events in Harcourt's history that have led up to today, including a quote from the epilogue in Marilyn Whiteley's history of Harcourt Church (*Evolving Mission, Abiding Faith)* and a quote from the 2013 Call to Discipleship which appears on page 2 of the Joint Needs Assessment (JNA) Report.

Invited us all to seek God's guidance and listen for the Spirit.

Request for the Christ Candle to be lit

At the request of Janet Gostonyi, the Christ Candle was lit.

Explanation of Joint Needs Assessment (JNA) Process

Rev. Paul Miller congratulated Harcourt for our diligence and commitment to the JNA process throughout the past year. The JNA report is required by Presbytery to declare a vacancy. The purpose of the report is to satisfy Presbytery that the congregation has given thought to this, and to provide a window into the congregation for prospective applicants to the position. He explained that there would be opportunities for questions and discussion.

Comments from M&P (Sandra Welch and Noma Vales), on behalf of the committee.

Sandra and Noma explained the rationale for the staffing model outlined in the JNA report:

It incorporates the three narratives and the desire to move toward increased lay leadership. It's not an easy task to support change while addressing current realities (e.g., the current heavy workload of the ministerial team and financial realities). The current lay leadership contribution, while significant and appreciated, is not sufficient to eliminate the need for two full-time ministers. It is hoped that we will be able to add more lay leadership in the future and possibly reduce the need for full-time ministerial staff.

M&P also considered succession planning. We need someone who is able to conduct baptisms and perform the sacraments. They therefore recommended a full-time ordered minister (ordained or diaconal).

The intent is that responsibilities will be shared and equal. Ministers will work very closely together, and will need to be flexible and adaptable to whatever the needs are. This will be key to adjusting to new reality.

Recognizing the current financial realities, M&P recommended seeking a candidate with 1 to 7 years of experience, rather than someone with more experience who would be at the top of the pay scale (which is determined by National Office).

M&P want to be able to allow for other options that would support the change. For example, with the savings from hiring a minister with less experience, we could allocate funds to a "community support facilitator". This position would make connections among small groups, craft social media messages, and source materials for Manna, youth group, and committees. This would be a part-time, two-year contract, with flexibility to include weekends and evenings.

We have a number of people who come once or twice and then leave (e.g., parents having children baptized, university students). We want to be able to keep connection with these families and individuals, so that when they are ready to return we will have a relationship with them.

Other people may go away for the winter but want to keep up to date on what is happening while they are away.

Questions and discussion

(Peter Gill) Is there a housing allowance? Answer: The United Church of Canada now has a unified salary, a consolidated amount that includes housing. The housing portion is based on cost of living categories (Guelph is category 4).

(Peter Gill) What is the difference between the salary for the new position and what we are paying today? Answer: Roughly $10,000 to $15,000 for 6 months.

(Jean Hume) Would the part-time position require more time from Admin staff? Clarification by Paul Miller: In approving the report, the congregation is not approving the hiring of a community support facilitator. Before that can happen, the job needs to be budgeted for and a job description put together and approved by the congregation. It is anticipated that this would not be a Presbytery-accountable position.

(Sarah Lowe) Currently the report contains wording that the congregation "plans to have" a community facilitator position. Sarah stated concerns about this position and asked that the wording be changed to make it clearer that the plans have not been approved, or the paragraph be deleted, as it might be misleading. Furthermore, there may be some issues with part time positions, as things can fall between the cracks. Paul Miller reminded everyone that the hypothetical position of community support facilitator was not under discussion at this meeting. Rather, the focus of this meeting is on the creation of a fulltime ministry position.

(Dave Hume) Does the contract with Jim Ball stipulate that there will be a second minister also working in the church? Paul Miller clarified that in the United Church we don't have contracts, we have terms of call. Paul Miller doubted whether the presence of a second full-time minister would be part of that person's call. In other words (without recommending a particular course of action), it would not be in violation of the terms of Jim's call if we decided not to have a second full-time minister. Lorraine Holding added that when Jim and Wendy were called to Harcourt, there was an understanding there was a third person; they continued to work here for four years without a Children, Youth & Families Minister.

(Elizabeth Bone) If the call is to be part of a ministerial team, does that imply that there will be more than one minister? Answer: Yes, and the decision today is to continue that.

(Dale Lockie) Requested clarification on the amount of money that would be saved by hiring someone less experienced than the previous minister. Answer: By calling this new person, we will save between $10,000 and $15,000 over six months (from July 1 to December 31). The savings is stated for a six-month period because Miriam Flynn will be here until June 30. In subsequent years, the savings for a full year will be double that amount, or $30,000. The hope was to fund a part-time position with those savings.

(Sandy Middleton) Quoted from hymn 713: “I see a new heaven. I see a new earth as the old one will pass away, where the fountain of life flows and without price goes to all people who abide in the land. There, there where death dies and our lives are born again, body and soul, struggling but whole like flowers after the rain.”

As a member of the steering team, he was a disappointed by how conservative the report is. This was an opportunity to look at a different way of being church, and we may have passed that up. Ten years ago we went though a different process, and the report was adopted but without commitment. He hopes that each of us will think seriously about what it means to adopt the report and to commit time, money and talent.

(Frank Webster) Expressed appreciation for the committee’s hard work in putting the document together. Question: Could the duties of the proposed part-time position not be part of the full-time minister’s position, rather than hiring a separate position down the road? Answer: The ministers’ current workload is very heavy. Something that’s unique at Harcourt is that on a Sunday morning ministers cannot simply read from existing resources. It takes an enormous amount of effort to craft messages. Consider for example the message Jim gave this morning. On top of this, the age of the congregation requires the ministers to spend a lot of time on pastoral care. This leaves little time to put together social media messages to send to groups we are targeting to keep them engaged. A two-year contract would allow us to review whether we are moving in the right direction.

(Cisca Vanderkamp) The financial report suggests that we should take the savings to improve our financial situation. The congregation is shrinking. If we don’t have the money, we can’t afford it.

(Kathy Magee) Regarding the ministerial workload, what we in the congregation see is the tip of the iceberg. It’s unbelievable what the ministers are able to accomplish. Their skill set is best used doing that. We cannot afford not to have two ministers if we want to be what we see ourselves to be.

(Elizabeth Bone) What other staffing models were considered, and why were they rejected? She agreed with Sandy’s comment that this was an opportunity to take a giant step in a different direction. Answer: M&P looked at the second person as being a Designated Lay Minister and what they can and cannot do. If we went that way we would save only $2,000 a year, primarily because there’s no housing allowance. Why do without the ability to perform sacraments for such a small savings? What happens when one minister is on sabbatical or study leave? We need two ministers because of the workload and the expectations of the congregation.

(Ken Murray) Appreciated Jim’s message this morning recounting the wonderful background that has led Harcourt to become what it is. He hopes we can continue to challenge Harcourt to continue to be what it needs to be in the future. Suggested clarifying the wording in the report around the part-time position.

(André Auger) Stated that he was hearing two different approaches: (1) What are we dreaming of, and then how can we get there? and (2) This is all the resources we’ve got (and we’re likely to have less), so what can we do with it? When we consider the value of Harcourt in the community and a new way of “being church”, the question should not be “How can we afford it?” but “How can we get there?” He has experienced a shift in his personal thinking about where he puts his personal finances, moving from giving out of his discretionary funds to building a budget line at the top of his list of priorities for support to Harcourt.

(Mike Hofer) Is a strong believer in living within our means. In looking at the financial reports through end of October, it appears we will have roughly the same income and expenses as in previous years. We have an opportunity to address the gap either by reducing personnel expenditures or on revenue side. We ought to make sure we can sustain whatever path we plan to go down.

(Lynn Hancock) Expressed that as a relative newcomer, she continues to feel inspired by the people in this community and the richness of the human resources that are available. She has seen people step up during sabbaticals of both Wendy and Jim. Out of respect for the people who have prepared report, we need to have hope. Are we making decisions out of fear, anxiety and concern? Or out of joy, compassion, love, hope? Commended everyone who contributed to the JNA report.

Paul Miller noted that the time was 1:00 and asked if there were any final comments. He also reminded us again that the position of "community support facilitator" is in the report as an expression of intention and hope, but not what we are deciding on today. This needs to be clarified, if not in the report, then in discussions with the Search Committee.

Motion: That the Joint Needs Assessment Report be approved.

(André Auger, Kent Hoeg) Carried

Additional motions

Motion: That Harcourt Memorial Pastoral Charge requests Waterloo Presbytery to declare a vacancy for a full-time Order of Ministry position.

(Mary-Lou Funston, Ruth Tatham) Carried

Motion: That Harcourt Memorial Pastoral Charge requests Waterloo Presbytery to appoint a Joint Search Committee.

(Brian Magee, Marion Auger) Carried

Motion: That Harcourt Memorial Pastoral Charge authorizes Council to appoint the congregational representatives to the Joint Search Committee.

(Joan Barham, Ken Murray) Carried

Motion: That Harcourt Memorial Pastoral Charge requests Waterloo Presbytery to declare the Joint Needs Assessment process as completed.

(Joan Barham, André Auger) Carried

Closing Remarks – Lorraine Holding

Many questions flow from today's decisions. Some people wondered if we would be ready to carry on with today's decision, and we were prepared to take more time if necessary. But thanks to the 60 people who participated in the JNA workshop and the writing team, we were able to come to a decision today.

Thanks to Melissa Kwiatkowsky and rest of the writing team, with help from Presbytery representatives Susan Leuty and Andrew Hyde.

The December Council meeting has been moved up to Sunday, December 11. At that meeting we are hoping to appoint representatives to a Joint Search Committee. Already a few suggestions have been received from Council and Steering Team members. Work will begin again in the New Year.

With a strong commitment from the congregation, we will continue to braid our three narratives together to become the congregation we wish to become.

Later this week, Kent, Lorraine and Jim will collaborate on a stewardship letter.

Sandy Middleton moved a round of applause in appreciation for Lorraine's leadership. (Unanimous)

Benediction

Paul said a benediction.

11. Motion: To adjourn the Congregational Meeting

(Mike Peleschak, Bill Lord) Carried

Recording Secretary	Chair of Council	Date

FINANCIAL REPORTS

GENERAL FUND - Statement of Revenues 2016

REVENUES	2016	2016 Budget	2015
Congregational Offerings			
Envelope	192,873	215,000	208,933
PAR	194,667	200,000	190,437
Initial Offering	272	420	263
Observer	510	415	405
Sunday School	60		60
Loose	4,243	5,000	4,199
Sub-Total	392,625	420,835	404,297
Other Revenues			
Rent	48,292	45,000	48,561
Fundraising & Other Income (1)	19,754	20,000	19,075
Office Income	6,053		2,605
Recoverables & Misc. Income (2)	4,526	6,000	4,611
Sub-Total	78,624	71,000	74,853
Total Operating Revenues	471,249	491,835	479,150
Outreach & Other Revenues			
Mission & Service-Congregation	85,504	90,000	85,190
UCC Special Appeals (Syrian)	100		1725
Lenten Appeal (CCSC)	450		666
Advent Appeal	856		1,885
CCSC	9,961		280
Go Project (includes GUM donation)	1,750		500
Hospice Wellington	126		n/a
Accessibility Grant	24,531		
Total Outreach & Other Revenues	123,278	90,000	90,246
Total Revenues	594,528	581,835	569,396

*** see following pages for:**

(1) Fundraising & Other Income details

(2) Recoverables & Misc. Income details

HARCOURT MEMORIAL UNITED CHURCH

GENERAL FUND - Statement of Expenditures 2016

EXPENDITURES	**2016**	**2016 Budget**	**2015**
Operating Expenditures			
Worship	5,022	6,150	5,415
Christian Formation	2,653	4,120	3,401
Spiritual Life	295	1,100	0
Fellowship	3,584	3,200	3,149
Pastoral Care	98	300	90
Justice and Outreach	4,000	4,000	4,000
Outreach Teams	1,900	2,450	2,240
Property	38,865	46,630	41,403
Electronic Communication	6,408	6,000	4,468
Accessibility	0	100	0
Finance	32,409	31,950	31,852
Stewardship	0	500	477
Personnel	372,488	392,297	379,603
Books for Resale	288	200	116
Events Organized by Ministers	175	550	150
Ministers' Discretionary	900	1,000	0
Total Operating Expenditures	469,085	500,547	476,366
Outreach & Other Expenditures			
Mission & Service-Congregation	85,504	90,000	85,190
Special Appeals (Syrian)	100		1725
Lenten Appeal (CCSC)	450		666
Advent Appeal	856		1,885
CCSC	9,961		280
Go Project	1,750		500
Hospice Wellington	126		n/a
Accessibility Grant (Gym baffles)	18,239		n/a
Total Outreach & Other Expenditures	116,986	90,000	90,246
Total Expenditures	586,071	590,547	566,612
General Fund - Summary			
Net Operating Revenues/(Expenditures)	2,164	(8,712)	2,784
Net Outreach & Other	6,293	0	0
	8,457	(8,712)	2,784

HARCOURT MEMORIAL UNITED CHURCH

BALANCE SHEET DEC. 31, 2016

		2016		2015
ASSETS				
Current Operating Account		48,031		41,216
Savings GIC		20,422		20,240
Pillar Funds (Trustees Funds) *		482,935		411,323
Accounts Receivable		4,575		4,393
Prepaid Expenses		2,745		5,475
TOTAL ASSETS		558,708		482,647
LIABILITIES				
Ignatian Exercise		430		266
Advent Appeal		856		0
Men's Breakfast		219		719
Community Garden		882		832
Saturday Night Supper Funds		3,200		2,845
Christmas Dinner Retained Revenue		932		999
TCOW		1,380		n/a
HST		363		371
Project Funds Payable		161		4,533
Accessibility Grant		6,293		2,010
Chancel Decor		n/a		4
Web Design		142		141
Vacation Payable		n/a		-148
TOTAL LIABILITIES		14,858		12,572
EQUITY				
Pillars (Trustees Funds)		482,935		411,323
Beginning Operating Surplus	58,752		55,968	
Current Operating Surplus	2,164		2,784	
Accumulated Operating Surplus		60,916		58,752
TOTAL EQUITY		543,851		470,075
LIABILITIES AND EQUITY		558,708		482,647

* see following page for Pillar Funds

SUMMARY OF PILLAR FUNDS 2016

PILLAR	Fund Value Dec 31/15	Value as %	Donations	Expenditures	Total Dec 31/16	Investment Gains 2016	Fund Value Dec 31/16
PROPERTY	222,404	54%	61,268	4,988	278,684	8,757	287,441
OUTREACH	140,662	34%	398	186	140,874	5,514	146,388
MUSIC & ARTS	31,677	8%	1,137	0	32,814	1,297	34,111
SPIRITUAL LIFE & EDUCATION	16,580	4%	1,055	3,290	14,345	649	14,994
TOTAL	411,323	**100%**	**63,858**	**8,464**	**466,717**	**16,217**	**482,934** *

* Total includes funds held by the Trustees plus accessible washroom funds less funds owed to the operating budget (427,540 + 55,952 -558)

Review Engagement Report

I have reviewed the Balance Sheet of Harcourt Memorial United Church as at December 31, 2016, and the Statements of Revenues, Expenditures and Pillar Funds for the year then ended.
My review was made in accordance with generally accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the Treasurer.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Nothing has come to my attention as a result of my review that causes me to believe that these financial statements are not, in all material respects, in accordance with generally accepted accounting principles.

Date: 23-Jan-17
Guelph, Ontario

Ian S. Miller

Fundraising & Other Sustainable Revenue 2016

Adopt a Bulletin	All things Christmas	Garage Sale	Egg Painting	FundScrip Rebate	Solar Sales
781	5,772	2,936	150	750	9,365
				TOTAL	19,753

Miscellaneous Income & Recoverables 2016

Bus. Credit	Recoverables	Interest	Student grant	Lightshine Singers	Misc
923	323	258	2,851	130	41
				TOTAL	4,526

HARCOURT MEMORIAL UNITED CHURCH

PROPOSED OPERATING BUDGET 2017

		2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
REVENUE						
1	Envelope Givings	201,524	208,933	215,000	192,873	197,000
2	PAR	193,766	190,437	200,000	194,667	200,000
3	Other Congregational Givings	4,168	4,259	5,000	4,303	5,000
4	Rent	44,886	48,561	45,000	48,292	45,000
5	Miscellaneous	10,180	7,884	6,835	5,308	3,800
6	Fundraising and Other Sustainable Revenue	23,784	19,075	20,000	25,806	23,000
7	**TOTAL REVENUE**	**478,307**	**479,150**	**491,835**	**471,249**	**473,800**
EXPENDITURES						
	CHRISTIAN FORMATION CLUSTER					
	WORSHIP					
8	Supplies, books, flowers, baptisms gifts, misc	4,227	2,355	3,000	2,392	2,500
9	Instrument Maintenance & Repair	690	901	1,100	1,350	1,100
10	Canadian Copyright Licence	576	759	550	380	750
11	Honorarium (guest preachers 6x/yr)	950	1,400	1,500	900	1,150
12	**Worship subtotal**	**6,443**	**5,415**	**6,150**	**5,022**	**5,500**
	CHRISTIAN FORMATION					
13	Child, Youth and Family Ministry	2,726	3,016	3,000	2,345	2,900
14	Adult Ministry	6,246	70	420	87	250
15	Ecology - Information Campaign	-	-	200	-	50
16	Support - Consultative Costs	97	-	-	-	-
17	Harcourt Library	381	316	500	221	300
18	**Christian Formation subtotal**	**9,450**	**3,401**	**4,120**	**2,653**	**3,500**

		2014 Actual	2015 Actual	2016 Budget	2016 Actual	2017 Budget
	SPIRITUAL LIFE					
19	Events, workshops, advertising, training, supplies	906	-	1,100	295	1,100
20	**Spiritual Life subtotal**	**906**	**-**	**1,100**	**295**	**1,200**
21	**Christian Formation Cluster subtotal**	**16,799**	**8,817**	**11,370**	**7,970**	**10,200**
	CONGREGATIONAL LIFE CLUSTER					
	FELLOWSHIP					
22	Observer	2,996	2,934	3,000	3,584	500
23	Advertising, special events, Minister's Soiree	501	215	200	-	-
24	**Fellowship subtotal**	**3,497**	**3,149**	**3,200**	**3,584**	**500**
	PASTORAL CARE					
25	Speakers,Events, Training & Support Volunteers	279	90	300	98	200
26	**Pastoral Care subtotal**	**279**	**90**	**300**	**98**	**200**
27	**Congregational Life Cluster subtotal**	**3,776**	**3,239**	**3,500**	**3,682**	**700**
	OUTREACH CLUSTER					
	JUSTICE & OUTREACH					
28	Welcome In	2,000	2,000	2,000	2,000	2,000
29	Chalmers Food Shelf	2,000	2,000	2,000	2,000	2,000
30	Misc. Outreach Requests	-	-	-	-	350
31	**Justice & Outreach Total**	**4,000**	**4,000**	**4,000**	**4,000**	**4,350**

2014 2015 2016 2016 2017

		Actual	Actual	Budget	Actual	Budget
	OUTREACH TEAMS					
32	Ecumenical Campus Ministry	1,800	1,800	1,800	1,800	1,800
33	LGBTQA	428	440	650	100	150
34	**Outreach Teams subtotal**	**2,228**	**2,240**	**2,450**	**1,900**	**1,950**
35	**Outreach Cluster Subtotal**	**6,228**	**6,240**	**6,450**	**5,900**	**6,300**
	OPERATIONAL LIFE CLUSTER					
	PROPERTY					
36	Utilities, Heat	21,907	20,252	22,500	18,316	20,500
37	Repairs, Maintenance, Supplies, Furniture, Other	11,424	13,769	14,630	12,043	14,650
38	Insurance/ Fire Protection/Appraisal	5,615	5,242	6,500	5,653	6,000
39	Snow Removal	2,848	2,141	3,000	2,853	3,000
40	**Property subtotal**	**41,793**	**41,403**	**46,630**	**38,865**	**44,150**
	COMMUNICATIONS					
41	**Marketing Team**	-	-	700	-	600
42	**Electronic Team**					
43	Sound system, training, honoraria, technicians	512	560	500	960	500
44	AV Equipment and Maintenance	-	600	500	851	1,000
45	Internet/Video licence	1,341	1,800	1,500	2,077	1,500
46	Computer Hardware and Software	1,254	265	1,800	1,170	500
47	Computer Service / Website Mainanance	1,010	1,243	1,000	1,350	1,200
48	**Electronic Communication Team subtotal**	**4,117**	**4,468**	**6,000**	**6,408**	**5,300**
49	**Accessibility**	-	-	100	-	100
50	**Operational Life Cluster subtotal**	**45,911**	**45,871**	**52,730**	**45,273**	**49,550**
		2014	2015	2016	2016	2017

		Actual	Actual	Budget	Actual	Budget
	STEWARDSHIP CLUSTER					
	FINANCE COMMITTEE					
51	Bank Charges/Brokerage Fees	1,695	1,650	1,800	1,813	1,800
52	HST Non-Refund Expense	2,368	4,007	2,400	3,259	2,400
53	Supplies/Postage/Miscellaneous	2,853	3,286	3,200	3,448	3,400
54	Machine Rental/Service	3,974	3,478	3,800	3,412	3,800
55	Presbytery Assessment	18,750	18,057	19,000	18,911	19,000
56	GUM membership	-	1,000	1,000	1,000	1,000
57	Miscellaneous	-	374	750	566	750
58	**Finance subtotal**	**29,640**	**31,852**	**31,950**	**32,409**	**32,150**
	STEWARDSHIP COMMITTEE					
59	Stewardship Campaign	68	477	500	-	-
60	**Stewardship subtotal**	**68**	**477**	**500**	-	-
61	**Stewardship Cluster Subtotal**	**29,708**	**32,329**	**32,450**	**32,409**	**32,150**
	MINISTRY AND PERSONNEL CLUSTER					
	PERSONNEL					
62	Wages + Benefits + Housing + Telephone	358,819	353,573	361,397	353,891	359,064
63	Travel	2,521	2,536	3,200	1,637	3,260
64	Development - Staff	3,300	3,450	4,100	2,020	4,182
65	Staff Replacement and Overtime	2,481	1,123	3,500	1,100	3,570
66	Extra Maintenance and Lockup	12,421	11,982	12,600	10,603	12,672
67	CY&F Contingency	-	1,000	7,500	3,238	3,500
68	Sabbatical coverage	-	5,939	-	-	-
69	Joint Search Committee	-	-	-	-	5,000
70	**Personnel subtotal**	**379,541**	**379,603**	**392,297**	**372,488**	**391,248**
71	**Ministry and Personnel Cluster subtotal**	**379,541**	**379,603**	**392,297**	**372,488**	**391,248**

	NON COMMITTEE BUDGETS					
72	Books for resale	213	116	200	288	
73	Events organized by Ministers	271	150	550	175	300
74	Ministers' Discretionary	500	-	1,000	900	1,000
75	**Non Committee subtotal**	**983**	**266**	**1,750**	**1,363**	**1,300**
76	**Grand Total All Expenditures**	**482,946**	**476,366**	**500,547**	**469,085**	**491,448**
77	**Surplus/(Deficit)**	**- 4,639**	**2,784**	**- 8,712**	**2,164**	**-17,648**

Harcourt Memorial United Church

87 Dean Avenue, Guelph ON N1G 1l3

519.824.4177 office@harcourtuc.ca

www.harcourtuc.ca