



**Annual Report 2020**

***PAULIN MEMORIAL PRESBYTERIAN CHURCH***

**3200 Woodland Ave.**

**Phone: 519-972-3627 [www.paulinmemorial.ca](http://www.paulinmemorial.ca)**

**Minister: Rev. Lisa Aide**

**Paulin Memorial Presbyterian Church 2020 Annual General Meeting**

**Sunday, March 21, 2021 at 1:00 p.m. via Zoom Video conference**  
**AGENDA**

Opening Devotion

Mission Statement of the Presbyterian Church in Canada

*As a Reformed church, we rely on the truth and inspiration of Scriptures for God's guidance into the future – a future that we approach with wonder and anticipation, knowing God is with us.*

*Relying on the power of the Holy Spirit, we proclaim the law and good news of Jesus Christ through our words and actions.*

*As worshipping communities joyfully celebrating the sacraments, we are supported, strengthened and equipped to share the love of God revealed in Jesus Christ.*

Appointment of Secretary

Review of Rules of Order -Rev. Lisa Aide

*Motion - That this congregational meeting, held with members and adherents joining by videoconference and telephone, be authorized as a regular congregational meeting for making decisions.*

Approval of Minutes of Congregational Meeting held Sunday, September 27, 2020.

Business Arising from the Minutes

Acceptance of Reports

Report of the Board of Managers

Acceptance of Financial Report of 2020

Acceptance of Budget of 2021

(Allocation requested by PCC for Presbyterians Sharing is \$24,666.00)

Election of New Board Members

Election of Trustees

*Motion That the congregation approve the list of members named below to be trustees of Paulin Memorial Church for the terms stated.*

*For a four year term: Terry Henry and Margaret Douthart*

*For a six year term: Deb Naklie and Jane Van Buskirk*

New Business

Prayer & Adjournment

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## MINISTER'S MESSAGE

The time has come to once again to summarize a year in the life of Paulin Memorial. In the past, I have enjoyed looking back at the highlights of the year, and given thanks for the hard work of everyone who calls Paulin home, as we celebrate the successful dinners and evenings of music and laughter. But 2020 was different for all of us, Paulin included. We were blessed with about two months of what we once considered normal time, as we gathered for Wednesday night dinners and bible study, planned and prepared for the coming Easter season, and then the world changed and we had to change with it. First, by closing the church for what we thought would only be a few weeks, and then moving online for worship services as we were limited by who could come and join us for in-person worship. These were strange times in the life of our church, and the first time ever that our church was quiet, and empty or at least the building felt that way at times.

But then we were reminded by God's Holy Spirit that we don't need a building to be the family of God. Soon groups started to learn how to meet up on zoom, and our session and board were up and running as if nothing had happened, other than a few times having to tell people to unmute themselves. Our Mission and Outreach Committee saw a great need in our community as places like Street Help were struggling as many of their volunteers could no longer come in. So they got the word out and Wednesday became the day to drop by our parking lot with your offerings of food and water to support those in the community who were in need. I was also amazed to see how many people were willing to dust off their sewing machines and get down to making masks for those who were in need; be it members of our community, hospital or the mental health unit, wherever there was a need, a mask was found. Others in our congregation used this time to contact their friends from church, as phone calls and porch visits became something new for us to experience. I was even blessed to lead a few backyard communion services, and I look forward to being able to do this again once the weather gets a bit warmer.

Worship at Paulin was also something that was transformed during last year, as we moved from just putting the sermon online to learning how to post a full Sunday worship service. Although I still miss being able to see everyone on Sunday, and it is hard at times to proclaim the word of God in an empty building. I have been overwhelmed by the number of people who were willing to step up to help with the planning and preparation of these online worship services, from those who shared their musical gifts, to those who were willing to read scripture and help stitch the service together. None of this would have been possible without the support of so many people, especially those who gave us helpful feedback about ways in which we could improve, as many of us were learning how to do all of this for the first time.

This year's Easter and Christmas Eve celebrations were very different from the years before, but we were also able to try something new such as celebrating communion live on Facebook so that the world could see that Paulin was still active even during the pandemic. And I don't think that I have ever laughed so hard during the Christmas play as our youth were brilliant. Our Christmas Eve services brought tears to my eyes with how wonderful it was, as each person stepped forward to offer up their gifts to celebrate the birth of the Lord. My eyes lit up each time a new part of the service made its way to my email. Although it was very strange not to be leading worship on Christmas Eve, the day was

still special because I was able to worship with everyone in spirit. Next year, I know we will be ready to celebrate twice as much to make up for everything we missed this past year.

During this strange year of 2020, we have also used this time to create something new for our Paulin family. One thing that I have come to love is writing up the daily devotions that are published on our Facebook page, or can be emailed to you, if you prefer. These devotions allow me to share some of what I learn each week as I sit down to prepare the Sunday message, as not everything I learn can fit into it. I love being able to share the new things that I learn about the text or something that jumped out to me from the word of God. I hope that all of you are also enjoying these, for there is always something new to learn from the Bible. I have also started to record a children's story on Facebook each Sunday, as this gives me the chance to share some of my favourite bible stories with some of the younger children in the congregation. 2020 has caused us at Paulin to look at new ways to share the good news of the gospel, and know that we are reaching a new audiences when we look at the data from our YouTube channel.

2020 was also a year in which we lost several members of our church family, and while we might not have been able to gather to say good-bye, their families have been in our thoughts and prayers as we seek to lift up each other to Christ, even though we were called to shelter at home. We pray that once this is all over we will be able to come together to give thanks for the lives of those who have finished their earthly race, as we celebrate the wonderful life they lived, and the good news that they have found their way to their forever home.

2020 has been a strange year in the life of Paulin, but it has also been a year of people coming together even when we had to stay apart. It has been a year of new ideas, creative acts of ministry and a few sleepless nights, but it was worth it. We grew with each act of kindness, from drop-offs to a few extra phone calls, each act of service by offering to come and give your talents and your time, and each act of patience as you waited for us to learn the skills we needed to be a church in a time when we can't physically be in the church. 2020 was a year of blessings showing up in unexpected places and a year of learning how to be a blessing to those around us. I can't wait to see what the world might throw our way next. But I know that as long as God is with us there is nothing that we as a church family cannot overcome. Thanks be to God amen.

Blessings, Rev. Lisa Aide

## **Minutes of the 2019 Annual General Meeting – September 27, 2020**

The annual congregational meeting of Paulin Memorial Presbyterian Church was held on Sunday, September 27, 2020 at 12:30 p.m. via Zoom Videoconference. 26 people participated. Rev. Lisa Aide opened the meeting in prayer and read the Mission Statement of the Presbyterian Church in Canada as an opening devotion.

### **Appointment of Secretary**

A Boden moved appointment of Anne McLachlan as secretary. Seconded by J. Aide. Carried.

**Review of Rules of Order** – Rev. Lisa Aide reviewed the rules of order.

### **Approval of Minutes of Congregational Meetings**

M. Douthart moved Approval of Minutes of Congregational Meeting held Sunday, March 31, 2019 and located on pages 4-6 of the annual report. Seconded by B. Kunsch. Carried.

S. McLean moved approval of minutes of congregational meeting held Sunday, December 8, 2019 and located on page 6 of the annual report. Seconded by C. Johnson-Hicks. Carried.

### **Business Arising from the Minutes**

1. At the March 31, 2019 AGM, a motion was passed for session to strike a Strategic Planning Committee to develop a strategic plan. The Strategic Planning Process was deferred by session until after work by Credence & Co. (in terms of the joint board/session workshop and the mediation between the minister & office administrator) was completed.
2. From the December 8, 2019 congregational meeting, 2 motions were passed about contracting with Credence & Co. The coaching and mediation for the minister and office administrator began in January 2020 and was completed in late February 2020. A report was provided to the ad hoc committee at a meeting with Credence March 11, 2020. The joint board/session workshop was scheduled for March 28 with Credence but then a State of Emergency was declared on March 17, 2020 and the workshop was postponed. Updates were included in the Session meeting highlights posted on the website in June and July 2020. J. Van Buskirk led an initiative to bring together small mixed groups of session & board members. On behalf of the ad hoc committee, J. Van Buskirk submitted a summary report to the board, session, and the Ministry & Doctrine committee of Presbytery and the board, session and church committees are working together to address the concerns and issues identified. The joint workshop facilitated by Credence & Co. continues to be postponed due to limits on gatherings and the comfort level of our congregants. The board and session had a productive joint meeting via Zoom videoconference at the end of August to discuss re-opening plans.

### **Acceptance of Reports**

C. Russell moved acceptance of committee reports as recorded in the 2019 Annual Report. Seconded by A. Boden. Carried.

### **Report of the Board of Managers**

#### **Financial Report of 2019**

D. Naklie moved acceptance of Financial Report for 2019. Seconded by J. Zuk. Carried.

## **Acceptance of Budget for 2020**

(Note that our allotment for Presbyterians Sharing from the PCC was \$22,317.00) J. Van Buskirk moved acceptance of 2020 Budget with amendment of the amount of Presbyterians Sharing to be \$4,000.00 rather than \$8,000.00. Seconded by B. Pittock. Carried. B. Mac Vicar requested that his dissent be recorded.

D. Naklie pointed out that the 2020 Budget included a loss of \$35,146.00.

## **New Business**

### **Update on 2020 Financial Situation from Finance Committee (September 17, 2020)**

Please be aware that all accounting is being done on a manual basis until such time as our Office Administrator is recalled to work.

As of August 31, our Income vs Expenses is showing a loss of approximately \$2,100. We have received \$15,565 in wage subsidy from the Federal Government and it is important to note that without this subsidy, the loss would be significantly higher at approximately **\$17,665**.

Moving towards the year end will present Paulin with some challenges. We are bringing our part time staff back to work with reduced hours so we will see an increase in our past monthly expenses. Due to Covid-19 restrictions and concerns, the Board and Session has decided that it is not in our best interest to re-open the church to outside activities at this time which continues the loss of rental income. The Federal government has initiated changes to the Wage Subsidy and while it is available to us until the end of November, the subsidy will be greatly reduced. With these abovementioned issues, the importance of our weekly/monthly offerings is increased. As at the end of August we are two thirds of the way through the year, yet our givings of \$99,899, reflect only 47% of our annual budgeted goal.

We have definitely saved on some of our budgeted expenses and will continue to do for the rest of the year. Our fixed costs (salaries, mortgage insurance, Xerox lease) total \$10,700 per month of which \$8,850 represents upcoming salaries and benefits. Our average monthly offering has been \$12,500. If this continues, once our fixed expenses are paid, \$1,800 does not cover the fluctuating expenses such as utilities, grounds maintenance, and all the other costs of keeping our doors open. Hence, our growing net loss each month.

We would like to thank all who have continued to provide financial support to Paulin even though our doors have been closed. Without that support, our financial picture would indeed be very dismal and our job as your Finance Committee a great deal harder! *Respectfully submitted by Deborah Naklie, on behalf of the Finance Committee*

N. Diffey moved adjournment of the meeting at 1:10.

Rev. Aide closed the meeting in prayer.

## REPORTS

### SESSION REPORT

On March 11, 2020, the World Health Organization declared a Global Pandemic due to the COVID-19 virus and our worship and church activities changed dramatically. In-person worship services were cancelled for March 15<sup>th</sup>. Rev. Aide, A. McLachlan (clerk of session), and B. MacVicar (board of manager chair) met on March 16<sup>th</sup> and plans were made to deal with the church closure. Quickly pivoting to deal with and adapt to the ongoing changes, the members of session continued to meet on a monthly basis via Zoom videoconferencing. As always, meetings began with a spiritual devotion and prayers for those with pastoral concerns. The members of session have endeavoured to continue to provide a space for worship, faith formation, and mission work while taking into account the policies and recommendations of the Windsor & Essex County Health Unit and the Province of Ontario. With support of the Presbyterian Church of Canada, we moved to an on-line service, maintained our website, and increased our presence on Facebook to stay connected. As well, elders stayed connected with the congregation through phone calls, emails, and a monthly bulletin that was edited by C. Johnson-Hicks. While our 2019 AGM was cancelled in March, we were able to hold it in September 2020 via video conference. A Pandemic Planning committee comprised of Rev. Aide, A. Burgess, M. Douthart, C. Johnson-Hicks, B. MacVicar, A. McLachlan, & D. Naklie met in October and December 2020 to review WECHU and provincial guidelines and make recommendations to both session and the board of managers.

In 2020, Paulin Memorial continued our support for the work of Presbyterians Sharing and Presbyterian World Service and Development, both essential components of our denomination. Presbyterians Sharing provides support for the administrative work of our national church, support for congregations, and mission work both within Canada and globally. Our allocation for 2020 was \$22,317.00 but we committed to sending \$4,000.00. Our allocation (based on 10% of our 2019 base income) for 2021 is \$24,666.00. PWS&D is an NGO that supports development work around the world. As outlined in the Mission & Outreach committee report, we have also responded generously to other needs and appeals within our community and congregation.

In 2019, Credence & Co. was hired by Presbytery to provide mentorship to our minister, Rev. L. Aide and hired by Paulin Memorial in 2020 to provide coaching/mediation for the minister and church office administrator and to provide a workshop for the session and board of managers. The coaching/mediation was completed in January & February 2020 and a confidential report was provided to an ad hoc committee of session & board in March 2020. The session & board workshop was put on hold due to restrictions related to the pandemic. In the meantime, during the summer, J. Van Buskirk led small backyard meetings of both groups to identify solutions to any divisive issues and generated a report that was presented to both the session and board in July 2020. Several of the identified issues have been dealt with and other solutions are being examined.

In 2020, there were no baptisms and no new members were welcomed either through profession of faith or transfer of membership. Eight members were removed from the roll due to their request or inactivity. Through death, we were saddened to lose the following members and adherents in 2020: Linda Fraba, Mildred Curtis, Forbes Martin, Margaret Vickers, Marie Bye, Thelma Percy, John Allen, Edward Roemmelle, Laura Boughner, Phyllis Neilson, Marian Williamson and Shirley Eversley. As



we remember these people, we thank God for their lives and lift up their families in prayer. We also pray for other families in our church who have lost loved ones that have not been mentioned above.

In November 2020, session accepted Audrey Landon's extension of her leave of absence for another year and Jon Landon's resignation as an active elder with much thanks for his years of service.

Active Elders serving on session at Paulin at the end of 2020: Anne Boden, George Boden, Sheila Boywer, Moira Diffey, Norm Diffey, Lisa Golab, Carla Johnson-Hicks, Jon Landon, Anne McLachlan, Deborah Naklie, Derek Petro, Bonnie Pittock, Keith Pittock, Connie Russell, John Stearns, Beth Stockford, Darrin Stockford, Ann Torrie, Jane Van Buskirk, Amy Vreman & Joanne Zuk. We are blessed to have many other ordained elders at Paulin who are not presently serving on Session.

### **Staff & Committee Chairs:**

Organist/Choir Director: Alde Calongcagong  
Office Administrator: Lynn Beneteau  
Custodian: Charlene Marchand  
Clerk of Session: Anne McLachlan  
Prebystery Reps: Bonnie Pittock, Anne Boden (alt.) & Rev. Lisa Aide  
Roll Clerk: Jane Van Buiskirk  
Worship Committee: Carla Johnson-Hicks  
Mission & Outreach: Louise & Don Dupuis

Christian Education : Audrey Landon  
Congregational Life : Bonnie Pittock  
Pastoral Care co-ordinator : Moria Diffey  
Capital Repair Fundraising: Joanne Zuk & Mike Golab  
Board of Managers: Bob MacVicar  
Treasurer: Deborah Naklie  
Envelope Secretary: Margaret Douthart

*Submitted by Anne McLachlan, Clerk of Session*

### **CAPITAL REPAIR FUNDRAISING COMMITTEE**

The Capital Repair Fundraising Committee (Joanne Zuk, Mike Golab, Bonnie Pittock & Alde Calongcagong) had several fundraising projects planned for 2020 but unfortunately due to the pandemic many of our ideas had to be shelved. We were only able to proceed with one project. However, this project, "The Paulin Cookbook" was a great success. Two hundred cookbooks were ordered and \$3060.74 was raised for the general fund.

Thank you to all the people who submitted recipes and purchased copies of the book. Thank you also to the women who helped me with this project, by typing recipes, delivering recipes for proofreading, and delivering cookbooks. A special thank you to those who contributed to the cost of the printing. We couldn't have pulled it off without all this help.

*Respectfully Submitted by Joanne Zuk*

### **WORSHIP COMMITTEE REPORT**

The 2019 Worship Committee consisted of Carla Johnson-Hicks (Chairperson), Connie Russell, Derek Petro, Ann Torrie, Sandra Digou, Norm Diffey, Alde Calongcagong (Choir Director/Organist) and Rev. Lisa Aide.

There are two sub-committees that report to Worship. Our sound team consists mainly of Chuck Stoffle, Jonathan Calder and Jason Belliveau along with other volunteers throughout the year.

The Decorating committee/team is made up of Lynn Wingelaar, Terry Chapman, Heather Suttie and Sandra Digou.

This committee reports to session on all matters concerning Worship such as: communion, baptisms, Sunday Worship, order of service, music and any special services that occur throughout the year (i.e. Christmas Eve, Maundy Thursday, Good Friday, Remembrance Day). We are also responsible for ensuring communication surrounding the services occurs such as making sure the sound and projection system is working and staffed, completing bulletin covers and content, newsletters and recruiting weekly greeters.

As mentioned in the Minister's Message, in-person worship has been either limited or cancelled this year. We had normal worship for the first ten weeks, then a complete closure of the building. In-person worship began in September with attendance limited to 45 persons, requiring a pre-registration. This only lasted until December when we were once again required to cancel in-person services. Because of this, much of our attention has been focused on our online services.

From mid-March until September our choir director/organist was laid off and our music during on-line services was provided by volunteers; we thank them for their gifts. We also wish to thank those who assisted in putting the services together. Due to the way our church is wired, this takes some time to do and once again we could not do this without our volunteers. We continue to strive to make these services as cohesive and spiritual as possible. As restrictions are lessened, we will eventually be able to return to the sanctuary to once again worship in-person.

We encourage Paulin members and adherents to share their ideas with us about Worship and if anyone is so inclined to volunteer as a member of the Worship Committee, part of the sound team or on the decorating team, we would love to have you.

*Submitted by Carla Johnson-Hicks*

### **MISSION AND OUTREACH COMMITTEE**

The Mission and Outreach Committee consists of Louise and Don Dupuis, Sheila Bowyer, Jon Landon, Carolyn Burgess and Ainsley Bowyer.

Our year started with our newest member, Carolyn Burgess, suggesting we do mini-monthly missions for 2020. With our small membership we tackled it to the best of our ability. We are pleased to have Carolyn as she does study at Lambton College and Ainsley Bowyer who also helps where she can, with her job and various shifts. We are always looking for another member of the congregation, either full or part time.

#### **Mission Projects Completed in 2020:**

- January/ February: 531 pairs of socks to **Street Help**
- March /April: **Westgate Public School** - over 300 Granola bars

- May /June: **Street Help** - Food & Personal Hygiene items were collected 5 times during these 2 months, each time a van load, sometimes two vans, delivered to Street Help
- September: **Reginald Community Partnership (CUP) School Supplies**
- October: **Attawapiskat Shoe/Boot Collection** - \$530.00 and footwear including 37 pairs of running shoes and 2 pairs of boots. After postage to mail 3 parcel, the remaining \$126.41 was donated to Presbyterian Sharing
- November: Collection for **Hiatus House** on White Gift Sunday - \$1060 in Cheques, \$40 in cash and numerous items suggested for gifts for Hiatus House residents

Thank you to the members of our church and others who helped out and donated to our mini month of missions during this Pandemic. How blessed are we to give back to our community.

In November 2019, our soup lunch raised \$282.56. This money was given to Presbyterian Sharing as part of our 2020 contribution. The remaining Funds from 2019, \$364.00, were given to survivors and families of the recent Explosion in Beirut with the Federal Government matching this donation.

*Submitted by Chair/Co-chair Louise and Don Dupuis*

### **CHRISTIAN EDUCATION COMMITTEE**

The Christian Education Committee continues to support and encourage participation in our CE programs and events. This year, due to the pandemic restrictions, these have looked very different. This year Audrey Landon, Carla Johnson-Hicks and Justin Golab were prepared to teach our Sunday School classes. These occurred only for the first 10 weeks of the year. Rev. Lisa Aide began doing online Children's Messages for the last four months of the year. Our Annual Christmas Presentation was very different this year. Once again Rev. Lisa wrote a script that enable us to have various families within the congregation participate. Each segment was self-contained and recorded in each family's home. With Alde Calongcagong supplying the music, and Jonathan Calder stitching it all together, we had a wonderful presentation from our 12 youth and their families. If you did not get a chance to view it, it is available [here](https://www.youtube.com/watch?v=nOMYnfc-B-c).  
(<https://www.youtube.com/watch?v=nOMYnfc-B-c>)

Weekly Bible Studies continued on Wednesdays with Rev. Lisa leading the morning session and Ellen Murray leading the evening session, until the March building closure. Rev. Lisa has led two studies via Zoom in the last 9 months of 2020.

The congregation is to be commended and thanked for their generous support of our monthly Birthday Church. Even though we only had three collections (Jan, Feb, Mar), we were able to donate \$450.70 to Camp Kintail.

Vacation Bible Day Camp (VBCD) was cancelled for this year. We already had our curriculum and the stuffed mascot, so we are ahead of the game for when we are able to resume in-person activities.

The CE committee continues to operate within the Leading with Care policies. Our committee is made up of: Audrey Landon (chairperson), Heather Bartlett, Beth Stockford, Amy Vreman, Lisa Golab and Carla Johnson-Hicks.  
*Submitted by Carla Johnson-Hicks*

### **CONGREGATIONAL LIFE COMMITTEE**

The Congregational Life Committee has many roles and responsibilities. The most familiar one is the serving of tea and coffee after worship on Sunday. We hope to resume this welcome activity when restrictions from the pandemic are lifted.

**BEREAVEMENT GROUP:** This group meets every other Tuesday morning from 10 until 11:30 dealing with issues around grief, and other life challenges. New people are always welcome even if they don't attend Paulin. We were only able to meet until mid-March in 2020.

**CARD MINISTRY:** Paulin's Card Ministry is ongoing. It has been a truly wonderful outreach to our congregation. Many cards were sent out during 2020. These were especially welcomed during this time when we are unable to meet in person.

**PRAYER GROUP/CHAIN:** The Prayer Group is an "online" group. Since the closure of the church in March, this group has not been active for a variety of reasons. We are trying to revitalize the prayer chain and are asking if anyone would like to be part of this group, please contact Rev. Lisa. When she is aware of a prayer request, she will contact the people in this group to pray. We are careful about confidentiality and ask that permission be given before using someone's name in a request.

**WOMEN'S BREAKFAST:** Paulin women meet on the 2nd Saturday of each month, at the Southside Bar & Grill on Dougal Road to enjoy breakfast together. There is a sign-up sheet the week before and newcomers are welcome. We hope to be able to revive this activity as soon as restrictions permit and people are comfortable eating out in a restaurant once again.

*Submitted by Bonnie Pittock*

**WEDNESDAY NIGHT DINNERS:** From mid-January until mid-March, Wednesday Night Dinners collected \$2,068.80. After expenses, the amount raised was \$1,519.94. As dinners were suspended for the remainder of the year, and the possibility of starting them up again is in limbo, we added the remainder of the money that had been used as start-up funds to bring the total to \$1,870.64. This was split between the Goodfellow's Boot and Shoe Program (\$935.32) and Paulin's Contribution to Presbyterians Sharing (935.32).

*Submitted by Carla Johnson-Hicks*

**MEN'S MINISTRY:** Men's breakfast was, like many other activities, cut short. We were having 20 to 25 attend most breakfasts. About half were Paulin men and half were men from outside the church. To highlight a couple of speakers, we had Reverend Mike Morency, Executive Director of Matthew House & Welcome Centre speak on January 11. Certainly, Frank Ball from Texas is

always special and he spoke on “When God Says No”. I think many of the fellows came to hear about Grandpa and Grandma, so for those men, here is the latest:

Grandma and Grandpa were sitting by the fire enjoying a quiet evening when I arrived. Their wise dog Solomon was sitting beside Grandpa. I asked Grandpa how Solomon was doing these days. Grandpa said, well I took him to the movie the other night. The fellow next to us couldn't get over how Solomon would growl when the villain appeared, and yelp at the funny parts. At the end of the movie he commented to Grandpa how he just couldn't get over how much Solomon enjoyed the movie. Grandpa said to him, *it surprises me too. He absolutely despised the book.*

Men's Breakfast has been saddened with the passing of two of our wonderful cooks Millie Curtis in 2020 and Helen Trotter in 2021. *Submitted by Don Adams*

**PASTORAL CARE TEAM:** It has not been a typical year for the Pastoral Care Team as we have been unable to make visits to LTC & Retirement homes, apart from a short period. We are keeping in contact with our people through phone-calls and cards, and they are grateful that we and others in the church are thinking of them. Our list changes every year. Margaret and Ted Douglas are now at Seasons LaSalle. Sadly, the following people in facilities have died during the year: Forbes Martin (April 3), Marie Bye (April 27), Thelma Percy (June 17), John (Jack) Allen (June 25), Dr. E.A. Roemmele (July), Laura Boughner (Aug 8), Phyllis Neilson (Nov 5), and Shirley Eversley (Dec 21). On a more positive note, all our LTC and retirement home residents have received their first COVID-19 vaccine and are expecting the second by the end of February. The present team members are: Ellen Boudreau, Donna Clements, Moira and Norm Diffey, Louise Dupuis, June Loebach, Carol Malcolm, Peggy McMillan, Sandra MacLean, Vashti Ramsewak, Bea and Jim Ross, Ruth Sotto. We trust and hope that sometime in 2021 we will be able to resume our visits. *Submitted by Moira Diffey, Team Coordinator*

### **BOARD OF MANAGERS**

The Board of Managers started 2020 expecting a normal year of activity and spent the early months preparing a working budget and dealing with the day-to-day operations of the congregation. By the time we got into March we were planning the closure of the building to community groups and the suspension of in-person worship. The next challenge was how to react to the declining income and the need to develop an easy way for the congregation to continue their givings. There were decisions on staffing, considering the needs of the congregation, the safety of our employees and the ever-changing rules and regulations coming from all levels of government, seemingly daily. This resulted in the layoff of staff and arranging for a wage subsidy to secure the minister's salary. Working with Session, the Board was able to arrange for a Zoom license to permit the church groups some level of activity and an easy way to meet in safety on a regular basis. With the lifting of stay home regulations in the late spring the decisions of what degree of staffing was required and supportable by re-call. All staff were re-called to drastically reduced hours and this continued until mid-December when the second

shut-down was ordered. It is uncertain at this point when full staffing will be feasible which will eventually result in more opportunities for volunteer hours. Board members have taken on extra duties with security tours, and taking on more administration such as making sure mail is collected, bills are paid, and pastoral requests are forwarded to the Minister. The Board of Managers remains optimistic that the congregation will return to the levels of giving once we get back to in person worship and pre-COVID-19 activities. The members of the Board of Managers are: Bob MacVicar, Margaret Douthart, Allen Burgess, Mike Golab, Don Adams, Terry Henry, Jim Aide, Deb Naklie, and Bill Kunsch. *Submitted by Bob MacVicar - Chair*

**REPORT OF THE TRUSTEES FOR 2020**

As part of their responsibilities, the trustees must make sure the church and property are properly insured. This year, in consultation with the Board of Managers, it was agreed to change the insurance broker to Marsh Insurance. This was to provide the ability to make 10 equal payments throughout the year and also take advantage of a lower premium for the same coverage. This is a major advantage for the treasurer who can now plan more effectively to disburse the church finances. It should be noted that the church property has an appraised value of over \$7,000,000. The insurance cost for 2021 is listed in the budget.

In accordance with the trust deed that governs the role of the trustees, this year is an election year. We have two trustees who have completed their term—Margaret Douthart and Terry Henry. Both have agreed to stand for re-election. During 2020, Chuck Stoffle resigned and we wish to thank Chuck for his service as a trustee. He is still very active in the work of the Church. A replacement is also need for Mark Beaton, who left Paulin in 2019.

Therefore the trustees would like to submit the following names for election as trustees of Paulin Memorial Church:

- For a four year term: Terry Henry and Margaret Douthart
- For a six year term: Deb Naklie and Jane Van Buskirk

Further nominations may be made by the Congregation as long as permission is granted by the nominee. Unless further nominations are received the trustees would present the following motion: **That the congregation approve the list of members named above to be trustees of Paulin Memorial Church for the terms stated.**

A financial statement for the Memorial Fund is as follows:

Opening balance, Jan. 1, 2020	\$18,061.30
Deposits through the year	<u>\$ 845.00</u>
Balance as of Dec. 31/2019	\$18,906.30

Respectfully submitted by the trustees

Terry Henry- Chair *	Margaret Douthart -Secretary*	term expires in 2021
Jean Douglas-Willms**	Diane Pelletier**	term expires in 2023

## **FINANCE COMMITTEE**

Members: Bob MacVicar, Terry Henry, Deborah Naklie

The Finance committee admittedly had a more challenging year in 2020. While we completed the fiscal 2020 with a surplus, it was primarily obtained from the decision to maintain reduced hours for our part-time staff and the wage subsidy. Following a recommendation by key executives of the Church, the board approved a motion to lay off our part-time staff effective the end of March due to the Covid-19 lockdown. The committee kept up to date on all government programs available to assist the church during this time. As a result, we qualified for the wage subsidy. With careful due diligence, the decision not to bring back our staff to their pre-COVID hours was made based on the fact that the wage subsidy was never guaranteed as Paulin had to re-qualify with each submission. As the year progressed, the amount of the subsidy base reduced each month. With the support of extra volunteers, the church was able to maintain duties that normally our office administrator would provide and music that our organist would provide. While we certainly appreciate all who provided cheques or e-transfer donations, our income was quite reduced from that of 2019. We continue to face financial challenges in the upcoming year. Assuming our donations only match that of 2020, no rental income and the wage subsidy coming to an end in June, with no qualifying guidelines in place for the months past February, we are facing definite obstacles.

*Respectfully Submitted by Deborah Naklie*

## **ENVELOPE SECRETARY REPORT 2020**

There were a total of 128 envelopes issued but only 89 were actually used. This is down from 108 used in 2019. PAR also decreased from 42 to 41.

Contribution Range	# of Contributors	Contribution Range	# of Contributors
1 - 100	19	101 - 300	16
301 - 500	14	501 - 750	13
751 - 1000	11	1001 - 1500	25
1501 - 2500	13	2501 - 5000	15
5001 +	4		

*Submitted by Margaret Douthart (Envelope Secretary)*

**PAULIN MEMORIAL PRESBYTERIAN CHURCH**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2020**  
**(UNAUDITED)**

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with accounting policies that are considered appropriate for Paulin Memorial Church and include the following significant accounting policies. Our accounting process is Cash Basis Accounting.

(a) Fund Accounting

The accounts of the congregation are maintained in accordance with the principals of “Fund Accounting” in order that limitations placed on the use of resources are maintained.

The Operating Fund accounts for all operating activities.

Reserves consist of amounts removed from general surplus to be used for specific purposes as approved by the board.

(b) Capital Assets

Capital assets are recorded at cost.

**2. INCOME TAX STATUS**

Paulin Memorial Presbyterian Church is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

**3. REVENUE RECOGNITION**

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the year appropriate restricted fund. Unrestricted contributions are recognized as revenue of the Operating Fund in the year received.

**4. SHORT TERM INVESTMENT**

Short term investment is a Cashable GIC in the amount of \$11,177.18 maturing January 14, 2021 at 0.4%.

**5. MORTGAGES PAYABLE**

4.5% mortgage, payable to Presbytery of Essex/Kent, repayable in blended monthly payments of \$506. Balance as at Dec 31, 2020 is \$19,633.59.

**6. CONTRIBUTED SERVICES and UNRECOGNIZED DONATIONS**

A substantial number of unpaid volunteers have made significant contributions of their time and/or extra donations towards the operation of the church. Many members of the



congregation have quietly donated time, items and money to cover such things as fundraising activities and expenses and our beautiful gardens and its upkeep. When our basement flooded again, many helping hands saved us the cost of a cleanup company and The Pie Ladies purchased the dehumidifier needed. These donations have assisted in reducing our overall expenses. A few members have donated money to assist with the cost of a specific expense and this resulted in additional receipted income. It is also noted that Sweet Strings and the Yoga ladies, who are not charged to use our facility, have made donations to the church even though our facility had been closed to outside groups since March. While all this and more has a very positive impact on our bottom line, it is done silently. A very special thank you to everyone for their financial and time contributions!

## 7. TEMPORARILY RESTRICTED FUNDS

	<u>2020</u>	<u>2019</u>
Reserve Mortgage Account	17,495.29	17,495.29
Memorial Fund	18,906.30	18,061.30
Congregational Dinners	0.00	350.70
Capital Repair Fund	44,448.89	45,619.63
Youth Camp Funding	2,381.54	2,381.54
Brown Piano Repair Fund	4,563.25	4,563.25
Charitable Donation Month	0.00	261.56
Minister's discretionary fund	507.75	507.75
M&O Emergency Fund	0.00	364.26
 <u>TOTALS:</u>	 <b>\$88,303.02</b>	 <b>\$89,605.28</b>

## 8. MONETARY DONATIONS for 2020 – Total \$9,376.08

**PWS&D** - \$3,625.80 (\$3,120.00 donations and \$505.80 fundraiser)

**Humanitarian Coalition** - \$346.26 (Mission & Out Emergency Fund)

**Goodfellows Shoe Program** - \$932.32 (Congregational Dinners)

**Camp Kintail** - \$450.70 (Birthday Church)

**Presbyterian Sharing** - \$4,000.00 - \$710.00 donations,

\$935.32 Congregational Dinners,

\$414.08 Mission & Outreach,

\$1,940.60 Church Operating Expense

**PAULIN MEMORIAL PRESBYTERIAN CHURCH**  
**BALANCE SHEET**  
**DECEMBER 31, 2020 (UNAUDITED)**

	Operating Fund	Capital Assets	Total 2020	Total 2019
<b>CURRENT ASSETS</b>				
Bank - chequing	\$137,358		\$137,358	\$115,135
Investments	11,207		11,207	11,113
GST/PST Receivables	1,364		1,364	2,693
Deposit to Kintail Receivable	350		350	
	\$150,279	\$0	\$150,279	\$128,941
<b>CAPITAL ASSETS</b>				
Land		\$11,203	\$11,203	\$11,203
Furniture & Fixtures		111,190	111,190	111,189
Building & Improvements		1,017,239	1,017,239	1,017,239
		\$1,139,632	\$1,139,632	\$1,139,631
<b>TOTAL ASSETS</b>	<b>\$150,279</b>	<b>\$1,139,632</b>	<b>\$1,289,911</b>	<b>\$1,268,572</b>
<b>LIABILITIES</b>				
Accounts Payable	\$21		\$21	\$21
Accruals (Study leave)	1,500		1,500	1,500
Mortgage - Paulin Extension Fd	19,634		19,634	24,699
	\$21,155	\$0	\$21,155	\$26,220
<b>Total Equities</b>				
Unrestricted Net Assets	1180453			1,152,797
Temporarily Restricted Assets	88303			89,605
<b>TOTAL LIABILITIES &amp; EQUITIES</b>	<b>\$1,289,911</b>	<b>\$0</b>	<b>\$1,289,911</b>	<b>\$1,268,622</b>

**PAULIN MEMORIAL PRESBYTERIAN CHURCH**  
**OPERATING FUND**  
**DECEMBER 31, 2020 (UNAUDITED)**

		2020		2019	
		Actual	Budget	Over/Under	Actual
<b>REVENUE</b>					
	Envelopes	\$159,716	\$190,000	(30,284)	\$194,684
	Loose Offering	479	2,000	(1,521)	2,532
	Facility Use	3,805	17,000	(13,195)	20,844
	Fundraising (net)	3,452	1,000	2,452	8,932
	VBS	0	0	-	1,733
	Capital Repair Donations	5,265	7,500	(2,235)	12,287
	Misc	3,282	160	3,122	1,085
	Federal Government Wage Subsidy	26,283	0		
		<b>\$202,282</b>	<b>\$217,660</b>	<b>(\$41,661)</b>	<b>\$242,097</b>
<b>EXPENDITURES</b>					
Session					
	Wages & Benefits	\$108,288	\$146,098	37,810	\$142,332
	Property and Maintenance	56,600	78,200	21,600	65,918
	Building Loan	6,073	6,073	-	6,073
	Presbytery/Synod Dues	6,456	8,515	2,059	12,805
	Mission & Outreach	0	300	300	104
	Christian Education	192	2,595	2,403	1,492
	Music and Worship	233	1,705	1,472	1,277
	Communication	643	1,100	457	657
	Congregational Life	0	720	720	679
	Credence (net)	1,644	3,500	1,856	
	Licenses	675			
	Unbudgeted				9,190
		<b>\$180,804</b>	<b>\$248,806</b>	<b>\$68,677</b>	<b>\$240,527</b>
<b>Revenue over (under) expenditures</b>		<b>\$21,478</b>	<b>(\$31,146)</b>	<b>(\$9,668)</b>	<b>\$1,570</b>
Adjustment for restricted funds		\$1,171			\$9,675
<b>SURPLUS (DEFICIT) END OF YEAR</b>		<b>\$22,649</b>			<b>\$11,245</b>
(deficit) Surplus , beginning of year		37,804	37,804		26,559
<b>SURPLUS (DEFICIT) END OF YEAR</b>		<b>\$60,453</b>	<b>\$6,658</b>		<b>\$37,804</b>
<b>NOTE:</b> Misc income represents: interest income of \$157.41					
stock donations \$2803.93					
donations for masks \$225					
donation from Canada Helps for \$96					

**PAULIN MEMORIAL PRESBYTERIAN CHURCH  
PROPOSED 2021 BUDGET**

	2020	2020	2021
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>REVENUE:</b>			
Envelopes	159,716	190,000	155,000
Loose Offering	479	2,000	500
Facility Use	3,805	17,000	0
Fundraising for Operating Account	3,452	1,000	0
Capital Repair Fund	5,265	7,500	0
Fed Subsidy	26283	0	3,000
Misc Income	3282	160	0
<b>TOTAL</b>	<b>202,282</b>	<b>217,660</b>	<b>158,500</b>
<b>EXPENDITURES :</b>			
<b>COMPENSATION</b>			
<u>TOTALS</u>	<b>108,288</b>	<b>146,098</b>	<b>130,987</b>
Ministers Stipend	46,786	46,786	46,786
Housing Allowance	19,688	19,688	19,688
Minister's Pension	11,158	11,158	12,333
Health & Dental Insurance	4,611	4,862	4,658
Travel Allowance	0	500	500
Pulpit Supply (7 weeks)	200	1,400	1,400
Study Leave (2019 & 2020, 2021)	0	1,172	1,472
Organist	6,144	16,650	11,100
Organ Supply (2 weeks)	200	400	400
Office Administrator	8,161	19,722	16,250
Custodian	6,017	15,620	10,000
WSIB, CPP, EI	5,120	8,140	6,400
Custodian Supply	203		
<b>PROPERTY and MAINTENANCE</b>			
<u>TOTALS</u>	<b>62,672</b>	<b>84,273</b>	<b>69,493</b>
Insurance	11,483	13,000	13,300
Utilities	15,395	20,000	18,000
General Repairs	4,896	10,000	6,000
Snow Removal	6,484	9,000	9,000
Landscaping	5,205	7,200	6,465
Organ/Piano Repair	120	2,100	2,100
Office supplies, postage, xerox,	3,413	4,300	4,000
Office administrator Conference	0	200	0
Telephone and Internet	2,146	1,800	2,255
Janitorial Supplies	1,021	2,800	2,000
Misc Charges	0	300	300
Capital repairs	6,436	7,500	0
Building Loan	6,073	6,073	6,073

PROPOSED 2021 BUDGET (Continued)

<b>FINANCIAL COMMITMENTS</b>					
TOTALS	<b>8,100</b>		<b>12,015</b>		<b>9,388</b>
Presbyterian Synod Assessment		4,515		4,515	3,888
Presbyterian Sharing (net)		1,941		4,000	4,000
Credence (net)		1,644		3,500	1,500
<b>FINANCIAL COMMITMENTS</b>	<b>179,060</b>		<b>242,386</b>		<b>209,868</b>
<b>COMMITTEES</b>					
<u>MISSION &amp; OUTREACH</u>			<b>300</b>		<b>150</b>
Speakers	0	0		300	150
<u>CHRISTIAN EDUCATION</u>	<b>192</b>		<b>2,595</b>		<b>0</b>
Church School Supplies		0		675	0
VBS		192		1,300	0
Teacher Training/leading with care		0		100	0
Take out Church		0		150	0
Special Events & Youth events combined		0		370	0
<u>MUSIC and WORSHIP</u>	<b>233</b>		<b>1,460</b>		<b>760</b>
Organist Conference		0		0	0
Minister Book Allowance		0		0	0
Music		233		800	300
Communion Supplies		0		75	60
Decorations		0		185	0
Guest Musicians		0		400	400
<u>COMMUNICATION</u>	<b>643</b>		<b>1100</b>		<b>350</b>
Web & Powerpoint Equip		643		1,100	350
<u>CONGREGATIONAL LIFE</u>	<b>0</b>		<b>377</b>		<b>100</b>
General Supplies		0		377	100
<u>LICENSES</u>	<b>675</b>		<b>588</b>		<b>730</b>
Music, Movie, Web		675		588	730
<b>COMMITTEE TOTALS</b>	<b>1,743</b>		<b>6,420</b>		<b>2,090</b>
<b>TOTAL OPERATING</b>	<b>180,803</b>		<b>248,806</b>		211,958
<b>SURPLUS</b>	<b>21,479</b>		(31,146)		<b>(53,458)</b>
Designated income adjustment	1,171				
<b>SURPLUS (DEFICIT) - current year</b>	<b>22,650</b>		<b>(31,146)</b>		<b>(53,458)</b>
<b>SURPLUS (DEFICIT), Beginning of year</b>	37,804		37,804		
<b>ACCUMULATED SURPLUS (DEFICIT)</b>	<b>60,454</b>		<b>6,658</b>		<b>(53,458)</b>