

# **GRACE UNITED CHURCH**

## **2023 ANNUAL REPORT**



**Minister - Rev. Stephen Fram**

**Music Director - Dr. Joel Tranquilla**

**Chair, Unified Board - Wanda Baker-Hayward**

**Office Administrator - Thelma Blaikie**

# Grace United Church Annual Report 2023

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## Minister's Report 2023

Grace United Church is an Affirming Ministry committed to transforming lives by living God's vision as an active part of the diverse community in the Heart of Dartmouth.

In the name of Jesus Christ, we journey together in faith as people, embracing every age, race, gender identify, sexual orientation, family composition, mental and physical ability, cultural background and socio-economic status in the life and work of Grace United Church.

By now most of you probably know our Vision and Mission statement by heart. We intentionally begin worship with the statement and it has been the part of my report every year. This year I want to spend a bit of time reflecting on the statements action plan.

**Action Plan:** We are called by God to live and nurture our faith. Living God's vision challenges us to respect all creation, love each other as Christ loves us, and, with courageous love, defend human dignity and resist forces that exploit and marginalize.

We commit as a community to:

1. Nurture faith journeys through education and experiential opportunities;
2. Use our resources effectively;
3. Advocate for and support community social and economic justice initiatives;
4. Create safe spaces;
5. Seek opportunities to recognize and nurture each other's talents and gifts and
6. Be open to surprises of the Spirit as we continue to learn and grow.

Within the pages of this annual report you will get a sense of how our shared work and ministry in 2023 is our way of leaning into this action plan. I will leave it to you to do some digging into the reports and look forward to hearing your comments and suggestions at both the annual meeting and at anytime throughout the year. I want to highlight a few of our thriving ministries.

First, in April we held a Strategic Planning Event. It was an opportunity to review our action plan and to energize the congregation in several initiatives, including drives to church, parking, outreach opportunities, and partnerships with other churches. It was well attended and there have been several ongoing initiatives including a revision and update of our Boards term of reference as well as an ongoing group committed to learning about Truth and Reconciliation. We have also been intentional on building on a partnership with Christ Church by co-hosting all candidates forums, Good Friday Service, Food Security Forums, etc.. This partnership and our membership in United Churches for Dartmouth keeps us anchored in the community and allows for a deepening of our shared ministries.

Second, I am very pleased that we have continued to provide meaningful hybrid worship. A significant part of our worship experience centers around our music ministry. Grace is one of the few churches in our region that has had an at capacity choir for most of the pandemic. This has been a blessing. The way the choir and our music directors Malcolm Bradley (January to July) and Joel Tranquilla (August to December) have led this ministry is exceptional.

**Minister's Report 2023** (continued)

Third, another place that our ministry is thriving is in our Sunday School. We have introduced a new class for our older children. This and the re-introduction of our Children's choir is having a significant impact on participation in this vital ministry.

In closing let me express my gratitude for the ministry of the members of the Board, its committees, and groups. Your work, support, guidance and leadership is what allows our mutual ministry and mission to thrive.

To our music directors Malcolm Bradley and Joel Tranquilla, our administrative assistant Thelma Blaikie, our caretaker Bill Busby, and our rental manager Bob Tobin, I say thank you for your ministry and the opportunity to minister with you.

Yours in Christ's Service,

Rev. Stephen Fram

**Marriages**

October 14, 2023 - Jeffrey James Cameron and Jillian Catherine Huntley

**Deaths / Funerals / Memorial / Committal Services**

January 22, 2023 - Alexander James Bannerman  
February 19, 2023 - Ann Lenore Chapman  
March 05, 2023 - Jean Shirley Publicover  
March 09, 2023 - Audrey Ann Weir  
May 01, 2023 - Irene MacDougall  
June 4, 2023 - Emma Kathleen Creese  
June 19, 2023 - Paul McCormack  
September 1, 2023 - Clotilda Louise Ellis  
October 24, 2023 - Hilary Margaret Fraser  
November 03, 2023 - Martin Philip Walker  
December 29, 2023 - Dale Alexander Knox  
December 30, 2023 - Jennifer Anne Paton

## Some "People" Statistics - 2023

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Number of Households	259	249	245	239	236
Number of Persons	632	622	612	603	598
Membership, January 1 <sup>st</sup>	563	558	553	546	540
Received by Profession of Faith	1	0	0	0	0
Received by Transfer	0	0	0	0	0
Restored	0	0	0	0	0
Adjustment	0	0	0	0	0
Members Who Died	6	4	7	6	7
Members Who Transferred	0	1	0	0	0
Removed At Own Request	0	0	0	0	0
Membership, December 31 <sup>st</sup>	558	553	546	540	533
Resident Members	388	383	377	372	366
Non-Resident Members and/or Inactive	170	170	169	168	167
Baptism					
Children (12 and under)	0	1	0	0	0
Adult	1	0	0	0	0
Marriages	1	0	3	1	1
Funeral/Memorial Services	13	4	6	6	5

**Minutes  
Annual Congregational Meeting  
Grace United Church  
Dartmouth, Nova Scotia  
February 26, 2023**

**CALL TO ORDER**

Mark Hazen, Chair of the Unified Board, called the Annual Congregational Meeting to order at approximately 12:43 pm, on February 26, 2023. The meeting was held by Zoom and In person. Sufficient members of the congregation attended the meeting to constitute a quorum (quorum is 20 members). The minister was present.

**NOTICE OF MEETING**

The notice of the Annual Congregational Meeting was:

- included in the Announcements that were e-mailed to those on the Congregational list on February 10, 17, 24
- also included In Notes from Board Chair - which was included in the Announcements on January 27
- posted on Website - under Our Schedule This month's activities - went up February 3
- included in This month's activities which went out on an e-mail to all people on our e-mail list on February 3
- posted on our Facebook page of events - created February 11
- included in the Church PowerPoint before the service starting February 5
- announced from the pulpit during the services on February 12 and 19

**DEVOTION**

The Reverend Stephen Fram led the devotion. He asked the congregation to remember those of our members who passed away in 2022 as he read out each of their names. Following a moment of silence, he closed in prayer.

**VOTING PRIVILEGES**

**MOTION:** Moved by Wanda Baker-Hayward and seconded by Jenny de Zoete that everyone, members and adherents, in attendance be allowed to vote at this annual meeting. Motion carried

**Minutes**  
**Annual Congregational Meeting**  
**Grace United Church**  
**Dartmouth, Nova Scotia**  
**February 26, 2023**

**APPROVAL OF THE ACTING SECRETARY**

**MOTION:** Moved by Ann Dent and seconded by Jill Thompson that Pat Cleave be approved as the acting secretary. Motion carried.

**APPROVAL OF THE AGENDA**

**MOTION:** Moved by Clifford Muise and seconded by Lorna Carter that the Agenda be approved as written. Motion carried.

**APPROVAL OF THE MINUTES OF THE 2022 ANNUAL CONGREGATIONAL MEETING**

**MOTION:** Moved by Wanda Baker-Hayward and seconded by Jill Thompson that the Minutes of the 2022 Annual Congregational Meeting be approved as circulated. Motion carried.

**APPROVAL OF THE ANNUAL REPORTS**

**MOTION:** Moved by Jenny de Zoete and seconded by John Menzies that the Annual Reports for 2022, with the exception of the Treasurer's Report 2022 and the Budget 2023, be approved as circulated. Motion carried.

**2022 TREASURER'S REPORT**

Lynn Loder presented the Treasurer's Report. The detailed report is found on pages 39, 40 and 41 of the 2022 Annual Report.

**MOTION:** Moved by Anthony Archibald and seconded by Lynn Loder that the Grace United Church Treasurer's Report (Balance Sheet and Financial Statement) for 2022 be approved as presented. Motion carried.

**2023 BUDGET**

The Budget was presented by Lynn Loder. The proposed budget is on pages 40 and 41 of the 2022 Annual Report.

**MOTION:** Moved by Lynn Loder and seconded by Anthony Archibald that the recommendation for staff salaries, contracts, benefits and honorariums presented in the Grace United Church 2023 Budget be approved. Motion carried.

**MOTION:** Moved by Lynn Loder and seconded by Shirley Hazen that the Grace United Church 2023 Budget be approved as presented. Motion carried.



**Minutes  
Annual Congregational Meeting  
Grace United Church  
Dartmouth, Nova Scotia  
February 26, 2023**

**MISSION AND SERVICE OBJECTIVE FOR 2023**

Mission and Service objective for 2023 was proposed as seventeen thousand dollars (\$17,000.00).

**MOTION:** Moved by Lynn Loder and seconded by Wanda Baker-Hayward that the objective for the Mission and Service Fund for 2023 be seventeen thousand dollars (\$17,000.00). Motion carried

**NOMINATING COMMITTEE**

The Nominations Committee consisted of the following Past Chairs: Pat cleave (Chair), Shirley Hazen, Blair MacKinnon and Ann Mugford.

Pat Cleave presented the report of the Nominating Committee:

1. The position of Chair and Vice Chair are elected annually by the congregation.  
Chair: Wanda Baker-Hayward  
Vice Chair: Lorna Carter
2. Members of Unified Board reappointed to a new three (3) year term:  
Sandy Foster  
Vicki Harvey  
Mark Hazen  
Lynn Loder  
Blair MacKinnon  
Stephen Penney
3. Members of Unified Board reappointed for an one (1) year term:  
Jenny de Zoete
4. Elected to position of Chair of Committee for a three (3) year term:  
Shirley Hazen - Chair of Communications  
Pat Cleave - Chair of Worship  
Andrew Paton - Chair of Ministry and Personnel  
Mark Hazen - Chair, Pastoral Care / Outreach  
Blair MacKinnon - Chair, Finance
5. Appointment as Lay Representatives of Grace United Church to Region 15:  
Pat Cleave  
Cindy Penney

**Minutes**  
**Annual Congregational Meeting**  
**Grace United Church**  
**Dartmouth, Nova Scotia**  
**February 26, 2023**

**NOMINATING COMMITTEE** (continued)

6. We would like to thank the following people who retired during the course of the year or are retiring as of this meeting:

Pat Mullooney  
Sara Napier  
Martin Walker

7. Vacancies

There are two (2) positions available as Lay Representatives to Region 15.

On behalf of the congregation, the Nominating Committee wishes to thank all members of the Unified Board for their service to Grace United.

Mark Hazen, Chair called for further nominations from the floor three (3) times.

**MOTION:** Moved by Shirley Hazen and seconded by Ann Dent that nominations cease. Motion carried.

**MOTION:** Moved by Pat Cleave and seconded by Jenny de Zoete that we accept the report of the Nominating Committee. Motion carried.

**NEW BUSINESS**

**NORTH DARTMOUTH OUTREACH RESOURCE CENTRE (NDORC)**

The congregation of Grace United Church continues to support the centre with generous donations of money and groceries. Several members of the congregation volunteer on a regular basis at the Food bank. Lynn Loder is the Treasurer.

**MEMBERS OF BOARDS OF OTHER AGENCIES**

Mark Hazen reported that Grace United supplies Board members to other agencies:

Jenny de Zoete on Adsum House Board  
Ann Mugford on Margaret's House Board

**STRATEGIC PLANNING**

Mark Hazen reported that the Plan of Organization needs updating.

A full day Strategic Planning Session, open to all members of the congregation, will be held on April 22 led by D. Ross Bartlett, using results from the Survey as a basis.

1. What are we doing? What should we do going forward? What is no longer needed?
2. To look at models of organization to support these plans.

**Minutes  
Annual Congregational Meeting  
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**WORDS OF APPRECIATION**

Mark Hazen gave thanks to the staff and contract staff - Stephen Fram, Malcolm Bradley, Thelma Blaikie, Bill Busby and Robert Tobin. A Thank You to the Ministry and Personnel Committee for supporting the staff.

A Thank You to Connie Mack for her role in Bookkeeping, to Lynn Loder for her role in Payroll, to Martin Walker for his role as Envelope Steward, and to Lynn Loder for her role as Treasurer. Committee Chairs and members of committees were thanked for their contributions. All congregation members were thanked for their contributions.

**TRANSFER OF POWER TO THE NEW CHAIR**

Wanda Baker-Hayward assumed the Chair as the incoming Chair of the Unified Board.

Blair MacKinnon and Wanda Baker-Hayward extended a Thank You to Mark Hazen for his contribution to Grace during his term as Chair of the Unified Board.

**ADJOURNMENT**

**MOTION:** Moved by Jenny de Zoete and seconded by Cindy Penney that the meeting be adjourned.  
Motion carried.

**BENEDICTION**

The meeting was closed by Rev. Stephen Fram with the delivery of the Benediction.

Pat Cleave  
Acting Secretary

## Unified Board Annual Report 2023

We have had a busy year and when you read all the reports, you will see all the amazing things we are doing in our little part of the Heart of Dartmouth. This year, we welcomed Joel Tranquilla in the role of Music Director following the retirement of Malcolm Bradley in May. Joel has taken to the role with enthusiasm and with the amount of children we are seeing on a Sunday, we now have a children's choir. It was great to hear them sing in December.

It was not all happy news as we saw the death of Martin Walker which left us with big shoes to fill. We have some new members who were willing to join the Grace Initiatives Committee and Brenda Picco taking over the position of Envelope Steward. There is a steep learning curve with that position but she has risen to it.

A Committee of Mark and Shirley Hazen, Joanne Hodder, Stephen Fram, Stephen Penney, and myself have worked on a strategic plan and had a day for church members to help with this. It looks like it has been finished as well as the Plan of Organization which will be voted on at the Annual Meeting.

The United Churches for Dartmouth of which Grace is a member, brought The Right Reverend Doctor Carmen Lansdowne, the 44th Moderator of the United Church of Canada for an afternoon session at Woodlawn United. It was well attended and after we had a meal and session with her and Reverend Faith March-MacCuish. This led to an event called What now? It was a time to discuss ideas that came out of these sessions and see what we could do in our area of Dartmouth.

I would like to thank Stephen and Joel for their weekly leadership. Thanks to Thelma, Bob Tobin, and Bill Busby for their weekly contributions to making our church run so smoothly.

Respectfully submitted,

Wanda Baker-Hayward  
Board Chair

## Members of Unified Board 2023

### Minister

Rev. Stephen Fram

### Chair

Mark Hazen (January and February)

Wanda Baker-Hayward (March to December)

### Vice Chair

Wanda Baker-Hayward (January and February)

Lorna Carter (March to December)

### Immediate Past Chair

Pat Cleave (January and February)

Mark Hazen (March to December)

### Clerk of Session

Andrew Paton (January and February)

Pat Cleave (March to December)

### Treasurer

Lynn Loder

### Envelope Steward

Martin Walker (January and February)

### Worship Committee

Andrew Paton, Chair (January and February)

Pat Cleave, Chair (March to December)

James Connolly

### Christian Development Committee

Cindy Penney, Chair

Vicki Harvey

### Pastoral Care / Outreach Committee

Ann Mugford, Chair (January and February)

Mark Hazen, Chair (March to December)

Sandra Foster

Ann Mugford, Member (March to December)

Pat Mallowney (January and February)

**Members of Unified Board 2023** (continued)

**Finance Committee**

Blair MacKinnon, Chair  
Lynn Loder  
Martin Walker (January and February)

**Ministry and Personnel Committee**

Lorna Carter, Chair (January and February)  
Andrew Paton, Chair (March to December)  
Lorna Carter, Member (March to December)  
Jenny de Zoete  
Jill Thompson

**Property Committee**

John Menzies, Chair  
Darrell Blenus

**Innovation and Implementation Committee**

Joanne Hodder, Chair (January to August)  
Stephen Penney

**Communications Committee**

Shirley Hazen, Chair  
Stephen Penney

**Special Gift Fund Committee**

Lynn Loder, Chair  
Blair MacKinnon

**Lay Representatives to Presbytery / Region 15**

Pat Cleave  
Cindy Penney

**Trustees**

Blair MacKinnon, Chair  
Lynn Loder

**Members, Unified Board** (Not on an Unified Board Committee)

Anthony Archibald  
Joanne Hodder (September to December)

## Strategic Planning Ad Hoc Committee Report to Annual Meeting March 2024

The Strategic Planning Committee was struck in late 2022 to provide the board with input on updates to the Plan of Organization. Committee members are Mark Hazen (Chair), Pat Cleave, Stephen Penny, Joanne Hodder, Wanda Baker-Hayward and Rev S. Fram. As a precursor to looking at the Plan of Organization it was decided that the congregation needed to take a look at our mission and what our goals for the near (6 months) and mid-future (5years) would be.

The Rev. Dr. Ross Bartlett was engaged to facilitate a congregational strategic planning session held on Saturday, April 22, 2023. Twenty people including most of the committee chairs attended. The workshop concentrated on looking at our five stated values of Radical Hospitality, Passionate Worship, Intentional Faith Development, Risk-taking Service and Mission, and Extravagant Generosity. We looked at what we have done, where we see God active in the world, our neighbourhood and what our dreams for 6 months out and 5 years out might be. Participants then voted on their top ideas (number of dots is indicative of votes)

### By Autumn 2023

1. Ideal: to have a group of drivers to bring people who need a drive; needs a coordinator; need drivers; need to make people aware and to inform of need; Parking – related issues: Can we use metro housing lot; What about office lot? (6 dots)
  - i. Parking map developed.
  - ii. Lorna coordinating drivers
2. United Church education sessions: Inform other congregations, public, church members, children about UCCan; Grace UC; elements of church. Could take the form of 1-off sessions of workshops, entertaining lectures, playshops; videos, tours (8 dots)
3. Caring Hands in God's creation: active display board, website indicating what's happening and opportunities: spiritual enrichment; food security; housing security; environmental care; care for others (6 dots)
  - i. Spot identified at back of church, sourcing appropriate whiteboard.
4. A mentoring system for leadership; a system to facilitate leadership of new ideas (3 dots)
5. Grace and other provide a weekend meal; in community with other partners; begin once per month growing to weekly (6 dots)
  - i. UCfD discussing concept for implementation in September 2024
6. More young families; more evangelism; location accessibility improvements; alpha course (4 dots)
7. Congregational meal – in person/take out (See 5 Above)
8. Roof paid; funds from Grace Initiatives going to outreach(5 dots)
  - i. Roof completed in Summer 2023.
9. That the congregation/individuals would understand that God cares for every aspect of their lives; that each individual experience the power of prayer in their lives; we would welcome the lonely; find words to convey God's love; provide the needs (food, friendship) (1 dot)
10. Congregational meal; parking solution (See above)
11. Stone soup: business support; Toronto example; steering committee: Christ Church, St James, Grace, Stairs? Port Wallis? – aiming for functioning group well established by 2028. Organize steering group; community model (Heart of Dartmouth); negotiate, set up store; engage, connect with community (3 dots)

**Strategic Planning Ad Hoc Committee Report to Annual Meeting (continued)**

**By 2028**

1. We will have a well-defined good relationship with the Mi'kmaq nation; understood and actuated what it means to live on unceded land; relationship with friendship Centre (5 dots)
  - i. Truth and Reconciliation group established. Participation in Indigenous games by congregation members
2. Grace as a community meeting place/hub: a safe place to exchange ideas; support community members; support community initiatives (4 dots)
3. Active in advocating for basic income to be accomplished ASAP; continue active letter writing, email, visiting; education in basic income advantages (2 dots)
  - i. Letter writing campaign in Autumn 2023
4. Vibrant supper ministry open to all, with an informal worship service after; attractive to young, busy families, people who live by themselves and food insecure; alternative to 11 am worship (6 dots)
5. Deliberate get together of small groups (age-diverse) that come together around sharing music, sharing gifts, learning building friendships. Encourage intergenerational relationships (7 dots)
6. Grace community events: regular (monthly); eat together, play together, open to all (internal/external) – start in 2023, regular by 2028 (9 dots)
7. Improved building accessibility; major repairs completed (5 dots)

Four of the dreams were picked and initial planning on implementation worked on.

- a. Parking / Drives to Church
  - i. Blair is going to look at getting a map of current parking areas that can be put on our web-site etc. [Done]
  - ii. Lorna is going to look at polling who needs/wants drives, who might be willing to drive people and build a process to match them up. [Done]
- b. Interaction with First Nations
  - i. Develop slides to go with the "Unceded territory" working though the 94 recommendations of the Truth and Reconciliation Report – Sunday school will work with some of them in their program [Done]
  - ii. Investigate sponsoring a Blanket Exercises for September to be open to congregation and public
  - iii. Investigate sponsoring a group to use an online resource to educate ourselves about reconciliation. [ In Progress]
  - iv. Investigate developing a relationship with the Mi'kmaw Friendship centre
  - v. Initial target date is Truth and Reconciliation Day 30 Sept
- c. Event Driven
  - i. Set up regular congregational/community events with the purpose of developing/strengthening community connections.
  - ii. Initiated by food or a particular activity – intergenerational
  - iii. Essentially a Grace Kitchen Party
- d. Lunch Driven
  - i. Purpose to provide a welcoming environment for people of diverse backgrounds; especially those who may be lonely.
  - ii. Regular time, accessible (so upstairs hall) Monthly to start
  - iii. Start with easy to prepare food like soup



## Strategic Planning Ad Hoc Committee Report to Annual Meeting (continued)

A number of these ideas have been acted upon, while others are still being considered or may be actioned in concert with other United Churches in the area.

As part of the workshop, Dr Bartlett also discussed the variety of governance models available in the United Church of Canada.

Using the results of the workshop, and discussions with congregational members the committee recognized that there is a wish to maintain the current Unified Board structure that provides both breadth of membership and some efficiency of action. Using these inputs the committee developed a set of guidelines for and conducted a detailed review of the current plan of organization.

### Rationale for Changes to Plan of Organization

1. Simplify "Plan of Organization" document so that detailed changes to organization can be done without requiring a full congregational meeting.
  - a. Standing Committee descriptions were generalized in the plan. Detailed Terms of Reference for each committee will be approved by the Board and attached to the Plan of Organization file.
2. Update "Plan of Organization" to be in line with United Church Manual, and Grace current operations
  - a. Bermuda-NS Region references to replace Presbytery and Region 15.
  - b. Inclusion of all officers (Secretary, Treasurer, etc)
  - c. Removal of terms that date back to the transition to a Unified Board (eg. Stewards, Elders, Unified).
  - d. Adjustment of minimum number of Board members to be based on size of current Grace population
3. Modification of Board and committee Chair responsibilities to reflect the diversity of people, potential member time commitments etc.
  - a. Board members no longer required to sit on at least one standing committee
  - b. Committee chairs no longer required to be Board members (but would be encouraged to be). Every standing committee must have a committee member report on activity at each Board Meeting.
  - c. Change to a "recommendation" that Committee chairs not serve consecutive terms. This is to firstly limit the expected time commitment for a chair, and secondly, to institutionalize diversity in leadership.
  - d. Removal of the requirements for a certain percentage of committee membership to be Board members
4. Adjusting the number of standing committees to reflect operations and current reduced size of active congregational membership
  - a. I2 changed from a specific standing committee to a Board level ad-hoc committee(s) that will be focused on specific projects of the Board. This means that rather than needing a Committee chair and members at all times, that there will be a structure that the Board can easily activate when a specific project arises (from the Board or the congregation). Instances of I2 committee would report directly to the Board for the duration of their project/mandate.

**Strategic Planning Ad Hoc Committee Report to Annual Meeting** (continued)

- b. Adding in the Nominating Committee, to the Standing Committee list, that was missing.
- c. Recommending that certain committees currently reporting at all board meetings be moved to reporting through the appropriate standing committee (hopefully reducing the length of Board meetings)
  - i. Grace Initiatives as a sub-committee of Finance
  - ii. Health Committee as a sub-committee of Pastoral Care and Outreach
  - iii. AV as a sub-committee of Worship (This was actually part of the original plan for AV)

The revised Plan of Organization was presented to the Unified Board in November 2023, and, with minor changes approved for submission to the congregation at the Annual meeting in March 2024. Copies of the proposed Plan of Organization, and Rationale were distributed by email and at church in the month of February to allow members to review and discuss prior to the annual meeting.

Motion:

That the updated Plan of Organization as approved by the Unified Board in November 2023 be approved by the Congregation of Grace United Church.

Moved: Mark Hazen

Second: Pat Cleave

Respectfully submitted,

Mark Hazen

Chair, Ad Hoc Committee

**Grace United Church  
Plan of Organization - Board**

Grace United Church  
70 King Street  
Dartmouth, N.S.  
B2Y 4R3

Document Date: 24.11.2023

A. THE BOARD

1. The Governing Body of Grace United Church shall be the Board and all activities of the Church shall be carried out by, or organized through, committees of the Board.
2. The Board shall be composed of the:
  - a. Minister
  - b. Elected members (based on a ratio of approximately one Board member for every ten families)
  - c. At least one member of the Lay Representative to Bermuda-Nova Scotia Regional Council
  - d. At least one member of the Board of Trustees.
    - e. Treasurer
    - f. Board Secretary

An effort shall be made to see that there is diversity among members of the Board.

3. The Board members shall be elected by the congregation for a period of three (3) years and shall be eligible for re-election. It shall be arranged that normally one-third of the Board members complete their term annually. The Board may appoint members as required between congregational meetings, to be ratified at the next congregational meeting.
4. The duties of the Board members shall lie in four areas:
  - a. As a member of the main Governing Body, they will be expected to attend Board meetings and thereby share responsibility for determining the nature and direction of the Church's mission.
  - b. Board Members shall be encouraged to serve on one of the Standing Committees of the Board, as the activities of the Church shall be carried out by, or organized through, committees of the Board.
  - c. The administration of the sacraments under the direction of the Worship Committee.
  - d. Conduct a review of the Congregation's Mission and Vision on a minimum of two-year cycle. This includes commitments such as reviews required by Affirm United for Affirming Congregations.
5. The Chair and Vice-Chair positions of the Board shall be two-year terms. Normally, it is expected that the Vice-Chair will take over from the Chair at the end of the Chair's term, and that the Chair will then act as Past-Chair for an additional two years.
6. The Chair of the Board shall preside at all meetings of the Board, or in the event they cannot the Vice-Chair shall preside.

7. Board Secretary
  - a. Elected by the Board for a two-year term
    - i. ensure the taking of minutes at all meetings of the governing body
    - ii. ensure the reception and sending correspondence for the governing body
    - iii. ensuring the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe
    - iv. ensure the sending the minutes, membership roll, and other records to the regional council annually for review, if required by the regional council
  - b. Responsible for the supervision of Recording Secretary (The Manual of The United Church of Canada, 2023, Section B.7.6.2)
8. Treasurer
  - a. Elected by the Board for two year term
  - b. Responsibility for supervision of the Book-keeping functions
  - c. Member of the Finance Committee
  - d. Will act as Pastoral Charge Treasurer and Mission and Service Fund Treasurer
  - e. Responsible for other special funds as directed by the Board (The Manual of The United Church of Canada, 2023, Section B.7.6.3)
9. The Board shall meet monthly, with possible exclusions being December and the summer months.
10. Special meetings of the Board shall be called by the Minister, the Board Chair, the Executive Committee, or five members of the Board. Such meetings shall be held within ten days of the presentation of the written request, and only the business named in the notice to members of the Board shall be transacted.
11. It is expected that each Standing Committee shall be represented by its Chair or appointee at Board meetings.
12. Quorum shall consist of "*one-third (1/3) of the Board membership*". (The Manual of The United Church of Canada, 2023, Section B.7.7.40).
13. A meeting of the Board may take place only if one of the following people is present:
  - a. A member of the order of ministry who has been called or appointed to the pastoral charge
  - b. A designated lay minister who has been recognized by the regional council and appointed to the pastoral charge
  - c. The pastoral charge supervisor
  - d. "*Another person appointed by the regional council to attend the meeting*". (The Manual of the United Church of Canada, 2023, Section B.7.7.4)

B. THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet on call from the Chair of the Board, or the Minister, or three members of the Executive Committee.
2. The Executive Committee normally shall be chaired by the Chair of the Board and includes membership from the Past Chair of the Board, the Vice-Chair of the Board, Secretary, Treasurer, and Ministerial staff.
3. A quorum for the Executive Committee shall be three members, plus the Minister.
4. The Executive's responsibilities shall include addressing emergencies and generally ensuring that the policies approved by the Board are carried out.

C. THE STANDING COMMITTEES

1. There shall be the following Standing Committees:
  - Worship Committee
  - Christian Development Committee
  - Pastoral Care and Outreach Committee
  - Property Committee
  - Finance Committee
  - Ministry and Personnel Committee
  - Communications Committee
  - Nominating Committee
2. These committees shall meet regularly, preferably monthly, prior to meetings of the Executive or the Board.
3. Each standing committee will maintain a Terms of Reference (TOR) document that has been approved by the Board. The TOR will be published and available to the congregation.
4. Each committee shall appoint a regular representative to the Board who will be a member of the Board. This may be the committee Chair or another member.
5. Each Committee shall have as many or as few sub-committees as are considered necessary to carry out its responsibility.

6. The Chairs of Standing Committees shall serve for three years and may be re-elected. Normally a Chair would serve no more than two consecutive terms.
7. The Board or the Executive shall form "Ad Hoc" committees to deal with special matters when necessary.
8. The quorum for Standing Committees shall be 50% of its members.

#### D. DUTIES OF THE STANDING COMMITTEES

1. Worship Committee
  - a. In cooperation with the ministerial staff, is responsible for organizing the worship services, and ordering of communion, marriages, funerals and baptisms.
  - b. The Chair of the Worship Committee shall be designated as Clerk of Session for official signing of membership documents.
2. Christian Development Committee
  - a. Responsible for all matters relating to children and youth including nursery, Sunday School, youth groups and related leadership training
  - b. Responsible for adult education and groups whose purpose is the development of Christian community and leadership
  - c. Coordination and promotion of additional activities and events at the discretion of the committee
3. Pastoral Care and Outreach Committee
  - a. To nurture, support and encourage the family of Grace United to be a "friendly and caring congregation", and to be responsible for communicating the program of the Church to the families of the Church, and to the Community.
  - b. To consider moral and social problems/issues in which the Church should be active, provide leadership in examining and addressing those issues, and to be responsible for communicating the program of the church to the families of the church and to the Community.
4. Property Committee
  - a. Responsible for ensuring the proper maintenance of all church property, including furnishings and equipment for caretaking and supervision, and property management, and for authorizing use of the church building.

5. Finance Committee
  - a. Responsible for the receipt and expenditures of money, preparation of the budget, keeping the books of account, approval of expenditures, administering of special funds.
  
6. Ministry & Personnel Committee
  - a. Responsible for paid staff relations and all matters related to development of harmony and satisfaction among them such as salaries, working conditions, and clarification of their responsibilities.
  
7. Communications Committee

Through its various roles, the committee will seek to ensure that the congregation and community are aware/informed about:  
The organization of the church (both local and national)

  - a. Church programs and events
  - b. Volunteer opportunities
  - c. Community involvement, and opportunities to become involved in the life of the Church
  
8. Nominating Committee
  - a. The Nominating Committee normally shall consist of 3-5 past Chairs of the Board and is responsible for bringing a proposed slate of officers and Board members to the annual congregational meeting for the meeting's consideration.

E. BOARD LEVEL INNOVATION & IMPLEMENTATION AD-HOC COMMITTEES

- a. The Innovation and Implementation committee structure will act as a template for special project committees of the Board.
- b. An instance of this committee will:
  - i. Undertake Board level projects as directed by the Board where additional resources are needed beyond that of a particular standing committee, where the project overlaps two or more standing committees, or is outside of the responsibilities of any of the current standing committees.
  - ii. It will be guided by the strategies, objectives, values, and priorities of the Strategic Framework of Grace United to achieve set goals
  - iii. Projects undertaken will not necessarily remain the responsibility of this committee, but if successful may be devolved to other committees at Grace.
- c. Report to the Board monthly for the duration of the committee.



## F. THE BOARD OF TRUSTEES

- a. There shall be a Board of Trustees whose function shall be: to buy, sell, mortgage and lease the real and personal property of the congregation (The Manual of the United Church of Canada, 2023, Section G.3)
- b. A representative of the Board of Trustees is expected to attend all Board meetings.
- c. The Board of Trustees will report to the congregation at a minimum once a year, and always during the annual congregational meeting.

## G. LAY REPRESENTATIVE TO BERMUDA-NOVA SCOTIA REGION

- a. There shall be lay representatives elected at the annual congregational meeting to the Bermuda-Nova Scotia Region. (The Manual of the United Church of Canada, 2023, Section C.1.2)
- b. At least one lay representative is expected to attend Board meetings to inform the Board of Regional activities.

## H. OTHER COMMITTEES

- a. In general, it is expected that each Standing Committee will have a number of sub-committees or teams who implement aspects of the Standing Committee's responsibilities.
- b. At times, the Board may form a non-standing ad-hoc committee that reports directly to the Board for specific purpose/need (see, Section E).

**Appendix A**

Template for drafting Committee Level  
Terms of Reference

Committee Name  
Terms of Reference

**Purpose**

The COMMITTEE NAME is a standing committee of the Board of Grace United Church. Insert committee description from the Board Plan of Organization

**Duties**

The duties of the Committee include:  
List the duties of the committee

**Subcommittees**

List any ongoing subcommittees and their duties

**Membership**

The COMMITTEE NAME is normally comprised of XX congregational members, including the Chair. The Nominating Committee of the Board is responsible for nominating the Committee Chair to the Annual Meeting of Grace United Church. The Committee should recruit additional members as needed to fulfill its duties.

The Committee shall appoint a regular representative to the Board. This may be the committee Chair or another member.

Committee members will be appointed for a period of three years and shall be eligible for reappointment.

**Meetings**

*State how frequently you meet or how meetings are called if meet irregularly*

**Quorum**

Quorum shall consist of 50% of membership.

**Minutes**

*Indicate if committee keeps official minutes and where stored. And/or if activities are reported monthly to the board.*

**Expenses**

Eligible expenses are submitted by the Committee Chair to the Church Office using the appropriate form.

Date Approved

**Appendix B**

Working Example:  
Worship Committee Terms of Reference

## **Worship Committee Terms of Reference**

### **Purpose**

The Worship Committee is a standing committee of the Board of Grace United Church. In cooperation with the ministerial staff, the Committee is responsible for worship services and communion and the official signing of membership documents.

### **Duties**

The duties of the Worship Committee include:

- a) In cooperation with the ministerial staff, the Committee is responsible for organizing the worship services, including communion services and the Anniversary Service
- b) Arranging for outside services e.g., Parkland, Oakwood
- c) Arranging for scripture readers
- d) Recommending to the Board approval of requests for marriage and baptism
- e) Developing marriage, funerals, and baptismal policies for approval by the Board
- f) Arranging for pulpit supply as needed
- g) Arranging for flowers and decorating the sanctuary for Thanksgiving, Christmas and Easter
- h) Arranging for tellers
- i) Making a monthly report to the Board

The Chair of the Worship Committee shall be designated as Clerk of Session for official signing of membership documents.

### **Subcommittees**

- a. The AV Committee is a subcommittee of the Worship Committee. It is responsible for the maintenance of the AV equipment, staffing of the AV booth and making recommendations for equipment purchases. The Chair of Worship shall bring recommendations for spending to the Board.

### **Membership**

The Committee is normally comprised of 5-6 people from the congregation, including the Chair. The Minister and Music Director are also members. The Nominating Committee of the Board is responsible for nominating the Committee Chair to the Annual Meeting of Grace United Church. The Committee should recruit additional members as needed to fulfill its duties.

The Committee shall appoint a regular representative to the Board. This may be the committee Chair or another member.

Committee members will be appointed for a period of three years and shall be eligible for reappointment.

**Meetings**

The Worship Committee meetings monthly (excluding the summer months).

**Quorum**

Quorum shall consist of 50% of membership.

**Minutes**

The Committee shall assign a member to record the minutes. The Chair shall keep the minutes. The minutes form the basis of the report to the Board completed by the Chair.

**Expenses**

Eligible expenses are submitted by the Committee Chair to the Church Office using the appropriate form.

Date Approved: October 28, 2023

## Worship Committee Annual Report 2023

### Committee Members:

Dick Charlton  
Jim Connolly  
Pat Cleave (chair)  
Stephen Fram, Minister  
Joel Tranquilla, Music Director

The Worship Committee works with the Minister and Music Director to deal with all matters concerning Worship. We are responsible for organizing scripture readers and tellers, organizing and serving communion, organizing pulpit supply, and decorating the sanctuary for seasonal events such as Thanksgiving and Christmas. The committee is also responsible for baptisms and weddings. We bring recommendations to the Unified Board for approval the names of people who have requested a baptism or wedding and new or revised policies concerning baptisms and weddings.

In August, Grace welcomed Joel Tranquilla as our new Music Director. Grace has long been known for its music program and that strong music presence is continuing under Joel's leadership. Joel has brought guest musicians and concerts to Grace and there are plans for other ones in 2024. Joel has started a Children's Choir that practices after the service on Sundays. The Committee appreciates Joel's positive energy and willingness to pitch in. For example, Joel covered the sermon in his fourth week at Grace and again at Thanksgiving. We are very luck to have Joel as our Music Director.

Grace has a long history of supporting the development of future ministers by providing student placements. Welcoming student ministers provides numerous benefits for Grace in return. We are very fortunate to have Julee Pauling as our student minister for 2023-2024. Julee's participation in worship has enriched the services. I particularly want to thank Julee for presiding at Thanksgiving with little notice.

Holy Communion was celebrated six times in 2023. In response to the pandemic, we had been using prepackaged communion elements without passing the elements or coming forward to receive them. In 2023, we were glad to return to using our regular communion set and passing or coming forward to receive the elements.

Special times were celebrated in worship. Easter services included an early service at the ferry terminal in addition to the regular service at 11:00. We marked World-Wide Communion and Truth and Reconciliation Sunday on October 1<sup>st</sup>. Grace's 170th anniversary was celebrated with Rev. Canon Dr. Jody Clark as the guest preacher. For Christmas Eve, we had a family service in the afternoon and a more traditional early evening service. Thanks are extended to Eleanor Hall, Andrew Paton and Betty Lou Suddard for the Christmas decorations.

This year we had a few instances that required pulpit supply. Grace is fortunate to have members who can ably step in. Dick Charlton and Shirley Hazen both led services. As noted above, Joel covered the sermon once in August and Joel and Julee filled in at the last minute on Thanksgiving. In addition, Ross Bartlett provided leadership as a supply minister. We thank everyone who filled in when needed.

**Worship Committee Annual Report 2023** (continued)

In 2023, the Worship Committee received one marriage request which was approved by the Unified Board. There were no requests for baptism.

The Worship Committee has also addressed a number of policy issues this year. In 2022, the Committee had drafted changes to the Marriage policy which were brought to the Unified Board for approval in 2023. These were minor changes, primarily dealing with updating fees and videorecording. We also developed Terms of Reference for the Committee that are consistent with the changes to the revised Plan of Organization. Finally, we revised the information for supply ministers to reflect the current hybrid worship services.

We continued to offer worship both in person and online. We are indebted to a dedicated group who oversees our audiovisual services. In addition to seeing that AV support is available for worship services, the team reviews the AV needs and works to address these. This year they have installed a monitor to better serve the choir and they continue to adjust the microphones to improve the audio quality for both those watching online and people who use audio supports in person. The AV team has received directed donations for these small improvements. The AV team wants to advise the congregation that the current equipment is aging and upgrading should be considered at some point. For their dedication and work, we thank the AV team: Anthony Archibald, Laurissa Fram, Darrell Harvey, Mark Hazen, Blair McKinnon, and Paul McKeown, supported by Ian Fraser, John Menzies, and Stephen Fram.

On behalf of the congregation, I wish to thank Stephen Fram and Joel Tranquilla for their leadership. Thanks also to all who gave their time and talents during worship - choir members, instrumentalists, scripture readers, and the Hazen's for 'lego scripture' videos. Thanks also to Jim Connolly for his prayers and to Dick Charlton for coordinating scripture readings and for their work on the Worship Committee. Finally, I assumed the Chair of the Worship Committee following the 2023 Annual Meeting. I wish to thank Andrew Paton, the previous chair, for his guidance and willingness to share Worship documents. This greatly facilitated the transition.

Respectfully submitted,

Pat Cleave

Chair of Worship and Clerk of Session



## Grace United Church Choir Annual Report 2023

Director and Organist	Malcolm Bradley 1992 till retirement June 2023	
We welcome our new Director	Joel Tranquilla as of August 1, 2023	
Executive	President	Eleanor Hall
	Treasurer	Chris Wolfe
	Vice President	Ian Fraser
	Library/Membership list	Jennifer Eames / H�el�ene Lemay
	Secretary/cards	Margi Hennen
	Social	Susan Forsyth
	Wardrobe	Debbie Fram
	Secretary/Choir Report	Connie Mack

### Membership changes

Choir and Music Director Malcolm Bradley retired after almost 31 years providing musical services at Grace. Alice Baker, soprano, retired early in 2023; Stephan Metivier, tenor, and Christine Mair, alto, left end of June. A Memorial service was held for our long-time Grace member, guitarist and bass, Martin Walker, who passed away after short illness on November 3, 2023. Hugh Hall, long-time tenor, is taking some time off due to health reasons, and Douglas Jones returned after a lengthy hiatus.

Cathy Collett and Judy Patterson joined the alto section in August/September 2023, we welcome both.

### Choir Mandate

To support the congregation in the singing of hymns and to enrich worship services with spiritual, inspirational, contemplative, and uplifting music with voices and musical instruments. The music genre includes sacred, classical, gospel, spirituals, world musics, and contemporary Christian expressions.

### Choir Activities

A special service was held April 30 with the Inclusion Choir under the direction of Adam Johnson, it was a lively and enlightening service. This choir practices at Grace Sunday afternoons and all are welcome. On May 6<sup>th</sup>, we joined the Chebucto Community Singers under Louise Grinstead for a final concert with Malcolm, and on June 4<sup>th</sup> a wonderful retirement celebration was held for Malcolm's Freedom 75, all the Best, Malcolm.

The Lessons and Carols service was titled "A Child's Christmas in Wales." Elinor Benjamin and June Charlton provided beautiful readings of Scripture as well as the classic Dylan Thomas story. The choir worked very hard to prepare many expressive and touching anthems throughout the Christmas season. Christmas Eve was another very special event, with additional involvement from the Children's Choir at the family service and soloists from the choir at the later service.

### Guest musicians

Debbie Miles, violin; Alison Roe-Smith, flute; Cynthia Davies, piano; King Street Band with Charlene Cable-Lloy on piano, Brian Foster, percussion, and on guitars Martin Walker and Jennifer Eames, Malcolm on voice. Dick Charlton frequently provided pre-service music which is much appreciated.

Additional choristers for the Freedom 75 celebration were basses Bryan Crocker and Steven DeWitt, Louise Grinstead and Pamela Burton on piano, and Heather Mayka, French Horn.

For the Anniversary service, we were joined by Cynthia Davies on piano and members of the iTromboni trombone quintet, who also presented an afternoon recital for the community.

For the Lessons and Carols service, Joel engaged Jessica Amador, a very talented French Horn player.

**Grace United Church Choir Annual Report 2022 (continued)**

Many thanks and appreciation to the choir members who attended rehearsals whenever possible in good and bad weather, and especially to Malcolm for his musical expertise and dedicated work with this wonderful and gifted group of singers, listed below, and as of August 1<sup>st</sup>, many thanks to Joel Tranquilla for his musical direction, may he stay with us for many years to come.

**Sopranos**

Shirley Cameron, Jennifer Eames, Mim Fraser, Sheila Haines, Eleanor Hall, Margi Hennen, Hélène Lemay, Karen Leslie, Sharon O'Driscoll, Jill Thompson

**Altos**

Debbie Fram, Jennifer Garvey, Ann Dent, Susan Forsyth, Elinor Benjamin, Connie Mack, Cathy Collett, Judy Patterson

**Tenors**

Chris Wolfe, Hugh Hall, Andrew Paton, Douglas Jones

**Basses**

Ian Fraser, Terry O'Driscoll, John Menzies, Glen Ginther

**Choir social**

The big event this year was the Freedom 75 Celebration for Malcolm's retirement with special service, refreshments, and entertainment by choir members.

In a normal year, choir rehearsals are Wednesdays from 7:00 pm to 8:30 pm at Grace United Church in the upper hall. Singing in a choir is a very rewarding commitment as it enriches the lives of both the singers and congregation.

Respectfully submitted,

Connie Mack, Choir secretary, and Joel Tranquilla, Choir director

**Children's Choir**

The Children's Choir was brought back this fall, with a dozen young people participating over the course of several Sunday afternoon rehearsals. They prepared selections for the "White Gift" service as well as the family service on Christmas Eve. We look forward to having them regularly involved in the future.

**Grace United Church  
Choir  
Financial Report 2023**

**Balance Forwarded January 1, 2023**

**\$ 3,167.02**

**Receipts**

Dues	\$ 270.00
Donations	\$ 310.00
May 6 Concert Proceeds	\$ 205.00

Total	<u><u>\$ 785.00</u></u>
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**Disbursements**

Accompanist	\$ 200.00
Additional Musician - May 6 Concert	\$ 170.00
Memory Tree - Martin Walker	\$ 10.00
NS Choral Federation Dues	\$ 75.00
White Gift donation	\$ 50.00

Total	<u><u>\$ 505.00</u></u>
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**Closing Balance December 31, 2023**

\$ 3,447.02

Respectfully submitted:  
Christopher Wolfe, Treasurer  
January 16, 2023

## Christian Development Committee Annual Report 2023

The duties of the CD Committee may be summarized as:

- Responsible for all matters relating to children and youth including nursery, Sunday School, youth groups and related leadership training
- Responsible for adult education and groups whose purpose is the development of Christian community and leadership
- Coordination and promotion of additional activities and events at the discretion of the committee

The members of the committee -- Janet Bond, Vicki Harvey (Sunday School Coordinator), Heather Mayka, Cindy Penney (Chair) and Rev. Stephen Fram – met regularly on the second Thursday of the month at 7:00 pm by Zoom to work together to fulfill this mandate.

### **Special Events:**

The following are the special events that the committee supported during 2023.

#### Shrove Tuesday Pancake Supper:

For the first time since the start of COVID, we were able to get together in person for a pancake supper in the lower hall. Approximately 45 people gathered on February 21 from 5:30-6:30 pm. Thanks to Darrell and Vicki Harvey for coordinating and the other volunteers for setup, cooking, and cleanup.

#### Easter Breakfast:

After the Easter morning service by the Harbour, approximately 25 people made their way to the church for hot drinks and a hearty breakfast at 8:30 am. Once again this was thanks to Darrell and Vicki Harvey and their crew of volunteers who worked Saturday afternoon and early Sunday morning to make this happen.

#### Effect Hope Presentation:

Representatives of Effect Hope visited Nova Scotia in May and the committee sponsored an event on Sunday May 14 in the upper hall. It was an informative session where we learned about the projects they are involved with in support of Neglected Tropical Diseases, including Leprosy.

#### Celebration Sunday:

During Fellowship time on June 18, we celebrated the Sunday School closing with ice cream sundaes and expressed our appreciation for members of the Grace Community with flowers and thank you notes.

#### Congregational Indoor Picnic:

On September 24, the Sunday School created mini pizzas that were served during Fellowship time. Everyone joined in for an all-ages multi-station activity with treats for completion.

#### Family Christmas Gift Stockings:

75 stockings were up on November 19. Donations of gifts cards and children's clothing and toys were delivered to Veith House and North Grove. Thanks to Janet Bond for coordinating. The organizations were thankful for our continued support.

## **Christian Development Committee Annual Report 2023 (continued)**

### Advent Event:

At fellowship time on December 3 - the first Sunday of Advent - those gathered completed jigsaw and scrambled word puzzles to aid in a reflection inspired by the Advent Unwrapped on the United Church website. There was a Moonlit Night for Hope, Empty Hands for Peace, Flower Blossoms for Joy and Open Sky for Love. This was followed by a carol sing led by Malcolm Bradley.

### Children's Christmas Eve Service:

The Grumpy Innkeeper story was told once again at the 4:30 pm service. Thanks to Vicki Harvey and crew for getting everyone in costume and where they needed to be. Special thanks also to Wanda Baker-Hayward for taking on the role of the Innkeeper and Jack and family for the roles of baby Jesus, Mary and Joseph. The Children's Choir was a very special addition.

### **Sunday School:**

Children gather downstairs during the service. Thanks to coordinator Vicki Harvey along with Susan Hatcher, Heather Myka, Jasper Collett, Greg Jack, Bridget Archibald, Karen Foster and Cindy Penney for giving of their time, energy and creativity to make this possible. Numbers increased during the year to 15 children – including 3 of nursery age. Plans were made to prepare classroom space so they could divide into two classes in January 2024. The children contribute to worship during Children's Time with thoughts and music. On White Gift Sunday, they brought forward gifts from the congregation. As a special project, they constructed Lego sets and narrated the story for the Road to Emmaus video played during service. They took on roles for the Children's Christmas Eve service and created Christmas decorations for the King Street entrance, decorated cookies for Margaret's House, made mini pizzas for the Indoor picnic, sent cards to those who cannot regularly make it to church at Christmas and Valentines, and constructed banks to collect donations for the Effect Hope Leprosy Appeal.

### **Library:**

The library cart is available during Fellowship time for borrowing books. During 2023, updated cataloging of library books was completed.

### **Adult Education:**

#### Roundtable Pulpit:

Rev. Stephen Fram led a reflection on Lectionary Scripture readings during Lent/Easter with hybrid session on Tuesdays from February 21 to April 2. A second session was held on Wednesdays from October 25 to November 22.

#### Book Study:

Rev. Stephen Fram led a hybrid book study of *Belonging* by Karoline M. Lewis – an in depth look at the story of the Woman at the Well from Gospel of John – Thursdays from April 20 to May 11

#### Trauma in Scripture:

Rev. Stephen Fram led this reflection on three Thursdays Nov 16-30.

#### Truth and Reconciliation Group Book Study:

Mark Hazen led a three-week study based on the book *21 Things You May Not Know About the Indian Act* by Bob Joseph on Mondays from October 16-30.

## **Christian Development Committee Annual Report 2023 (continued)**

### Tuesday Pray-Day:

The Strategic Planning Seminar on April 22<sup>nd</sup>, held at Grace and facilitated by Dr Ross Bartlett, led to the consideration of four initiatives. One of these was the proposal to establish a prayer team at Grace inviting those who were interested to meet and discuss this. Following up, June Charlton, assisted by Dick, offered to arrange a series of meetings to explore and examine what the bible says about prayer: how, when, what and where to pray. June suggested the meeting be in-person on a Tuesday afternoon at her apartment at Woodbury Villa, (no night driving and easy parking)

Promoted as Pray-Days, six meetings were held from October 17<sup>th</sup> to November 21<sup>st</sup> leading to the formation of a Prayer Team of seven members. It also led to some impressive carpentry by Bob Picco who built a small church (now on the information stand in the sanctuary) where prayer requests could be posted for the prayer team. The team are planning to meet together on the first Tuesday of each month, with prayer focus on Grace United Church. Prayer requests are prayed over daily by the individual Prayer Team Members. (submitted by June Charlton)

### **Groups:**

#### Women's Early Risers Breakfast:

Open to all women in the church, they meet for breakfast at 8:30 am on the last Sunday of the month under the coordinated of Hélène Lemay. There are occasional speakers, this year Elinor Benjamin spoke about story telling. At the November breakfast, teams of cooks were created with the new system to start in January. An Epiphany Women's Brunch was organized by Ann Dent and held at the Palladium Family Restaurant on December 30.

#### Men's Breakfast Club:

See separate report submitted by Dick Charlton.

#### Walk With Grace:

Walk with Grace started during the Pandemic as a way to gather safely outside and enjoy each other's company while walking for our physical and mental health. Since that time we have settled into a routine of meeting on Sundays at the same place (end of Nowlan Street by Lake Banook) and walking around Lake Banook. From September to May the walk starts at 1:30 pm and in May-August it starts at 7:00 pm with an ice cream stop at the Kiwanis stand at Graham's Grove when it is open. Attendance ranges from two to about eight, with a core group of regulars. (submitted by Shirley Hazen)

#### Board Game Night:

Board Game Night was initiated by Mark and Shirley Hazen as a time for the Grace Community to get together for fellowship and fun. It was held the third Friday of the month from 7:00-10:00 pm starting in March. After a break over the summer and fall, Robert Moffat assumed leadership with the December 1 session.

Respectfully Submitted,

Cindy Penney  
Chair

### Men's Breakfast Club Annual Report 2023

Since 1992, the Grace United Men's Breakfast Club have continued to organize knife and fork breakfast meetings at 8:00 am on the third Sunday of the month, fall, winter and spring. With the COVID restrictions in 2020, breakfasts were virtual via Zoom to each breakfaster's living room or wherever their monitor was.

It worked well enough until 2022 when we met in person, in the room off the upper hall, with a simple serving of coffee and cookies, but in the fall of that year it was agreed we got back to a 'real' breakfast in the lower hall, and on October 23<sup>rd</sup> twelve gathered round the table and on November 20<sup>th</sup>, we had about 20 men, a great feast and we were off again, launching into 2023. Wonderful.

At our breakfasts all men are welcome. We meet and greet with coffee and conversation, and after Grace everyone lines up at the serving hatch for a plateful of finest cuisine. In 2023 because of a severe winter storm in January we postponed until February.

<i>February 19<sup>th</sup></i>	<i>Speaker</i>	<i>Brenna Walsh: Ecology Action Center</i>
<i>March 19<sup>th</sup></i>	<i>Speaker</i>	<i>Gordon Smith: Provincial Planning Director</i>
<i>April 16<sup>th</sup></i>	<i>Speaker</i>	<i>Deferred due to congregational meeting.</i>
<i>May 21<sup>st</sup></i>	<i>Speaker</i>	<i>Malcolm Bradley: Hymn favorites and reflections.</i>
<i>October 23<sup>rd</sup></i>	<i>Speaker</i>	<i>Karen Goudie: Margaret's House Manager</i>
<i>December 10<sup>th</sup></i>	<i>Speaker</i>	<i>Carols round the piano with Joel Tranquilla</i>

Sadly in 2023 we lost three long serving men, Alex Bannerman, Dale Knox and Martin Walker, each of whom had attended and contributed from the beginning, Martin having taken the responsibility of leadership since 2017 directing us through the COVID years and leading us until October 2023. We honour their memory as we move into 2024 with our breakfast fellowships. Blair MacKinnon has since graciously taken up the reins.

So all men are reminded to make a note of the upcoming breakfast announcements given on the Grace Website or Face Book or on the pre-service streamed slide show, or from your emails and phone calls encouraging you to join us. Hope you will. Always fun and always a good start to a Sunday.

Respectfully submitted on behalf of the Men,



Dick Charlton

## Pastoral Care and Outreach Committee Annual Report 2023

### Current Members of Committee:

Mark Hazen(Chair), Ann Mugford, Mary Walker, Sandy Foster, Ann Dent and Rev. S. Fram  
Eleanor Hall resigned from the committee in the spring and we wish to express our appreciation for all her support over the years. We would also like to acknowledge three other members who contribute a lot to our committee:

1. June Charlton leads our card ministry, and recently started a prayer group;
2. Susan Forsyth who coordinates our monthly "Meals for Margaret House", and choir volunteers for Coffee Fellowship; and,
3. Carol Nielsen who coordinates our Greeter and Ambassador program for Sunday services.

Over the year we met seven times; combination of Zoom, in-person and Hybrid.

### Activities:

#### Pastoral Care:

1. Visitation Coordination Committee (Led by Sandy Foster). Visitation teams visit seniors and shut-ins; some in-person and some by cards and notes. Spring flowers were delivered for Easter and Poinsettias for Christmas. If anyone wishes a family member or a friend to be added to the visitation list please let Sandy or Rev Fram know. The Committee is also always in need of additional visitation teams.
2. Card Ministry (Led by June Charlton) During 2023 a total of 44 cards were sent to family members and to those experiencing difficult times: 16 bereavement cards were sent to family members of those who had died, 5 birthday cards were sent to members who were 90 or older, 9 encouragement cards for those facing recovery of health, 2 for major illness, 6 for accidents, 4 for those facing surgery, 1 for a prolonged stay in hospital and 1 to celebrate the birth of a new baby.
3. Coffee Fellowship (Led by Ann Mugford) – Coffee Fellowship transitioned out of COVID protocols over the year and provides an extremely valuable congregational social time after church. The committee has a number of new volunteers to serve, but there is always room for more helpers.
4. Greeter and Ambassadors (Led by Carol Nielsen) – this group provides a greeter and an ambassador at each service. Greeters meet people at the door as they arrive and provide answers to questions about the service. Ambassadors provide a more indepth greeting and information for visitors and new comers to Grace. Carol is always looking for people for these important rolls as we strive to be a friendly and inviting congregation.
5. Funeral Receptions (Led by Mary Walker). There were only a few receptions over the year. Our process is for the family to arrange for any food, and then the committee provides coffee/tea etc and sets out the food so the family can concentrate on the service and guests.



## Pastoral Care and Outreach Committee Annual Report 2023 (continued)

### Outreach:

6. Truth and Reconciliation Group (Led by Mark Hazen) – Small adult group who are investigating what we mean by our Land Acknowledgement and how we can contribute to reconciliation in Canada. Group ran a Book study in October on "21 Things you Might not have Known about the Indian Act", and have begun monthly discussion group meetings for the spring of 2024. There is an intention to acquire a number of relevant books for the Grace Library.
7. Tree of Warmth (Led by Ann Mugford) In December we set up a tree in the Sanctuary which is decorated by donations of clothing (eg. Mittens, hats, socks, scarves, underwear, coats...). In addition we received \$245 from the congregation and \$250 from the Sundowners group at the Dartmouth Curling Club. Clothing was donated to Out of the Cold, Open Door Clothing Bank, Stepping Stones, North Grove. Some shawls were donated to Senior Services. The money was used to buy 12 pairs of winter boots for Schools Plus.
8. Coverdale and Alice Housing. In the spring and fall we collected personal care items for Coverdale (who provide support and services to women and girls experiencing the justice system), and Alice House (who provide safe second stage housing and supportive counselling for women and children in recovery from intimate partner violence).
9. Adsum House. We provide a director for Adsum House who provide housing and other programming for women and children. We would like to thank Jenny de Zoete who stepped down from the board in the spring, and Shirley Hazen who is joining the Board this winter.
10. North Dartmouth Outreach Resource Centre (NDORC). Food bank at Stairs Memorial United Church. Grace provides a large number of volunteers (and directors) to NDORC; we help sort and repackage food from FeedNS on Tuesday mornings, register and hand out food, and drive clients home on Wednesdays. In addition, members of the congregation have been very generous in providing food through our monthly food drives. These drives have been very important in allowing the Food bank to serve the growing number of client families. The numbers of families and new registrants is up significantly over previous years.
11. Unified Board Contributions. The committee recommends to the board how to distribute the \$5,000.00 in Outreach contributions from the budget. In 2023 the following donations were made:
 

a.	Adsum House	300.00
b.	Atlantic School of Theology	300.00
c.	Benevolent Fund	400.00
d.	Bryony House	200.00
e.	Camp Kidston	1000.00
f.	Dal Chaplain	300.00
g.	Food for Phoenix	200.00
h.	Laing House	200.00
I.	Mobile Outreach Street Health	200.00
j.	NDORC	500.00

**Pastoral Care and Outreach Committee Annual Report 2023 (continued)**

k.	Phoenix House	200.00
l.	Stepping Stone	200.00
m.	Wish YWCA	200.00
n.	Shym YWCA	200.00
o.	North Grove	300.00
p.	Dartmouth Learning Network	300.00

12. Christian Relief and Development Coalition (Feeding Others of Dartmouth at Margaret's House). Ann Mugford is Grace's representative to this coalition of fifteen churches in Dartmouth. Grace supports Margaret's House through a monthly meal (coordinated by Susan Forsyth) that feeds about 100 people each time. In addition, we provide extra support at times like Christmas and Easter. Margaret's House continues to serve mostly take out meals due to constricted spaces. The Sunday school also provides decorated cookies a couple of times a year. In the spring a coffee fellowship program was begun, and members of Grace have been volunteering there. Margaret's House served over 41,000 meals in 2023. In the Fall they started serving coffee in the courtyard; and Grace people stepped up to help out.

The last couple of years have been ones of a great stress; coming out of COVID – increasing homelessness etc. The PC&O committee would like to thank all the members of Grace for stepping up to help each other, and those outside our community. Without the generosity of the people of Grace in terms of time, talent and treasure few of the above programs would be possible. We are truly grateful.

And there is lots of room on our committee, should you wish to learn more about our programs or have ideas of other places where we can make a difference.

To my fellow committee members and volunteer coordinators – Thank you for your support and leadership.

Respectfully submitted,

Mark Hazen  
Chair

## Ministry & Personnel Committee Annual Report 2023

The Ministry and Personnel (M&P) Committee of Grace United Church is responsible for all matters relating to paid staff/personnel (employees/contractors), in particular: financial remuneration & benefits, job description/contract responsibilities and working conditions. The members of our staff/personnel are: Minister - Rev. Stephen Fram, Director of Music - Malcolm Bradley (January to June) & Joel Tranquilla (August – December), Office Administrator - Thelma Blaikie, Custodian - Bill Busby and Rental Manager - Bob Tobin.

Members of M&P are: Lorna Carter (outgoing chair), Jennifer Eames, Jill Thompson, Cathy Spencer, and Jenny de Zoete, as well as Andrew Paton who took over as chair in March of this year.

In January M&P fulfilled its annual responsibility of providing recommendations to the Finance Committee on pay increases and related remuneration for personnel at Grace.

During the first half of 2023 the major focus of the work of M&P was the search for and securing of a new Music Director to replace Malcolm Bradley, who retired at the end of June after three decades of service at Grace. To do this, a Music Director – Selection Committee (reporting to M&P) was established. It involved some members from M&P, namely, Jennifer Eames (as chair), Lorna Carter, Jill Thompson and Andrew Paton, as well as Sara Napier. This committee, led admirably by its chair, prepared an updated job description, posted job ads, interviewed candidates / arranged auditions, selected a preferred candidate and recommended this individual to M&P. Subsequently M&P brought forward to the Board this recommended candidate along with a proposed job offer, which was approved and an offer for the Director of Music position was made to and accepted by Joel Tranquilla, who started at the beginning of August.

In late spring, the second annual duty of M&P, namely review and update of staff/personnel contracts, as well as performance reviews, took place. A separate member of M&P was paired up with an individual staff member for this process. The assigned committee member worked with the staff member to review and update their contract (as appropriate/necessary) and then along with the chair of M&P met with the staff person to carry out a performance review. This was done for four of the five members of our staff, all except the Rental Manager. In this case, since this position reports to the Property Committee, the chair of M&P and the chair of the Property Committee met with the Property Manager for the purpose of the annual review.

In June, representatives of M&P [current and past chair] and two members of the Finance Committee met with the Minister with regard to salary calculations in light of the change by the United Church of Canada to the Regional Cost-of-Living category for our area, from a category 3 to a category 4.

M&P expresses its appreciation to each and every member of staff at Grace for your dedication to your job and the contribution that this makes to the overall life of Grace United Church. Our committee also wishes to extend its most sincere thanks to Malcolm Bradley for his thirty years of exemplary service.

I wish to thank the members of the M&P Committee and the Music Director Selection Committee for their hard work during 2023.

Respectfully submitted,

Andrew Paton  
Chair

## **Communications Committee Annual Report 2023**

The Communications Committee consists of the Rev. Stephen Fram, Stephen Penney and Shirley Hazen (Chair).

### **Activities**

On an ongoing basis, the Committee produces the weekly PowerPoint shows prior to service, the King Street PowerPoint, social media posts and website updates and a monthly list of activities to keep the congregation informed about congregational and the wider church activities. In doing this, it supports other committees by designing posters and publicizing events. This year additional work was done for the recruitment of the new music director and for support of the Special Initiative's auction.

The welcome package for the church was updated several times over the course of the year. An infographic on Church activity was produced to accompany the Church's anniversary letter.

The slide show "Saints of Grace" was updated to include additional people who had died. The anniversary video of pictures of Grace, its congregation and activities were updated and then divided into several different eras so the shows were shorter.

### **Sign**

The Communications Committee is also responsible for the outside sign. For many years we were blessed by having Malcolm Bradley do the sign. His insightful and pithy comments garnered attention for Grace. With Malcolm's retirement, the Committee had to undertake a more active role in managing the sign. We are very pleased to have had Blair MacKinnon and Andrew Paton volunteer to be our sign keepers.

### **Communication of Our Values/Beliefs**

The Church should do and be seen as doing actions that are consistent with its values and what it says that it believes. The Communications Committee has taken steps so that the Church's Affirming stance (e.g., Pride Parade, One Million March for Children and Countermarch), Reconciliation with our Indigenous Siblings, and concern about the marginalized (letters on housing and increasing the social assistance basic rates) are seen on our signs, social media or other communications tools. The website was revised to have a link to social justice on our home page.

### **Social Media**

Social media is very much a mixed story for 2023. We strive to provide content which is interesting, informative and thought provoking across a number of platforms. Although we may be titled Grace United Church, our identify across these platforms is gracedartmouth.

Facebook, which has at least a daily post, showed growth this year. Reach (24.8%), the number of people who saw a post from us, and visits to our page or profile (127.3%) and new likes (39; up 11.47%) all increased. As of January 15, 2024, we had 542 followers. However, this does not mean that that many people see our posts. A high performing post would be seen by about 200 people. Book Sale posts can go as high as 1,000. We had 2 posts from our warming centre go viral and were seen by 2,300 people and 2,100 people, respectively. We have done a few reels (like a short video), usually short snippets of music and some of these have been seen by 1,300 people.

Instagram, which is much more based on photographs/visuals, does not have as regular posts. The reach had declined this year (20%) but the number of visits to our profile had increased (108.2%). We added 30 more followers this year. As of January 15, we had 196 followers.

**Communications Committee Annual Report 2023 (continued)**

Our website showed peak activity in April and then declined to about September before starting to recover. The number of visits (9,565; down 13%), unique visitors (5,489; down 28%) and page views (15,503; down 5%) were all lower this year.

We have a YouTube channel. In 2023 most of the new content publicly available on it is our worship services. Prior to broadcasting our services we might post Stephen's sermon or some of the choirs' music. In fact, our top performing video with 1,861 views in 2023 is the Choir's 2017 video of Bless the Lord, O My Soul. We have 311 YouTube subscribers. Many of our videos show up in people's feeds.

Respectfully submitted,

Shirley Hazen  
Chair

## Property Committee Annual Report 2023

The continuing maintenance of Grace United Church was managed by the Property Committee with some significant works completed as listed below in the last 12 months.

The works completed in 2023 were.

- The replacement of roof shingles to the remaining areas was finally completed after a few years staged work.
- General maintenance associated with door controls and hardware, emergency lighting, lighting and miscellaneous repairs.
- Treatment for eradication of mice continued.
- Damaged stair railing at the Ochterloney Street entrance was repaired (no cost to Grace United)
- Lower hall floor strip and wax treatment was completed.
- Leadlight repairs completed to North sanctuary window.
- Hall water damaged ceiling outside Rev Fram's office was repaired.
- Sanctuary moisture damaged plaster to walls was investigated and repaired. Ceiling paint that had been damaged and peeled due to moisture was made good.
- A working party cleaned, tidied and removed all unnecessary equipment and assorted 'junk' in the lower hall and old furnace rooms.
- The former Nursery in lower hall was cleared for use by the Sunday school.
- Sanctuary lighting was upgraded with energy efficient fittings and made uniform.
- Emergency adjustments to the lower hall exit doors was carried out due to excessive humidity in the summer that caused the doors to swell and jam and become inoperable.

Planned works proposed this year are listed below. We are applying for a grant under the Community Facilities Improvement Program being offered by the Department of Communities Culture and Heritage. (DCCH) Only applicable to non-sanctuary areas of the building.

(\* items that may be completed with grant funds if the application is successful)

- Repair of the sanctuary doors leading from the King Street entry vestibule.
- Continued maintenance of moisture damaged walls in the upper hall clerestory. \*
- Repaint exterior clerestory roof level metal clad walls. \*
- Re-caulk windows of the clerestory to upper hall. \*
- Extend store into former south furnace room, from Sunday school area. \*
- Replace venetian blinds in two windows facing King Street at balcony level in the Sanctuary .
- Provide insulation wrapped over the heat pump metal ducts in the plant rooms. This will prevent condensation forming on the ducts in hot weather conditions and prevent heat loss in cold weather conditions. \*
- The flat roof over the upper hall requires some repairs to the south eaves above the side driveway that is showing deterioration of wood supports behind the gutter. The extent of work requires further investigation by a roof contractor during the warmer months before making any decisions.
- Mice control.

**Property Committee Annual Report 2023 (continued)**

Discussions and planning will continue to improve safety and access into and within the building. It is hoped to apply for a grant through DCCH in 2025.

Our team on the Property Committee has completed a number of essential tasks in the last 12 months and I would like to thank Bob Picco, Darrell Spencer and Darrell Blenus and look forward to their continued support this year.

Respectfully submitted,

John Menzies  
Property Committee Chair

### **Rental Manager Annual Report 2023**

This past year 2023 was essentially a transition year for our rental program. As mentioned in some of my monthly reports, changes were occurring throughout the year that initially saw some of our longer term rentals depart (or reduce their time) for a number of reasons which caused some concern. Was the business fallout from the pandemic more drastic than we were led to believe or was this drop just cyclical? Until early summer I believed that it was the former but as we moved through the summer months, I came to the conclusion it was the latter. By then we started getting many more requests for information and we signed four new rentals. Two of those have become permanent and both have increased their times from their first bookings. One other was a surprise that when we were about to sign a new agreement in September, they had partnered with another and jointly they rented a commercial property elsewhere but they were continuing their business which was a good sign.

During the fall we began to receive more interest, some were more interested than others and some were interested in starting at a later date but the interest was back. We'll have to see what comes about in 2024 as a result of our efforts in 2023.

Also in the fall we began to get interest in quite a few concerts and dance workshops. Four such events have been booked for February through May in 2024.

So my projections based upon the activity in late 2023 for budget planning was for a pleasant increase in revenue for 2024. I do expect that prediction to be achieved.

On the administrative side of things, we were forced to change our approach to recording revenues with the unfortunate passing of Martin Walker. For the best part of my time at Grace, Martin was tasked by the Board with recording the rental revenues received on a monthly basis and sending that information to me for my records. Another effort he undertook that greatly helped the Rental Program was his service to the kitchen where weekly he took the aprons, hand towels etc., home to wash and return them for use by the renters. They and I greatly appreciated that service. I'm sure in the many ways he served the Church, he will be sadly missed.

Brenda Picco has been appointed to handle the revenue records for the church. In this capacity she will be doing all the recording here at the church and as such she needed a place to work from. It was determined she and I would share a computer and to accommodate that, Trent Cody (Wellness RX Academy) who has an office in the Robbie Room and who used some of my office space off the upper hall for storing some of his classroom First Aid Supplies, was approached to share space in the Robbie Room for both Brenda and I in return for more (all) of my old office. The change took place over the Christmas holidays and to date everyone is pleased with the result.

As mentioned it has been an interesting year and expectations for the new year are positive.

Respectfully submitted,

Robert Tobin



### **Board of Trustees Annual Report 2023**

The plan of organization for Grace Unified Board describes the function of the Trustees as follows: "to buy, sell, mortgage and lease the real and personal property of the congregation".

With the exception of disposing of some personal property, there has been no requirement to change the status of the real property.

The development of the post office lands has not progressed to the point where, other than use of the parking lot, there is no significant impact on the life and work of the Church.

At this stage the developer has received approval to develop the post office building but has not received approval for the tower. The development of the tower will have a significant impact on our driveway. I refer you to our report in the 2022 annual report for the agreement we have reached with the developer regarding an easement and parking.

To date we have been able to work in a cooperative environment with the developer and will continue to maintain communication with them for any changes that will impact on the Grace community

Respectfully submitted,

Blair MacKinnon  
Chair

## **United Churches for Dartmouth (UCfD) - Annual Report 2023**

United Churches for Dartmouth is a venue for collaboration and sharing between congregations of the United Church in Dartmouth, NS. In terms of the new United Church structure it is an example of a "cluster". The group normally meets quarterly, rotating between the various congregations. In general, many of the members of UCfD are representatives of the congregational Boards, although all are welcome.

Our Spiritual Reflections project (weekly on Wednesdays) by members of the clergy (and others) is continuing. In September we re-started our shared Christian Development program of bible studies. This program has Bible/Book studies led by members of one congregation held at another congregation.

The UCfD Facebook site for sharing inter-congregational and community events continued to provide a venue for sharing worship and congregational development activities. Weekly postings of services times (and venue) provided a common place for people to see what services, congregational events (suppers and sales) were available. The Facebook site aims to provide a venue to announce and share events between congregations and also to promote events of the larger Dartmouth community.

<https://www.facebook.com/groups/UnitedChurchesforDartmouth/>. Come check out what is going on.

There is also a UCFD YouTube Channel

<https://www.youtube.com/channel/UCOFRVVaqpZZd5gjmFyFgMsA> that has videos KidsCorner (crafts, meditations, lego bible stories etc.)

A major event for UCfD was the sponsored visit on April 15 by the Moderator, Right Rev. Dr. Carmen Lansdowne. The afternoon event was held at Woodlawn United Church, with a public worship service and address by Rev. Lansdowne (which was live-streamed and is available on our youtube channel), a meet and greet, and a private dinner meeting for members of UCfD. The event was well attended and quite inspirational. To capitalize on this and make use of "great opportunities" a second event "What Now" was held in late May at Stairs Memorial United Church. A group of 20+ members from all the cluster congregations strategized to discern God's will for us. Coming out of the event we have a number of potential joint projects such as looking at a non-Sunday family service, and a shared online calendar.

One of the main benefits of UCfD has been the opportunity for members of congregational boards to meet and exchange ideas and issues. At every meeting there is an opportunity for each congregation to tell the others what their congregation has been doing and has planned for the next quarter. Other congregations then have the opportunity to ask questions and some amazing discussions have resulted.

Respectfully submitted,

Mark Hazen

Chair, United Churches for Dartmouth.

## **Bermuda-Nova Scotia Regional Council (BNS RC) Representatives Annual Report 2023**

In 2023 Grace United had two regional council representatives - Pat Cleave and Cindy Penney.

Region Name: At the 2023 Annual General Meeting, the official name was updated from Regional Council 15 to Bermuda-Nova Scotia Regional Council

Website/Facebook: go to <https://ucceast.ca> and select Bermuda-Nova Scotia Regional Council. On Facebook the name is Region 15.

Weekly Announcements: Posted on region website and anyone can subscribe to get them by email.

2024 Annual General Meeting: The theme will be Rooted in Faith - Growing in Leadership. It is scheduled to be held in person from May 10-12, 2024 at the Agricultural Campus of Dalhousie University in Truro, NS. Youth@Region will be held at the same time and place.

### **Report on 2023 Annual General Meeting:**

The meeting was the first in-person since COVID. It was held June 9-11 at Mount Saint Vincent University. More details may be found in the Record of Proceedings, 2023 Annual Meeting on the region's website. Rev Stephen Fram and your two representatives, Cindy Penney & Pat Cleave, attended the meeting.

- Webinars: Pre-AGM webinars were held May 30 (Orientation, Remits and Proposals), June 1 (Division Reports & Strategic Plan) and June 6 (Budget 2024 & Audited 2022 Statements).
- Presiders: President Sandra Tomsons and Executive Minister Rev. Faith March-MacCuish
- New President-Elect: Donna Tourner was elected President-Elect
- Celebration of Ministry Service: held at MSVU on Sunday, June 11 where Linton Worrell was ordained, Keith Wiseman was recognized as a Designated Lay Minister, and Shauna MacDonald was installed as the new President of BNS RC.
- Greetings: Indigenous guest Elder Stephen Augustine and the United Church Moderator the Right Rev. Dr. Carmen Lansdowne (video) brought greetings to the meeting.
- Theme: The theme for the meeting was The Story of Our Discipleship with the Rev. Michael Blair, General Secretary of the United Church of Canada as the theme speaker.
- Business:
  - o Division Reports, Audited Statements for 2022 and the 2024 Budget were accepted.

**Bermuda-Nova Scotia Regional Council Representatives Annual Report 2023 (continued)**

- o Proposals:
  - #1 Congregational Designated Ministers - referred to General Council for Action
  - #2 Cluster and Network Support and Animation - job description to be prepared for Regional Cluster Animator and funding for this part-time limited-term position to be determined
  - #3 Becoming an Affirming Ministry - proposal passed
  - #4 How we meet - proposed schedule accepted - next year BNS May 10-12, Dal Agricultural Campus Truro proposed site, May30-June 1 100th Anniversary Celebration with FSLDW in Sackville NB
  - #5 Naming RC15 - proposed name: Bermuda-Nova Scotia Regional Council - passed
- Remit: Establishing an Autonomous National Indigenous Organization within the United Church of Canada - Category 3 remit - after presentation of information the remit passed unanimously. Note that the Grace Board must also vote on the remit and submit the result by March 31, 2024.
- Celebration with Bermuda: The Bermuda Task Force presented their work to establish an associate relationship with a signed and approved Memorandum of Understanding with the Bermuda Synod of the Methodist Church under the new organization of the United Church of Canada. Representatives from Bermuda were present for the celebration.

Respectfully submitted on behalf of BNS RC representatives,

Cindy Penney

### Grace Initiatives Committee Annual Report 2023

To quote Charles Dickens on behalf of Grace Initiatives, "it was the best of times and the worst of times". We were able to raise \$20,182.00 but lost Martin Walker, a long time, valued member of our committee. His support and presence at our meetings and fund raising events will be greatly missed.

We are happy to welcome two new members to our committee, Elizabeth Sutton and Ward Cosman. the committee now consists of the following:

Ward Cosman  
Jennifer Eames  
Deborah Fram  
Lina and Blair MacKinnon  
Jean MacQuarrie  
Ann Mugford  
Cliff and Laura Muise  
Elizabeth Sutton  
Marsha Tinkham

We had the following fund raising events:

On line auction  
Bake sale  
Book sales  
Christmas room sale  
Celebration plates  
Memory tree  
New to you sale  
Perennial plant sale  
Sea glass and Felting classes  
Sobeys and Superstore gift cards  
Yoga

In addition, we raised \$400.00 at a book sale during "Open Streets" in support of a water fountain at Margaret's House.

On behalf of our committee many thanks to the Grace family for their continued support. Without your support none of this would be possible.

Respectfully submitted,

Blair MacKinnon  
Committee member

### Envelope Steward's Annual Report 2023

#### Contributions for Grace United Church 2023

Month	Loose	Local *	M&S Fund	Building Fund	2023	2022
January	80	13796	1387	2054	17317	16202
February	76	13542	1436	2178	17232	15110
March	58	13353	1423	2278	17112	18965
April	200	18421	2065	3024	23710	26497
May	45	14606	1474	2317	18442	17924
June	30	13924	1463	2192	17609	17160
July	0	11126	1283	1950	14359	15819
August	83	13601	1464	2267	17415	13764
September	75	13761	1358	2105	17299	18139
October	32	21381	1416	3091	25920	18587
November	40	25694	1535	4465	31734	27535
December	330	28042	1379	2277	32028	32202
<b>Total</b>	<b>1049</b>	<b>201247</b>	<b>17683</b>	<b>30198</b>	<b>250177</b>	<b>237904</b>

\* Includes Easter, Anniversary, Christmas, Initial Offerings and Memorial Local

#### Average Contributions

Year	Envelopes		Contributions without envelopes	PAR	Total	Receipts	Average
	Used	Not Used					
2023	28	3	33	83	144	250177	1737
2022	32	4	56	87	175	237905	1359
2021	37	9	66	88	191	229002	1199
2020	41	4	56	91	188	236005	1255
2019	45	10	67	85	197	224596	1140
2018	56	9	58	80	194	208509	1075

**Envelope Steward’s Annual Report 2023 (continued)**

**Contribution Range**

	2023	2022	2021	2020	2019
Unused	3	4	9	4	10
0.01-100	58	14	23	20	39
100-199	22	18	21	24	35
200-499	37	23	26	22	27
500-999	26	22	26	25	30
1000-4999	81	84	84	90	84
>5000	17	15	13	8	15

**Special Offerings and Other Contributions**

	Easter	Thanksgiving	Anniversary	Christmas	Food Bank	F.O.O.D.
2023	3880	0	5710	13005	7127	3991
2022	3575	125	9414	10368	7536	3396
2021	6100	6020	3320	8251	6067	2709
2020	45	0	5177	4405	7655	2924
2019	2545	0	2541	8416	5361	3003

The role of Envelope Steward has been a challenging year. Martin Walker did an excellent job with this, but unfortunately he passed away in November. This left the position vacant for a while. I took over the position in late November. It has been a learning process with excellent help of Rev. Stephen. I want to thank everyone for their understanding and patience as I am learning this role. Lynn Loder has agreed to be my backup and I thank her for this.

Respectfully submitted,

Brenda Picco  
Envelope Steward

**Finance Committee Report  
Year ended December 31, 2023**

After experiencing a substantial deficit for the first nine months of the year, local offering increased significantly in the fall, resulting in a break-even position for Grace at the end of the year. Rental revenues were approximately \$30,000, and Grace Initiatives fund raised \$20,000. Expenses were very much in line with budget. The Finance Committee sincerely thanks everyone for their support.

Also, during 2023, the Church received generous donations towards the heat pump system, enabling it to complete payment of this very worthy project. A large expenditure of \$48,000 was incurred this year to repair the roof. This left a negative balance in the Building fund of approximately \$9000 at year end. Please consider making a donation towards this fund.

For 2024, the budget indicates a need to increase local givings by \$10,000 or 5% over the previous year, primarily due to cost of living increases associated with payroll costs.

As in prior years, we encourage everyone to consider PAR (pre-authorized remittances) as their method of giving to Grace. It helps regulate income, smooth out seasonal fluctuations, and predict the Church's cash flow. Please contact the office if you would like to join.

Sadly, our envelope steward, Martin Walker, passed away in 2023. Martin was a passionate supporter of Grace and the surrounding community in many ways. We were very thankful that Brenda Picco volunteered to take over the position. We would also like to thank Rev. Stephen Fram for the many hours he spent easing the transition and navigating the associated computer challenges. As a result, the Stewardship campaign was postponed until 2024. We would like to thank Connie Mack as bookkeeper, ensuring our financial records are accurate.

The Finance Committee would also like to recognize Thelma Blaikie for her support from the office, and Shirley Cameron and Ward Cosman for their time completing the audit.

Respectfully submitted,

Blair MacKinnon, Chair Finance  
Lynn Loder, Treasurer



### **Benevolent Fund Annual Report 2023**

The Benevolent Fund is an emergency fund for supporting individuals in need. In most cases they come to the church asking for assistance. The Fund is administered by the minister and in most cases, depending on needs, individuals are directed to appropriate agencies before they are given gift cards.

In 2023, 16 individuals were supported with gift cards totaling \$625.

Thank you for the continued support of the Board and individuals who designate a portion of their givings towards the Benevolent Fund.

Respectfully submitted,

Stephen Fram

**Special Gift Fund Annual Report 2023**

The Special Gift Fund is concerned with the publicizing of, administration of, and investment of special gifts including memorial funds which are both restricted and unrestricted as to use.

On the two following pages are the year end reports for the funds under the administration of Lynn Loder, Connie Mack and Blair MacKinnon. The reports were prepared by Lynn Loder.

We would ask that members of Grace United Church remember the Special Gift Fund of the Church when preparing personal wills and also for consideration for special donations at any time. Your continued support and generosity will ensure that future generations will be able to enjoy worship and fellowship together here at Grace United Church.

Respectfully submitted,

Lynn Loder  
Treasurer

**Grace United Church  
Special Gift/Memorial Fund  
as at December 31, 2023**

		\$\$
	<b>Fund balance at Jan 1 /23</b>	<b>105,578</b>
<b>Receipts</b>	Donations - general	9,606
	Donations for Organ Fund	180
	Dividends	1,191
	Interest	1,250
	Unrealized gain on ManuLife shares at 12/31/23	<u>3,372</u>
	<b>Total receipts</b>	<b>15,599</b>
<b>Disbursements</b>	<b>Total Disbursements</b>	<u>0.00</u>
	<b>Net Surplus at Dec 31/23</b>	<u>15,599</u>
	<b>Fund balance at Dec 31/23</b>	<b><u>121,177</u></b>
 <b>Assets</b>		
	Bank - CIBC	16,590
	Investor's Edge -cash	2,380
	GIC, 1 year cashable maturing December 30,2024	<u>60,000</u>
	<b>Total Cash &amp; GICs</b>	<b>78,970</b>
684 shares	ManuLife (stock value at Dec 31, 2023)	<u>20,027</u>
		<b>98,997</b>
 <b>Due from affiliated Funds</b>		
	Due from Grace Operating fund.	20,080
	Due from Ministry Bursary Fund	<u>2,100</u>
	<b>Total due from affiliated Funds</b>	<u>22,180</u>
	<b>Total Fund balance at Dec 31/23</b>	<b><u>121,177</u></b>
 <b>Notes to Fund balances</b>		
	Unrestricted Cash Funds and due from Grace general fund & Bursary	116,662
<b>Restricted funds</b>	Supporting the youth of the church      Note A	467
	Supporting youth music at the church      Note B	755
	Funds held on behalf of the Organ Fund      Note C	<u>3,293</u>
	<b>Total restricted funds</b>	<u>4,515</u>
	<b>Total Cash Fund</b>	<b><u>121,177</u></b>

Note A - for the general benefit of supporting the youth of the church

Note B - for the general benefit of supporting youth music at the church

Note C - Funds held on behalf of the Organ Fund

**Grace United Church  
Ministry Bursary Fund  
January 1, 2023 to December 31, 2023**

This fund is available to assist candidates from Grace United Church for the ordained or diaconal ministry of the United Church of Canada.

The principal balance of \$5,000 is to be maintained in perpetuity as part of the conditions requested when it was originally donated. Only the interest earned from the principal balance is allowed to be disbursed.

<b>Balance of Funds Available</b>	\$\$
for Disbursement - January 1, 2023	2,078
Interest Income earned during the GIC term	378
<b>Balance of Funds available Dec 31,2022</b>	<u>2,456</u>
CIBC GIC , 1 year term	5,000
maturing January 12, 2024	
Reinvested accumulated interest	<u>4,556</u>
Total Invested	9,556
Due to special gift fund	<u>-2,100</u>
<b>Total fund balance. Dec 31, 2023</b>	<u><u>7,456</u></u>

**Grace United Church  
Organ Fund  
January 1, 2023 to December 31, 2023**

		\$\$
Organ fund started 1963	<b>Fund Balance</b>	Jan 1,2023 12,013
	Receipts - Donations	180
	interest income	151
	Disbursements	<u>0</u>
	<b>Fund Balance Dec 31,2023</b>	<u><u>12,344</u></u>
 <b><u>Cash &amp; GIC</u></b>		
	Funds held by Special Gift fund	3,293
	CIBC 1 year cashable GIC	
	maturing April 25, 2024	9,051
	<b>Total Cash and GIC</b>	<u><u>12,344</u></u>

# Grace United Church

## Comparative Balance Sheet

	As at 12/31/23	As at 12/31/22	Difference
<b>ASSET</b>			
<b>Current Assets</b>			
Investment Cash	0.00	0.00	0.00
Bank - CIBC	18,203.42	-31,066.63	-12,863.21
East Coast Credit Union	6,197.29	9,334.46	-3,137.17
Short-term investments	15,385.27	15,225.00	160.27
Due To/From Memorial Fund	-20,080.05	-35,208.49	15,128.44
Accounts Receivable	2,770.00	0.00	2,770.00
HST Recoverable	4,760.79	8,424.11	-3,663.32
<b>Total Current Assets</b>	<u>27,236.72</u>	<u>28,841.71</u>	-1,604.99
<b>TOTAL ASSET</b>	<u>27,236.72</u>	<u>28,841.71</u>	-1,604.99
<b>LIABILITY</b>			
<b>Current Liabilities</b>			
Accts Payable - F.O.O.D.	3,048.36	2,128.77	919.59
Accounts Payable	7,204.23	11,828.24	-4,624.01
Benevolent Fund	1,000.00	400.00	600.00
Accrued liabilities	545.38	0.00	545.38
El payable	56.86	52.98	3.88
CPP payable	0.00	0.00	0.00
Inc Tax payable	927.43	1,573.96	-646.53
CRA Source deduct payable	984.29	1,626.94	-642.65
Deferred Revenue - Inclusive Choir	0.00	918.00	-918.00
To/From A/V Sound System Fund	5,343.56	2,117.99	3,225.57
Deferred Rev - Web Page Development	109.39	109.39	0.00
Deferred Revenue miscellaneous	500.00	500.00	0.00
Deferred Contributions	0.00	0.00	0.00
Deferred Revenue - Total	5,952.95	3,645.38	2,307.57
Due to Mission & Service Fund	1,436.41	-276.47	1,712.88
Due to/from Library Fund	977.85	967.85	10.00
Rental Reserve Fund Hall & Kitchen	4,737.54	5,460.75	-723.21
Due to/from Building Fund	-9,360.01	8,817.42	-18,177.43
Heat Pumps Fund	0.00	-16,948.58	16,948.58
Due to/fr Church Renew/partnership	3,000.00	3,000.00	0.00
<b>Total Current Liabilities</b>	<u>19,527.00</u>	<u>20,650.30</u>	-1,123.30
<b>TOTAL LIABILITY</b>	<u>19,527.00</u>	<u>20,650.30</u>	-1,123.30
<b>EQUITY</b>			
<b>Equity - General Fund</b>			
Retained Surplus - General Fund	8,191.41	10,351.41	-2,160.00
Current Earnings	-481.69	-2,160.00	1,678.31
<b>Total Equity - General Fund</b>	<u>7,709.72</u>	<u>8,191.41</u>	-481.69
<b>TOTAL EQUITY</b>	<u>7,709.72</u>	<u>8,191.41</u>	-481.69
<b>LIABILITIES AND EQUITY</b>	<u>27,236.72</u>	<u>28,841.71</u>	-1,604.99

**Grace United Church**  
**Budget 2024, Actual and Budget 2023 and 2022**

	Budget 2024	Actual 2023	Budget 2023	Actual 2022
<b>Revenue</b>				
Local budget offering	211,393	201,416	198,500	186,458
Hall rental	18,000	15,173	16,000	12,023
Kitchen rental	20,000	15,076	17,000	16,546
Other revenue	1,000	1,620	500	1,260
Covid-19 Wage Subsidy - discontin.			0	1,480
Grace Initiatives Committee	18,000	20,182	18,000	18,426
Interest	150	160	100	
Concerts	500	620		
M&S- in		17,685		16,435
M&S - out		-17,685		-16,435
Donations to be paid out		12,677		13,899
Donations paid out		-12,677		-13,899
<b>Subtotal Other Revenue</b>	<b>57,650</b>	<b>52,831</b>	<b>51,600</b>	<b>49,735</b>
<b>Total Revenue</b>	<b>269,043</b>	<b>254,247</b>	<b>250,100</b>	<b>236,193</b>
<b>Expenses and Disbursements</b>				
<b>Salaries &amp; Honouraria</b>				
Salary - Minister	92,443	86,964	86,964	83,619
Contract - Music Director	25,512	19,832	19,665	18,909
Salary - Office Administrator	18,510	17,413	17,413	16,743
Honourarium - Christian educ	800	700	700	700
Honourarium - Bookkeeper	2,500	2,500	2,500	2,500
Honouraria - other	1,000	1,071	2,000	1,522
Honouraria - envelope secretary	2,500	2,500	2,500	2,500
Contract - janitor	15,714	14,783	14,783	14,214
Honouraria - Guest musicians	800	475	600	100
Contract - Rental Manager	10,613	9,984	9,984	9,600
<b>Total Salaries &amp; Honouraria</b>	<b>170,392</b>	<b>156,222</b>	<b>157,108</b>	<b>150,407</b>
UC pension, CPP & other benefits	21,000	19,633	20,000	18,769
El expense	2,000	1,801	1,800	1,704
Continuing ed & resources-minister	1,640	1,525	1,543	1,497
Professional dev - music director	500	0	500	300
<b>Subtotal payroll expenses</b>	<b>25,140</b>	<b>22,959</b>	<b>23,843</b>	<b>22,270</b>
<b>Total Payroll &amp; Honouraria</b>	<b>195,532</b>	<b>179,181</b>	<b>180,951</b>	<b>172,677</b>
<b>Church Premises</b>				
Power	15,000	14,830	15,000	6,829
Water	1,500	1,720	900	634
Heating fuel	0		0	11,523
Repairs & maintenance	10,000	9,242	5,000	4,804
Furniture & Fixtures	500		500	54
Computer o/l licenses & software	1,000	1,973	1,000	870
AV \operations \ maint. (new)	500			
Cleaning supplies & misc.	900	976	800	645
<b>Total Church Premises</b>	<b>29,400</b>	<b>28,741</b>	<b>23,200</b>	<b>25,359</b>

**Budget  
2022**

196,500

15,000

17,000

200

2,000

17,000

200

51,400

247,900

83,619

18,909

16,743

700

2,500

2,000

2,500

14,214

1,000

9,600

151,785

18,000

1,704

1,500

1,500

22,704

174,489

6,500

1,000

10,000

9,000

1,000

2,000

800

30,300

**Grace United Church**  
**Budget 2024, Actual and Budget 2023 and 2022**

	Budget 2024	Actual 2023	Budget 2023	Actual 2022
<b>Church Administration</b>				
Travel allowance - minister	500	511	500	483
Printing, postage & stationery	3,000	3,132	2,500	2,420
Telecommunications	4,500	4,390	4,500	4,242
Insurance	7,700	8,201	9,000	8,602
Bank charges & payroll s/c	1,800	1,688	1,800	1,724
Taxes (Hydrant)	320	318	128	115
UCC Assessment	10,841	11,121	11,121	9,586
<b>Total Church Administration</b>	<b>28,661</b>	<b>29,361</b>	<b>29,549</b>	<b>27,172</b>
<b>Church Activities</b>				
Choir - music purchases	700	499	700	326
Concerts		500		
Grace Initiatives expenses		150		35
Christian education	1,200	1,283	1,200	1,455
Worship	1,500	1,845	1,500	1,246
Coffee, misc	600	767	300	293
Pastoral care	550	446	600	297
Misc / concerts / cleaning	200	221	100	
Long-range plan. 12 - discontinued			0	
<b>Total Church Activities</b>	<b>4,750</b>	<b>5,711</b>	<b>4,400</b>	<b>3,652</b>
<b>Allocations &amp; Discretionary</b>				
Outreach (discret. combined)	5,000	5,000	5,000	5,000
Strategic planning project - 2023 only	0	1,326	1,500	
Unified Board	1,000	1,722	1,000	809
<b>Total Allocation &amp; Discretionary</b>	<b>6,000</b>	<b>8,048</b>	<b>7,500</b>	<b>5,809</b>
<b>Total Expenses Before Reserve</b>	<b>264,343</b>	<b>251,042</b>	<b>245,600</b>	<b>234,669</b>
Allocation to Rental Reserve	4,700	3,686	4,500	3,684
<b>Total Expenses &amp; Allocations</b>	<b>269,043</b>	<b>254,728</b>	<b>250,100</b>	<b>238,353</b>
<b>Net Income (Deficiency)</b>	<b>0</b>	<b>-481</b>	<b>0</b>	<b>-2,160</b>

**Statement of Building Fund, Building Reserve, and Sound System**  
**January 1, 2023 to December 31, 2023**

	Heat Pumps	Building	Rental Reserve	Sound System
<b>Balance, Jan 1, 2023</b>	-16949	8,817	5,460	2,118
Donations received / Allocations	16949	30,198	3,687	5,500
Disbursements from fund		-48,375	-4,410	-2,274
<b>Balance, December 31, 2023</b>		<b>(9,360)</b>	<b>4,737</b>	<b>5,344</b>



**Budget  
2022**

500
2,500
4,500
9,000
1,500
125
9,586
<u>27,711</u>

700

1,200  
2,500  
700

100
200
<u>5,400</u>

5,000

1,000
<u>6,000</u>

243,900  
4,000

<u>247,900</u>
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<u>0</u>
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### **Audit Committee Report**

We have audited the general operations balance sheet of Grace United Church as of December 31, 2023, and the general operations statements of revenue and expenses for the year then ended. Our audit was made in accordance with the Manual of the United Church of Canada and we followed the Grace "Self Audit Program" prepared by William Foster, C.A.

On Sunday, February 11, 2023, we conducted ten random tests by tracing payments through accounts, reviewing the system of receipts and deposits of funds and posting to the General Ledger, and discussing the effectiveness of systems with those responsible. We did not have access to, nor did we examine, the accounts of various sub-committees and records of various fund raising programs, and portions of payroll managed through the United Church of Canada.

We found no irregularities and are satisfied with the general operations of accounting systems used to compile annual financial statements.

We, as the audit committee, recognizes the tremendous effort and time spent by volunteers and officers who are responsible for the various aspects of the accounting and recommended that the congregation recognize this effort.

Respectfully submitted,

Shirley Cameron and Ward Cosman