



FIRST UNITED CHURCH OTTAWA
OUR LIVING FAITH
STORY

December 10, 2023

*Let the dreams we dream be larger
Than we've ever dreamed before
Let the dream of Christ be in us
Open every door!*



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Hymn excerpted from Draw the Circle Wide, More Voices #145
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First United Church: Our Living Ministry

As the people of First United Church, we come together as a nurturing, affirming, dynamic, diverse, and intergenerational faith community alive with creative faith practices, varied beliefs, and diverse family structures, lifestyles, and cultures. Everyone who comes through the doors of First United Church matters, whether “churched” or “unchurched”. We practise contemporary and creative expressions of Christian practice and theology. We offer a radical welcome, inviting any who wish ‘to come in and stay awhile’. Through our interactions, practices, groups, services, meetings and fun times we long to get to know ourselves, each other and God more deeply.

First United is a supportive and inclusive faith community that provides a spiritual home to explore and deepen one’s spirituality. In community we experience sacred energy and search for and find the resources to respond to the sacred call to become all that God has created us to be. Being in a diverse, supportive faith community cultivates spiritual growth and healing in its many forms. This allows for personal and community transformation in unexpected ways as we learn from one another and learn to celebrate the differences we encounter. We are stretched by the genius and complexity of relationship.

As a caring, Affirming community with a mix of all ages, families, and individuals from a variety of religious, social, racial backgrounds as well as sexual and gender orientations, we come together to celebrate our gifts and strengths, while also acknowledging our weaknesses and brokenness. We are a community with many social justice activists; First United strives to be a place of spiritual renewal and nourishment for those whose work and volunteer activities strive to change our world for the better. We are moving towards right relations with humanity and with all of creation. We are growing in our understanding that reconciliation with the indigenous peoples of Canada requires learning and unlearning, deep self-reflection, and intentional action as we live out our interconnectedness with one another and through this our experiences of God. We are proud pioneers who do not hesitate to take leadership within our congregation, the wider United Church, Canadian society and the world to address emergent social and climate justice issues.

We embrace the gifts and talents of our whole congregation, our minister, music director, intergenerational coordinator, other staff, and retired clergy. We all share the responsibility to ensure First United is a safe community for all who question, heal and grow in relationship with themselves, others, and God.

We continually endeavour to embody these values in all aspects of our congregational life. That’s why we call our church a Living Ministry. We ground our living ministry in three basic commitments:

1. A commitment to spiritual nurture in community. While we support and encourage personal spiritual growth, we recognize that we come to experience the sacred most profoundly in community.

2. A commitment to healing in its many forms. We strive to create a safe environment where questioning, personal exploration and reflection, and healing and wholeness in all its forms are supported and celebrated.
3. A commitment to live our faith in the larger world by promoting ecological and social justice in thought and action.

For 2023, the following are the ministry priorities for our life and work as a faith community as determined by the congregation at the Annual General Meeting:

1. Engage the congregation in faithful stewardship of the finances, giftedness and talent that sustain our community life.
2. Continue to welcome changes and initiatives that enhance being an intergenerational community.
3. Continue to celebrate diversity and promote racial justice through anti-racist learning and action.

The document that follows describes our First United community and ministries. To have an inclusive, multigenerational, and participatory ministry involves self-direction and cooperative organization that welcomes creativity and initiative.

We are the church; we all make these ministries happen. We are not alone. Thanks be to God.

Our Christian Faith

In living our faith, we at First United embrace a contemporary and creative expressions of Christian practice and theology. This is reflected in all elements of our ministry and is expressed specifically in our [Vision Statement](#). (Appendix B). The Vision Statement was developed through a consultative and collective congregational discernment process utilizing the values and behaviours embodied in our [Behavioural Covenant](#). (Appendix C).

As a member congregation of The United Church of Canada, we enthusiastically embrace the faith affirmation found in [A Song of Faith](#), adopted by The United Church of Canada. We celebrate our faith through the affirmations voiced in baptism and reception of members. In addition, there are many theological sources that inform our faith explorations such as liberation theology, feminist/womanist theology, creation-centered theology, process theology, quantum theology, and narrative theology. We welcome the wisdom from other faith traditions especially the Indigenous peoples of Canada and the Anishinaabe Algonquin Nation on whose traditional unceded territories First United Church exists.

The Hebrew and Christian scriptures form our core story as we engage these texts with a mythic non-literalist approach that is applied and made relevant for our times and lives. We remain

committed to interpreting God’s words for our own time and to listen for the voices of modern prophets as we engage with the meaning of the life and message of Jesus.

First United has a 161-year history in the city of Ottawa, a history that includes physical and spiritual transitions as the congregation reimagined itself with the passage of time. First United began in downtown Ottawa in 1862 as a Congregational Church before moving to Centretown in 1911, later uniting with a Presbyterian Church in 1925 as part of the United Church movement.

In 2007, First sold its Centretown building and migrated to Westboro to share a church building through a partnership with All Saints’ Anglican Church. This partnership embodies a commitment to shared Christian presence and common Christian witness. The [Memorandum of Understanding](#) between the two faith communities can be found on the website of First United and a short Historical Account of our journey is included in Appendix A. We are grateful for the wisdom of those who have nurtured our community over the years.

Our Commitment to Spiritual Nurture in Community

We have a deep commitment to spiritual nurture in community. While we support and encourage personal growth, we recognize that we come to experience the sacred most profoundly in community. Spiritual nurture is actively accepting wherever someone is on their journey of faith; religious or other judgements have no place in our gatherings. Our approach to spiritual nurture is to create a safe environment that encourages progressive, non-literalist questioning and reflection. We reflect, and engage in spirit conversation, we don’t preach. In our many gatherings, meetings and services we use many names for God, apply practices from Christian and other faith traditions, and explore our varied experiences of the sacred.

Within community, we explore “how” we connect with and experience the sacred, how we move beyond fear and isolation to an openness and abiding love where we are freed to love the God of many names and experiences with all our mind, all our soul, all our strength, and all our heart as well as love our neighbour as we love ourselves.

Early Christians understood this community as the “body of Christ”, insisting that all members of that body are of equal value even though their role and gifts and interests may vary. Everyone at First United is invited to understand their place within this body so that we can embody Christ in the world and embody a “healing presence” intent on proclaiming the “kin”dom of God.

Sunday Worship: Each week, we engage the heart and mind and body as we celebrate our faith. The Sunday service is creative and rooted in the progressive non-literalist tradition of The United Church. Those leading worship do so with the awareness that several people in the congregation have not attended church and may have little knowledge or experience with Christian scriptures, stories or traditions. Through storytelling with children and adults, inspiring and carefully selected music, and times of quiet reflection and prayerful meditation, we both deepen our

spirituality and proclaim our Christian faith. The minister (or whoever is presiding) works in a positive collaborative manner with the Music Director to ensure that both words and music flow to create a path for spiritual nurture, recognizing that the path may look different for everyone. Each Sunday we listen to many voices, explore Christian and other written and oral traditions, and sing and pray our being together in the presence of the Sacred.

A person walking into the sanctuary on a Sunday morning would likely see...

...130-180 people gathered. Children may be playing in the aisle, dancing to the music or sitting absorbed in a story in at the front of the church, their parents nearby in the pews or sitting near them on the floor. The choir (20-25 people) leads the singing of a favourite hymn complete with actions, or beautifully interprets a contemporary anthem. The rest of the congregation, a cross-section of people of all ages, are seated in chairs or pews encircling a small, raised platform holding the communion table. There are diverse voices, young, old, and in-between leading the service, offering prayers, reading scripture, presiding, reflecting, or making announcements.

We use inclusive language for all people and for God. The whole intergenerational, diverse community is encouraged to be involved in developing services: Some may have gifts to preside, offer reflections, read scripture, or lead prayers. Themes related to Right Relations with Indigenous peoples, 2SLGBTQIA+ issues, accessibility, and intergenerational priorities are woven into our services and programs, intentionally and appropriately.

While our services are often different from Sunday to Sunday, we do have a weekly rhythm and pattern and we celebrate Holy Communion on the first Sunday of the month. (Appendix D)

At the start of the COVID-19 pandemic (March 2020), we immediately moved to the Zoom platform for all our gatherings. While this shift required considerable flexibility and a significant learning curve for all participants, the Zoom format also provided the means to explore multimedia elements, real-time Spirit conversations with guests from around the world, and creative ways of delivering the music program. We are deeply grateful for the gifts and energies of the technology team, which coordinates the many facets of broadcasting and recording each regular and special gathering via Zoom.

By September 2023, participation in Sunday gatherings and in the Children and Youth Programming returned to near pre-COVID levels. Post-COVID we continue to offer hybrid Sunday gatherings to permit the inclusion of participants from places outside of Ottawa and those who are unable to attend in person, or who simply prefer to attend via Zoom. The Sunday worship is also recorded and distributed privately on the First United YouTube channel.

We share the sanctuary and building of All Saints' Anglican Church Westboro as part of a strong and longstanding partnership. First United's Sunday morning service follows shortly after the

Anglican morning service. The sanctuary design enables us to gather in a quasi-circular form so that we can see faces of others as well as place the common table in the centre of worship. The design reflects our desire for a sacred space that is bright and creative and sustainable (we use a hot water heating system and reused pews to build the table and small platform). In this space there is room for children to play and be comfortable, a centre open for creative drama, and a chancel area that is available for small group gatherings as well as for dance.

Sunday post-service hospitality: Six separate hospitality teams host the Sunday gathering in weekly rotation by welcoming, passing out bulletins and hymnbooks, taking up the offering, and preparing our time for conversation and refreshments. Hospitality is the responsibility of the whole community as we open our doors with love and so everyone is asked to participate except for those who are regularly providing leadership in our youth and children's programming or through our choir.

Meditation: Every Monday evening, there is silent Christian meditation via Zoom. This gathering, which includes introductory instruction and teaching, is led by trained facilitators associated with the World Community of Christian Meditation of which First's group is formally affiliated.

Small Groups: We understand that our commitment to spiritual nurture and community building extends beyond the Sunday worship services, recognizing that some cannot attend on Sunday or is not their preference. We intentionally encourage the development of small groups, some of which exist for a few weeks, and some that carry through many years. These groups help participants nurture their spirits and enter into deeper community (i.e., The holy in me greets the holy in you). Some examples of small groups over the years are:

- Book studies e.g., Right Relations, Anti-Racism and Racial awareness, theological or spiritual writings
- Spirituality groups e.g., Enneagram Explorations, Journaling, Spirituality through art expressions, Biblical studies, Lenten explorations, drumming groups, guided meditation, women's spirituality, men's breakfast
- Potluck suppers for segments of the congregation e.g., Young Adults, Parents with Small Children, 2SLGBTQIA+
- Support groups e.g., people entering retirement, mental health peer support, peer directed holy conversations.

Small groups may meet in-person or via Zoom (fully or hybrid) sometimes offered by our staff, while other groups are congregant-led.

Choir: We have a strong and vibrant choir that greatly enhances the celebration of our faith each Sunday. The choir includes 20-30 people, spanning all voices and a range of ages. Anthems and hymns are selected from many musical styles, genres, and cultures to enhance the theme of the service, often reaching beyond solely Christian traditions. The community benefits from a positive collaborative relationship between the Minister and the Music Director that permits

them to craft Sunday worship where music and word are woven throughout. The community has come to expect this degree of creative partnership among the staff. The congregational music selections and methods of presentation invite and encourage the full participation of the congregation. The choir is gifted with the talents of several members who regularly sing solo parts. The choir gathers for community and rehearsal every Thursday evening.

Intentional Intergenerational Focus:

As a faith community, First United is intent on responding to emerging realities for faith communities in the 21st century including an aging church population and reduced membership. While First United is fortunate because our faith community presently includes many families with children and youth, young adults, and a healthy cross-section of people of all ages, we are impacted by this shifting demographic.

The goal of fostering intentional interactions among all generations is to promote the spiritual development of all and to nurture relationships across generations. Our intergenerational vision:

- recognizes that people of all ages are an important and integral part of our community;
- maximizes the development of relationships across generations;
- unleashes the authentic leadership of all generations allowing all voices to be heard;
- creates a safe space that nurtures a context for all ages to share their gifts;
- attends to age-specific programming that understands stages of development stages not limited to childhood and youth, but which continue through the decades of adulthood; and
- celebrates rituals to mark the transitions through the ages and stages of life.

This priority on an intergenerational church has an impact on both the systemic functioning as well as the programming of First United. Following a visioning and discernment process, the congregation created an Intergenerational, Youth, and Children's Programming Committee (Appendix E), and a part-time Coordinator of Intergenerational, Youth and Children's Programming.

Over the last year, we initiated a monthly Saturday afternoon of Faith, Fun, and Friendship where persons of all ages gather for a variety of learning events, a shared meal, and a collective social and fun event following the meal. We have had 60 to 80 people of all ages attend each event.

Duty of Care: The Church Council of First United appoints a Duty of Care Steward to oversee the implementation of *Duty of Care* policies adopted by First United (the policies are available through the church office) and to implement the process of securing Police Vulnerable Sector Checks (PVSCs). All those participating in providing leadership in our children, youth, seniors and healing pathways ministries have completed PVSCs.

Children: We are alive with the enthusiasm of our children. Each Sunday, we provide a children's program using a new curriculum developed in-house. The Vision and Values of the

First United Curriculum are found at Appendix F. The new curriculum celebrates the Church year, honours indigenous wisdom, and is rooted in justice, and grounded in progressive scholarship. This curriculum introduces participants to the core Christian stories and faith. The curriculum is based on a contemporary understanding of our faith stories while ensuring that each child has a place to belong, grow in spirit, and to feel loved and safe.

Each Sunday, using the extensive program materials and directions in the curriculum, at least two leaders are present with each class.

Our **nursery** is a well-equipped brightly lit room that is operated by volunteers.

Youth: “Rite-13” and “The Journey to Adulthood” (J2A) constitute our youth program. The intent of this program is to balance both serious and playful activities that nurture the whole person during the challenging passage from childhood to adulthood. Youth are reminded of the ever-present love and grace of God. Based on the premise that “personhood” is a gift from God and that the passage to adulthood is shared in community, our youth gather for in-depth exploration of self, spirituality, sexuality, and society that:

- Provides a liturgical framework for the teenage life in modern culture;
- Celebrates youth individuality and creative potential; and
- Offers training in some basic life skills needed for adult living and interaction.

Rite-13 (approx. grades 6 to 8): In the fall of 2023, there were 8-12 young people participating most weeks. The key element in Rite-13 is celebrating the “rite of passage” as youth become teenagers. This ritual allows the congregation to celebrate the unique gifts and abilities of our youth. Through Sunday programming and some mid-week activities, these youth develop into a strong cohesive group.

J2A or Journey to Adulthood (approx. grades 8 to 10): In the fall of 2023, there were 5-8 young people participating. This program focuses on developing six basic skills for adulthood (which are active listening, negotiation, assertion, research & information management, partnership, leadership). These skills are learned by developing a strong sense of community and adapting different methods of Scripture reading, prayer, and community building. A pilgrimage with themes and destination discerned by the J2A group is the culmination of the two-year program. While future pilgrimages are likely to remain in Canada, previous pilgrimage locations have included: 2008 Sedona, Arizona; 2010 San Francisco, California; 2013 Alaska; 2015 Iceland; 2018 Ireland; 2021 Mexico (cancelled due to COVID); and 2022 Vancouver British Columbia.

Young Adults (late teens and 20s): We recognize and value young adults as a distinct and unique group. This demographic, deeply affected and destabilized by the pandemic, are more than ever seeking belonging and a sense of purpose and hope. Adding climate anxiety and concerns to the mix means this age group deserves special focus. When young adults choose to join us, we are deeply grateful and aware of our opportunity to offer them a voice, a place and a

community. We host monthly young adult suppers, offer leadership and training opportunities and seek to go further in integrating young adults, their worldviews and energy into congregational life and leadership.

Seniors: TGIF (To Gather in Friendship) is a group of primarily older folk who meet every Friday afternoon at First United. This weekly gathering provides fellowship, conversation and learning, all over a cup of tea. Anyone, regardless of age, is welcome.

Out-of-town spiritual retreats: Pre-COVID, we semi-regularly organized and provided programming at up to three retreats a year in different rural settings; one for women, another for men, and a summer retreat for all, particularly popular for families with children, known as Joy Camp. These weekends away have enabled deepening of relationships and often Sunday worship in nature.

Our Commitment to Healing in its Many Forms

We emphasize a theology of original blessing and that we are all created good. We teach *original grace* not *original sin*. In our life journey, we are called to embrace this goodness and wholeness as well as acknowledge experiences of brokenness that encroach upon our lives. In our wholeness and our brokenness, we gather as we are in creating a community that fosters healing and growth across the spiritual, mental, physical, social and emotional dimensions of the human experience.

Several congregants captured this emphasis when they described us in the following way:

We raise children and we are children. We live downtown and in suburbia. We are physically fit, and we live with chronic physical and mental pain. We contribute to foodbanks, and we use food banks. We battle addictions in secret, and we openly declare ourselves as members of 12-step groups. We celebrate our rainbow world of sexual orientations, gender identities, colours, and religious backgrounds. We are in kindergarten and soon to turn ninety. We belong to one-person families, two-father families, mother-father families, two-mother families and groups that are so close and extended that they get called 'family thickets,' rather than family trees. We are single and widowed.

At church, we call each other by first name—whether we are children, seniors, adults, or clergy. Our youngest members both serve and receive communion—and we announce that we serve gluten-free bread for all and fruit juice 'in solidarity with those recovering from addiction.' If we are old enough to read, we read scripture. If we have skills and spirit, we preside, preach, sing, and visit with those who cannot come in person.

Our prayers are to “Mother-Father God,” and we avoid words like “lord or saviour.” So, while we don't understand the Bible as the literal word of God, we revel in exploring the diverse ways people understand Jesus of Nazareth and talk about Christ. We welcome questioning about our faith as we pursue our spiritual journey with this congregation. Because of who we are, and who we want to be, we call First United a healing congregation—a comforting home for the sick and hungry outsider, where we love to laugh and comfort each other when we weep.

Pastoral Care and Circles of Care: We have a commitment to providing Pastoral Care to one another. We begin with a premise that a community that knows one another, cares for one another. Our goal is to integrate each person into the community in a manner that works for them. We offer intentional circles of care to those who are ill, injured or in emotional distress, as well as to kin who are providing direct care. These circles respond to specific needs such as rides, meals, groceries, respite care, and social visits.

Welcoming Team: We focus on creating an environment to welcome anyone who is seeking a faith community. A welcoming team regularly commits to be present at the door of our Sunday Gatherings to identify and welcome folks who attend for the first time. We endeavour to offer a welcome luncheon which occurs every few months. Subsequently, a small group of volunteers meets regularly with staff to update the church list and help people integrate into the community through small groups, volunteer opportunities, and to allow them to share their giftedness. This team is committed to helping those who are new in the community as well as help long-term members reimagine their involvements.

Mental Health Peer Support Group: The peer led Mental Health Peer Support Group meets monthly.

Healing Pathway: Healing Pathway prayerfully and meditatively channels spiritually focused healing energy. This healing ministry is not only for people dealing with a major health crisis since we are all on a healing journey of mind, body, emotions, and spirit. Healing Pathway sessions, with non-invasive touch, helps all of us on the road to wholeness. (For more information on healing pathway practice, please visit <https://healingpathway.ca/>)

We offer Healing Pathway every week in the Chapel at First United. We also arrange sessions in people’s homes, in the hospital or via distance healing. Individuals receive this healing energy on a massage table, in a chair or in a hospital bed from trained practitioners with the intention to welcome healing through physical relaxation, relief from pain, symptoms or stress. Those who receive sessions testify to experiencing a deep peace, groundedness, integration, as well as pain relief.

Our Commitment to Social and Ecological Justice

Our Christian faith calls us to action, calls us to build the “kin”dom of God as proclaimed by Jesus. At First United, we are determined to be a concerned and daring people, proclaiming God’s presence and love in our action for social and human justice. We recognize that our membership is actively engaged in our society and community through their vocations and volunteer efforts. This involvement is diverse and extensive; therefore, much of our focus as a community is to nurture the spirits of those who are making a difference in our world as well as share their stories and contributions. Collectively, we support the social and ecological Justice efforts of the United Church of Canada and KAIROS (a Canadian Ecumenical Justice Initiative that unites eleven churches and religious organizations in faithful action for ecological justice and human rights).

Within our faith community, we have established the following programs and nurtured the following partnerships.

A Remembrance and Call to End Violence Against Women (December 6th): Every year we commemorate the December 6th Montreal massacre of women at the École Polytechnique.

Accessibility: As an inclusive community, accessibility is continually being assessed as part of the activities of every program.

Affirming Ministries: 2SLGBTQIA+ individuals comprise 25-30 per cent of First United’s members and adherents. Queer individuals and families are fully and completely integrated into all aspects of the First United community. We support queer individuals and families, through intentional visibility on issues that impact the larger queer community by playing an active, public part in securing same-sex marriage, participating in the annual Pride Parade each year and take visible stands opposing trans fear and hatred. Members of the 2SLGBTQIA+ communities are visible in Ministry and other leadership roles in the church.

For many years, First United was the only affirming congregation in the city and often walked alone in the Pride Parade. This has changed. Now First United is joined by many congregations to march in the annual Ottawa Pride Parade. Representatives from First United are often invited to speak at churches as they address the Affirming process. Whenever occasions surface, our minister or representatives speak on issues of inclusion of the 2SLGBTQIA+ community in spiritual and community settings.

Alcoholic/Narcotics/Gamblers Anonymous meet weekly at First/All Saints’.

Anti-racism commitment: In October 2020, the United Church of Canada made a commitment to become an anti-racist denomination. Similarly, First United made our own congregational commitment to anti-racism, which is stated on our website as follows: *“We celebrate the racial and ethnic diversity present in our community and are engaged in addressing systemic racism*

within and beyond our church as we listen to the calls for action from the Truth and Reconciliation Commission and Black Lives Matter.”

Several activities and initiatives in living out this commitment have already occurred, including educational activities, reflections in Sunday worship services, participation in the United Church of Canada anti-racism activities. We also have visible signs and symbols which reflect diversity, express ally-ship and enhance efforts towards creating a safe and inclusive community of faith. We strive in all our programming to be inclusive and diverse, reflecting our commitment to expand beyond the limitations of a white centric perspective.

A working group was formed to look at ways that First might continue to live into our commitment to becoming anti-racist observing that we are not as diverse as we hope (about 15% of the congregation identify as BIPOC) and examine underlying issues on racial and cultural inclusion. The committee is exploring how we can develop meaningful community partnerships outside First United around anti-racism and identify initiatives we can develop within our own congregation to ensure greater racial equity and inclusion.

Centre 507 is an Ottawa Centretown drop-in centre supported by The United Church of Canada with which First has had a long relationship. At Christmas, our members prepare a Christmas sock filled with toiletries, warm hats/mitts and treasures for participants of Centre 507.

Earth Group / Water Allies: We are living our commitment to ecological and climate justice by engaging in specific issues and actions usually in partnership with other community organizations (e.g., petitions, art displays, marches). Our youth and children have taken the lead to have all of First United participate in a large Climate Change protest by carrying banners and signs that identify First United Church. We have participated in initiatives that focus on care for the Kitchissippi watershed and the Ottawa River, working in partnership with Ottawa River Keepers and our Algonquin/Anishinaabe neighbours (e.g., lobbying governments concerning the impacts of nuclear waste on the Ottawa River). As a congregation we discourage the use of single use bottled water and offer fresh tap water at congregational events. With our partner congregation, All Saint Anglican Westboro, we pay attention to the ecological footprint of our shared building and make building upgrade decisions (e.g., a radiant heating system embedded in the floor of the sanctuary and reusing wood from old pews when constructing a new communion table).

First Connections Luncheon is a program run by First United in partnership with Canadian Mental Health Association and Project Upstream. Volunteers cook and serve a hot nutritious meal once a month as well as provide a welcoming hospitable environment for the staff and participants of Canadian Mental Health Association and Project Upstream.

Multi-Faith Housing Initiative is an organization where First has been an active member. We continually promote their efforts to provide affordable housing in the city of Ottawa.

The New-To-You-Shop is a program of All Saints' Anglican Church Westboro. The shop is on the lower level of First/All Saints' and receives clothing and household donations for recycling and cost-effective purchasing. The shop is open on Wednesdays and Saturdays.

Refugee Sponsorship: The refugee ministry of First United has been an integral part of the life of First United over the past eight years. This ministry utilizes the Sponsorship Agreement Holder (SAH) status of the United Church with Immigration, Refugees, Citizenship Canada (IRCC). First United serves as the Constituent Group (CG) and works with groups within First, community sponsorship groups, or families as the co-sponsors. First United, primarily through administrative and ministerial staff, has provided support to this ministry with no additional overhead or administrative costs to the sponsorship groups or families.

In early 2022, the United Church of Canada adjusted both the reporting procedures as well as the proof of funds requirements. These changes require a review of the ministry given the change in workload and the necessity to hold the funds on the balance sheet of First United. Recommendations from this review will be considered in 2024.

Right Relations: First United is deeply committed and active in pursuing right relations with the Indigenous peoples of Canada. We celebrate the inclusion of the indigenous stories into the crest of The United Church of Canada through the adoption of the four colours and the inclusion of the Mohawk phrase “all my relations”.

The Living in Right Relations Book Study meets weekly to read and discuss both fiction and non-fiction books to gain a better understanding of our role in making reconciliation a reality. By listening for clarity from the words of the various authors and the wisdom of other group members, we look for ways to become better individual and collective allies to our Indigenous neighbours.

Our Healing Forest: First United Church in partnership with All Saints' Anglican Church Westboro created a Healing Forest in the courtyard of our building as part of a [National Healing Forest](#) in Canada. This Healing Forest is part of the ongoing response to the Residential School legacy in Canada.

Soul Space: Soul Space is a collective of community members and the faith community at First United Church who aim to attend to the spiritual care needs of street health, harm reduction, community and social service workers in Ottawa. An ongoing lack of public funding for housing and food security, the opioid crisis, toxic drug supply, and the COVID-19 pandemic, makes these frontline workers at risk of experiencing burn-out, vicarious trauma and compassion fatigue: conditions that can take months to years to recover from.

The goal of Soul Space is to provide low-barrier café socials, wellness workshops, day and weekend retreats that support holistic wellness. While working with many community members and diverse communities, Soul Space programs and finances are managed by First United.

Support for Individual and Group Initiatives: Many individuals or groups of individuals within First United start initiatives around particular social justice issues. First United offers spiritual nurture to support the initiatives and frequently a place to meet within the building.

United Church Initiatives and the Mission and Service Fund: Through the United Church of Canada, we participate in international and Canadian social justice and climate initiatives. We also promote and actively support the Mission and Service Fund which supports the collective work of the United Church of Canada.

Westboro Region Food Bank: The Westboro Region Food Bank is housed on the lower floor of First United/All Saints' and serves over 300 clients monthly. Each week we donate food items as part of our offering, and we support the food bank with volunteers and financial donations.

Our Governance, Staffing and Volunteers

Each week our bulletin declares *“Our Ministers: the whole congregation supported by”* and then *we list our staff*. We all make our Living Ministry happen.

With this understanding that the health of the congregation depends on broad engagement, we intentionally encourage all those associated with First to find a way to be involved in ways that work for each participant. We also recognize that church and volunteer participation has undergone a cultural shift that is being studied by many theologians and sociologists. The leadership of First United is engaged in responding to this shift, recognizing that churches will not function as they have in the past. Many of our programs are volunteer led and operated; the range of volunteer participation is summarized in Appendix G. Volunteer participation has slowly rebuilt following the COVID shutdowns. Some programs have stopped or been put on hold when (enough) volunteers are not available.

The following are the principal ways that the congregation governs and manages its affairs.

Annual Congregational Meeting: The congregation meets annually to review the life of the congregation and make decisions about its present and future functioning. At this meeting, reports of congregational activities and finances for the previous year are presented and adopted, the Budget for the upcoming year is approved and the membership of the Church Council, Ministry & Personnel Committee, and Trustees are elected. At this meeting we review our Living Ministry commitments by embracing the priorities that we name as a community. We always make room at the AGM for facilitated table discussions about the proposed ministry priorities for the year ahead. The annual meeting welcomes the voices of everyone who attends. In keeping with section B.3.7.2 of the United Church of Canada Manual (2023), we passed a motion at the beginning of the 2023 AGM to permit all those present at the meeting, both members and adherents, to vote on all matters being considered.

Church Council (14-16 members): The Church Council meets monthly to provide spiritual and organizational leadership to the congregation. The Council is empowered to make decisions on behalf of the congregation and in keeping with The Manual of the United Church of Canada. The Church Council holds in view the complete picture of congregational health. The Council, while receiving a monthly report from each of the minister and the coordinator of intergenerational ministry, does not micro-manage the day-to-day programming of the church but trusts that ministries will flourish under the identified leadership. The Council is available to offer support and guidance when required.

The Council Executive conducts a nomination process to identify new council members for election at the Annual General Meeting. Most council roles have a fixed term to ensure that leadership dynasties are not created or supported.

Chair:	The Chair is elected for a two-year term; however, this term is preceded by one year as Chair-Elect and follows with one year as Past-Chair. It is a four-year commitment. The Chair is on the Council Executive.
Chair-Elect/Past Chair:	To facilitate continuity of leadership, there is either a Chair-Elect or Past Chair in office to assume the leadership if the Chair is absent. These positions are 1 year each. The Chair-Elect/Past Chair are on the Council Executive.
Members at Large	There are 7-9 members at large elected for two-year terms to a maximum of two terms. We make best efforts to identify one person to represent youth and young adults as a Member at Large.
Secretary:	The Secretary records minutes of the meetings and receives/sends official correspondence. This position does not have a term limit.
Treasurer:	The Treasurer is a member of the Church Council. The Treasurer is on the Council Executive. This position does not have a term limit.
Ministry & Personnel Chair:	The Chair of the Ministry and Personnel Committee is a member of Church Council. This position does not have a term limit.
Regional Council Reps (2):	First United has the right to have two representatives at Regional Council and they must be members of Church Council in accordance with the policies of The United Church of Canada.
Minister:	The Minister is an ex-officio member of Council and must be present for the Council to have quorum. If the Minister is absent, then the Regional Council appoints a person to attend.

Church Council Executive: The Chair, Chair-Elect/Past Chair, the Minister, the Treasurer, and 2-3 other members serve as an Executive to deal with emergent business between meetings. The Executive serves as nomination committee for the Council.

Ministry and Personnel Committee (4 to 6 members): First United is required by The Manual of The United Church of Canada to have a Ministry and Personnel Committee to provide oversight and accountability to the staff. They provide ongoing support, periodic performance reviews, deal with complaints and conflict, and rewrite job descriptions as required.

Partnership Management Committee (3 members): First United is required by the “Memorandum of Understanding” with All Saints’ Anglican to name three members to the Partnership Management Committee. These include the Minister, the Chair of Church Council, and one congregant appointed by the Council.

Property Committee (2 to 3 persons): First United, in keeping with its partnership agreement with All Saints’ Anglican Church, identifies persons to sit on the Property Committee.

Trustees (4 to 6 persons): First United must elect a Board of Trustees who are responsible for the oversight and legal actions for the investments of First United. They provide direction on the management of the Building/Legacy Fund. This Board is elected at the annual general meeting.

Envelope Secretary (1 person): This person ensures that the records of donations are tracked correctly by the Church Administrator and is responsible for the timely issuing of tax-receipts for donations.

Offering Counters (2 coordinators, unlimited membership): Since most donors are registered for pre-authorized admittance or give by other electronic means, a practice greatly increased during COVID-19, Sunday offerings are locked away on Sunday and volunteers are scheduled to do a mid-week deposit. At least two unrelated persons must be present for the counting of the offering.

Sunday Worship committee: The committee meets monthly with the Minister, Music Director, and Coordinator for Children, Youth and Intergenerational Programming to evaluate the spiritual tenor of our Sunday gatherings as well as to plan upcoming themes for church year seasons, and how we invite many voices in providing leadership in worship.

Congregational Ministry: The implementation of programming is delegated to Committees, Ministry Teams and individuals who assume responsibilities for specific projects and ongoing meetings/gatherings as part of the three congregational priorities (Spiritual Nurture, Healing, and Social and Climate Justice).

Living Room Conversations: At times when we have discerned a need to re-energize and refocus our collective life, we have engaged in a series of living room conversations to ascertain the pulse of the congregation. This proved to be both insightful and validating for participants. It also provided inspiration and direction to the congregation. The Council has typically engaged in this practice every three years. During the COVID-19 pandemic, the living room conversations were conducted partly online. The focus of the latest conversations was to discern ways of living out our intergenerational ministry. Previously, living room conversations were our primary means for stewardship.

Staff: Congregational life would not occur without dedicated resources to staff our activities. Key to this staffing component is professionally trained, competent, and high-functioning ministerial leadership. Presently, the staffing complement consists of five people. We have a full-time Minister (Appendix H), a part-time Music Director (Appendix I), a part-time Office Administrator (Appendix J), and a part-time Coordinator of Intergenerational, Youth and Children's Programming (Appendix K). The position of Coordinator of Intergenerational, Youth and Children's Programming is a four-year contract (2022-2026) supported by a mix of grants, bequests and the congregational annual budget.

This staffing complement is accountable to the Church Council through the Ministry and Personnel Committee which reports regularly to the Church Council. In addition, there is a full time Church Custodian who is hired by All Saints' Anglican Church, but the costs are shared 50/50 and is therefore part of the First United staff team.

Retired Ministry Personnel: We are fortunate to have 13 individuals who have retired from ordered ministry in The United Church of Canada and who attend First United. Some have chosen to be recognized as Voluntary Associate Ministers. The retired ministry personnel engage with the congregation as other congregants do and offer their skills and support as they wish. They may on occasion fill in for the minister (Sunday services, weddings, funerals) as needs arise and as personal energies permit.

Our Congregational Demographics in 2023

Because of the ministerial change, a full review of membership and adherent lists occurred in the Fall of 2023 and is continuing through the first half of 2024. Presently we have 478 people associated with First United and can report that we are about 10% larger than the last full demographic report done at the end of 2014.

We maintain a database to track those who participate in the life of First United. The average attendance at Sunday Gatherings in 2023 (in-person and zoom) was 160 without counting June to August. 145 was the low in February and the high was 220 in December.

The COVID-19 pandemic presented many challenges, but for the most part First United maintained a level of participation similar to that prior to COVID-19. In the Fall of 2023, we began to see new families attending, in part due to the children and youth programming offered. At the same time, our demographic has aged with a large contingent who joined the congregation in the late 1980s and 1990s now retired or retiring.

Those who regularly attend Sunday Gatherings: 224 people are part of families that attend Sunday Gatherings. Of these 224, we share the following information:

<u>Age</u>		<u>Association with First</u>	
0-12	15%	0-3 years	19%
12-19	7%	3-10 years	23%
20-29	5%	10-20 years	23%
30-39	6%	20 years plus	35%
40-49	13%	<u>Adult Population</u>	
50-59	11%	Partnered	69%
60-69	29%	Single	31%
70-80	15%	“Straight”	74%
80 plus	8%	“Queer “	26%

Those who attend on occasion but are active in Life of Congregation: There are an additional 125 people who attend on occasion, are active in the congregation through a small group, or support financially though they don't regularly attend Sunday Services.

<u>Age</u>		<u>Association with First</u>	
0-12	15%	0-3 years	19%
12-19	9%	3-10 years	34%
20-29	2%	10-20 years	16%
30-39	14%	20 years plus	31%
40-49	5%	<u>Adult Population</u>	
50-59	18%	Partnered	66%
60-69	24%	Single	34%
70-80	10%	“Straight”	80%
80 plus	3%	“Queer “	20%

In addition, there are 72 people who do not attend but are considered under the pastoral care of the congregation. Many of these people are members.

We also have 57 individuals who are posted internationally or are presently living outside of Ottawa including students studying at university.

Our Congregational Finances and Stewardship

Like all United Church congregations, First United is responsible for fully funding the life of the congregation.

In 2022, we had 161 regular donors to First United and 75 regular donors to the Mission and Service Fund. A chart of offerings, expressed in “steps” is found at Appendix L. Like many congregations, we recognize the challenge of maintaining and growing our financial base, especially while experiencing a generational shift.

In 2022, we successfully applied for United Church grants, and designated transfers from our Restricted Funds to hire the Coordinator for Children, Youth, and Intergenerational Programming on a three-year contract basis. This decision increased our costs for staffing; thus, we are focused on a growth vision to maintain this position beyond the initial three-year pilot. A review of continuing this position is due to occur in fall 2024.

To this end, in October 2023 we conducted a stewardship campaign after having addressed stewardship through “living room conversations” in 2013, 2016, and 2019. The stewardship campaign was planned and managed by a three-person subcommittee of Council including the Treasurer. The church office administrator provided key support, and the minister provided advice and strategic linkages to the Sunday services throughout October.

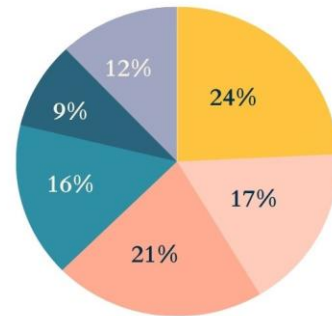
The key goal of the stewardship campaign was to increase monthly donations to the congregation and M&S, preferably through pre-authorized remittances. Through an initial and second mailing, and a stewardship focus during Sunday services, givers were encouraged to “go up a step” on the chart. The analysis shows that if most donors went up a step, the congregation would meet the goal to fully fund our intergenerational ministry position and programming.

First United’s medium term financial plan is to achieve a balanced budget over three years including a fully funded intergenerational ministry position. Our financial plan calls for 4-percent annual increases in congregational giving, but we expect the stewardship campaign to bring an overall increase of more than four percent. Historical financial information that supports our confidence in our financial viability is found at Appendix M. Full details of our finances are found in our annual financial statement at Appendix N. The table on the following page summarizes our present finances.

	2022 Actual	2023 Budget
Congregational Giving	242,754	252,100
Mission and Service	34,764	35,000
Directed Outreach	20,851	15,000
Other Revenues	<u>15,993</u>	<u>24,000</u>
Total	314,362	326,100
Administrative costs	16,312	14,100
Assessment (United Church)	13,883	14,277
Building	104,464	106,800
Mission & Service Fund	34,764	35,000
Outreach (incl. directed)	23,870	18,100
Programming	7,528	11,500
Staffing Cost	<u>205,529</u>	<u>227,075</u>
Total	386,349	406,152
Difference	(91,987)	(80,052)
Transfer from Bldg/Legacy	69,200	62,750
Transfer from Restricted.	<u>18,275</u>	<u>22,250</u>
Surplus (Deficit)	(4,511)	(15,802)

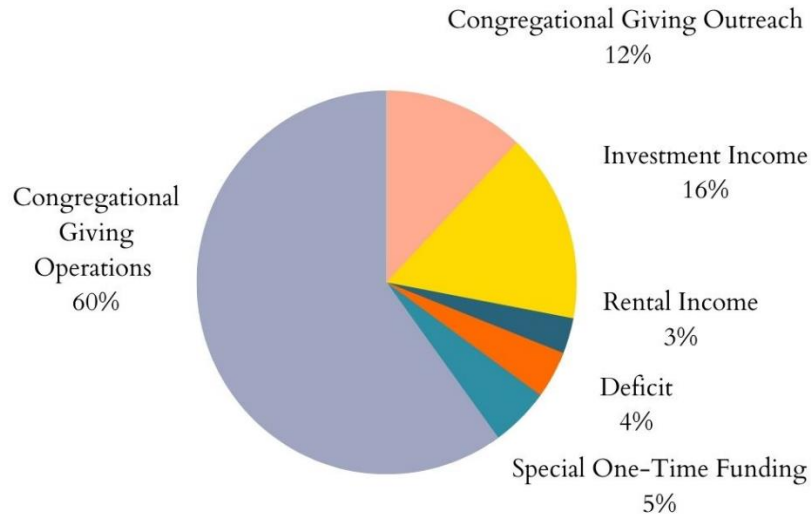
In the following chart, we present a narrative budget (2023) that indicates ministry areas supported by this budget when we divide staff (56% of expenses) and building costs (26% of costs) into activities.

- **Sunday Services**
Nurturance of faith, inspiring music, welcoming hospitality
- **Pastoral Care**
Visits, weddings, funerals, baptisms, care circles, Healing Pathways
- **Children, Youth and Adult Spiritual Development**
Nursery, children, youth (Rite 13, J2A), small groups, TGIF, and more
- **Justice and Community Partnerships**
Social justice initiatives, collaborations with like-minded organizations
- **Telling our Story**
Communications such as First Glance, website, social media, email, reports
- **Supporting the Work of the United Church of Canada**
Contributions to the Mission and Service Fund, participation in Regional Council



Percentages reflect all costs spent on each ministry, including staff, building and administration.

The next pie chart indicates the percentage of income from varying sources for the 2023 budget.



Investment Income: We have a Building/Legacy Fund that is managed by the Trustees of First United and is invested with Fiera Investments, an investment company working with The United Church Foundation and the General Council. This fund is made up primarily of the proceeds from the sale of our previous building on Kent Street and from bequests to First United. It is the intention that 4.5% of the total value of this Fund be transferred on an annual basis to support the ongoing operations of the congregation. A disciplined approach to investment has resulted in growth of annual revenue from the fund: from \$41,000 in 2016 to \$69,200 in 2022.

Restricted Funds, Soul Space and Refugee Funds: First United also has restricted funds for creative ventures or designated projects.. We also manage the finances of the Soul Space program and manage funds for 12 to 15 refugee sponsorships. Balances and terms of reference/purposes of these funds are outlined in our annual Financial Statement (Appendix M)

Our Connections with the United Church of Canada

First United is recognized as a Community of Faith in the United Church of Canada and is a constituent member of the Eastern Ontario and Outaouais Regional Council (EOORC). The Regional Council has official oversight of First United, and there is a three-way covenant between EOORC, First United, and First's minister. In addition to our Minister and Voluntary Associate Ministers, who are all members of the Regional Council, we elect up to two lay representatives to participate in the life of the EOORC. These representatives participate in the decision making of the Regional Council. Ministry personnel and lay commissioners are elected by the Regional Councils to the United Church General Council, which meets every three years to set church policy and provide overall direction to the Denomination.

Our Building and Partnership with All Saints' Anglican Church (Westboro)

Beginning in April 2007, First United Church and All Saints' Anglican Church Westboro began sharing one building as two separate congregations. This decision resulted from a desire by both congregations to be good stewards of all God has given, as well as the wish to strengthen capacities for ministry by sharing in programming and community outreach where possible. To learn more about our partner congregation, please visit the [All Saints' Website](#).

The building, located at 347 Richmond Road, consists of a sanctuary with the seating capacity of 250, a historic chapel which is ideal for smaller gatherings, a large church hall, a fully functioning kitchen, three large rooms for programming, two choir rooms, and an administrative wing. Throughout the week the building is in constant use.

Our Geographic Neighbourhood

First United Church is located in Canada's capital city, Ottawa, which is the nation's fourth largest metropolis. As part of the National Capital Region with a population of 1.1 million, Ottawa is home to national cultural institutions, federal, provincial and international summits, festivals, and sporting events.

For the most part, Ottawa's people are federal civil servants, high-tech specialists, educators, health care workers, and service providers. Their families have one of the highest median incomes of any Canadian city. It is worth noting however that, while their families have one of the highest median incomes of any Canadian city, in 2021, the overall poverty rate in Ottawa, based on the Low-Income Measure – After Tax (an indicator of relative poverty) was 8.9%.

While First United understands itself as part of the National Capital Neighbourhood, it is specifically located in the Westboro community, a few kilometres west of Centretown. The area attracts sports- and nature-loving young consumers through many outdoor equipment and lifestyle shops, and in recent years has experienced intensification and infill development. Approximately, 50% of our congregation can walk or cycle to our building, while another 50% commute from distant parts of Ottawa and Gatineau.

The church site is at the centre of the Westboro village, with a paved and landscaped plaza facing the street, which welcomes the neighbourhood to sit or walk the labyrinth set in the paving stones. The village traditionally hosts a major street festival in the second week of June – Westfest – in which both of our congregations participate. The chapel hosts periodic jazz and other music events and shows the works of local artists.

Appendix A – The History of First United Church (Ottawa)

This is a brief account of the more than 160 years of life as a congregation, beginning with the two congregations that joined together to form First United in 1925.

First Congregational Church: The roots of First United go back to 1846, when a small Congregationalist congregation gathered, and shortly thereafter purchased property on Elgin Street across from the present-day National Arts Centre. Construction on a building began in 1847; however, this congregation was not able to complete this building and it eventually became the site of Temperance Hall.

During these early years of existence, the congregation struggled, even ceasing to exist for a few short years. In 1860, the congregation was formally reorganized, and in 1862 purchased property on the corner of Elgin and Albert. A church was built, known as the “blue stone church” which was then replaced by a second larger building in 1888—this building was red brick. In 1901, a beautiful Casavant organ was purchased; music has long graced our faith life.

In 1911, the congregation, outgrowing its building yet again, sold this prime real estate property and relocated to 397 Kent Street at the corner of Florence Street. This time a cream-coloured brick was chosen (to add to the rainbow of colours) and the building was constructed for the cost of \$33,000. The beloved Casavant organ was moved to the new church at 397 Kent Street.

This congregation was also a pioneer, celebrating the first inter-racial marriage in the city.

Westminster Presbyterian Church: During a time of congregational conflict at Erskine Presbyterian (1911), differences became irreconcilable, and Westminster Presbyterian formed as a separate congregation. For three years this congregation was not recognized within the Presbyterian fellowship, and it was during those years that a close relationship was forged with the First Congregational church. With the prospect of Church Union on the horizon, the Westminster congregation discerned and chose not to construct a permanent church building, worshipping instead in space secured within the Conservatory of Music before transforming three row houses into a worship centre on the corner of Lyon and MacLaren Street.

First United: In 1925, The United Church of Canada was created by the union of the Methodists, Congregationalists, and approximately 60% of Presbyterian churches on June 25th, 1925. However, four and a half months prior, First Congregational Church and Westminster Presbyterian joined together on February 15th, and became the “first” United Church in the city. This union was marked in dramatic fashion as described by congregational historian Edna Shearman who wrote that the Presbyterian congregation,

...marched down the few blocks to their new home while the Congregational members stood in the two side sections so that the new members might be received into the centre portion of the church. It was a deeply moving, unforgettable service, and so the two become one body to be known as the First United Church of Ottawa.

At this time several members of Erskine Presbyterian Church joined First United.

The First Generation at First (1925-1955): First United became a worshipping community for many who came from across the country to work in Ottawa. There was also active support for families that had loved ones serving overseas during the Second World War. The congregation was active in supporting mission and church work both overseas and locally. They also became large contributors to the Church Extension Fund of Ottawa Presbytery. During these years, the Congregation experienced considerable growth. In 1945, the **Rose Window** was unveiled. This window, which was a gift from the Women's Association, was a tribute to those who served in the war and is constructed with 58,000 separate pieces. The brilliant colours, changing with the light outside, represent the enlightenment of the human spirit.

The Second Generation at First (1955-1985): Like many Centertown congregations, members of First United moved to the suburbs and helped to establish new congregations in these growing neighbourhoods. Numbers at First dwindled, but a faithful community continued to provide nourishment to one another and service to their community. During these years, a relationship was established with the **Chinese United Church** which was officially formed in 1962. This congregation grew from a mere 40 to 240 worshippers. The congregation shared space with First United until 1986, when their growth outstripped the space available, and they purchased a church at 600 Bank Street.

The Third Generation at First (1985 – 2007): Beginning in 1985, the congregation, facing imminent closure, opened themselves to what God's Spirit might be willing to do. This openness created an environment for a resurgence in congregational life. Building upon earlier roots of mission characterized by caring for the marginalized, a focus on a progressive, inclusive, and social justice theology attracted many new congregants. Along with many others, members of the 2SLGBTQIA+ community and those in recovery or learning to live beyond experiences of abuse became active in congregational life.

In 1992, the congregation celebrated its first same-sex union.

Our Present Life (2007 – now): In the late 1990's, the congregation began a visioning process to discern its future ministry. As part of this process, it was discerned that the Kent Street building, while beloved, was not fully servicing the congregation. Aware of many other under-utilized church buildings, the congregation made a stewardship choice which imagined congregational life beyond this building.

The journey since that time was long and at times winding but led to the development of a partnership with [All Saints' Anglican](#) Church in Westboro. This partnership was inaugurated in dramatic fashion when some members of First United

...marched from their Kent Street home to their new Richmond Road home and were greeted by members of All Saints' Anglican at the corner of Island Park and Richmond Road. Scarves of welcome (with the words "One in Spirit") were given to those from First, and then the two congregations gathered to dedicate a communion table/altar which the two congregations had gifted one another with.

A wonderful synergy continues between the two congregations as they share faith and space together.

Appendix B – The Vision Statement of First United Church

*As a member congregation of the United Church of Canada, we are a Christian church,
worshiping God and guided by the Spirit.*

We call out the meaning of the life and the message of Jesus.

*We are challenged to interpret God's words for our own time and to listen for the voices of
modern prophets.*

We are a welcoming, healing community, nurturing and supporting our congregational family.

We open our doors with love.

*We are a concerned and daring people, proclaiming God's presence and love in our action for
social and human justice.*

We affirm and celebrate our diversity.

*We rejoice in the gifts of our members and in the creative and intentional use of those gifts in
stewardship and care for our community and all of God's creation.*

We seek courage to live our faith in the community and in the world.

We are mindful of our humanness.

We are grateful for the wisdom of those who have built and nurtured this church.

We are alive with the enthusiasm of our children.

We seek strength to grow and to change as God calls us.

Appendix C – Behavioural Covenant

Values of First United Church Congregation

- 1. Equality (full participation)** - We recognize that each person has wisdom to offer. We commit to welcome every voice and value every idea and viewpoint.
- 2. Respect (safety)** - We invite each person to speak for themselves with honesty. In return we commit to listen without interruption and to respect views different from our own. We do this so that we may create a safe place for all of us to express our own views.
- 3. Openness (listening for deeper mutual understanding)** - We will actively and non-judgementally listen to each other and we are called even further to strive to understand the other person's point of view, and particularly to understand why it is important to them.
- 4. Collectivity (inclusive solutions)** - We will adopt non-adversarial decision-making processes and strive for broad ownership of solutions. We will move beyond fixed positions to creative new possibilities and options.
- 5. Spirituality (holistic approach)** - We affirm that we are united by the presence of God in each person. We will be mindful of the spiritual dimension of each other and will seek out the spirit in the practical challenges we face together.

Appendix D – Worship and Holy Communion

Our Vision: Worship belongs to the whole people of God and is to be an active process rather than a passive process. We encourage lots of congregational involvement, especially in presiding, making of music, reading of Scriptures, and in the writing and leading of prayers, scripture reflections, and congregational responses.

Our Practice: While we celebrate creativity and variety, we do follow a similar pattern each Sunday. We are guided by the Revised Standard Lectionary; however, we use the lectionary as a guide and will create services outside of these Scripture themes or are willing to move prescribed dates should the calendar require such adjustments.

Each Sunday we **gather** as a community coming from separate lives and homes so that we can be woven together as a gathered community. These includes words of welcome, grounding silence, being called to be present to one another and the holy, singing, and sharing the peace of Christ.

We also **listen** as a community for the holy who is speaking within and among us. This “word” comes in many ways, through music or a choral anthem, through drama and storytelling, through reading and reflecting on Scripture, through the testimony of someone.

Finally, we **respond** as a community by offering our concerns and celebrations in compassion through prayer, by sharing of gifts of talents and money for the building of the community, by renewing our commitment to live our faith in our daily lives, and by taking time be with one another in conversations and refreshments.

Celebrating Holy Communion: On the first Sunday of the month, we celebrate Holy Communion which we also identify as a Feast of God’s Love. In The United Church of Canada, we have an open table where everyone is welcome to participate. We embody this openness by emphasizing that everyone includes truly “everyone” regardless of age, creed, length of tenure in the congregation, sexual orientation or gender identity, and even religion. This is a table, while rooted in the Christian tradition, is a celebration of God’s abundant love for all of creation. As we celebrate, we tell the stories of when Jesus gathered people together to break bread and to share in the fruit of creation.

Appendix E - Intergenerational, Youth, and Children's Programming Committee

Summary:

A priority for First United is a vision of being an intergenerational church. An intergenerational vision

- recognizes that people of all ages are an important and integral part of our community.
- maximizes the development of relationships across generations.
- unleashes the authentic leadership of all generations allowing all voices to be heard.
- creates safe space that nurtures a context for all ages to share their gifts.
- attends to age-specific programming that understands stages of developments, stages not limited to childhood and youth, but which continue through the decades of adulthood.
- celebrates rituals to mark the transitions through the ages and stages of life.

This priority of embracing more deeply the vision of being an intergenerational church will have an impact on both the systemic functioning as well as the programming of First United. We define 'intergenerational' as:

An intergenerational church has **intentional interactions between all generations with the goals of promoting the spiritual development of all and helping to grow relationships across generations.**

Committee Responsibilities

First and foremost, it is the responsibility of this committee to be “keepers” of the intergenerational vision ensuring that both the systemic functioning of First United as well as its programming reflects this vision.

Secondly, this committee will work collaboratively with volunteers, Church Council, and the First United staff team to ensure that First United is an inclusive, inspirational and safe place for people of all ages.

Thirdly, this committee will provide quarterly updates to the Church Council on progress regarding the status of the intergenerational vision including the development of measures to document progress. These reports will include recommendations for making changes and adjustments in the implementation of the vision. This committee, in addition, will creatively communicate with the congregation as a whole.

Fourthly, this committee will provide support and programmatic direction for the duration of the contract with the Coordinator of Intergenerational, Youth, and Children's Programming. The Coordinator has two primary functions:

- 1) Supporting congregational leaders and volunteers in nurturing an intergenerational culture at First United so that all ages contribute to the life of the congregation with a particular focus to include the voices of children, youth, and young adults, by:

- supporting a culture and developing programs where persons of all ages feel genuinely included and welcomed, programs that will include times when the whole community gathers together on both Sundays and other times;
- fostering intergenerational opportunities and programs for congregants to develop relationships across ages;
- engaging with youth and young adults to integrate them into congregational life in a way that works for them;
- supporting all ministries (committees) within the congregation in developing an intergenerational perspective when planning events to ensure intergenerational participation; and
- supporting technology and communications that enhance the intergenerational goals.

2) Supporting the congregation to resource children and youth programming by:

- supporting congregational leadership in providing volunteer-led programming for nursery, children and youth, including implementation of an existing home-grown curriculum for children and the J2A programming for youth;
- resourcing and developing training and supportive networks for volunteers to implement program delivery;
- resourcing the development of a supportive network for families of children and youth with particular sensitivity for children with exceptional needs; and
- developing sustainable systems for the smooth operations of Sunday and mid-week programming (snacks, room set up, Duty of Care protocols).

Terms of Reference

Membership is 5 to 8 persons appointed by Church Council and includes the Coordinator of the Intergenerational, Youth, and Children's Programming. The Minister is also an ex-officio member.

The committee will meet regularly, at least every other month, and more often if necessary. The committee will select a chair from its own members who is responsible for calling the meetings, arranging the agenda, and facilitating the discussions.

Appendix F – Vision and Values of First United Curriculum (September 2023)

First United has developed this “home-grown” curriculum in order to realize the spiritual vision and values lived at First United. This curriculum reflects an inclusive theology embraced by this community of faith and provides a framework for a Biblical and theological grounding in the Christian tradition.

This curriculum is an “alive” curriculum. Feedback, edits, and suggestions are welcomed as we continue to share our faith together and adapt the curriculum accordingly.

This curriculum is founded on four principles or “lenses”:

1. An Indigenous Lens

Woven into the curriculum are Indigenous teachings and stories, authored by Indigenous persons and respecting the uniqueness of each Indigenous nation. These teachings and stories are primarily from Turtle Island (North America).

We receive Indigenous wisdom as a lens to engage our Christian faith. Please note: We receive this wisdom; we do not appropriate religious ceremonies or traditions. When possible, we welcome occasions when Indigenous persons can lead us in ceremonies.

As a congregation, First United is committed to “living into right relations” with the Inuit, First Nations, and Metis people of Canada by implementing the ninety-four recommendations arising from the Truth and Reconciliation Commission Report of 2015. Given the colonialist legacy of Canada, we intentionally long to redress harms caused, both past and present. With humility and respect, we receive Indigenous wisdom with the intention that this wisdom will help us better understand our own Christian tradition and deepen our spiritual lives.

2. A Scriptural Lens

We receive the wisdom from the stories and teachings within the Christian Scriptures as well as the Hebrew Scriptures.

We embrace the Bible as *stories of our ancestors in the faith*. This curriculum focuses on storytelling, not beliefs or doctrine. These stories purposefully emphasise inclusivity.

These stories and teachings centre around the life and ministry of Jesus with an understanding that Jesus lived his Hebrew faith.

There is an intentional choice to select core stories and teachings which are repeated year after year. Woven into the curriculum is an appreciation for the wisdom in the Scripture tradition as well as the limits of ancient texts reflecting the worldviews and beliefs and bias of original authors. We recognize both good and not so good exists within the Bible.

3. A Formation Lens with connections to Social Justice.

We focus on the formation of children and youth where practice and behaviour are grounded in learning and gaining knowledge to inform a healthy spirituality. The focus is not on adopting pre-stated beliefs or doctrines. The purpose is not to indoctrinate. Rather the focus is on action through ethical engagement rooted in a vision of justice and equity.

In addition to weekly themes and stories, this curriculum names in each lesson:

- i. a spirit objective,
- ii. a social justice objective, and
- iii. a knowledge objective.

This curriculum is based on the following age-based learning.

Prior to grade one (approximately ages 3 to 6), the youngest children hear the stories simply and concretely to inculcate the values of our living faith in these seminal stories. They experience the loving presence of the divine and experience safety in a community of faith.

In the early grades (approximately ages 5 to 8), children begin to appreciate the symbolic nature of these same seminal stories. They actively explore the values of our living faith and begin fostering an understanding of their relationship with the divine and their own spiritual self-care. They learn the value of compassionate care and justice when interacting with the world and neighbour.

In later grades (approximately ages 9 to 12 as well as into adolescence and adulthood) participants are encouraged to ask questions and think critically about these same seminal stories. With encouragement, students will critically encounter the stories with probing questions. This is done in an environment of openness, where questions and perspectives are necessary to encounter the divine in a variety of forms. There is a call to live love and to act justly.

4. A “Wider Wisdom” Lens

Sacred wisdom comes from many sources such as science, nature, other religions, inspiring people, fictional stories, our own experiences, music, and so forth. Woven into the curriculum is an understanding that a healthy spirituality embraces this wider wisdom. This wider wisdom is incorporated into weekly lessons.

Values

- Each child experiences being loved for who they are and to embrace the words within the baptism ritual – *you are my beloved in whom I am well pleased.*
- Awaken each child to the sense of Spirit (divine/God) within and beyond themselves.

- Acquaint each child with the stories of the Christian faith (Bible and otherwise), as well as an appreciation of sacred stories from other faiths.
- Each child knows that their questions and perspectives are valued.
- Each child comes to know the church as a place where loving relationships are modeled, and one can experience the world as *reliably kind*.
- Each child recognizes that church is a time to look after our spirits and to look after one another, something which happens all the time and not just in church.
- That as a congregation, *we are alive with the enthusiasm of our children* knowing that our children are often “prophets”. As a community we are *challenged to interpret God’s words for our own time and to listen for the voice of modern prophets*. These quotes are from the *Mission Statement of First United Church*

Appendix G – Congregant Volunteer Positions

The Church Council and staff invite congregants:

- to share their giftedness, wisdom, and loving energies with our community of faith.
- to discern their place, call, and contribution to the well-being of First United in a way that enhances their well-being.
- to imagine how they can make a difference within and beyond our congregational life.

Church Council is committed to ensuring the following ministries have congregant leadership. As the congregation comes out of COVID-19, many committees and working groups are reforming.

Church Council and staff recognize that volunteers require ongoing nurture and support. When volunteers shift their focus and participation leaving important positions vacant, Church Council has the responsibility to find volunteers to assume these functions in a timely manner. There is also recognition that there are times when congregants need “rest” or have other demands in life. Church Council and staff expressly honours the giftedness offered through one’s presence during periods of “rest”.

Church Council also welcomes new initiatives from congregants that fit with the vision and values of First United. Some of these ventures maybe short-term, others on-going.

Volunteers - Spiritual Nurture in Community

Sunday Worship Services

- Worship Committee (Chair and with 4 to 6 members)
- Holy Communion Coordinator (1 coordination with varying number of servers)
- Hospitality Coordinator (1)
- Six hospitality teams each with (1 lead with 5 to 7 volunteers)
- Technology Team for Sunday Worship (Sound and Zoom)

Intergenerational, Youth and Childrens Programming

- Intergenerational, Youth and Childrens Programming Coordinating Working Group (Chair with 3 to 5 members)
- Faith, Fun, and Fellowship Planning (1-3 volunteers)
- Nursery Coordinator (1 coordinator with varying number of volunteers each Sunday)
- Teachers for younger and older children’s classes (2 leaders per class every week)
- Rite 13 leaders (2 to 4 leaders)
- J2A Leaders (2 to 4 leaders)
- Young Adult Gatherings (1 Coordinator)
- Together in Friendship - TGIF (1 Coordinator)

Small Groups

- Christian Meditation (1-3 leaders)
- Drumming Group

Enneagram Group
 Men's Breakfast
 Retreat Coordinators (Joy Camp, Men's Retreat, Women's Retreat)
 Right Relations Book Club
 Unleashing Your Inner Writer

Volunteers - Healing in Its Many Forms

Circles of Care (1 point person and varying number of participants for each Circle)
 Healing Pathway Team (2 Coordinator and practitioners)
 Let's Talk about Mental Health (2 Peer coordinators)
 Membership Lists and Tracking (1 Coordinator)
 Soul Space Steering Committee (1 Chair with 6 to 8 members)
 Welcoming Team (1 Coordinator and 2 to 4 members)
 Writing Pastoral Cards (Team of two)

Social and Ecological Justice

Earth Group, Water Allies and Greening Sacred Spaces (Varies by project)
 Anti-racist and Racial Diversity Working Group (1 Coordinator with 3 to 5 volunteers)
 First Connections Luncheon (1 Coordinator and 6-8 volunteers each month)
 Living in Right Relations with the Indigenous Peoples of Canada (1 contact person)
 Refugee Working Group (Varies for each sponsorship)
 Remembrance and Call to End Violence Against Women - Dec 6th. (1 Lead with 3-5 volunteers)

At least one "enthusiast" for each partnership maintained by First United:

Affirm United
 Centre 507
 KAIROS
 Mission and Service Fund
 Multi-Faith Housing Initiative
 Westboro Region Food Bank

First United Governance

Church Council (14 to 16 members)
 Chair (1)
 Past Chair/Chair Elect (1)
 Secretary (1)
 Treasurer (1)
 Regional Council Representatives (2)
 Ministry and Personnel (Chair of M&P Committee)
 Members at Large (7 to 9 members)

Ministry and Personnel Committee (1 Chair with 5-7 members)
 Cheque Signers and Bank Deposit Working Group (4-6 volunteers)

Communications and Social Media Working Group (2-4 volunteers)

Duty of Care Officer (1)

Financial Review Working Group (1-3 members)

Ministry and Personnel Committee (1 Chair and 4 to 5 members)

Partnership Management Committee (3 Representatives from First United)

Property Committee (2 to 3 members from First United)

Trustees (3 to 5 members)

Appendix H – Position Description for Minister of Word, Sacrament and Pastoral Care (full-time)

Position Profile

The Minister of Word, Sacrament and Pastoral Care is a full-time position as a member of the ministry team that includes all of the members and adherents of First United Church, as well as four other staff engaged to support this ministry:

- the Director of Music (30% time)
- the Office Administrator (50% time)
- the Coordinator of Intergenerational, Children and Youth Programming (50% time)
- the Custodian (officially an employee of All Saints' Anglican Church Westboro)

Position summary

The minister provides spiritual leadership to the First United Church congregation through

- leading worship services (including administration of sacraments);
- working closely with the members of Church Council;
- developing programming through congregational committees and ministry teams
- offering pastoral care; and,
- nurturing partner relationships with All Saints' Anglican Church Westboro (with which it shares a building), the Eastern Ontario Outaouais Regional Council and the community at large.

The minister reports to the Church Council directly and through the Ministry and Personnel Committee (M&P), as well as being accountable to the Eastern Ontario Outaouais Regional Council (EOORC). The M&P Committee will appoint a direct liaison to the minister from within its members.

Autonomy in decision-making

The minister has autonomy in the allocation of their time and their day-to-day activities in fulfilling principal areas of responsibility and duties.

The minister works in a positive and collaborative manner with other staff.

While the overall priorities of the congregation and the position are determined by the Church Council, the minister influences these priorities. The minister may respond to urgent requests for the support of the congregation to external communities or causes that strongly intersect with congregational values and/or priorities.

The minister can authorise budgeted expenditures up to \$1,000.

Principal Areas of Responsibility and Associated Duties

Administration (10% of time)

The minister provides task direction to the Office Administrator, particularly with respect to bulletin preparation, communications, and programming support requirements. The minister will also:

- write, review, or edit congregational communications material as requested;
- prioritise announcements and communications in consultation with relevant groups;
- prepare draft orders of worship, and review and approve final version;
- advise Council Chair on developing meeting agendas; and,
- meet with the Church Administrator and volunteer membership coordinator monthly to update membership and adherents lists.

The minister also plays a key role in maintaining a positive relationship with the leadership of All Saints' Anglican Church Westboro (ASW) and administering the partnership agreement between the churches The Minister serves on and contributes to the Partnership Management Committee.

Community outreach and social justice (5% of time)

The minister is expected to maintain broad awareness of social justice and community engagement undertaken by committees and groups within the congregation. The minister is available to provide advice to congregational representatives as needed.

The minister will facilitate communication within the congregation about social justice issues and activities, both through electronic/print materials distributed through the office and through inclusion of such themes in worship liturgy, book studies or other discussion based meetings.

The minister is not required to serve in an ex-officio capacity on any external boards, committees, or working groups, but may make such a commitment in consultation with M&P or Council. The minister will represent First United at community events and within the civic life of Ottawa where such events align with the priorities of the congregation.

Denomination and communities (5% time)

The minister is a member of Eastern Ontario Outaouais Regional Council and can direct their level of involvement. The minister may be involved in the United Church at the General Council level, depending on interest, opportunity, and capacity. Involvement at the General Council will be discussed with the M&P Committee.

The minister will promote awareness of the vision and mission of the United Church of Canada and will ensure that Church Council is informed of and responds to requirements of the General or Regional Council (e.g., remits, administrative requests).

The minister will also facilitate congregational contact with the administrators or management of a variety of community service or advocacy organisations that are directly supported by First United (financially or otherwise). These may include, but are not limited to, the Westboro Region Food Bank, Centre 507, Multifaith Housing Initiative, community refugee sponsorships, Kairos, Affirm United, and Soul Space.

Faith formation and spiritual nurture (15% time)

The minister collaboratively develops plans with congregants and Volunteer Associate Ministers for adult biblical and spiritual exploration programming within the congregation, and may provide leadership of same. The minister also provides advice, logistics, and intermittent leadership as requested to support congregational volunteers who coordinate specialist programming (e.g., reconciliation, meditation, labyrinth, Healing Pathway, mental health support, young adults, and seniors).

The minister collaborates with the Coordinator of Intergenerational, Children and Youth Programming to integrate children and youth into services and other congregational activities.

Leadership (15% time)

The minister

- motivates, encourages, and supports the ministry of the entire congregation;
- assists Church Council in overseeing the spiritual health of the congregation and supporting discernment of congregational mission and priorities, and provides support to Council Leadership in planning and leading meetings and retreats;
- facilitates weekly staff meetings where church activities are coordinated
- encourages practices of spiritual reflection and connection in the administrative functions of the church (e.g., through prayers or “stewardship breaks” in meetings, selection of appropriate poems or excerpts from publications);
- advocates for the alignment of committee goals and objectives to the work of Council;
- advises leadership of the congregation on financial and stewardship matters.

Pastoral care (20% time)

The minister

- enables volunteer-led pastoral care ministries to address the evolving needs of the congregation (e.g., Healing Pathway, Circles of Care, Hospitality Teams, other groups - e.g., families with young children, the seniors group To Gather in Friendship (TGIF);
- conduct weddings and funerals in accordance with congregational policies; and,
- accompanies individuals and families in times of grief, separation, personal transition and crisis;
- works with families and others who are seeking to be baptised or profess their faith;
- provides referrals to counsellors, therapists and other community resources, as appropriate;
- offers spiritual listening and reflection to those seeking relationship with God.

Worship (25% time)

The minister has significant responsibilities for the worshipping life of the congregation. Specifically, they will

- facilitate leadership and work of the Planning Team for Sunday Services to oversee, plan and evaluate services;
- prepare and lead most services, including recruiting and involving lay or VAM leaders;
- works with the Music Director and other music volunteers for the integration into services of appropriate and diverse music,
- works with the Coordinator of Children, Youth, and Intergenerational programming for the involvement of children and youth in worship in alignment with their curriculum;
- provide appropriate and necessary support for teams planning services for special occasions and special rituals;
- foster ongoing feedback and communication about the evolving worship preferences of the congregation.
- administer the sacrament of Communion on a monthly basis, or engages voluntary associate ministers to administer the sacrament of communion in their place;
- administer the sacrament of Baptism;
- coordinate the reception of new members and those wishing to be confirmed;
- encourage the full participation of members and adherents in the worship life of the community of Faith.

Self care

The minister is encouraged to practise ongoing self-care and maintain a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development. Support for communicating and maintaining self-care boundaries and needs will be provided by the M&P Committee liaison.

Continuing education (5% time)

With regard to their personal and professional goals, the minister determines appropriate and timely materials and activities for their continuing education.

The minister is expected to use their yearly continuing education time allotment, and to take a Sabbatical after the required years of service with the community of faith.

Required knowledge, skills, abilities and education

Applicants to this position are expected to:

- be ordered in the United Church of Canada (either ordained or commissioned), or be in the admissions process of being received into the UCC. A Designated Lay Minister of significant experience and relevant education would also be considered;
- show demonstrated experience, skill and competency in accordance with the UCC's stated expectations for Ministry Personnel;

- have a high degree of awareness of issues of justice and inclusion for marginalised populations (e.g., 2SLGBTQIA+, Indigenous and racialised [BIPOC], underhoused)
- be committed to using language in worship, Biblical readings, and other contexts that is inclusive, non-judgmental and invitational to all (e.g., genders and gender identities, races, cultures, sexual orientations, and abilities);
- be experienced in encouraging creative integration of diverse people (i.e., by age, gender, sexuality, cultural background, etc.) into the life and work of the congregation, including newcomers to the congregation, both “churched”, and “unchurched”;
- have a demonstrated ability to foster a respectful, collegial, and professional work environment.

Other Preferred Assets

- Innovative approaches to change, including the effective use of digital communications technology in worship and group meetings.
- Successful record in leading affirming congregations.
- Successful record working with integrating all generations
- Experience of, or demonstrated ability and/or willingness to work within an ecumenical partnership sharing physical space.

Appendix I – Position Description for Director of Music

Job title *Music Director*

Reports to *Ministry and Personnel Committee*

NB: July 2019

Job purpose

The Music Director provides spiritual enrichment through music and song, leads the church choir, and works with the Minister and the Worship Committee to complement the service and meet the needs of the congregation. The congregation is an important partner in the development of the music ministry. The Music Director engages and manages expectations to determine how best to incorporate suggestions, talent, and needs of the members of the congregation into the music ministry.

Duties and responsibilities

Sunday Worship

- Coordinates with Minister and/or lay worship leaders each week to establish objectives or themes for services and to deepen spiritual experience
- Provides or delegates music direction and/or accompaniment
- Consults with Worship Committee and/or Music Committee
- Gathers, researches and implements ideas for an inclusive music program

Mid-week Musical Support

- Leads mid-week choir rehearsals
- Directs and/or provides accompaniment
- Supports congregational choir leaders
- Prepares choir for its leadership role in Sunday worship as well as its participation in weddings, memorial services and funerals, and other special events

Other Music Outreach

- Enriches the greater First United community through non-ministry music programming
- Fosters music awareness and training opportunities
- Seeks opportunities to collaborate with musicians from outside First United for personal professional development

Stewardship of Musical Resources

- Consults with Music Director of All Saints’-St. Matthias over shared instruments and coordinates usage of worship spaces for music purposes outside of standard meeting times
- Monitors and cares for and arranges for regular tuning of the grand and rehearsal pianos in consultation with All Saints’-St. Matthias music director
- Ensures proper maintenance and preservation of music resources such as scores and hymnbooks

Teamwork

- Attends staff meetings
- Attends monthly Sunday Gathering Committee meetings
- Participates in the planning, coordination, communication and team building of First United leadership and staff team
- Fosters a respectful, collegial and professional work environment

Qualifications

- Knowledge of music generally
- Understanding of theology of church music
- Awareness and respect for the traditions and theology of First United
- Appreciation of diversity of music in worship and community life
- Enables congregational choir, soloists, instrumentalists and composers to give musical expression to the spirituality of the congregation in worship
- Encourages creative integration of music with worship
- Enables congregants to contribute vision and talent to the worship experience
- Degree in music, education or related field
- Performance certificates in music

Working conditions

The Music Director is expected to work 14 hours per week. However, there may be times where additional time may be required because of unexpected circumstances. Every effort will be made to compensate the additional hours required through compensatory time off.

First United is a diverse and welcoming congregation. The Music Director is expected to be respectful of all who attend or are associated with First United and to participate with the team to provide a safe and comfortable environment.

Physical requirements

The Music Director is expected to sit for periods of time and also to engage with the choir and congregation at various times throughout the service.

Approved by:

Date approved:

Reviewed:

Appendix J – Position Description for Church Office Administrator

18 hours per week

Summary

The Church Office Administrator facilitates communication and completes administrative tasks within the First United Community, tasks which include providing administrative support in communications and finance. The Administrator works closely with the Minister in preparation of information, documents, and reports; organizing and maintaining the office administrative and data systems; and works in a shared office with the Office Administrator of All Saints' Anglican with whom First United shares a church building.

Duties

1. Provides administrative support for Sunday service and special events: (15%)
 - a. Prepares and prints weekly Sunday bulletin;
 - b. Prepares and prints bulletins for special events;
 - c. Supports volunteer coordinators:
 - i. Hospitality (prepare and print lists, make name tags, check and communicate supply and laundry needs);
 - ii. Welcoming (update brochures and newcomers list);
 - iii. Worship committee (support in worship participation, order worship supplies).
2. Facilitates communications within First United: (20%)
 - a. As the mid-week first point of contact, the office administrator is a public face for the congregation in the role of receptionist, answering the telephone, responding to church emails, dealing with in-person enquiries, providing information and referring enquiries to the appropriate person;
 - b. Produces in consultation with the Minister and others, the weekly announcement newsletter (First Glance);
 - c. Edits, formats and updates content and pictures on First United website and communicates requirement for major changes to the web-master;
 - d. Creatively maintains bulletin boards and outside Kiosk;
 - e. Designs pamphlets (flyers) and special notes for events;
 - f. Maintains current list of congregant names and contact information.
3. Provides other administrative duties as required to maintain an effective and productive Church Office, including ordering office supplies. (10%)
 - a. Provides support for stewardship mailings/activities;

- b. Acts as a registrar for special events or workshops;
 - c. Processes requests for reimbursement and invoices by preparing cheques for two signatures with appropriate expense receipts or invoices;
 - d. Provides support and maintains financial records for the monthly outreach luncheon for clients of Canadian Mental Health Association and Project Upstream (First Connections luncheon).
4. Provides administrative support to the Finance Committee: (25%)
- a. Enters Sunday congregational givings into data base, checks for errors, and provides a summary to the Donations Coordinator for verification;
 - b. Administers monthly Pre-Authorized Remittances program (First Things First) by entering monthly data and processing all additions, deletions and changes;
 - c. Writes all cheques and secure signatures from authorized signers.
 - d. Enters all expenses and all income into QuickBooks, completes monthly reconciliations between QuickBooks and the bank statements, and runs monthly and annual financial reports for the Treasurer and Church Council;
 - e. Reconciles donations in QuickBooks to the donations data base;
 - f. Provides a monthly summary of receipts to Treasurer, Council and Minister;
 - g. Prepares annual tax receipts;
 - h. Keeps an adequate filing system for yearend internal audit;
 - i. Compiles all information needed at the time of the yearend internal audit;
 - j. Prepares summary reports for the refugee groups (accounting for the use of restricted funds);
5. Provides administrative support to the partnership with All Saints' Anglican: (10%)
- a. Coordinates and facilitates bookings for use of the building;
 - b. Refers requests for rentals to volunteer rental coordinator;
 - c. Communicates with custodian about usage needs.
6. Provides administrative support for Church Council: (10%)
- a. Disseminates in consultation with the Chair of Council and Minister, the agenda and supporting documentation for Council meetings;
 - b. Maintains records of meetings (for audit purposes);
 - c. Assists in the preparation of the Annual Report, by requesting and assembling information, preparing drafts for approval, and proof reading and dissemination;
 - d. Maintains the church filing system (both hard copy and electronic records).
 - e. Assist with management of Police Vulnerable Sector Police Checks

7. Provides administrative support to the Minister, Music Director and other First United staff as required. (10%)

Accountability

The Church Office Administrator is accountable to the Church Council through the Ministry and Personnel Committee which is responsible for performance issues, conflict management and ensuring appropriate working conditions. Work priorities are established in collaboration with the Minister and through regular staff team meetings.

Required Competencies

- Discretion, integrity and confidentiality and an understanding of personal and professional boundaries.
- Strong interpersonal skills and abilities to work in a team.
- Ability to work in a shared, open office.
- Excellent communication skills (first responder training to deal with emotionally sensitive calls and drop-in requests for referral for pastoral care is an asset)
- Ability to work independently, multi-task, problem solve and be organized.
- Aptitude and knowledge with computer programs and familiarity with shared documents
- Demonstrated flexibility to respond to emerging needs.
- Familiarity with bookkeeping and financial databases is an asset.

Appendix K – Position Description for Coordinator of Intergenerational, Youth and Children’s Programming

Job Title:	Coordinator of Intergenerational, Youth and Children’s Programming
Reports To:	Church Council through the Ministry & Personnel Committee

Job Purpose

First United Church is seeking a part-time Coordinator of Intergenerational, Youth and Children’s Programming to provide leadership for our progressive, affirming congregation’s intent on developing intergenerational programming in all facets of congregational life. The position is 20 hours per week, for three years starting in March/April of 2022 though negotiable depending on the schedule of the successful candidate. Hours are flexible to allow for busier and slower times throughout the church year.

This individual will be supported by a congregational committee responsible for the promotion and implementation of an intergenerational vision. An intergenerational vision:

- recognizes that people of all ages are an important and integral part of our community
- maximizes the development of relationships across generations.
- unleashes the authentic leadership of all generations allowing all voices to be heard.
- creates safe space that nurtures a context for all ages to share their gifts.
- attends to age-specific programming that understands stages of developments, stages not limited to childhood and youth, but which continue through the decades of adulthood.
- celebrates rituals to mark the transitions through the ages and stages of life.

As a faith community, First United is intent on responding to emerging realities for faith communities in the 21st century including an aging church population and reduced membership. While First United is fortunate because our faith community presently includes many families with children and youth and a healthy cross-section of people of all ages, we are impacted by this shifting demographic.

Historical Context

First United has been a congregation that has discerned evolutions in its congregational life over the course of its history. As a faith community, First United is inspired and informed but not limited by the Christian story and recognizes the need for faith communities to evolved in order to remain vibrant and sustainable.

This has resulted in discernments such as:

- i. The union of First Congregational Church with Westminster Presbyterian prior to the official formation of the United Church of Canada in 1925. Earlier, in 1911, First Congregational Church had relocated from a downtown location to purchase the Kent Street building.
- ii. In the 1980's and 1990's, the congregation discerned around the full inclusion of the GLBTQ community through the provision of Holy Unions and later legal marriages. This emphasis evolved over the years as we deepened our efforts to be inclusive of all gender identities.
- iii. Beginning in 2002, the congregation discerned its future ministry and determined to sell the Kent Street building, a discernment process that led to the partnership with All Saints' Anglican that started in 2007.
- iv. Early in the 21st century, First United intentionally engaged with Living into Right Relations with the First Peoples of Canada. Support for and participation in the Truth and Reconciliation Process as well as naming the impacts of settler actions has been a vital evolution in congregational vision.
- v. In 2018, we embarked on a New Ways Project, embracing the importance of discerning new ways of living our faith into the 21st century by adjusting to societal, demographic and religious changes. This project has lifted up the importance of intergenerational ministry as well as wider definition of Spirituality.
- vi. Recently, intentional focus is being placed on racial justice and the recognition of unconscious bias and ongoing discrimination. This is impacting our self-understanding as a community of faith as we ensure that we name and celebrate racial diversity.

Duties and responsibilities

This contract has two primary functions:

- 1) Supporting congregational leaders in nurturing an intergenerational culture at First United so that all ages contribute to the life of the congregation with a particular focus to include the voices of children, youth, and young adults, by:
 - supporting a culture and developing programs where persons of all ages feel genuinely included and welcomed, programs that will include times when the whole community gathers together on both Sundays and other times;
 - fostering intergenerational opportunities and programs for congregants to develop relationships across ages;
 - engaging with youth and young adults (15 – 30) to integrate them into congregational life in a way that works for them;
 - supporting all ministries (committees) within the congregation in developing an intergenerational perspective when planning events to ensure intergenerational participation;
 - supporting technology and communications that enhance the intergenerational goals.

2) Supporting the congregation to resource children and youth programming by:

- supporting congregational leadership in providing volunteer-led programming for nursery, children and youth, including implementation of an existing home-grown curriculum for children and the J2A programming for youth;
- resourcing and developing training and supportive networks for volunteers to implement program delivery;
- resourcing the development of a supportive network for families of children and youth with particular sensitivity for children with exceptional needs;
- developing sustainable systems for the smooth operations of Sunday and mid-week programming (snacks, room set up, Duty of Care protocols).

Clarifications/Expectations

- Must have a valid police vulnerable sector check.
- Attend most Sunday services to support volunteers, provide planned programming, network with congregants, and make announcements as required.
- Work space at the church is available, and working remotely is welcomed. Administrative assistance is available from the Church Administrator.
- On occasion, must be available to work in the evening.
- No formal theological education or training in professional pastoral care is required but is considered an asset.

Qualifications

Work Experience (paid or volunteer)

- Project Management.
- Experience working with volunteers.
- Experienced in working with children, youth and families.
- Working in not-for-profit settings and working in a church setting is preferable.

Education

- Relevant post-secondary education is desirable.
- Completion of first aid/CPR training is desirable.

Qualities

- Leadership skills; self-directed, self-motivated and takes initiative.
- Good communicator – both verbally and in writing.
- Strong social skills.
- Comfort in working with diversity of races, sexual orientation, gender identifies, ages.
- Creative thinking.
- Organized, good time management skills.
- Works well independently and collaboratively with a team (of staff and/or volunteers).
- Flexible and responsive to evolve as the work unfolds.

First United Church strives to maintain an inclusive and diverse workplace and is an equal opportunity employer. We encourage applications from members of all underrepresented groups (e.g., women, persons with disabilities, Indigenous Peoples, racialized minorities, and individuals from the 2SLGBTQIA+ community).

Terms of Employment

- 20 hours a week (flexibility offered with possibility for summer off if desired).
- Four weeks of vacation per year.
- Employee Benefits offered through the United Church of Canada.

Working conditions

The Coordinator of Intergenerational, Youth and Children’s Programming is a 20-hour per week employment contract position effective March/April 2022 to March/April 2025.

The Coordinator is accountable to the Church Council through the Ministry and Personnel Committee, which will provide oversight, ensure good working relations, serve as a resource in times of conflict, and ensure appropriate working conditions. The Coordinator will be part of the staff team and will be supported by regular meetings with the minister and staff to integrate priorities and evolving nature of this intergenerational into the life of the congregation. The job will require evening meetings approximately once a month, as well as regular Sunday presence.

First United is a diverse and welcoming congregation. The Coordinator is expected to be respectful of all who attend or who are associated with First United and those associated with the children and youth programs/curriculum.

Approved by:	
Date approved:	

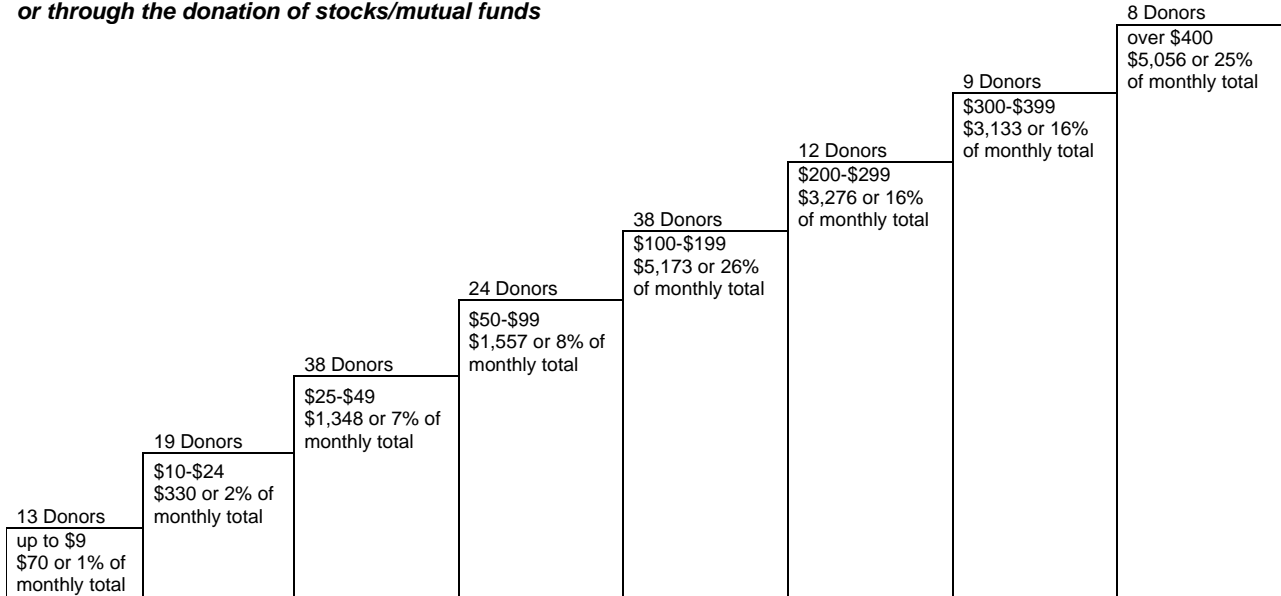
Appendix L – Giving Patterns of Donors

STEP CHART

Monthly Offerings to First United in 2022

161 Donors

Donations are averaged to include Advent givings, and those who give periodically or through the donation of stocks/mutual funds



Total Average Monthly Giving to First United – \$19,943

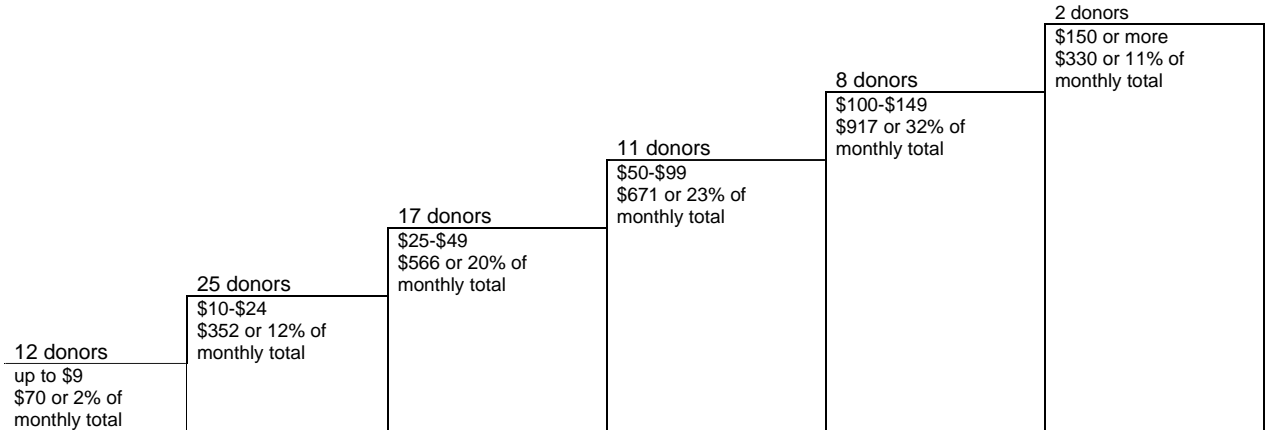
Total Annual Giving to First United - \$239,319

STEP CHART

Monthly Offerings to Mission and Service in 2022

75 Donors

Donations are averaged to include those who give periodically or through the donation of stocks/mutual funds



Total Average Monthly Giving to Mission & Service – \$2,897

Total Annual Mission and Service - \$34,759

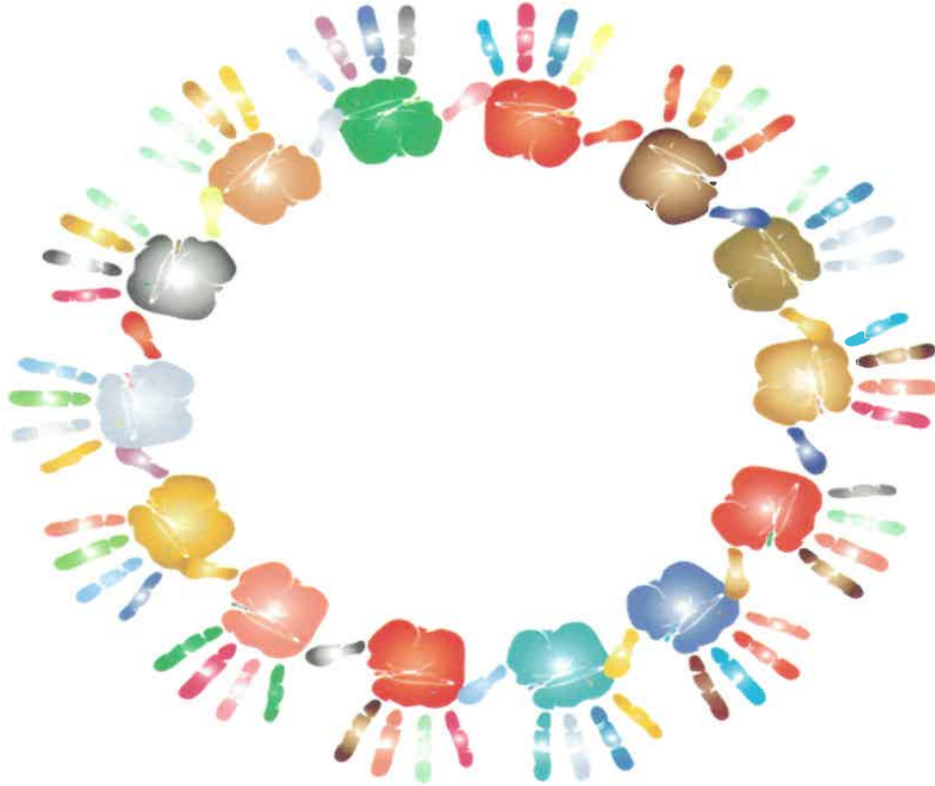
**In 2022, through First United Church, donations of \$20,851 were directed to following organizations:
Wesboro Food Bank, Multi-Faith Housing, Ukraine Relief, Help the Children Fund.**

We also received \$327,407 for Refugee ministries, most donated through community sponsorships.

Appendix M – Financial Viability Tables

First United Church Ottawa - Financial Viability Tables							
Last update:		04-Dec-23					
<i>Below are figures requested by the Pastoral Relations process offering another view of congregational financial health and viability.</i>							
Financial Summary							
Year	Revenues	Amount given through envelopes	Amount given through PAR	Expenses	Do expenses exceed revenues? (yes/no)	Surplus/ (Deficit)	Unrestricted balance at end of year
Current year (2023) Budget	\$ 410,350	\$ 71,000	\$ 172,000	\$ 426,152	Yes	(15,802)	\$ 48,848
One year ago (2022)	\$ 401,997	\$ 76,421	\$ 165,539	\$ 406,349	Yes	(4,511)	\$ 64,650
Two years ago (2021)	\$ 354,306	\$ 68,231	\$ 158,311	\$ 356,624	Yes	(2,318)	\$ 69,161
Three years ago (2020)	\$ 360,837	\$ 66,705	\$ 156,675	\$ 357,000	No	3,837	\$ 71,479
Four years ago (2019)	\$ 355,611	\$ 59,638	\$ 158,830	\$ 350,403	No	5,208	\$ 67,643
Five years ago (2018)	\$ 343,137	\$ 62,496	\$ 154,035	\$ 341,708	No	1,429	\$ 62,435
Six years ago (2017)	\$ 336,074	\$ 57,862	\$ 157,620	\$ 331,048	No	5,026	\$ 61,006
Payroll Costs							
Minister	40 hours per week						
Administrator	18 hours per week						
Music Director	14 hours per week						
Coordinator of Children, Youth and Intergenerational	20 hours per week beginning in April 2022 and all year in 2023						
Custodian	40 hours per week employed by ASW and cost-shared 50/50						
Note: Costs for custodian are included in "building" expenses in annual report							
Total staff costs:							
	2023	2022	2021	2020	2019	2018	2017
\$	261,925	\$ 238,732	\$ 203,295	\$ 196,141	\$ 194,381	\$ 186,592	\$ 181,046
Building and Maintenance Expenditures							
Year	Utilities (hydro and Water)	Fuel	Maintenance	Total	Exceeds 25% of Revenues (Yes or No)		
Current year	\$ 6,500	\$ 7,500	\$ 29,500	\$ 43,500	No		
One year ago (2022)	\$ 6,506	\$ 7,903	\$ 30,393	\$ 44,802	No		
Two years ago (2021)	\$ 5,698	\$ 5,375	\$ 20,264	\$ 31,337	No		
Three years ago (2020)	\$ 6,219	\$ 5,477	\$ 23,752	\$ 35,448	No		
Four years ago (2019)	\$ 6,845	\$ 5,741	\$ 27,002	\$ 39,588	No		
Five years ago (2018)	\$ 10,942	\$ 5,425	\$ 30,129	\$ 46,496	No		
Six years ago (2017)	\$ 6,930	\$ 4,456	\$ 24,296	\$ 35,682	No		
How many contributors support your congregation?							
	2022	2021	2020				
	161	166	162				
Contributors by age							
21–30 years	3	4	2				
31–40 years	12	11	10				
41–50 years	29	28	23				
51–60 years	32	36	35				
61–70 years	30	34	38				
71–80 years	47	43	44				
81+ years	8	10	10				
	161	166	162				

Appendix N – Financial Statement



FIRST UNITED CHURCH

FINANCIAL STATEMENT FOR THE YEAR ENDED DECEMBER 31, 2022

First United Church

Independent Internal Review of the 2022 Financial Statements

Section 6.3 of the United Church of Canada *Financial Handbook for Congregations (2017)* states that:

Every year, each congregation needs to produce audited or independently reviewed financial statements at the annual meeting. The independent review acts as an important “double check” on the records and ensures all transactions are properly recorded. The reviewers are independent of the recordkeeping functions and at arm’s length from the treasurer and bookkeeper.

This year the Council of First United Church did not appoint a three-member committee of the congregation to be the Internal Independent Review Committee. Instead, an internal independent review was conducted by Susan Little, who is not involved in the day-to-day management of church finances. Note that this is an internal review performing the steps which are outlined below and does not constitute an external review or audit by an accountant of these financial statements.

The individual performing the internal independent review was provided the current and relevant financial documents listed in **Section A**.

The procedures completed are listed in **Section B**.

The findings of the Internal Independent Review of the Financial Statements are found in **Section C**.

Section A

Items made available for the Independent Internal Review of the 2022 Financial Statements

- Complete set of draft financial statements for the year
- Access to the complete accounting records
- Printout of Income statement (both condensed and detailed) and Balance Sheet
- Bank reconciliations and bank statements for the entire year
- Monthly investment statements for Building/Legacy Fund from Fiera
- List of accounts receivable, accounts payable and prepaid
- Reconciliation of charity receipts and QuickBooks, including a printout from the donation system
- Letter to be signed by representatives of ASW to confirm the amount of the pre-payment at yearend (copy of signed letter to be provided to council)

Section B

Procedures Completed during the Internal Independent Review of the Financial Statements

Purpose: To reassure the congregation and protect the treasurer by acting as an important “double check” on the records and ensure that all financial transactions have been properly recorded.

Procedures:

1. Obtain a bank reconciliation and bank statement at December 31, 2022 and ensure:
 - The bank balance on the reconciliation agrees to the bank statements
 - The reconciled balance agrees to the financial records
 - Any reconciling items appear plausible
2. Obtain a copy of the investment statements for the year and ensure the following:

- Balance at year end ties to the investment statements
 - Revenue recorded for year appears plausible when compared to the quarterly statements
3. Obtain a listing of accounts receivable at yearend and ensure the listing appears plausible.
 4. Review support for the prepaid expense balance and ensure plausible.
 5. Review the confirmations received from each of the refugee groups of the opening and closing balances held in restricted funds agrees with the amounts in Schedule 7 Refugee Ministry Accounts.
 6. Review a reconciliation of donations for the year and donation revenue recorded in the financial statements. Compare this reconciliation to reports produced for the appropriate period for donations as well as to the revenue accounts on the accounting reports.
 7. Ensure all funds which need to be forwarded to the United Church of Canada or other charitable organizations have been sent by year end. This includes ensuring that all donated monies designated for the Mission and Service Fund have been forwarded to the United Church of Canada, as well as the directed outreach items in Schedule 3 to the Financial Statements.
 8. Review expenses for the year. Compare to prior year and to the budget and enquire about any items that appear unusual.
 9. Read all notes and schedules and question anything unusual.
 10. Examine support for the loan to All Saints Westboro.

Section C

I have completed the above outlined steps on the financial statements of First United for the year ended December 31, 2022. Nothing has come to my attention that causes me to believe that these financial statements are false or misleading. Clarifying questions were forwarded to the bookkeeper and Treasurer and satisfactory responses were received.

Signed:

Susan Little



Dated: 20 February 2023

FIRST UNITED CHURCH
Statement of Financial Position
As of December 31, 2022

	2022	2021	Change
Assets			
Current			
Cash	550,575	518,826	31,749
Undeposited Cash	12,593	7,118	5,474
Accounts Receivable (HST)	4,265	1,417	2,848
Accounts Receivable	0	0	0
Prepaid Expense	0	500	(500)
	<u>567,432</u>	<u>527,861</u>	<u>39,571</u>
Long-term			
United Church Foundation Investments at market value (note 6 and schedule 7)	1,521,710	1,595,759	(74,049)
Long-term Loan to All Saints' Anglican			
Capital Fund (note 4)	48,251	68,251	(20,000)
	<u>2,137,393</u>	<u>2,191,871</u>	<u>(54,477)</u>
Total Assets			
Liabilities			
Accounts Payable	8,039	1,315	6,724
Total Liabilities	<u>8,039</u>	<u>1,315</u>	<u>6,724</u>
Equity			
General Fund (unrestricted - note 2)	64,650	69,161	(4,511)
Maureen Kellerman Bursary (restricted - note 2)	7,153	7,313	(160)
Soul Space (restricted - notes 2 and 7)	60,212	42,813	17,399
	<u>132,015</u>	<u>119,286</u>	<u>12,728</u>
Restricted Ministry Accounts - Council (notes 2 & 8)	121,640	136,163	(14,523)
Restricted Ministry Accounts - Refugees (notes 2 & 8)	480,998	397,155	83,842
	<u>602,638</u>	<u>533,318</u>	<u>69,319</u>
Building/Legacy Fund (note 2 & schedule 7)	1,394,702	1,537,951	(143,249)
	<u>2,137,393</u>	<u>2,191,871</u>	<u>(54,477)</u>
Total Liabilities and Equity			

Approved on behalf of the Church Council and Congregation

Treasurer

Chair of Church Council

See accompanying notes to Financial Statements

FIRST UNITED CHURCH
Statement of Operation and Change in net assets for General and Restricted Funds
For the year ending December 31, 2022

	<u>2022 Actual</u>	<u>2021 Actual</u>	<u>2022 Budget</u>	<u>2023 Budget</u>
Income				
Congregational Giving for General Operations				
Advent Campaign	27,755	23,578	24,500	27,500
Envelopes/Interac/ Donated Shares	48,666	44,653	46,500	50,600
First Things First (Pre Authorized Remittance)	165,539	158,311	164,500	172,000
Loose Offerings	794	531	2,000	2,000
	<u>242,754</u>	<u>227,073</u>	<u>237,500</u>	<u>252,100</u>
Directed Outreach	20,851	17,785	15,000	15,000
Donated Expenses	1,084	557	1,000	1,000
Fundraising & Memorial Givings	1,250	7,350	3,000	3,000
Interest (Savings Account)	4,545	843	1,000	8,000
Mission & Service Fund (United Church)	34,764	35,439	35,000	35,000
Space Donations/Rental	9,114	5,715	12,000	12,000
Total Income	<u>314,362</u>	<u>294,762</u>	<u>304,500</u>	<u>326,100</u>
Expenses (net of Recoveries)				
Administration (Schedule 1)	16,312	11,744	14,225	14,100
Assessment (Regional Council, United Church)	13,883	17,804	13,885	14,277
Building (Schedule 2)	84,464	64,500	81,500	86,100
Directed Outreach (Schedule 3)	20,851	17,785	15,000	15,000
Mission & Service Fund (United Church)	34,764	35,439	35,000	35,000
Partnership Ministries (Schedule 4)	3,019	3,098	3,100	3,100
Programming (Schedule 5)	7,528	10,204	12,050	11,500
Intergenerational Coordinator	24,771	0	26,000	38,100
Staff (Schedule 6)	180,758	175,770	184,000	188,975
Total Expenses	<u>386,349</u>	<u>336,344</u>	<u>384,760</u>	<u>406,152</u>
Net income (loss) from operations	(71,987)	(41,582)	(80,260)	(80,052)
Other Income/Transfer to General				
Bequest and earned interest	0	10,000	0	0
Building/Legacy Fund transfer to General	69,200	54,980	69,200	62,750
Covid 19 Wage Subsidy	0	2,381	0	0
Intergenerational Coordinator Transfer	17,330	0	17,330	19,500
Maureen Kellerman Bursary Transfer	160	280	750	750
Restricted Council Ministry Transfers to General	945	1,903	2,000	2,000
Other Expense/Transfer from General				
Maureen Kellerman Bursary Expenses	(160)	(280)	(750)	(750)
Transfer from General to Capital (note 4)	(20,000)	(20,000)	(20,000)	(20,000)
Transfer of Bequest to Restricted Ministry	0	(10,000)	0	0
Surplus (Deficit) General Fund	<u>(4,511)</u>	<u>(2,318)</u>	<u>(11,730)</u>	<u>(15,802)</u>

See accompanying notes to Financial Statements

FIRST UNITED CHURCH
Statement of Operation and Change in net assets for General and Restricted Funds
For the year ending December 31, 2022

	<u>2022 Actual</u>	<u>2021 Actual</u>
General Fund		
Opening Equity	69,161	71,479
Surplus (Deficit)	(4,511)	(2,318)
Closing Equity	<u>64,650</u>	<u>69,161</u>

Maureen Kellerman Bursary (note 2)

Opening Equity	7,313	7,593
Donation	0	0
Bursaries Granted	(160)	(280)
Closing Equity	<u>7,153</u>	<u>7,313</u>

At December 31, 2022, \$7,153 is owed by the General Fund to the Maureen Kellerman Bursary.

Soul Space (note 7)

Opening Equity	42,813	6,438
Income	58,784	57,759
Expense	(43,384)	(21,385)
Scholarship Fund	2,000	0
Closing Equity	<u>60,212</u>	<u>42,813</u>

At December 31, 2022, \$60,212 is owed by the General Fund to Soul Space.

Restricted Ministry Accounts - Council (note 8)

Opening Equity	136,163	119,581
Restricted Council Ministry Income	18,590	12,635
Restricted Council Ministry Expense	(14,837)	(5,150)
Restricted Council Ministry Transfers	(18,275)	9,097
Closing Equity	<u>121,640</u>	<u>136,163</u>

Restricted Ministry Accounts - Refugees (note 8)

Opening Equity	397,155	172,114
Restricted Refugee Ministry Income	327,407	265,781
Restricted Refugee Ministry Expense	(243,564)	(40,740)
Restricted Refugee Ministry Transfers	0	0
Closing Equity	<u>480,998</u>	<u>397,155</u>

At December 31, 2022, \$121,640 and \$480,998 are owed by the General Fund to Restricted Ministry Accounts - Council and Refugees respectively.

See accompanying notes to Financial Statements

FIRST UNITED CHURCH
Notes to Financial Statements
For the Year Ending December 31, 2022

1. Purpose

The congregation of First United are a people on a journey, seeking to live their faith tradition with integrity. The congregation is guided by its mission statement. First United is a registered charity under the Income Tax Act and is therefore exempt from income tax. As a not-for-profit organization, First United is reliant on revenues generated annually.

2. Summary of Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, except that all capital asset purchases are expensed in the year of the acquisition. Canadian accounting standards for not-for-profit organizations requires entities to select policies appropriate for their circumstances from policies provided within these standards. The significant accounting policies selected by First United and applied in these financial statements are summarized below.

Fund Accounting: Resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose as determined by the Church Council of First United. For financial statement purposes, these funds are grouped into the following:

General Fund: The General Fund is used for the day to day operations of the church.

All unrestricted contributions are recognized as revenue of this fund. Directed donations to other charitable organizations such as the Mission & Service Fund are forwarded in their entirety.

Building/Legacy Fund: This fund is held in trust by the Board of Trustees and originally resulted from the sale of the manse. During 2007, the Kent Street church building was sold and the proceeds less legal and commission expenses were invested with The United Church Foundation along with other funds held by the Board and from General funds of the Church. The original amount invested was \$929,985 of which \$813,871 in keeping with Regional Council (formally Presbytery) guidelines must be protected capital (100,00 from the sale of the manse in 1985 and \$713,871 from the sale of the Kent Street building in 2007). The purpose of this Fund is to provide income to the General Fund to offset costs associated with sharing building expenses. In 2007, First United entered into a partnership agreement with All Saints' Anglican (Westboro) to share space in a building owned by All Saints' Anglican (Westboro). A legally binding Partnership Agreement exists outlining the financial obligations of both parties. Periodically, Church Council designates bequests be added to the core value of this fund in order to support the on-going work of the congregation.

Restricted Ministry Accounts: First United receives donations and hosts fundraising events for designated programs where incomes and expenses occur over multiple years. These donations and raised funds must be used for the designated purposes and are recorded separately as **Restricted Ministry - Council Accounts**. In addition donations are received for Refugee Sponsorships and tracked separately for each sponsorship as **Restricted Ministry - Refugee Accounts**.

Maureen Kellerman Bursary: According to the terms of the Bursary First United annually provides up to \$750 in bursaries for training in Healing Pathway Ministry.

Soul Space: Soul space is a ministry that attends to the spiritual care needs of street health workers. This ministry is directed by a Steering Committee that is accountable to the Church Council of First United.

Revenue Recognition: First United follows the deferral method of accounting. Unrestricted donations and fundraising are recognized as revenue in the fiscal year received. Unexpended restricted contributions are transferred to restricted ministry accounts to be expensed in future years. Investment income is recorded when earned.

FIRST UNITED CHURCH
Notes to Financial Statements
For the Year Ending December 31, 2022

Interfund Transfers: Transfers between funds are required when resources of one fund have been authorized to finance activities and acquisitions of another fund.

Contributed Service: First United receives donations in the form of services from volunteers. The fair value of these services cannot be reasonably estimated and is not recorded in these financial statements.

Investments: During 2015, First United changed its accounting policy with respect to investments. Investments are now recorded at fair market value which is determined by reference to quarterly statements received. Fluctuations in the difference between the cost of investments and the fair value are recognized in the statement of changes in fund balances as unrealized gain or losses on investments. The Council of First United decided that the change in policy provides more meaningful information and is consistent with the treatment of investments by other churches. Investments are overseen by the trustees of First United and are invested with The United Church of Canada Foundation through Fiera Capital Funds.

Financial Instruments: First United considers any contract creating a financial asset, liability, or equity instrument as a financial instrument. First United's financial instruments are comprised of cash, accounts receivable, United Church of Canada Foundation investments, long term loan to All Saints Anglican, and accounts payable. Financial assets or liabilities are initially measured at their fair value and subsequently measured at amortized cost, except for investments which are measured at market value.

3. Risks

Financial Instruments: First United is exposed to various risks through its financial instruments. First United's main financial instrument risk exposure is detailed as follows:

Liquidity Risk: Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. First United is exposed to liquidity risk with respect to its accounts payable. First United reduces its exposure to liquidity risk related to accounts payable by ensuring that it documents when authorized payments are due and maintaining adequate cash reserves to meet obligations.

Market Risk: Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market place. Market risk comprises three type of risks: currency rate risk, interest rate risk, and other price risk. First United is exposed to interest rate risk.

Interest Rate Risk: Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. First United is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed rate instruments subject First United to a fair value risk while the floating rate instruments subject First United to a cash flow Risk.

FIRST UNITED CHURCH
Notes to Financial Statements
For the Year Ending December 31, 2022

4. Long-term Loan (prepayment) to All Saints Anglican or "Capital Fund" in accordance with the Partnership Agreement with All Saints' Anglican (Westboro)

An annual budget of \$50,000 for major capital improvements is shared on a 60/40 basis (All Saints' Westboro 60%, First 40%). Each congregation is required to designate these monies as "Capital Fund"; however each congregation maintains the asset/liability on their own balance sheet though each congregation must be prepared to expend the funds at the time of the expense. This requirement may result in advancing funds (pre-payments) or a "loan" from First United to All Saints' Westboro. In the case of termination of the partnership, All Saints' Westboro commits to reimburse any pre-payments for Capital Expenditures made by First United.

	<u>2022</u>	<u>2021</u>
Opening Loan - Due from All Saints'	68,251	84,945
Foundation Work	0	3,306
Annual Capital Contribution	<u>(20,000)</u>	<u>(20,000)</u>
Closing Loan - Due from All Saints'	48,251	68,251

5. Building Improvements Fund (held in accounts of All Saints' Anglican) in accordance with Partnership Agreement with All Saints' Anglican (Westboro).

Each year, both First United and All Saints' Anglican deposit \$20,000 into the Building Improvements Fund , for a total of \$40,000. Expenditures from this Fund are for the upkeep of the building, and expenditures are recommended by the Joint Property Committee, reviewed by the Partnership Management Committee, and approved by the Church Council of First United and the Corporation of All Saints' Anglican. This fund appears on the audited financial statements of All Saints' Anglican

	<u>2022</u>	<u>2021</u>
Opening Balance - prepayment	5,191	5,811
Deposit by All Saints' Anglican	20,000	15,000
Deposit by First United	<u>20,000</u>	<u>15,000</u>
	45,191	35,811
Omni Construction (exterior fascia)	(2,058)	(9,027)
Omni Construction (nursery and closet)	(4,099)	0
Electrical Work (Brodeur/Parsons)	(468)	(1,767)
Boiler Room Repairs	0	(8,299)
Croft Tree Expert	(2,079)	0
Land surveying and Bldg. Assessment	0	(7,058)
Stairwell Assessment & Repairs	(1,888)	(921)
Cunliffe & Associates/Architect	0	(776)
Misc. Repairs	(1,082)	(937)
Painting	<u>(8,369)</u>	<u>(1,835)</u>
Total Expense	(20,043)	(30,620)
Balance	25,148	5,191

Note: The contribution of \$20,000 reflects an updated partnership agreement between All Saints' Anglican and the Council of First United instituted at the beginning in 2022 and to continue annually.

FIRST UNITED CHURCH
Notes to Financial Statements
For the Year Ending December 31, 2022

6. United Church Foundation Investment - Building/Legacy Fund

The Trustees of First United oversee the investments of the Building Legacy Fund. The purpose, terms and restrictions of this Fund are outlined in note 2 and the activity and market value of the Fund is outlined in schedule 7. These funds are immediately available for transfer upon request by the Trustees

7. Soul Space

A Steering Committee, accountable to Church Council, provides management of the programming and funding for this ministry that attends to the spiritual care needs of street health workers and harm reduction workers.

	<u>2022</u>	<u>2021</u>
Opening Balance	42,813	6,438
Grants	47,000	26,255
Donations & Donated Expenses	3,785	17,504
Fundraising	1,545	0
Program Fees	5,418	0
Research Project Grant	0	14,000
Miscellaneous	1,036	0
Total Income	<u>58,784</u>	<u>57,759</u>
Research Projects	(7,875)	(15,204)
Personnel Contracts	(14,419)	0
Administration & Supplies	(6,254)	(1,268)
Programming Expenses	(12,836)	(4,913)
Total Expenses	<u>(41,384)</u>	<u>(21,385)</u>
Net Income	17,399	36,374
Designated for Retreat Subsidy	0	0
Closing Balance	<u>60,212</u>	<u>42,813</u>

In 2022, Soul Space received a grant from United Church Foundation for \$42,000 and \$5,000 from Eastern Ontario Outaouais Outaouais Regional Council. \$22,000 from the United Church Foundation is the first installment of three years of funding.

During 2022, Soul Space expended a grant received in 2021 to provide retreats in 2022. In keeping with the terms of the agreement with the Ottawa Community Foundation, an accountability report was submitted in 2022.

8. Restricted Ministry Accounts

Church Council Ministry Accounts: First United receives donations and fundraising revenue that is restricted for the use of designated ministries. The income and expenses occur over multiple years. First United records income and expenses within the year received or expended, and maintains an equity account balance for each ministry. These restricted amounts are not available for unrestricted purposes without approval of the Church Council.

FIRST UNITED CHURCH
Notes to Financial Statements
For the Year Ending December 31, 2022

	01-Jan	Income	Expenses	Internal Transfer	External Transfer	31-Dec
First Connections Luncheon	1,296	0	(1,102)	0	0	194
Hawkins - Emerging Ministry	64,000	0	0	(21,000)	0	43,000
Healing Pathways First	5,451	715	(233)	0	(358)	5,576
Intergenerational Coordinator	27,000	6,000	0	21,000	(17,330)	36,670
J2A Pilgrimage Excess	21,119	0	0	(3,689)	0	17,429
J2A Pilgrimage 2022	38	9,775	(13,502)	3,689	0	(0)
Music Fund	2,347	100	0	0	(588)	1,859
Sabbatical Fund	4,409	0	0	0	0	4,409
Sowing Seeds Fund	8,253	0	0	0	0	8,252
Youth - Justice/Peace	2,250	2,000	0	0	0	4,250
	<u>136,163</u>	<u>18,590</u>	<u>(14,837)</u>	<u>0</u>	<u>(18,275)</u>	<u>121,640</u>

External Transfers

To General Fund	(588)	From Music Fund to purchase music
To General Fund	(358)	From Healing Pathway
To General Fund	(17,330)	From Intergenerational Coordinator
From General Fund	0	Annual Budget support for Sabbatical Account
	<u>(18,277)</u>	

Internal Transfers

From Hawkins - Emerging	21,000	To Intergenerational Coordination (GC funding not granted)
From J2A 2022	3,689	To J2A Excess

Refugee Ministry Accounts: As an integral part of the charitable work of First United, First United receives donations for Refugee resettlement. Refugee funds are restricted for the support of Refugees only.

	01-Jan	Income	Expenses	Internal Transfer	External Transfer	31-Dec
Amiri	0	2,000	(609)	0	0	1,391
Breezehill	3,258	0	0	0	0	3,258
Extended Table (Ku/Gyi)	24,199	13,000	0	0	0	37,199
First - Family Reunification	106,353	29,320	(74,140)	24	0	61,557
Jabbour (Al Hariri)	107,000	0	0	0	0	107,000
Jabbour (Al Khatib/Jasim/Youssef)	0	103,200	0	0	0	103,200
Ottawa Centre RA2 - A. Abdurham	2,096	0	(1,155)	(941)	0	0
Ottawa Centre RA2 - Al Khouli	13,500	500	0	0	0	14,000
Ottawa Centre RA2 - Alfajari Aljaber	0	14,650	0	0	0	14,650
Ottawa Centre RA2 - B.Othman Agha	43,324	201	(29,896)	(13,629)	0	0
Ottawa Centre RA2 - Fahim	0	9,075	(24,892)	15,817	0	0
Ottawa Centre RA2 - Farhani	0	44,576	(3,600)	0	0	40,976
Ottawa Centre RA2 - Hind Agha	27,530	3,200	0	(1,247)	0	29,483
Ottawa Friends of Refugees	21,736	1,860	(23,573)	(24)	0	0
Onaisi, Osama	25,000	198	(1,193)	0	0	24,004
Qayoum, Shekiba	0	16,631	(13,058)	0	0	3,573
Razouk, Faraj (P. Taylor)	0	55,605	(54,418)	0	0	1,187
Sulaiman - Maharezghi, Ghebrihiwet	0	16,000	(6,400)	0	0	9,600
Sulaiman - Nasser, Ahmedzaid S	15,000	1,631	(10,631)	0	0	6,000
Sycamore Refugee (Tajari)	8,158	15,760	0	0	0	23,918
	<u>397,155</u>	<u>327,407</u>	<u>(243,564)</u>	<u>0</u>	<u>0</u>	<u>480,998</u>

Internal Transfers

From OCRA2 - Ahmed	941	To OCRA2 - Fahim
From OCRA2 - Badrieh	13,576	To OCRA2 - Fahim
From OCRA2 - Badrieh	53	To OCRA2 - Hind Agha
From OCRA 2 - Hind Agha	1,300	To OCRA2 - Fahim
From Ottawa Friends	24	To Family Reunification

First United covers all administrative and banking charges for Refugee ministries.

FIRST UNITED CHURCH
Schedules for Financial Statements
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Schedule 1 - Administrative Expenses

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Bank Charges	518	227	250	500
Computer/Software	2,766	239	1,000	1,000
First Things First (Pre Authorized Remittance fees)	626	647	675	600
Liability/Occupancy Insurance	4,296	3,238	3,500	3,750
Office Supplies and Postage	2,205	849	1,500	2,000
Photocopying	2,749	2,720	3,250	2,500
Sundry	0	112	250	250
Telephone	1,453	1,813	1,800	1,800
Broadview Magazine	1,700	1,900	2,000	1,700
Total	16,312	11,744	14,225	14,100

Schedule 2 - Building Expenses

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Building Improvements (note 5)	20,000	15,000	20,000	20,000
Caretaking Supplies	1,513	1,465	2,500	2,000
Custodial Costs	33,203	27,525	31,500	34,850
Heating Fuel	7,903	5,375	5,750	7,500
Hydro	4,756	3,975	5,500	5,500
Property Insurance	6,459	5,639	5,750	6,750
Repairs and Maintenance	5,137	1,955	3,000	3,000
Security	982	986	1,250	1,000
Shared Expenses	2,184	1,844	3,500	2,500
Snow Removal	1,559	0	1,500	2,000
Water and Sewer	768	737	1,250	1,000
Total	84,464	64,500	81,500	86,100

Note: Building Improvements is transferred to All Saints' Anglican for annual building improvements.

An accounting of expenses are included in note 5 and in the Joint Building Report which appears in All Saints' Westboro annual reviewed financial statements.

Schedule 3 - Directed Outreach Expenses

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Cacha - Help the Children Fund (Tanzania)	680	0	0	0
Centre 507	0	300	0	0
Council on Aging	0	100	0	0
Haiti (United Church Relief Funds)	0	1,050	0	0
Multi Faith Housing	1,558	3,150	2,000	2,000
Rideau Valley Conservation	390	0	0	0
Salvation Army	0	100	0	0
Ukraine Relief (United Church)	5,500	0	0	0
Westboro Food Bank	12,723	13,085	13,000	13,000
Total	20,851	17,785	15,000	15,000

Note: Directed Outreach are donations received by First United for another charitable organization and First United forwards 100% of the donations. First United issues tax receipts for these donations

FIRST UNITED CHURCH
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Schedule 4 - Partnership Ministries Memberships

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Affirm United	119	198	200	200
Centre 507	500	500	500	500
Centretown Laundry Cooperative	100	100	100	0
Healing Pathway Society	100	100	100	100
KAIROS	100	100	100	100
Multi-Faith Housing Initiative	100	100	100	100
Soul Space	0	0	0	100
Westboro Foodbank	2,000	2,000	2,000	2,000
Total	3,019	3,098	3,100	3,100

Note: Partnership Ministries are ministries First United budgets to support through a membership fee or a congregational donation.

Schedule 5 - Program Expenses (net of Recoveries)

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Christian Development	803	1,643	2,000	2,000
Church Council	269	54	500	300
Communications	323	310	500	400
Music	2,438	3,000	3,000	3,000
Pastoral Care	508	2,361	1,500	1,500
Social and Ecological Justice	149	927	1,000	1,000
Sunday Gatherings	2,795	1,908	2,500	2,000
Welcoming and Hospitality	243	0	750	1,000
Westfuse	0	0	300	300
Total	7,528	10,204	12,050	11,500

Schedule 6 - Staff Expenses

	2022 Actual	2021 Actual	2022 Budget	2023 Budget
Benefits - Revenue Canada	8,462	7,729	8,400	9,275
Benefits - United Church	26,228	23,221	26,500	27,500
Children's Programming	2,458	7,873	3,250	0
Continuing Education	1,013	1,116	2,000	2,000
Payroll Fees	336	309	350	400
Sabbatical	0	1,000	1,000	0
Salaries	140,992	133,300	141,000	147,800
Travel	1,269	1,222	1,500	2,000
Total	180,758	175,770	184,000	188,975

Note: In 2022, First United initiated a three-year contract with a Coordinator of Intergenerational, Children and youth ministry. While the possibility this contract may become permanent, the costs for this contract are tracked separate from the staffing expenses.

FIRST UNITED CHURCH
Schedules for Financial Statements
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Schedule 7 - Statement of Operations and Change in Assets for Building/Legacy Fund

	<u>2022 Actual</u>	<u>2021 Actual</u>	<u>Change</u>
<u>Equity - Building Legacy Fund</u>			
Opening Balance	1,537,951	1,374,528	163,423
Investment income (expense) - net	(74,049)	218,403	(292,453)
Transfer to General Fund	(69,200)	(54,980)	(14,220)
	<u>1,394,702</u>	<u>1,537,951</u>	<u>(143,250)</u>
<u>Asset - United Church Foundation Investments (Market Value)</u>			
Opening balance	1,595,759	1,377,356	218,403
Deposits	0	0	0
Investment Income	77,820	13,152	64,668
Unrealized Gains/Losses	(151,869)	205,251	(357,120)
	<u>(74,049)</u>	<u>218,403</u>	<u>(292,452)</u>
Transfer to General fund	0	0	0
Closing Investment Balance (Market Value)	1,521,710	1,595,759	(74,049)
Owed to (from) Building/Legacy Fund - 2022	(127,008)	(57,808)	(69,200)
Total Asset -Building/Legacy Fund	1,394,702	1,537,951	(143,249)

Note: The Building/Legacy fund is managed by the Trustees of First United.