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## *The Ministry of Reconciliation*

In June of 2017 I took part in the Healing and Reconciliation Tour of The Presbyterian Church in Canada. It was a powerful, sometimes moving, and impactful experience. Since then I have been giving some thought to the idea of reconciliation.

Paul goes to great lengths to show that the ministry of reconciliation entrusted to us is founded on the gift of reconciliation given to us by God in Christ.

“All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting the message of reconciliation to us. So we are ambassadors for Christ, since God is making his appeal through us; we entreat you on behalf of Christ, be reconciled to God.”

God in Christ reaches out to us from the cross to restore and renew the relationship between us and God. Our rebellion against God and our desire to be God had created a chasm between us and God. Nothing we could say or do could bridge the gap. Only God is the repairer of the breach. All this is from God!

First God was in Christ reconciling the world to himself. Then God has given us the ministry of reconciliation. God entrusts to us the message of reconciliation.

You, the members and adherents of Chalmers in 2018, who have received the reconciling love of God in Christ are to proclaim the word of reconciliation and be reconciled to one another.

Do you think our world, filled as it is with hatred and terrorism, could use this message of reconciliation? And what about your household, your family, could it use a measure of reconciliation to restore fractured relationships?

Imagine your workplace alive with Christ's Spirit of reconciliation. Picture people talking to each other, not down to each other or past each other. Imagine the walls of power, race, gender and income level collapsing as the love of Christ urges us on.

Even the church, yes the church in Corinth in 50 A.D. or Chalmers Church today, could benefit from sisters and brothers in Christ who imitate the reconciling love of God,

- by forgiving one another as the Lord has forgiven us;
- by extending the right hand of fellowship instead of the clenched fist of anger;
- by “rejoicing with those who rejoice and weeping with those who weep”;
- by reaching out in love to our indigenous sisters and brothers

We can do this, God being our helper. For we are truly ambassadors for Christ in the world.

We are his envoys, Christ's agents of reconciliation. We are his representatives, empowered to incarnate this ministry of reconciliation.

We are Jesus' hands and feet. Together, we are the body of Christ. We may be the only glimpse of Jesus some people will ever get. May God inspire you to participate in this ministry of reconciliation in 2018.

May the peace of Christ be with you.

*John*

Rev. John

## SESSION REPORT

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Session Members for 2017 were:

Rev John Bannerman (Moderator)	Eleanor Hannah (on leave)
Tom Hunter (Clerk of Session)	Amy Kemp
Maureen Bruff (Roll Clerk)	Erica MacKay (moved)
Linda Adamson	Pat MacKay
Linda Bone	Marilyn McFadden
Janet Bruce	Tammy McRonald
Richard Cote	Linda Powers
Bruce Dickert	Jeff Putt
Bob Finlay	Lizz Thibodeau
Rose Marie Finlay	Tom Vannus

The Sacrament of the Lord's Supper was celebrated on eight occasions, three of which were by Intinction. A special communion by Intinction was held in June during the celebration of the official opening of our new prayer garden. The service was greatly enhanced by the erection of four side by side tents to shade the congregation from the sun. Many hands combined to make the service a lovely, worshipful experience.

The elders made three home visits to deliver communion invitations to members and adherents.

**Deaths:** During 2017 we were saddened by the deaths of the following members/adherents:

Marian Weldon, May MacKinnon, Alexander McInnis, Bill Townley, George Smeltzer, Ron Ladd, Dorothy Barfoot

Our sincere condolences are extended to their families and friends.

**Marriages:** On a happier note, we had three marriage ceremonies in 2017.

Bill George and Lorna Wilson on January 14th  
Kevin Hartman and Sherri Clifford on June 24th  
John Veal and Rebecca Moffat on December 16th

**Baptisms:** No baptisms in 2017

**New Members:**

Georgina Carroll, Beverley Ertl, Chris & Kristine Hardy, Jules Mabondo Munge and Mary MacDonald were welcomed as members on December 3<sup>rd</sup>, 2017.

Session met on ten occasions during 2017. No meetings were held during the summer months of July and August.

Thank you once again to all the various committees, for all the quiet work that goes on behind the scenes that we all take for granted: for all the visitations that are happening and to all the people who simply pick up a friend or two and bring them to church. We thank God for a very successful "Raise The Roof Campaign".

Respectfully submitted by Tom Hunter, Clerk of Session.

## ROLL CLERK'S REPORT

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Chalmers Members as at December 2016	214
New Members	6
Members Deceased	8
Members transferred/removed	6
Chalmers members as of December 2017	206
Chalmers Adherents	58
Children/Youth	37
Total Members, Adherents and Youth	301

## BOARD OF TRUSTEES REPORT

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The trustees in 2017 were: Audrey Baldwin, Sue Garner, Bill George, Heather Reid, and Cathy Spooner.

The Trustees are responsible for managing the Memorial and Benevolent funds, and updating the Memorial Board. Trustees are legally responsible to sign documents on behalf of the congregation and to ensure the church's property values are protected.

The following activities were undertaken in 2017:

- A contribution of \$12,500 from the Memorial Fund was approved for the roof project.
- The Benevolent Fund assisted 3 individuals with small requests for emergency assistance.
- The trustees signed loan documents on behalf of the congregation to borrow \$60,000 from the London Presbytery, as approved at the annual meeting in 2017. The loan was to ensure that Chalmers could pay for the roof project this year. The loan term is 10 years, with interest at 1%. 10% of the principal (\$6,000) plus interest is due to be paid back to Presbytery each year. It is an open loan, which can be repaid at any time.
- The trustees worked to formalize their Mandate and create an official Declaration of Trust (Trust Deed) document during 2017. These two documents will be presented at the Annual Meeting for congregational approval.
- Insurance documents and processes were reviewed with the Property Management Committee this year. We perform this review every 3 years.

### **Names added to the Memorial Board for 2017:**

May MacKinnon, Marian Weldon, Mac McInnis, Mary Biro, Sue Sam, Kathleen Cushman, Jean Morris, Bill Townley, Ron Ladd, George Smeltzer.

The Benevolent fund enables Chalmers to meet emergency community needs based on Session or Minister requests. Donations are through PAR or envelope givings.

## BOARD OF TRUSTEES FINANCIAL REPORT

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### MEMORIAL FUND

Balance as of Dec 31, 2016			35,234.66
Income	Donations	662.49	
	Interest on GICs	450.10	
	Interest on Savings	4.94	
	Total Receipts		1,117.53
Expenses	Memorial Board 2016	68.29	
	Memorial Board 2017	103.42	
	Roof Contribution	12,500.00	
	Total Disbursements		12,671.71
Balance as of Dec 31, 2017			<b>23,680.48</b>

### Reconciliation of Funds in Memorial Accounts - as of Dec 31, 2017

Savings Account Balance	17,450.83
GIC Balance	26,955.65
Memorial Funds in Operating Account	50.00
Trustee Roof Fund Contribution Not Advanced	-12,500.00
Roof Fundraising Held in Memorial Savings Account	-8,276.00
	<b>23,680.48</b>

### BENEVOLENT FUND

Balance as of Dec 31, 2016	\$467.27
Plus Donations	\$416.00
Less Disbursements	-\$166.50
Balance as of Dec 31, 2017	<b>\$716.77</b>

## **MINUTES OF THE ANNUAL CONGREGATIONAL MEETING**

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### **Sunday, February 26, 2017**

The meeting began at 11:30 am with 59 people in attendance. John Bannerman led the Opening Prayer and Praise. John Bannerman reviewed the Agenda for the meeting and added/updated the following:

- Under Comparative Statements of Financial Position for the year ended December 31, 2016 item (b) was added: Recommendation regarding surplus for 2016
- Under New Business update (b) new Trustee for 5 year term (effective April 1, 2017) Under review of statement for 2016, adding item B – Surplus for 2016

### **Appointment of Secretary**

Moved and seconded (Shirley Andersen/Sue Garner) THAT Marilyn McFadden be elected Secretary for this Annual Congregational Meeting. Carried.

Regrets: Jim Gill & Tom Vannus

### **Approval of Minutes**

Moved and seconded (Sue Garner/Yvonne Daniel) THAT the minutes of the Annual Congregational Meeting, February 21, 2016 (pages 5 - 8) be approved as amended. Carried.

### **Report of Minister (Page 1)**

John referred this page for everyone to read – no questions

### **Session Report including Trustees (Pages 2-4)**

- Page 3 – Roll Clerk Report should be December 2015 on first line not 2014
- Page 2 - Deaths – William George actually died in late 2015 and his Memorial service was in 2016 therefore his name should be removed from the Session Report.
- Page 4 – Benevolent Fund – last line should be December 31, 2016
- Tom Vannus' name is listed twice
- Page 4 – names to be added to the Memorial Board for those that died in December 2016 not 2015 which includes William George as his name was added in 2016 as well

### **Reports of all Committees, Groups & Organizations & their Financial Statements (Pages 9 - 29)**

Discussion:

- Page 25 – Senior Choir Financial – Total line – Both figures should be \$214.05
- Page 11 – CE Report – near end, the committee members are for 2016 not 2014
- Page 11 – CE Report – Amy Kemp should be added to the Youth Ministry Committee.
- Page 11 – CE Report – The spelling is Kim Poser not Posers
- Page 25 – Praise Team – Lizz Thibodeau & Abbey Poser's names should be added to the Praise Team
- Page 26 – Reach Out – Tom Hunter thanked the anonymous donors for the ongoing donations to Reach Out.
- Page 14-15 – Mission Committee was submitted by Linda Bone not Linda Powers
- Linda Bone – thanked Joanne Dickert for all the help with the Care & Share program and to Bruce Dickert for building the crates to hold the food.
- Just a reminder that Canadian Tire Money is being collected to buy sleeping bags for the homeless. If you now collect points, you can purchase a gift card from them and donate it for sleeping bags
- Four times a year on the fourth Sunday of the month, the Mission Committee supports Men's Mission by serving sandwiches – next Dinner is the end of April.
- Still looking for new members on Mission committee
- There is an excess of funds in the Care & Share Fund, so a sub-committee of the Policy & Planning and Mission Committees was formed as per the Annual meeting last year. Session has approved in

## **MINUTES OF THE ANNUAL CONGREGATIONAL MEETING CONT'**

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conjunction with the Mission Committee for ongoing disbursements of funds in order to manage the Fund. The report is not printed today but will be made available for those that would like to see it at later date.

- Page 19 – Prayer Chain – Linda Adamson's name should be added.
- If anyone would like to become part of the Prayer Chain, please contact Maureen Bruff.
- Page 12 – Sunday School Financial Report - Bank service Charge is \$159.40 which seems high. The Account is being reviewed and will most likely be changed in 2017.

Moved and seconded (Todd Webster/Amy Kemp) THAT Reports of all Committees, Groups & Organizations & their Financial Statements be adopted as amended. Carried.

### **Comparative Statements of Financial Position for the year ended 31 December 2016, as printed (pages 30-33)**

- George Leonard highlighted that he has been Treasurer of Chalmers since 1984. He is warmed by the reception from Chalmers and how we are always looking forward. It was noted that the congregation does tend to have a deficit accumulate during the majority of the year but somehow donate a great deal closer to the end of the year. Which is great! However, it was also stated that with the timing of the donations, this does cause struggles for the Committees to know if they really have the funds to use during the year and to plan the Budget for the next year.
- George reviewed various components of the statements including
  - Some money is always invested in GIC's in order to get more interest from the money invested
  - The operating account must be maintained at \$45,000 at all times or there is an \$80 monthly service charge
  - The Church receives about 68% of all HST paid back from the Government.

Moved and seconded (Bruce Dickert/Joanne Dickert) THAT the Church Treasurer's Report for 2016 be adopted. Carried

Moved and seconded (Yvonne Daniel/Brenda Webster) THAT the surplus of \$3,061 from 2016 be dispersed as follows:

- ◇ 10% for new Roof
- ◇ 10% for Mission
- ◇ 10% for Endowment Fund
- ◇ 70% for Contingency Fund
- The question was raised should the committees receive some of the surplus back to use in the following year, as they limited their spending due to deficit concerns. This has not been discussed and can be given to Policy & Planning Committee for discussion in future years. The Committees should consider disbursing their funds in hopes that the funds will be fully available as approved with the Budget.

Carried

### **Adoption of the Examiners' Reports (Page 9):**

- Moved and seconded (Maureen Bruff/Liz Gough) THAT the General Ledger Books, the Endowment Fund, and the Memorial Fund of Chalmers Presbyterian Church for the year 2016 be approved. Carried
- Moved and seconded (Todd Webster/Betty Smedley) THAT the Financial Records of the various Groups / Organizations of Chalmers Presbyterian Church be approved as amended. Carried
- Amendment – Page 9 - Report on various Groups / Organizations should state the year of 2016.

### **Appointment of Examiners for 2017**

- Moved and seconded (Brian MacKay/Todd Webster) THAT Mary Taylor, Ron Ladd & Mark Ranson be the Examiners of Chalmers Church General Ledgers, the Memorial Fund and Endowment Fund for Chalmers Presbyterian Church for 2017. Carried
- Moved and seconded (Brian MacKay/Lizz Thibodeau) THAT Kim Poser & Heather Reid be the Examiners for the Financial Records of the various Groups / Organizations of Chalmers Presbyterian Church for 2017. Carried

### **Proposed Congregational Budget for 2017 (Pages 31-33)**

- Don Leitch explained that the process is started in September by Policy & Planning Committee (P&P) requesting all committees to draft a Budget to be forwarded to P&P in November. It is reviewed and requests for additional reviews are made if required. It is then approved by Session in January to be presented at the Annual Meeting. The expenses are looked at first and then the revenue to see if the expenses can be met with the current revenue.

## **MINUTES OF THE ANNUAL CONGREGATIONAL MEETING CONT'**

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George reviewed the 2017 Budget.

- It was noted that since Youth Ministry, Outreach & Communication Committee and Social Committee have separate funding available, they do not have a line in the formal Budget
  - The question was asked if the Roof Funding Loan would impact this Budget. The answer is that if the roofing project goes forward, it would not impact the 2017 Budget as the first interest on a loan wouldn't be due until the end of the first year of the Loan.
  - Does the HST go back to a specific project ? The HST is not charged to the project but simply refunded of 68% from the Government.
  - Thanks to George Leonard and the P&P for their guidance in the development of the 2017 Budget
- Moved and seconded (Sue Garner/Bill George) THAT the 2017 Congregational Budget be approved as written. Carried

### **New Business**

#### **Roofing Project 2017**

The report was reviewed and approved by Session for presentation at today's meeting.

Additional companies have been contacted that actually use Canadian materials but the details are not available as of yet.

- Payment will need to be full payment once the project is completed.
- The report doesn't state at what point the Property Management Committee has the approval to start the work.
- The Report does state a particular company is being recommended.
- The Flat roof was repaired and has a new membrane as of 2016 so it not required to be included.
- Should we look at getting a small mortgage to cover some of the funding for the project as the increase in interest costs over the next few years until it can be paid off?
- How were the companies for quotes selected? Bob Taylor contacted 5 companies of which 3 responded with a quote. After the Session meeting, 2 more companies have been contacted.
- How much noise will be caused by rain on a metal roof? There was no discussion with the companies with this as the longevity of the roof life was the priority. There is insulation in the roof. A couple of comments were made that metal roofs they have do not have noise issues. This is a question that could be asked to the other churches that have had metal roofs installed.
- Comment was made not to choose red shingles.
- The plan for today is that the congregation will approve the project to be completed in 2017. In addition, this means that the Session is given the power to proceed regarding the funding and actual start of the project with communication to the congregation.
- Rewording for #2 of the Roofing report - If another Contractor is found to be more appropriate, they can be used – the mover/seconded of the motion on the report agreed to this change.
- Amendment to Motion for the Roofing Report #5 (Sue Garner/Bill George) THAT in addition to the Loan from Presbytery that the Session and appropriate Committees arrange for up to \$70,000 without coming back to the congregation for approval. Carried.

Moved and seconded (Lizz Thibodeau/Todd Webster) THAT the Roofing Report be approved as amended. Carried.

#### **Appointment of Trustee**

- Brian MacKay is completing his 5 year term. Brian was thanked for his contribution as a Trustee for the last 5 years.



## **MINUTES OF THE ANNUAL CONGREGATIONAL MEETING CONT'**

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Moved and seconded (Todd Webster/Amy Kemp) THAT Audrey Baldwin start a 5 year term as the 5th Trustee for Chalmers Presbyterian Church starting April 1, 2017. Carried

### **Human Resources Report**

Joanne Dickert will be retiring as Office Administrator later this year and it was acknowledged today the amazing contribution she has made in a number of different ways through her position here at Chalmers. There will be other opportunities to acknowledge this during the year.

- Don Leitch thanked everyone for attending the meeting today.
- Thanks were given to Joanne for typing the Annual Report / Marilyn for being Secretary / Conveners of the Committees for the support in developing the Budget and information for the Annual Reports / P&P for the lunch today / Patricia Matesic for looking after the children during the meeting.
- A special thanks was given to George Leonard for 32 plus years of support to Chalmers as Treasurer and more years to come. George's positive outlook has been a great value in serving us at Chalmers. The P&P & Session presented a gift to George.

Probable date of next Annual Meeting: February 25, 2018

It was moved/seconded (Heather Reid/Marilyn McFadden) that the meeting be adjourned. Carried  
The meeting was adjourned at 1:13 pm.

Respectfully submitted by Marilyn McFadden

#### **EXAMINERS REPORT**

Mary Taylor and Mark Ranson have examined the General Ledger books, the Endowment Fund, the Care & Share account, and the Memorial Fund of Chalmers Presbyterian Church for the year 2017 and found all items to be in good order.

#### **EXAMINERS REPORT**

Heather Reid and Kim Poser have examined the Financial Records of the various groups / organizations of Chalmers Presbyterian Church for the year 2017 and found them to be correct and well presented.

## HUMAN RESOURCES (HR) COMMITTEE REPORT

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Members: Linda Adamson, Maureen Bruff, Yvonne Daniel, Barb Jessop, Keith Johnston, Don Leitch, Jeff Putt

Please respect that due to privacy issues and confidentiality the HR committee is somewhat limited in what can be shared in this report.

The HR committee meets on an “as required basis” as well as annually in the fall to discuss salary budget recommendations for the following year.

Jeff Putt was appointed the new representative for Session Executive, replacing Tom Hunter.

The HR committee was advised of Joanne Dickert’s intention to retire from Chalmers August 4, 2017. The timeline for the hiring process for the Office Administrator was as follows ...

March – Finalize job description

April – Post the job vacancy internally and within the Presbytery of London

May – Review resumes and set up interviews

June – Make final recommendation for Session’s approval

July – Hire date – mid-July to allow for training and overlap

Lizz Thibodeau was selected as the successful candidate for the Office Administrator position working 30 hours per week September to June and 20 hours per week for 10 weeks during the summer months.

Once again in 2017 Chalmers received the Canada Summer Jobs Grant to hire a summer student for six weeks. A “Job Vacancy” for the Outreach Coordinator was posted in the Chalmers’ bulletin and was also sent to other churches in the London Presbytery.

The timeline for the hiring of the Coordinator for Outreach and Vacation Bible Camp was as follows ...

Applications due June 9<sup>th</sup>

Interviews and reference checks – Week of June 12<sup>th</sup>

Decision by June 20<sup>th</sup>

Brynn Colledge was the successful candidate working 30 hours per week from June 26 to August 4<sup>th</sup>.

A retirement celebration for Joanne was held in June recognizing her 26 years of excellent and faithful service to Chalmers as Office Administrator.

The committee reviewed salary/cost of living increases for the 2018 budget with a recommended increase of 1.3% for 2018.

Respectfully submitted by Yvonne Daniel, Chair

## LEADING WITH CARE (LWC) COMMITTEE REPORT

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The Leading with Care Committee members are John Bannerman, Richard Cote, Judy Steward, Doris Tutt and Linda Adamson.

*It is the policy of The Presbyterian Church in Canada that all persons, and in particular all children, youth and vulnerable adults, who participate in the denomination's programs/ministries and/or use the denomination's facilities will be cared for with Christian compassion and will be safe.*

*(General Assembly 2005)*

Our LWC committee continues to confirm that all committees, groups and outside users are complying with the intent of this policy.

In 2017, a number of items were discussed and acted upon including:

- **Reception of new Committee Members:** Richard Cote and Linda Adamson were welcomed as new members of the committee.
- **Appointment of new Convener:** Richard Cote has been appointed convener following the resignation of the previous convener Keith Johnston.
- **Record of Inspection:** Regular monthly inspections of our facilities were conducted throughout the year. A monthly report outlining identified deficiencies is given to Property Management for action. The inspection focuses primarily on items that impact the health and safety of our occupants.
- **Congregational Fire Drill:** A full congregational fire drill is conducted every other year. This fire drill took place on September 17, 2017 and we are overall pleased with the results.
- **Covenant of Care Forms and Leading with Care Checklists:** During the October meeting, the forms were reviewed with the purpose of refining and clarifying the wording therein. The revisions are undergoing final review and will be distributed to all groups using the Church facilities shortly.
- **Presbytery Leading with Care Training:** Richard Cote and Linda Adamson attended the Presbytery-led Leading with Care workshop on May 27, 2017. All individuals who are involved in ministries with vulnerable persons are encouraged to attend future workshops.
- **Committee Meetings:** Regular committee meetings were held in March and October.
- **Police Record Checks:** Doris Tutt continues to serve as our coordinator of the Police Record Check program. She maintains the records for Chalmers and initiates follow-ups when required.

**Respectfully submitted by Richard Cote, Convener**

## **CHRISTIAN EDUCATION & FAITH DEVELOPMENT COMMITTEE REPORT**

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The Christian Education and Faith Development Committee met monthly to review and plan activities that would contribute to the congregation's faith development and ongoing Christian Education.

The children's ministry at Chalmers continued to be a particular focus again this year. We have had a number of events designed to attract children and families. Our Sunday School year ended with a very successful drama presentation created by the Teen class and presented by the students and teachers.

A successful Family Day event was held in February with the theme of Canada 150. There was a good turnout from both Chalmers and the wider community and we hope to continue marking Family Day in our Church in future years.

Youth Ministry continued under the leadership of Lizz Thibodeau, Amy Kemp, Kim Poser and Abbey Poser. In March, a successful One Day Wonder Event was held Presbytery-wide for Junior Youth at Knox St. Thomas with 6 junior youth attending from Chalmers.

A number of Adult studies were held under the leadership of Rev. John Bannerman and John Goodwin. Studies were offered both during the day and in the evening to reach more participants. John Goodwin moved from London in the fall and his leadership in the Bible studies is greatly missed. Movie nights were also offered and well attended.

The Committee also offered support to the Library. The Library is a popular ministry within Chalmers and we thank Christine Hunter for her ongoing leadership.

Committee members for 2017 were: Linda Adamson (chair), John Bannerman, Barb Jessop, Charles McCartney, Dan Duffin and Judy Steward. New members are always welcome.

Respectfully submitted by Linda Adamson, Convener

## **CHALMERS' LIBRARY REPORT**

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We had 182 books signed out this year – which is better than the past couple of years. And I was pleased to see that although Fiction is still the favourite category, a third of this number were non-fiction books.

We added quite a few new books this year, and we still change the books over by the season, celebrating special reading at Easter and Christmas. We are hoping to do a purge on our Fiction books in the next couple of weeks, and that will leave still more room for new books.

This is your library and I would still like to see more people browsing our inventory, and checking out a book or two that pique their interest. One of our library assistants will be available to help you each Sunday, and I will still be doing reviews each Sunday, along with any other reports that will make it easier to choose that special book.

I would also like to take this opportunity to thank you for the donations that help make it easier to keep our books current. We really do appreciate your help!

I look forward to seeing you in the library one of these Sundays.

Respectfully submitted by Christine Hunter, Librarian.

With Shirley Hall, Joyce Kilbourne and Linda Bone.

## SUNDAY SCHOOL REPORT

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Each Sunday from September through June, Chalmers' Sunday School teachers work with a group of 10-12 enthusiastic children and youth to help them grow in their faith. While we often have regular teacher-led classes, we saw some amazing results in 2017 when we let the children lead us.

Early in the year, our senior class began talking about the possibility of doing a Christmas pageant or drama where they could have actual speaking parts. Their enthusiasm for this project continued into the fall and they soon began helping Linda Adamson write and revise the dialogue that was ultimately used in a drama presented at the December 17<sup>th</sup> service. All but our very youngest students eagerly took on speaking roles in our Chalmers Presbyterian Church news broadcast live from Bethlehem.

Sunday School continues to be a very important part of Chalmers and its success in 2017 was due to the enthusiasm of our students and our dedicated teachers. I am very grateful to the following people for their gifts of time and talents throughout 2017: Linda Adamson, Linda Bone, Dan Duffin, Erica MacKay and Kathy McCartney.

Respectfully submitted by Judy Steward

## SUNDAY SCHOOL FINANCIAL REPORT

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### INCOME

Bank Balance – January 2017	\$	393.67
Collections		
Donations		

### EXPENSES

Church school expenses	\$	131.71
Office expenses - stamps	\$	28.82
Bank service charges	\$	59.40
Bank Balance - December 2017	\$	173.74

TOTAL	\$	393.67	\$	393.67
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Respectfully submitted by Kathy McCartney

## YOUTH & YOUNG ADULT MINISTRY TEAM REPORT

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Youth Ministry at Chalmers continues to evolve each year. This year we have put more of an emphasis on our Junior Youth program – a group who continues to enjoy their weekend at Camp Kintail each June and which has been meeting regularly throughout the fall.

We had two of our Young Adults participate in the London Presbytery mission trip to Guatemala this summer, Amy Kemp and Abbey Poser. This was a fabulous experience for both of them and has enriched the life of the congregation through their leadership of worship, Tasteful Topics presentation, and Guatemalan dinner here at Chalmers.

Another of our young adults, Jackie Bannerman, spent a large portion of the past year working with refugees in Hungary. Again she has shared her experiences with the congregation, inspiring us with her enthusiasm.

Vacation Bible Camp is always an event that relies heavily on the support of our youth and young adults. Once again this year, they showed great leadership and made this week a success.

We are looking forward to continuing to support the youth and young adults at Chalmers in 2018 with programs, activities, mission support and by encouraging connections throughout our faith community.

Youth Ministry Team Members for 2017 were: Amy Kemp, Abbey Poser, Kim Poser, and Lizz Thibodeau.

Respectfully submitted by Lizz Thibodeau

## ENDOWMENT FUND COMMITTEE REPORT

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Endowment Fund Committee members in 2017: Andrew Thibodeau (chair), Bill George, Tammy McDonald, John Elliot, Kym Abrams.

The Chalmers Endowment Fund, called “The Generations of Generosity Fund” was officially launched February 21<sup>st</sup>, 2010 at Chalmers’ AGM. The account is held at TD at the Commissioners and Pond Mills branch.

What is an endowment fund? It is a pool of money that is placed in a selection of lower risk investments so as to earn a reliable rate of return over the years. The interest collected each year will then be available for special projects. The principal of the fund will not be touched, allowing a steady flow of funds into the future. For example, if the fund had \$100 000, and earned 2%, then \$2000 would be available for use that year. Individuals and committees will apply to the committee to use these funds for a range of Christian focused projects.

The fund is intended for 3 main categories: 1. Children & Youth Work 2. Mission work 3. “Building” Faith, which is money to be used for special building maintenance and upgrade projects.

The primary source of funding for the Endowment fund is gifts from the wills, insurance policies, and bequests of the congregation. Gifts can also be anticipated as Memorial tributes. The Endowment Fund allows a financial gift to “keep giving forever” as the interest from the gift will continue to benefit others. We feel it can be a powerful financial tool of our Chalmers’ ministry that can benefit a wide range of projects in the future. Hundreds of Canadian churches have created these funds and we are taking the lessons learned from their experiences to create this special money ministry.

This is a fund that does not require “fundraising”, but “awareness raising”. We ask each of you to consider the church at the time of your passing. As you create or adjust your wills and life insurance, please prayerfully consider the Chalmers Endowment Fund as a recipient of your life’s spirit of generosity.

Session has recently approved moving the fund into a one-year GIC at the church’s local branch of TD Bank. Our professional investment advisors have advised against anything of higher risk this year.

Bank Balance Jan. 1st 2016      \$13,119.45

Bank Balance Dec. 31<sup>st</sup> 2017      \$13,119.45

Respectfully submitted by Andrew Thibodeau, Convener.

## MISSION COMMITTEE REPORT

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The Mission Committee is comprised of: Linda Bone (Convener), Jeff Putt (Secretary), Jackie Bannerman, and Amy Kemp. We welcomed Mark Ranson as our newest committee member this year.

New members are always welcome. Please feel free to speak with Linda Bone (or any of the team) at any time about participating. The Mission Committee meets on the first Wednesday of the month.

This year, the Mission Committee chose to focus more on local missions, with the Men's Mission and London Community Chaplaincy being the primary mission partners.

Highlights of the congregation's partnerships are as follows:

- Men's Mission: Quarterly services were offered, providing ministry, sandwiches, and cookies. Many thanks to John Biro, and Bob & Rose Marie Finlay for leading the services. Volunteers are always encouraged to participate by providing sandwiches or attending the service. Please speak to Linda Bone if you have questions about this important local ministry. Our next visit to the Men's Mission will be April 22, 2018.
  - The Men's Mission was also supported through financial contributions in 2017 from the Mission committee budget and also through Care & Share funds (providing support for the seasonal meal campaigns).
- London Community Chaplaincy: We were pleased to support London Community Chaplaincy by providing financial assistance for children to attend Camp Kintail. Mission Committee recommended that 10% of the 2016 budget surplus be directed to London Community Chaplaincy. The Mission Committee decided to keep our Christmas Campaign local this year and we supported London Community Chaplaincy by inviting the congregation to donate undergarments for children in this community. A donation was made to the Chaplaincy's meal program through the Care & Share fund. Mission Committee also donated to the Chaplaincy's Angel of Hope campaign.
- Canadian Tire Money: Mission Committee collected donated Canadian Tire Money, purchased sleeping bags, and donated them to the Men's Mission for men who are not currently living in shelters. If you no longer collect the coupons, but are instead collecting points using the CT points card, please consider buying gift cards with your points which can then be used for sleeping bags.
- Camp Kintail: Three fundraisers were used to assist the camp - the Strawberry Social, Soup'er Sunday, and the fall used book sale. Funds raised helped support 5 children from Chalmers to attend Camp Kintail. The "Cup for Camp" raised money for the Scholarship fund, which assists counsellors attending postsecondary schools. Mission Committee provided funding to the London Presbytery to help with the purchase of a tractor at Camp Kintail.

We welcomed back Jackie Bannerman as she returned from her mission service with refugees in Hungary. She will provide a presentation on her experience in January 2018.

Mission Committee supported Abbey Poser and Amy Kemp in their Youth in Mission trip to Guatemala. Abbey and Amy provided a presentation about their trip to the congregation.

Many thanks to Lizz and Andrew Thibodeau for their management of the Salvation Army Kettle campaign this Christmas season and to all those who volunteered their time at the Kettle.

Mission Committee assisted Rev. John in attending the Healing and Reconciliation Tour in the spring. Rev. John shared his experiences in the fall by providing a slideshow and commentary on the tour. Mission Committee will continue to develop Chalmers' role in responding to recommendations from our National Office regarding the Truth and Reconciliation Report and will work to recognize the Indigenous heritage in the local community.

The Easter special offering was split evenly between The Canadian Food Grains Bank and Presbyterian World Service and Development (PWS&D).

The Christmas special offering was split between Almanarah Church and PWS&D for the Guatemala mission that Youth in Mission visited.

## MISSION COMMITTEE REPORT CONT'

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Support was also provided to the following:

- Canadian Food Grains Bank
- Emergency Food for Rohingya refugees
- PWS&D
- Haiti Relief Fund
- South Sudan Relief
- Hurricane Relief for the Caribbean hurricanes this fall
- London Food Bank

Thank you to the congregation for your continued support of the outreach work we do within our community and around the world. And thank you to Rev. John for his leadership and guidance.

Respectfully submitted by Linda Bone, Convener

## CARE & SHARE REPORT

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Care & Share Food Cupboard gave food assistance to 635 families in 2017. C&S operates every Tuesday and registered families receive enough food for about 2-3 days. Chalmers provides milk and eggs to supplement this package. Food gift certificates are available for emergency calls and these gifts cards can be obtained through the church office.

I would like to thank the volunteer team who faithfully take a day per month – Viola Smith, Liz Gough, Marg Ward, Dennis Smedley, Joyce Kilbourne, Myrna Heinbuch, Beth Hickey and on the fifth Tuesday we see Rev. John taking a turn. Eleanor Hannah is presently taking a break from volunteering and we await her return. On occasion, we see Bev Cameron and/or Linda Bone participating with this food program. If you are interested in seeing how C&S operates, you are welcome to visit us on Tuesdays (around noon). Thank you Audrey Baldwin and Linda Powers for purchasing those grocery deals!!!

Thank you to the congregation for continually supporting this program, either financially, or by dropping off food selections in the grocery cart (at the church entrance). A special thanks to Lizz Thibodeau for gathering the family names as they call in on Monday morning for an appointment and then informing the volunteers on the number of families we will be assisting.

Chalmers received two food deliveries from the London Food Bank (April and November) and I thank Keith Spooner, Audrey Baldwin and Bob Finlay for unloading the van and transporting the boxes to the lower hall – no small feat!! We strive to load the food into the five moveable cartons, and the excess food boxes are stacked by the east wall. We utilize the fridge and freezer in purchasing yogurt, margarine, pizza, fresh fruit and vegetables to hopefully encourage families to healthier eating. Hottest selected item is laundry soap.

Respectfully submitted by Joanne Dickert

	C&S Account	Church- C&S	Total
Opening Balance	\$ 1,558.17	\$ 19,061.59	\$ 20,619.76
Donations		\$ 7,951.00	\$ 7,951.00
Transfers	\$ 7,000.00	(7000)+350*	\$ 350.00
Expenses	\$ 6,911.42	\$ 2,446.98	\$ 9,358.40
Closing Balance	\$ 1,449.16	\$ 17,915.61	\$ 19,364.77

Food Expenses:	\$ 6,911.42
Two Portable Expenses:	\$ 196.98
Community Donations:	\$ 2,250.00
Total Expenses:	\$ 9,358.40

*\$350.00 loan repayment
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## **OUTREACH & COMMUNICATION (OC) COMMITTEE REPORT**

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Outreach and Communications Committee's mandate:

To support Chalmers in living its mission and reaching its vision in the following ways:

- Welcoming visitors and guests at worship
- Encouraging outreach within the congregation and community
- Building and maintaining a strong advertising/communication strategy to keep members and non-members engaged in what is happening at Chalmers.

Members: Erica MacKay (co-chair), Lizz Thibodeau (co-chair), Heather De Hoog, Kim Poser, Rev. John Bannerman

Sadly, at the very end of 2017, we had to say good-bye to our fearless leader Erica as she set off on a new adventure in Nova Scotia. Thanks to technology, she is never far away and is still encouraging us and sharing her great ideas with us; however, her physical presence is sorely missed.

2017 Accomplishments:

- 6<sup>th</sup> annual "Community FUN Fair" was held on July 20<sup>th</sup> with an excellent turn out from the community
- 7<sup>th</sup> annual "Sharing the Light of Jesus" outdoor Christmas decorating
- Creation and distribution of (usually) monthly newsletter
- Planning & Implementation of Vacation Bible Camp
- Celebrating with church building renters and guests during Christmas
- Marketing/advertising for:
  - Easter service, Community Fun Fair, Vacation Bible Camp, Scottish Concert
- Outreach Workshop for Elders, Committee leaders and Congregation members to encourage a cohesive plan for implementing outreach across the church
  - This was a project initiated by session, but with support and follow-up from Outreach

2017 Website Analytics:

- Over 3000 visitors to our "ChalmersLondon" website.
- Busiest day was Friday, April 28<sup>th</sup>
- Top Five countries visiting: Canada, USA, UK, Brazil, Germany
- Top visited pages: Home, Calendar, Contact Info, This Week's Livestream, Meet the Minister, This Week's Service, Sunday Morning, Reachout schedule, Movie Night, Tasteful Topics
- Livestream has had over 400 viewers since October
- Most viewers watch from Canada, USA and UK (we know we have regular viewers who watch every week from both US and UK).

### **Vacation Bible Camp:**

Theme: Polar Expedition

Canada Summer Jobs Grant: We again received a grant from the government to hire a summer student to help coordinate VBC. This year we hired Brynn Colledge.

As a follow-up from VBC, Brynn prepared cards to be sent out to both the children of Chalmers and the children who attended VBC for special occasions such as birthdays, Thanksgiving, Christmas and Easter. We have received one lovely letter back from a child who expressed great joy at receiving these cards.

### **Guests to Chalmers:**

We have started sending out welcome cards to anyone who visits Chalmers and fills out a visitor's card. We have sent out 6 cards since September.

We would like to express our deep gratitude to everyone who has supported us in 2017 with gifts of time, money, and prayers. We feel so blessed to be part of Chalmers.

Respectfully submitted by Lizz Thibodeau, Convener

## **PASTORAL CARE COMMITTEE REPORT**

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The Pastoral Care committee members for 2017 were: Rev. John Bannerman, Shirley Hall, Eleanor Hannah, Phyllis Johnston, Joyce Kilbourne, Wendy Lefler, Rita McWilliam, Mary Taylor, Margaret Ward.

Highlights of 2017:

Shirley Hall continues to mail out bulletins to our sick and shut-ins. Eleanor Hannah sends out Get Well and other cards. Joyce Kilbourne is our secretary.

The services at Meadow Park Nursing Home have been continued on the third Sunday of the month at 3:30pm. We wish to thank all of the volunteers who led the service and the pianists who provided the music. We need more volunteers to continue with this mission.

Committee members make visits to the sick and shut-ins. There is a log book in the General Office where visits are recorded. We also arrange for transportation to Sunday worship.

The Committee, under Mary Taylor's direction, coordinated the funeral receptions for May MacKinnon, Ron Ladd, and George Smeltzer in the past year. Appreciation is expressed to all members of the congregation who assisted in setting up tables and providing food.

The 10th Annual 'God's People Together' was well attended on October 28th. The meal prepared by Ruth Laidlaw was wonderful. The Four Heaven's Sake quartet provided their great music and Rev. John led us in communion.

The annual Memorial Service is for members and family of our church family who have left us this past year. They were remembered during Sunday Worship on November 5th.

This committee will continue to provide supplies for the coffee hour and kitchen.

Respectfully submitted by Mary Taylor, Convener

## **PRAYER CHAIN REPORT**

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*"Continue earnestly in prayer, being vigilant in it with thanksgiving; meanwhile praying also for us that God would open to us a door for the word, to speak of the mystery of Christ..." Colossians 4:2*

Prayers are shared at least once a week, via e-mail and hard copies, among faithful prayer partners – Rev. John Bannerman, Linda Adamson, Shirley Hall, Eleanor Hannah, Margaret Holdsworth, Tom and Christine Hunter, Sue Garner, John Goodwin, Edith Ladd, Marilyn McFadden, Heather Reid, Ron Sumner, Lizz Thibodeau, and myself.

There are prayers of thanks, urgent requests, ongoing prayers, prayers updating circumstances as well as ongoing prayers for our brothers and sisters who are dealing with long term chronic illness and those in long term care. Although not all our prayers are answered in the way we would wish, we understand that "God's will be done". However, it is wonderful when we learn of a prayer answered.

Prayer cards are located in the pews and may be filled out and placed on the offering plate where they will be forwarded for inclusion in the weekly prayers. Requests can also be given to Rev John, your Elder, or by contacting me directly. It is rewarding to hear feedback and we know that the Lord hears our prayers.

Respectfully submitted by Maureen Bruff, Coordinator

## STEPHEN MINISTRY REPORT

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Chalmers has been a Stephen Ministry congregation since 2000 and during that time has provided countless hours of confidential Christ-centred care to people in need of support and prayer. Stephen Ministry is accountable to Session through the Pastoral Care Committee.

During 2017 Christine Hunter requested and was granted a one-year leave of absence from active service as a Stephen Minister. We hope that Christine enjoys her break and that she will return to active service as a Stephen Minister later in 2018. Also in 2017 Ron Sumner decided to step down from active service as a Stephen Minister. It was wonderful to have Ron as part of our team for a second term of service from 2016-2017. May God continue to bless Ron on his journey of faith.

Our active Stephen Ministers are Doug Bruce, Janet Bruce, Susan Garner, and Jeff Putt. Throughout last year our Stephen Ministry team met regularly for supervision, prayer, continuing education and fellowship.

In 2018 we hope to recruit and equip new Stephen Ministers for Chalmers. We will be doing focused awareness raising for Stephen Ministry early in 2018. Perhaps God is calling you to serve as a Stephen Minister.

Al Gayed serves with me as a Stephen Leader. Al has served with distinction as a Stephen Leader at Chalmers since the beginning of this ministry within our congregation. Thank-you very much Al!

I ask for your support for this ongoing ministry of our church. If you or someone you know at Chalmers (or in the community) might benefit from the support and care of a Stephen Minister please speak with me so that a referral may be arranged.

Please pray for our Stephen Ministry so that we may continue to provide confidential Christ-centred care to women and men who are facing challenges on the journey of life and faith.

Respectfully submitted by Rev. John Bannerman, Stephen Leader

## **POLICY & PLANNING COMMITTEE REPORT**

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MEETINGS: First Tuesday of the month, except July and August

MEMBERS:

Congregation at large: Yvonne Daniel, Ron Ladd\*, Donald Leitch, Anne Webster, Todd Webster

Standing Committee Representation: Linda Adamson, Linda Bone, Maureen Bruff, Erica MacKay\*\*, Bob Taylor, Mary Taylor

Ex-Officio Members: Rev. John Bannerman, George Leonard, Tom Hunter

Donald Leitch chaired the Policy & Planning Committee in 2017.

The Annual Congregational Budget meeting was held Sunday, February 26, 2017 and was attended by XXXXXXXXXX members and adherents. Lunch was provided by the members of the Policy and Planning committee. (Please see the minutes of the Annual Congregational/Budget Meeting.)

All committees were asked to submit their budget requests outlining the congregation goals to be addressed by the proposed budget allocation. Since 2014, committees have been asked to relate their proposed expenditures to the achievement of the congregation's vision, mission statements and goals which were adopted in 2013. Budget deliberations were held during the months of November and December and continued into January 2018. A recommended budget was presented by George Leonard and Donald Leitch to Session on January 16, 2018.

A special Thanksgiving appeal letter was sent to the congregation in a proactive effort to grow congregational givings.

A sincere thanks to the members of the congregation who count, record and deposit the weekly offering. These volunteers are called upon approximately 4-6 times throughout the year. Thanks also to the persons who volunteer to serve as examiners of the various church accounts and report their findings to the congregation annually.

Sadly, the Committee noted the passing of Ron Ladd in 2017. Ron was a long-time member of the Committee and an examiner for various church accounts. Erica MacKay stepped down from the Committee due to her move to Nova Scotia. Ron and Erica's service to the congregation will be missed.

The Committee would be pleased to welcome a couple of members of the congregation who have an interest in the congregation's financial and other administrative matters and wish to serve on the Policy & Planning Committee. If you have an interest or wish further information about the Committee, please speak to Donald Leitch or Rev. John.

The congregation finished 2017 with a surplus of \$XXXXX. The complete financial statements are available later in the Annual Report.

Respectfully submitted by Donald Leitch, Chair

\*deceased, \*\* retired

## PROPERTY MANAGEMENT COMMITTEE REPORT

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Committee members for 2017 were: Bob Taylor (chair), Bruce Dickert, Pat MacKay, Brian MacKay, Ron Sumner, Keith Johnston, Tom Vannus, Jeff Putt and Keith Spooner. Rev. John Bannerman and our part-time custodian, Brad Dobbie, also add lots of input.

Our Mandate: To maintain the Church building and property including furnishings, insurance, operating expenses and rentals. To maintain the Manse Building and properties including operating expenses and insurance on same.

We meet the fourth Thursday of the month at 7:30pm. Our volunteers are greatly appreciated for their hard work and dedication to these tasks.

Our main goal this year was the "Raise the Roof Project". This has been accomplished. The new roof looks fantastic, upgrading the appearance greatly.

The nursery has been completely painted and refurbished thanks to some wonderful talented volunteers, Patricia Matesic, Keith Spooner and others.

The Property Management Committee would like to thank all the volunteers re: fund raising, special projects and dedication to keeping our buildings in good shape. Many other projects have been done quietly and many are still ongoing.

The focus this coming year is to upgrade our Manse with needed repairs, renovations and decorating. We have allocated extra funds for this much needed project.

Our committee would once again like to say thank you to the congregation for your on-going support.

Respectfully submitted by Bob Taylor, Convener.

## RAISE THE ROOF FUND REPORT

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Members: Janet Bruce, Yvonne Daniel, Bob Finlay, Pat MacKay, Brenda Webster

(Peter Longmore – advisor)

The team was formed to raise funds for the roof project following approval from Session at their meeting in March.

In April a letter and pledge card was sent to all members and adherents of the congregation asking for financial support through special gifts or pledged donations for the Raise the Roof fund.

A letter was sent to the Board of Trustees in April requesting \$12,500 from the Memorial fund for the Raise the Roof project. The Board of Trustees approved this request.

In May, a letter was sent to the London Presbytery Loan Extension fund requesting a loan of \$60,000 to help pay for the roof project. The Presbytery Loan Extension committee met in June and granted Chalmers a \$60,000 loan towards the roof. The loan must be repaid over 10 years at 10% per year (\$6,000) plus 1% interest.

Chalmers received a very generous offer from an anonymous couple offering to match any new monies received in the Raise the Roof fund (through donations and fundraisers) for the months of May and June up to a maximum of \$20,000. Chalmers rose to the challenge and achieved the \$20,000 matching.

The Raise the Roof team organized the following fundraising events in 2017 ...

- Plant & Pie Sale – Sat.May.13
- Junk in the Trunk – Sat.June.17
- Silent & Live Auction – Sat.Sept.30
- Fall Bazaar – Sat.Nov.4
- St. Andrews Concert – Sat.Nov.18
- Sale of Mint Smoothies and Cheese – December

Many thanks to everyone who supported the many fundraising events and donated their time, talents and gifts in order to make these fundraisers such a success.

The Financials ...

Balance forward from 2016	\$ 7,900.00
10% of 2016 surplus	\$ 306.25
Memorial funds	\$ 12,500.00
2017 Donations	\$ 54,645.66
2017 Fundraising events	\$ 13,609.58
<b>TOTAL as of December 31, 2017</b>	<b>\$ 88,961.49</b>

THANK-YOU Chalmers members and adherents for your generosity and kindness in raising monies for the roof project. The Lord loves a cheerful giver.

Respectfully submitted by Yvonne Daniel

## SOCIAL COMMITTEE REPORT

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2017 welcomed many social opportunities for all of us at Chalmers. The Social Committee once again enjoyed hosting these favourite events.

The weather cooperated this year and we were able to come together for Chalmers' Annual Chili Night on January 28<sup>th</sup> with over 50 people attending and Christine Hunter being crowned as the 2017 Chili Champ with her winning chili!

With Easter falling a bit later this year, our Good Friday Breakfast was held on April 14<sup>th</sup>. Approximately 105 people came out to a time of fellowship over a hot breakfast with our traditional menu of eggs, sausage, pancakes and toast.

June 11<sup>th</sup> saw our annual picnic day with sandwiches and games for all as we looked forward to the nice summer weather and holiday time.

Burger Bash on September 10<sup>th</sup> saw the start of the "new year" as everyone moved back into the "swing of things" after summer holidays. Burgers, Hotdogs, Baked Beans and Ice Cream are a great way to get everyone together!

November 25<sup>th</sup> saw over 50 people gather for a Christmas Potluck to start off the holiday season sharing a meal and fellowship.

A **special thank you** to all of the people who volunteer to help out at these events (especially Good Friday Breakfast and Burger Bash), your willingness to lend a hand is so appreciated and integral to the success of these events.

Hmmm, I just noticed that all of our social gatherings have revolved around food. Well, if you like to eat (and don't we all?), keep an eye out for 2018's social events and I am sure you will find something you can sink your teeth in to.

Committee Members for 2017 were: Liz Gough (chair), Heather Reid, Anne Webster, Brenda Webster, Todd Webster and lots of "extra helpers" when called upon.

Respectfully submitted by Todd Webster

## SOCIAL COMMITTEE FINANCIAL REPORT

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### INCOME

Bank Balance – January 2017	\$	453.46
Chili Night	\$	203.95
Good Friday breakfast	\$	510.00

### EXPENSES

Chili Night	\$	68.55
Good Friday Breakfast	\$	235.02
Picnic	\$	105.65
Burger Bash	\$	220.40
Potluck dinner	\$	38.30
Bank Balance - December 2017	\$	499.49

TOTAL	\$	1,167.41	\$	1,167.41
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Respectfully submitted by Anne Webster

## **WORSHIP COMMITTEE REPORT**

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Committee members for 2017 were: Rev John Bannerman, Maureen Bruff, Gillian Cote, Beth Hickey, Mary MacDonald, Tammy McDonald, Jeff Putt.

The Committee assists the Minister and Music Director in Chalmers' worship by:

- Ensuring inspirational worship music through choirs, both senior and junior, praise team
- Providing special musical events
- Maintaining an audio/video system as well as providing livestreamed services. A new projector and screen were installed at the rear of the Sanctuary.
- Providing resources to groups/individuals leading worship
- Providing worship supplies – hymn books, music, bulletins
- Ensuring a hearing assistance system is in place
- Providing year round decorations throughout the Church building with special emphasis on Easter, Thanksgiving and Christmas
- Providing an intentional system of welcome and hosting (thanks to Cathy Spooner for coordinating this and Rita McWilliam for her Sunday morning greeting).
- Ensuring there is a presence in the Narthex during services
- Investigating various methods of providing gluten free Communion elements

The Worship Planning Team (Rev John, Sue Garner, Marilyn McFadden, Beth Hickey) meet regularly to discuss all aspects of the worship services and to plan special services.

The Worship Committee meets on a monthly basis and would welcome input from the congregation on any aspect of our worship.

Respectfully submitted by Maureen Bruff, Convener



## MUSIC MINISTRY REPORT

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### RHYMIN' REFLECTIONS ON CHOIR

So many new anthems we've sung  
Since this season we have begun.  
We hope to inspire  
by singing in choir  
for worship, God's people among.

In music ourselves we immerse  
As we strive to learn lyrics and verse.  
For an hour and a half  
We sing and we laugh.  
Oh time flies by when we rehearse.

As into the music we delve,  
we journey to our higher selves.  
We sing to the Lord  
and spread forth the word.  
Eighteen apostles, not twelve.

Our higher selves up we do lift  
When using our musical gifts.  
Our spirits and soul  
are both healed and whole  
as our anthems heavenward drift.

The people who listen do say,  
"Your song touched my heart so, today."  
"Our choir is a gem,  
and how I love them!"  
It helps them reflect and to pray.

There's Tom, he is all on his own,  
the Tenor part singing alone.  
To sing he does love  
those high notes above  
the basses with their mellow tones.

At times basses softer must go  
unless we are with the oboe.  
Don, Jules, Jim and Jim,  
Bob, too, does join in.  
They sing the deep notes down below.

The altos, Joanne, Liz and Kim,  
and occasionally Marilyn...  
"Once more!" they are pleading  
as Beth says, "great reading!"  
the low middle notes of our hymn.

Kim's leaving, she joined for awhile  
And sang with a beautiful smile.  
She has not much choice.  
She's losing her voice.  
The altos will miss her and I'll.

Audrey and Nancy and Betty  
and also with Gillian too  
the high notes do sing  
and their voices ring  
as on descant they sing tooraloo.

Myrna and Marg and our Mary  
Are second sopranos fine - very!  
They sing loud and clear.  
A pleasure to hear...  
They make our rehearsals so merry!

Friday nights we were then meeting,  
each singer and friend gladly greeting.  
We comfort and share  
and show others care  
whilst we are standing and sitting

Several of our choir members  
took part in early December  
To RCCO  
Carolifest they did go  
Surely a day to remember...

## MUSIC MINISTRY REPORT CONT'

### Praise Team Reflections for You

Early on Sundays we go  
to the church, Chalmers, that we love so.  
A quarter to nine  
is our early time  
for sound checks and warm-ups, you know.

Sound people must get there first,  
They help us each time we rehearse.  
They set up the mikes  
to the singers' delight.  
It enhances their lyrics and verse.

There's Bruce and there's Tammy and Tom  
who know how to turn everything on.  
The levels they set  
in order to get  
the best for the praise team's fine song.

Visual techs, you're so merry,  
but your job can sometimes be hairy.  
Words you display  
so we can pray  
in ways more contemporary.

Richard, Marilyn, Sue  
and Erica (we will miss you!)  
You have lots of fun  
and get the job done  
with Isla who also helps you.

Our Lizz is a multi-tasker.  
Of juggling she is a master.

"I don't get stressed,  
I just do my best."  
In getting things done she is faster.

In worship there is much to do  
to sing with us and livestream too.  
"Ideas to try,  
and so that is why  
I might sing less often with you."

Jackie, Joyceline, Jacqueline too,  
Kenneth & Abbey how we do love you.  
The notes aren't too high...  
Sing out, don't be shy.  
Don't worry, you won't overdo.

Glad thanks for your participation  
in singing for our congregation.  
Your help we do need  
the music to lead.  
You're foundation for your generation.

We also have Joanne and Karen,  
their notes high and low with us sharin'.  
"Be seated, please stand",  
"We love the praise band..."  
And that is why smiles they are wearin'.

Without Bob and Tom on guitar,  
as praise team we wouldn't get far.  
Bass Kim does play  
in her musical way  
So happy you're with us, we are!

### CHILDREN'S CHOIR

Children's choir started out small.  
Four members at first, that was all.  
Torry and Isla,  
Naomi, Josiah...  
'til more children came in the fall.

Jack, Paige and Grace came along  
to join in the choir and belong.  
Kirstyn came too,  
to sing for you.  
Their voices rang out in song!

Each Sunday for just a short while  
they practiced with many a smile.  
Set up the chairs...

Musical prayers...  
A half hour spent was worthwhile.

From memory verse they'd prepare.  
Well done, now we are almost there!  
Keep the beat steady!  
Sounds like we're ready  
our beautiful music to share.

They Palm Sunday and Easter did sing.  
Their heavenly voices did ring.  
Advent and Christmas  
with music did gift us.  
Joy to our church they did bring!

## MUSIC MINISTRY REPORT CONT'

### FOUR HEAVEN'S SAKE QUARTET

Our quartet called "Four Heaven's Sake"  
gospel style music do make.

Ainsley, Paul, Tom & Jim...

Their pianist is Kim.

They love to sing, make no mistake.

We always feel it is a plus  
when they sing here at Chalmers with us.

In our services twice

this year – that was nice!

We hope it will ever be thus.

For Chalmers folk who are shut in  
God's People Together's a win.

Their spirits are lifted

when with music gifted.

Most surely they leave with a grin.

A February concert was set

with Agritones (they're a quartet).

To Raise the Roof fund

more than a thousand  
they gave to help roof costs be met.

We listened and joined in the praise  
As they eagerly voices did raise.

Our pleasure grew

When the train whistle blew.

We give thanks for their generous ways!

The quartet from here travels out  
their gospel songs to sing and shout.

Whiteoaks Cemetery Service...

They're not too nervous

'cause it is God's work they're about.

This year as they travelled around  
sharing harmonious sound,

to Ingersoll, Blyth, Belgrave

their music they gave.

Through them God's presence was found.

### OTHER

- Michael Drennan, (trumpet), Oscar Elias (oboe), Jossée MacInnis (clarinet)
- Christmas Eve Orchestra – Lizz Thibodeau, Torry Thibodeau, Tom Hunter, and Bob Finlay
- Christmas Eve Special Praise - Bob Finlay (7pm), Lizz Thibodeau & Tom Hunter (10pm)
- Summer Special Praise – Bob Finlay, Ainsley Marshall, Estel Brown, Jim Harrett, Kenneth McDonald, The Gaels, Four Heaven's Sake Quartet, Ukes of London
- Concerts – Ukes of London, Cantorion Choir, St. Andrew's Day Scottish Concert
- Organ Supply – Harvey Fife, Kim Poser, Pat MacKay – thanks to all!

Respectfully submitted by Beth Hickey, Music Director

### CHOIR FINANCIAL REPORT

#### INCOME

Bank Balance - January 1, 2017	\$ 80.05
Fees collected	\$ 125.00
Interest	\$ 0.01

#### EXPENSES

Bank Fees	\$ 1.85
Gifts and Cards	\$ 189.93
Bank Balance - December 31, 2017	\$ 13.28

TOTAL	\$ 205.06	\$ 205.06
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Respectfully submitted by Audrey Baldwin

## REACHOUT GOSPEL CHOIR REPORT

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Well, another year has come and gone bringing us to our 45<sup>th</sup> year of singing gospel. Reachout was conceived in September 1973 and some of us are now “getting on a bit” but this year we were delighted to welcome some young blood in Torry Thibodeau, Joyceline Nathaniel, and Jacqueline Nathaniel. Young Kenneth McDonald also stepped up this year into a lead vocal role and delighted audiences everywhere we sang. Kenneth has stepped back for a while as he juggles the pressures of University, but we expect him to be back with us soon. Thank you, everyone, for the wonderful support you continually give us. As always, of course, we continue to rehearse every Wednesday at 7.30pm. Should you feel the urge to burst out into song, come along and join us. This year you would have been able to exercise your lungs 15 times as we sang in the various venues shown below (as well as all the Wednesdays, of course)

24 May 2017	Reachout to Arbor Trace
28 May 2017	Reachout to Caessant Care Bonnie Place
4 Jun 2017	Reachout to Tillsonburg
18 Jun 2017	Reachout to Parkwood
20 Jun 2017	Reachout to Presbytery Meeting
25 Jun 2017	Reachout to Chalmers
13 Sep 2017	Reachout to Valleyview
29 Oct 2017	Reachout to Henley Place Long Term Care Home
26 Nov 2017	Reachout to Caessant Care
3 Dec 2017	Reachout to Mount Zion Ridgetown
6 Dec 2017	Reachout to McGarrell Place
10 Dec 2017	Reachout to Chalmers
13 Dec 2017	Reachout to Ashwood Manor
17 Dec 2017	Reachout to Chartwell London Long Term Care Residences
20 Dec 2017	Reachout to Kensington Village

Our members in 2017 were:

Shirley Andersen, Lynn Ball, Karen Dutton, Liz Gough, Shirley Hall, Myrna Heinbuch, Jackie Harrett, Jim Harrett, Christine Hunter, Tom Hunter (Choir Leader), May Lee-Jarvis, Don McPhee, Tammy McDonald, Jason McDonald, Kenneth McDonald, Joyceline Nathaniel, Jacqueline Nathaniel, Kim Poser, Mike Poser, Abbey Poser, Heather Reid, Sandy Roadhouse, Lizz Thibodeau, Torry Thibodeau, Brenda Webster, Todd Webster

Respectfully submitted by Tom Hunter - Choir Leader

## REACHOUT GOSPEL CHOIR FINANCIAL REPORT

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### INCOME

Bank Balance – January 2017	\$	986.30
Presentations	\$	440.00
Interest	\$	0.02

### EXPENSES

Music	\$	984.68
Donation to Compassion Canada	\$	100.00
Repairs to cables	\$	153.43
Bank Balance - December 2017	\$	188.21

TOTAL	\$	1,426.32	\$	1,426.32
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Respectfully submitted by Christine Hunter

## KNITTING CIRCLE REPORT

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Our knitting team grew again this year and we now welcome 9 ladies to our circle on Wednesday afternoons.

**Projects:** We finished off some more Alzheimer muffs this spring, sent our knitted Izzy dolls to Ottawa to be sent overseas to war zones to comfort children hurt or distressed in these difficult times, and completed lots of knitted items to stock the craft table at the Christmas sale.

**Christmas Sale:** Again we had lots of beautiful donations of knitted and homemade items that added a wonderful selection to our table. Any knitted items left over are donated to groups around London who can put them to good use.

We had the book table again this year, and also welcomed a new and 'lightly used' Christmas Decorations table to the numbers. Both were very busy additions. The bake table sold out as usual, and the tea room was a 'calm amid the storm' with that always welcome cuppa!

**Future Projects:** This year we have requested suggestions from church folks for ideas of projects to start us out in a New Year. One suggestion is socks for veterans, who get gift baskets each Christmas – but could use some warm, knitted socks to keep them warm in this cold weather. So that's where we will be starting.

With or without knitting experience, we would love to welcome you to our Knitting Circle. We still meet every Wednesday afternoon, but our time is now 1:30 - 3:00 pm. Wool, needles and patterns for the current projects are always available.

See you there?

Christine Hunter, a knitter, joined by:

Joyce Kilbourne, Lizz Thibodeau, Mary MacLeod, Eleanor Hannah, Maureen Bruff, Janet Bruce, Mary MacDonald and Mavis Love-Symonds

## TASTEFUL TOPICS REPORT

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Tasteful Topics met 7 times in 2017, and we enjoyed a variety of speakers from within the Chalmers family, as well as from the wider community. Approximately 35-55 people are faithfully supporting and attending each time.

The guest speakers included :

January: Mary Anne McCoy from the Canadian Centre for Aging  
February: Brian White on the Bandito's Biker trial  
March: Jacklyn Holdsworth on her experience & involvement with "Me to We" and the African Water Project  
May: Linda Adamson about Scottish Country Dancing  
September: Laurie Spence-Bannerman and Loraine Warnock about their Camino Walk  
October: Amy Kemp and Abbey Poser about their trip to Guatemala  
November: Mike Couture from the Salvation Army about the Kettle Campaign

The lunches were usually provided by Nooners restaurant, with Phyllis Johnston and Pat MacKay volunteering to prepare the November meal, and Dave and Marilyn McFadden preparing the March lunch. The March proceeds were donated to the charity topic on that day, on behalf of the McFadden family. We certainly all appreciate the donation of time and supplies by Phyllis, Pat, Dave and Marilyn during the year for these lunches.

The cost of the lunch remains at \$10.00 to cover basic expenses, and includes a main course of sandwiches (or casseroles), a variety of fruit trays, vegetables and dips, salads, desserts, coffee, tea and cold drinks. We welcome suggestions of available speakers, and also of food caterers, or of anyone within the Chalmers family who would be willing to prepare a lunch.

We are thankful and appreciate the speakers who take time to prepare the presentations, and those who assist in so many ways. The setting up and taking down of tables and chairs, the many, many kitchen duties, technical assistance, etc. all take time and effort from so many of our Chalmers friends. It does not go unnoticed, and we are grateful for all of it.

2018 will present many new speakers!

Respectfully submitted by Cathy Spooner, Coordinator.

## TASTEFUL TOPICS FINANCIAL REPORT

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### INCOME

Bank Balance – January 2017	\$ 132.77
Breakfast Donations	\$ 2,886.12

### EXPENSES

Caterers	\$ 2,132.89
Honorariums	\$ 140.00
Donation to Me to We	\$ 226.00
Donation to General Fund	\$ 500.00
Bank Balance - December 2017	\$ 20.00

TOTAL	\$ 3,018.89	\$ 3,018.89
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Respectfully Submitted by Lizz Thibodeau

## OFFERING ENVELOPE SECRETARY REPORT

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This chart is based on 101 envelope users and 46 Pre-authorized Remittance (PAR) users for a total of 147 giving units.

\$ Per Year	\$ Per Week	# of Envelope Users	%	Total \$ Amount	Average per week
< 250	< 5	25	17	2,615	\$ 2.01
250 - 499	5-10	14	10	4,959	\$ 6.81
500 - 749	10-15	21	14	12,897	\$ 11.81
750 - 999	15-20	16	11	14,112	\$ 16.96
1000 - 1249	20-25	10	7	11,370	\$ 21.87
1250 - 1499	25-30	8	5	10,931	\$ 26.28
1500 - 1749	30-35	10	7	15,751	\$ 30.29
1750 - 1999	35-40	1	1	1,870	\$ 35.96
2000 - 2499	40-50	4	3	8,875	\$ 42.67
2500 - 2999	50-60	8	5	21,822	\$ 52.46
3000 - 3999	60-80	12	8	40,934	\$ 65.60
4000+	80+	18	12	159,479	\$ 170.38
TOTAL		147	100	305,615	

The above amount of \$305,615 reflects general offering plus any special givings such as Care & Share, property enhancements, roof fund, Church School, library, choir and/or Reachout. It does not include gifts to PWS&D, Presbyterians Sharing, Camp Kintail or the Upper Room Devotional,.

Not included in the above chart:

	People
Received - Memorial gifts (non members)	42
Received - Visitors	29

Respectfully submitted by Lizz Thibodeau, Envelope Secretary

## BOARD OF TRUSTEES MANDATE

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In the Presbyterian Church in Canada, the Board of Trustees fulfils a legal role, as set out in the Book of Forms. **The Trustees' duties** are established through a **Declaration of Trust (Trust Deed)**, which was approved by the congregation at an annual meeting.

**This "Mandate" document summarizes in a simplified format** the Trustee duties from the Declaration of Trust. The Mandate shows the relationship of Trustees to Session and the committees of Session. The Mandate document was also approved at the annual meeting.

### MEMBERSHIP COMPOSITION

- There will be a minimum of 3 and maximum of 5 Trustees. Our normal practice is 5 trustees.
- All Trustees must be elected by a majority vote of those present at a duly called congregational meeting.
- A Trustee must be a professing member of the Chalmers congregation. Adherents may not act as Trustees.
- The term of office shall be five years.
- Effective every year on April 1, one Trustee's term should end. Reappointment is acceptable after a two-year interval.
- If through death or resignation, the number of Trustees becomes fewer than 3, Session must call a congregational meeting, where new Trustees must be elected to fill at least the minimum number.
- A quorum for meetings is a minimum of 3 trustees present.

### DUTIES OF TRUSTEES

The Trustees will:

1. Elect a Convener or Co-conveners.
2. Meet formally at least once a year at the call of a Convener or Co-conveners. Keep records of all decisions and ratify formally any decisions made outside of a full meeting.
3. Provide 2 people to act with the Treasurer as signing authorities on the church's bank accounts and investments.
4. Sign on behalf of the congregation any promissory notes or other borrowing documents, for borrowing which the congregation has approved at a duly called meeting. Minimum 3 Trustees to sign.
5. Sign on behalf of the congregation any legal documents relating to lands, premises, and personal properties, as approved by the congregation. Minimum 3 Trustees to sign (Note: Some decisions regarding property may also require the approval of Presbytery.)
6. Manage and monitor the Memorial Fund account. Approve disbursements from the Memorial Fund to support initiatives or purchases for the benefit of Chalmers' congregation.
7. Process all Memorial Fund gifts or bequests.
8. Update the Memorial Board annually.
9. Ratify requests for funds from the Benevolent Fund for emergency personal needs identified by Minister or individual Elders and approved by a Trustee.
10. Check property titles at regular intervals. (minimum every 10 years)
11. Review insurance coverages and processes with Property Management committee at least every 3 years to confirm:
  - Appropriate property and liability coverages are in place on the church and the manse.
  - Reasonable liability coverage is in place for the protection of volunteers and members during church activities.
  - Property Management committee meets with an insurance agent/broker to review coverages in detail (minimum every 3 years).
  - Appraisals to assist with setting insurance coverage amounts are being done regularly (e.g. every 5 years).

Additional Trustee requirements and duties are prescribed in the Declaration of Trust (Trust Deed).

In the event of any conflict between the provisions of the Board of Trustees Mandate and the Declaration of Trust (Trust Deed), the provisions of the Declaration of Trust (Trust Deed) will prevail.



**RELATED FUNCTIONS**

Property Management Committee:

- oversees the day to day care and management of the church buildings and grounds, and of the manse.
- ensures on an annual basis that there is adequate insurance coverage for losses and liability.

Policy and Planning Committee:

- prepares and manages the annual budget for the congregation.
- manages all funds, bank accounts, and investments other than the Memorial Fund and the Benevolent Fund.
- encourages financial stewardship and develops financial plans to ensure all services can be provided.

Examiners:

- are appointed annually by congregation to review the financial transactions for accuracy and appropriate authorization.