



THE CHURCH OF ST STEPHEN
DOWNSVIEW

2259 Jane St, North York ON M3M 1A6



Diocese of
Toronto

VESTRY REPORT

2025 Actuals
2026 Budget



TABLE OF CONTENTS

Bishops' Letter 2026.....	1	2026 Events	35
The Corporation	3	2025 Minutes	37
Statistics	4	2026 Vestry Agenda	42
Wardens' Report.....	5		
Financial Reports	7		
Auditor's Report.....	8		
Financial Summary.....	9		
Statement of Operations By Year	10		
Statement of Operations by Fund	11		
Statement of Financial Position	12		
Envelope Secretary Report	14		
Budget	16		
Notes	20		
Parish Life	21		
Parish Life	21		
Advisory Board	22		
Saints Cafe	24		
Counters' Report	25		
Men of St Stephen (MOSS).....	26		
Altar Guild.....	28		
Women of St Stephens (WOSS)	29		
Prayer & Bible Study Group	30		
Sunday School Ministry	32		
Appendices.....	33		
Vestry Documents	34		

BISHOPS' LETTER 2026

The College of Bishops Pastoral Letter to Vestries, 2026 To the clergy, churchwardens and parishioners of the Diocese of Toronto:

Beloved Siblings in Christ,

“So they cast [the net], and now they were not able to haul it in because of the quantity of fish.” – John 21:6

God's goodness to the Diocese of Toronto amazes us every day. As your bishops, it is our joy and privilege to bear witness to the rich blessings, the varied gifts, the talents and skills, the sacrificial generosity, and the deep faithfulness of the Body of Christ in this Diocese. Every parish and community, and the many devoted Anglicans who make them up, inspire us. It has been a natural response for us to “Lift Up Our Hearts” in a spirit of gratitude and encouragement in 2025.

The very first Call of our Cast the Net visioning process was a Season of Spiritual Renewal. We heard over and over again that our Diocese is hungry to know and love God more deeply. During the season, more than 40 workshops were offered, geared to priests, deacons, lay leaders and people desiring to deepen their spiritual lives, hone leadership skills and discern God's call. We held five “Lift Up Our Hearts” worship services: at St. James Cathedral; All Saints, Whitby; Trinity, Streetsville; St. James, Orillia; and St. Paul, Bloor Street. Large crowds gathered to worship, sing and pray for the renewal of the Church. Each one was a moment of grace and joy. The Season of Spiritual Renewal officially draws to a close with the end of the season of Epiphany 2026. Now a small group gathers to discern how we continue to grow disciples, enhance ministry and form servants of the Gospel, building on the foundation of what has been offered. Stay tuned!

The Netminders is a group of clergy, lay leaders and staff who continue to help parishes engage with the Cast the Net Calls and to bring them to life in each community. Every parish was invited to choose three or four Calls from the 20 – those that reflect the ministry that they are a part of now or hope to be in the future – and to bring them to Synod for discussion and mutual encouragement. With each part of the Body engaging our common Calls in different ways, we move as one.

At the annual clergy conference last May at Trent University, our speaker, the Very Rev. David Monteith, Dean of Canterbury, offered reflections based on Jesus the Good Shepherd, an image that resonated with our clergy, particularly in this time of disruption and uncertainty. Our clergy work so hard at hauling in the nets, and we say to them now, to all our priests and deacons: we see you, and we are grateful to God for the ministry that you do. The annual clergy conference is always a wonderful opportunity to renew friendships and make new ones, and this year was no exception. It was also our joy to host smaller clergy retreat days in the spring and fall. These were opportunities for clergy to gather in deanery groups for Bible study, to hear from their bishop and archdeacons, to deepen fellowship with one another and to share a meal. We want to respond to Call #12 to “continue and enhance support for all ordained people” as they engage in vital ministry.

Regarding shared ministry, our partnership with the Diocese of Brasilia continues to flourish, now entering our third year of seven. Our motto, “Partners in Christ, united in mission” (Parceiros em Cristo, unidos na missão) is grounded in Calls #4 and #13 regarding our participation in God's healing work and ministries of service in the world. Dr. Paulo Ueti from Brasilia and the Rev. Canon Dr. Christopher Brittain from Toronto offered an online bilingual study day on liberation theology for clergy and lay leaders of both dioceses last March. The Rev. Dr. Rodrigo Espiua from Brasilia invited us to seek signs of resurrection in his keynote address at the Outreach Conference in October. Bishop Mauricio Andrade participated in our bishops' Advent series in December. Looking ahead, we will welcome Dr. Paulo Ueti as our guest speaker at this year's clergy conference, and we can't wait to receive a delegation of Brazilian youth for the ReCharge Youth Retreat. We also hope a small group of Toronto

Anglicans can visit Brasilia this year.

We are pleased to be moving ahead with our work on equity, decolonization, diversity and inclusion with the hiring of our new EDDI Advisor, Dilesha Stelmach. Dilesha brings a strong experiential and educational background in this ministry, centered around Ephesians 4: 4-6: “there is one body, one Spirit, one hope of your calling, one Lord, one faith, one baptism, one God and Father, Creator of all, who is above all and through all and in all.” With support from our HR department and the Bishop’s Committee on Intercultural Ministries, Dilesha is mindfully engaging, both practically and theologically, with our people – volunteers, staff, clergy – and with our infrastructure – policies, practices and the constitution and canons of the Diocese. She will be helping us to see the familiar in unfamiliar ways as we build up the ministry of every single beloved child of God in our Diocese.

To all our faithful people in so many vital ministries in our Church: thank you. To our hard-working churchwardens and treasurers, children and youth ministry workers, parish musicians, office administrators and envelope secretaries, altar guilds and custodians, ACW and outreach volunteers, and countless committee members: thank you. To our diocesan volunteers, members of Synod Council and participants on bishop’s committees: thank you. To the staff team at the Synod Office: thank you. Together we all make up the strong net of the Diocese of Toronto, and together, by following the ways of Jesus, we receive “more than we can ask or imagine” – so many blessings collected in our net that we are barely able to haul it in.

When the nightly news seems especially dire, when anxiety is pervasive and the future seems uncertain, God’s reign can feel far away. Yet our commitment to our baptismal covenant, our tenacious acts of faith, persistent resistance to the powers of evil, small but powerful acts of kindness towards our neighbours, and a deep, unshakable, unwavering belief that “the earth is the Lord’s and all that is in it” (Psalm 24) will carry us through troubled times.

Please pray for us, as we pray daily for you.

Yours faithfully in Christ Jesus,

A handwritten signature in blue ink that reads "+ Andrew Toronto".

The Right Reverend Andrew J. Asbil
Bishop of Toronto

A handwritten signature in blue ink that reads "+ Riscylla Shaw".

The Right Reverend Riscylla Shaw
Suffragan Bishop of Toronto

A handwritten signature in black ink that reads "+ Kevin Robertson".

The Right Reverend Kevin Robertson
Suffragan Bishop of Toronto

THE CORPORATION

STATISTICS

BAPTISM

- 2025-02-02
- (Zen) Kyrie Isaiah Clarke

2025-04-20

- Kaleb Joshua Benjamin

2025-06-08

- Nyla Charles-Nero
- Cairo Charles
- Joriel Arnold Noah John

FUNERAL

- May 2025 Dorine Russel
- May 2025 Rema Yellery
- July 2025 Beorge Barnet

	2018	2019	2020	2021	2022	2023	2024	2025
baptism	5	5	2	6	3	3	5	5
Funeral	6	1	1	1	1	2	5	3
confirmation					7			
wedding	4	2						
sunday school - average per sunday		11						8
parish families				242	242	149	260	157
Easter Attendance	264	326	117	65	188	276	311	198
easter communicants	291	263					226	161
christmas Attendance	109	127	14	57	16	67	83	69
christmas communicants	93	106				47	78	65
total sunday Attendance	6,504	6,284			4,797	6,994	4,487	4,618
total sunday communicants	5,153	5,076		691	4,565	3,984		3,697
youtube views				6,521	5,446	3,009	3,284	4,183

WARDENS' REPORT

As we reflect on the past year, we offer our sincere gratitude to the entire parish for your steadfast support, dedication, and prayers. It has been a blessing to serve the Church of St. Stephen, Downsview throughout 2025, and we step into 2026 with renewed hope, purpose, and excitement for what lies ahead.

the corporation

Throughout 2025, the Corporation met monthly, convening additional meetings as needed to ensure the effective stewardship of parish life and operations. The Corporation consisted of:

- Rev. Father Theadore Hunt (Incumbent, served until May 2025)
- Shalon Jeffers (Deputy People's Warden)
- Orphtee Quarcoo (Rector's Warden)
- Ericka Martin (Deputy Rector's Warden)

We extend heartfelt thanks to the Corporation members for their commitment, leadership, and thoughtful collaboration.

2025 Advisory Board

We are grateful for the faithful service of the 2025 Advisory Board, whose diverse skills and perspectives strengthened parish decision-making. Members included:

Patricia Castello	Ebele Felix	Fanella Hodge
Rev. Father Theadore Hunt (served until May 2025)	Shalon Jeffers	Constance Kendall
Ericka Martin	Nadeen Murray	Cheryl Prescod
George Quarcoo	Orphtee Quarcoo	Bosun Williams

church maintenance, repairs, and other projects

Several important projects were completed in 2025 to ensure the safety, functionality, and long-term sustainability of our facilities and systems. These included:

- Replacement of the deck at the main entrance (north side of the building)
- Replacement of the outer perimeter fencing on the north side of the property
- Transition to a new accounting management system
- Ongoing improvements to financial management processes

Our sincere thanks go to our Sexton, Allan Austin, for his tireless dedication to caring for the church property throughout the year.

The rectory

Planning for the rectory renovation continued to progress steadily in 2025. The Corporation is actively exploring funding options to support the work, and resubmitted a proposal to the diocese for funding support. In the meantime, regular property inspections, lawn care, snow removal, and general upkeep have ensured that the rectory remains secure and well-maintained.

ministry partnerships

We are deeply grateful for our ongoing partnerships with:

- Black Creek Community Health Centre
- Prison Fellowship Canada

Through these collaborations, ministries such as Saints Café and the Angel Tree Program continued to touch the lives of individuals and families within our community and beyond. We extend heartfelt appreciation to all volunteers whose dedication makes these programs possible.

parking Lot

Several individuals continued to rent parking spaces throughout the year, generating revenue that will directly support parking lot maintenance and other capital needs.

The Corporation remains committed to preventing unauthorized parking on church property. Our system, including ticketing for unlawfully parked vehicles, continues to be refined to ensure fairness, clarity, and effective spot management.

outlook for 2026

As we move into 2026, we do so with gratitude for all that God has accomplished through this parish and great hope for the work still before us. Our priorities include strengthening administrative processes, advancing capital projects, expanding ministry outreach, and supporting the spiritual growth of our church family.

The Wardens extend heartfelt thanks to the members of St. Stephen, Downsview for your prayers, love, generosity, and partnership in ministry. With God's help, we eagerly anticipate the blessings and opportunities that 2026 will bring for our church, our neighbourhood, and beyond.

Thanks be to God for the blessings of this past year and the promise of the next!

Submitted by: Orphtee Quarcoo, Shalon Jeffers, Ericka Martin_

FINANCIAL REPORTS

AUDITOR'S REPORT

Janice Charko Professional Corp.
78 Mount Olive Drive
Etobicoke, Ontario M9V 2C8

February 20, 2026

The Vestry of the Church of St. Stephen, Downsview

Re: 2025 Audit

I have examined the accounts of the Churchwardens of St Stephen, Downsview, as at December 31, 2025, and the statements of receipts and disbursements for the year ended on that date. I have verified the bank balances of the General Funds, the Building Fund, the Discretionary Fund, and the Rectory Fund (held in the Diocesan Consolidated Fund) as instructed in Canon 14, Section 14. My examination included a general review of the accounting procedures and such tests of the Churchwardens' records and other supporting evidence as I deemed necessary in the circumstances.

In my opinion, the accompanying financial statements present fairly the financial position of the Church as of December 31, 2025 and the results of its operations for the year ended on that date.

Audited by:

Janice Charko FCPA, FCGA, CFP, C.Dir

FINANCIAL SUMMARY



Charitable Gifts

2025

\$196

Thousand



Operating Expenses

2025

\$243

Thousand



Deficit

2025

\$3

Thousand



Carried Over to

2026

\$46

Thousand

technical notes

- New Software: From 2012 to 2015, St Stephen's used Quickbooks. In 2024, Intuit, the company that supplies Quickbooks, discontinued support for Quickbooks Desktop. In 2025, Microsoft pushed a Windows update that caused our Quickbooks desktop application to become unstable. We migrated to "Accounts" by Software4Nonprofits. This is the same company that provides "Donation", the software we use to issue tax receipts.
- "Donation" is the name of the software St Stephen's uses to manage all the payments we receive, whether or not the payments are donations. The word "donation" used in the financial statements, refers to the software package.
- HST Accounting: "Accounts" is specifically designed for non-profits, and has a different approach to calculating HST. Instead of calculating the PST and GST rebates and HST expense at the time of filing with the CRA, we now calculate the GST and PST rebate on every purchase, and include the unrebateable HST as part of each expense. Going forward, you will no longer see "HST expense" as a separate line item, and "GST rebate" and "PST rebate" are listed on the Statement of Financial Position (BS) as "Other Current Assets".

STATEMENT OF OPERATIONS BY YEAR

	2023 Actuals	2024 Actuals	2025 Actuals
CASH RECEIVED			
TAX RECEIPTED (Donation*)	194,360	189,324	196,014
NO TAX RECEIPT (Donation*)	11,638	55,859	11,652
FOR-PROFIT (Donation*)	10,062	14,315	12,587
INDIRECT GIVING	765	2,083	1,401
ORGANIZATIONAL GIVING	137,733	70,118	50,718
OTHER INCOME	29,621	9,194	6,483
TOTAL CASH RECEIVED	384,178	340,893	278,855
CASH EXPENDITURES			
DIRECT EXPENSES	-46,562	-128,045	-46,470
OCCUPANCY EXPENSES	-94,120	-95,241	-76,159
OFFICE EXPENSES	-5,583	-5,519	-7,245
PAYROLL	-159,215	-162,844	-112,742
FINANCIAL EXPENSE	-451	-655	-532
OTHER EXPENSES	8,164	-9,129	0
TOTAL CASH EXPENDED	-297,768	-401,433	-243,149
CHANGE IN CASH POSITION	86,411	-60,539	35,706
NON-CASH REVENUE			
CAPITALIZED EXPENSES	34,258	42,685	22,322
ACCRUALS REVERSED	44,752	110,480	25,835
TOTAL NON-CASH INCOME	79,010	153,165	48,157
NON-CASH EXPENDITURES			
ACCRUED REVENUES	-139,360	-69,364	-46,067
CHANGES TO FIXED ASSETS	-20,231	-26,325	-41,484
ALLOCATED EXPENSES	0	0	0
TOTAL NON-CASH EXPENDED	-159,591	-95,689	-87,551
NET NON-CASH CHANGE	-80,581	57,476	-39,393
SURPLUS / DEFICIT	5,830	-3,063	-3,687

STATEMENT OF OPERATIONS BY FUND

	Church GF	Saints Cafe FF	Rental RF	Shared SS	Building BF	2025 Actuals
CASH RECEIVED						
TAX RECEIPTED (Donation*)	182,934	10,830	400	0	1,850	196,014
NO TAX RECEIPT (Donation*)	11,497	0	0	0	155	11,652
FOR-PROFIT (Donation*)	0	0	12,587	0	0	12,587
INDIRECT GIVING	1,401	0	0	0	0	1,401
ORGANIZATIONAL GIVING	200	43,000	0	0	7,518	50,718
TOTAL CASH RECEIVED	202,738	53,830	12,759	5	9,523	278,855
CASH EXPENDITURES						
DIRECT EXPENSES	-34,987	-7,810	-166	-3,507	0	-46,470
OCCUPANCY EXPENSES	-145	-10	-13,446	-33,381	-29,176	-76,159
OFFICE EXPENSES	0	0	0	-7,245	0	-7,245
PAYROLL	-66,666	-9,005	0	-37,071	0	-112,742
FINANCIAL EXPENSE	-1	-85	-2	-372	-72	-532
OTHER EXPENSES	0	0	0	0	0	0
TOTAL CASH EXPENDED	-101,799	-16,911	-13,615	-81,577	-29,248	-243,149
CHANGE IN CASH POSITION	100,939	36,919	-856	-81,572	-19,725	35,706
NON-CASH REVENUE						
CAPITALIZED EXPENSES	0	0	864	0	21,459	22,322
ACCRUALS REVERSED	2,566	23,269	0	0	0	25,835
TOTAL NON-CASH INCOME	2,566	23,269	864	0	21,459	48,157
NON-CASH EXPENDITURES						
ACCRUED REVENUES	-3,067	-43,000	0	0	0	-46,067
CHANGES TO FIXED ASSETS	0	0	-8,152	-33,332	0	-41,484
ALLOCATED EXPENSES	-80,449	-5,496	-48,809	114,904	19,849	0
TOTAL NON-CASH EXPENDED	-83,516	-48,496	-56,960	81,572	19,849	-87,551
NET NON-CASH CHANGE	-80,950	-25,227	-56,097	81,572	41,308	-39,393
SURPLUS / DEFICIT	19,989	11,693	-56,953	0	21,583	-3,687

STATEMENT OF FINANCIAL POSITION

	2025	2024	2023
ASSETS			
BANK			
10100-CIBC General	29,844	21,169	78,194
10200-CIBC Saints	2,749	16,339	2,174
10300-CIBC Building	23,040	60,082	74,052
10400-CIBC Discretionary	66,412	13,589	60,165
10900-undeposited cash & cheques	0	0	0
10910-internal transfers in-progress	-820	11,396	200
10920-PLL transfers in-progress	69	210	0
10940-Squareup	1	0	0
10930-petty cash	0	0	0
 OTHER CURRENT ASSETS			
12100-A/R from non-arm's length parties	300	0	0
12200-A/R from all others	-300	-300	2,000
12300-Expense to be re-billed	0	0	0
=> 12600-Federal Sales Tax Recoverable	1	4	0
=> 12700-Provincial Sales Tax Recoverable	24	11	-70
=> 12800-Sales Tax Rebates Due	4,806	3,031	3,742
13000-Short Term Investments	0	0	0
13200-Prepaid Insurance	0	0	0
 FIXED ASSETS			
14050-Church Land	120,000	120,000	120,000
14060-Church Building	600,000	600,000	600,000
14070-Church Building Improvements	198,642	177,183	173,793
14080-Church Accum Depreciation - Building	-657,203	-650,889	-644,420
14150-Rectory Land	85,800	85,800	85,800
14160-Rectory Building	343,200	343,200	343,200
14170-Rectory Building Improvements	24,288	23,424	23,424
14180-Rectory Accum Depreciation - Building	-211,741	-203,589	-195,009
14250-Furniture & Equipment	72,287	72,287	66,673
14251-Accum Depreciation Furn & Equip	-37,551	-28,867	-19,879
14260-Computers	35,606	35,606	2,168
14261-Accum Depreciation Computers	-20,606	-2,272	-354
 INVESTMENTS			
15100-Investments Managed by the Diocese	3,883	3,409	3,031
15200-Investments in non-arm's length parties	0	0	0
15300-Ten-Year Gifts	0	0	0
TOTAL ASSETS	682,731	700,822	778,883

	2025	2024	2023
LIABILITIES			
ARMS-LENGTH PAYABLES			
21100-Accounts Payable	17,858	-9,374	-14,218
21200-Security Deposit Payable	-1,000	-250	-250
24200-Credit Memo Outstanding	0	0	100
OTHER CURRENT LIABILITIES			
22910-awaiting project allocation	0	0	0
22920-awaiting donor allocation	0	0	0
PAYROLL PAYABLES			
23100-CPP Liability	567	629	-1,554
23200-EI Liability	234	258	-618
23300-Income Tax Liability	1,253	1,201	-2,931
23500-Salaries Payable	0	0	0
23600-Vacation Payable	0	0	0
23700-ACC Benefits Payable	0	0	0
23900-Over-Under Payment	-81	-81	196
NON-ARMS-LENGTH PAYABLES			
22200-payable to MOSS	-401	-1,354	-541
22300-payable to WOSS	-3,247	-1,716	-2,184
22400-payable to Sunday School	-1,240	-1,017	-1,017
22500-payable to Youth Ministry	-1,938	-1,938	-1,688
22900-unallocated discretionary		-36,808	-60,185
DEFERRED REVENUE			
24300-Deferred Donations (Capital)	0	0	0
24500-Unearned Grants	-85,290	-42,657	-76,098
LONG TERM LOANS			
25500-Rectory Renovation Loan	0	0	0
TOTAL LIABILITIES	-73,285	-93,107	-160,988
EQUITY			
UNRESTRICTED EQUITY			
30100-General Fund	-20,089	-100	60,531
30200-Foodbank Fund	-49,491	-37,798	-46,068
30400-Shared Services Fund	0	0	0
30500-Rental Fund	64,363	65,556	0
RESTRICTED EQUITY			
31300-Building Fund	-55,435	-60,082	-74,052
31400-Fixed Asset Fund	-533,559	-571,882	-555,395
31500-Diocese Managed Investment Fund	-3,159	-3,409	-3,031
TOTAL EQUITY	-597,370	-607,715	-618,015
TOTAL LIABILITIES & EQUITY	-670,655	-700,822	-779,003

ENVELOPE SECRETARY REPORT

reporting period: January 1 to December 31, 2025

In 2025, total charitable giving reached \$ \$196,013.83. This represents a 3.2% increase compared to 2024's \$190,016.54. Designated Project giving was especially strong. Undesignated seasonal offerings and designated non-project funds, such as Endow-a-Day and FaithWorks, also provided additional support.

Charitable Giving Overview

- Total Charitable Giving (2025): \$ \$196,013.83
- Total Charitable Giving (2024): \$190,016.54
- Year-over-Year Change vs 2024: 3.2% increase

The table below presents only the charitable contributions allocated to each account and project. Comprehensive details are provided in the financial statements and appendix.

Total Charitable Giving		
Undesignated Charitable Giving	Donation Category	Amount
40101- Regular Donation (C)	Christmas Offering (C)	2,580.00
	Easter Offering (C)	1,720.00
	Initial Offering (C)	200
	Lenten Offering (C)	1,085.00
	Regular Offerings (C)	133,528.83
	Thanksgiving Offering (C)	1,915.00
40101- Regular Donation (C) Total		141,028.83
Designated Charitable Giving		
40102- Regular Donation (C)	Designated - Saints Cafe (C)	10,830.00
40111- FaithWorks (C)	FaithWorks	5,147.00
40121- Endow-a-day (C)	Endow-a-day	9,722.00
40151- Discretionary (C)		1,530.00
40171- Sunday School (C)		80
40181- Memorials, Bequests, and Bursaries		571
Designated Charitable Giving (C) Total		27,880.00
Total		168,908.83
Specific Projects		
40131- Specific Project (C)	40 Days of Giving (C)	13,245.00
	Blessing of the Backpack (C)	50
	Christmas Angel Tree (C)	100
	Jamaican Relief (C)	885
	Men of St. Stephen (C)	485
	Walkathon Sponsor (C)	7,550.00
	Women of St. Stephen (C)	2,410.00
	Youth Ministry (C)	105
40133- Specific Project (C)	Designated - Other (C)	745
	Designated – Other (NR)	25
	Property Improvement (C)	1,105.00
40135- Specific Project (C)	Designated - Rectory Repairs (C)	400
Specific Project (C) Total		27,080.00
Grand Total Charitable Giving		\$196,013.83

donation distribution by range

The table below outlines the number of donors within each donation range. In 2025, 218 donors contributed to St. Stephen's, a decrease of 25 donors compared to 2024. Of these 218 donors, 24 individuals accounted for 57.3% of all dollars donated (see red highlighted section), representing an increased concentration of giving relative to 2024.

Contributing factors may include:

- Reduced attendance by occasional worshippers, those who came for Advent or Christmas services in 2024 may not have returned in 2025 for various reasons.
- Barriers to electronic giving—attendees who rarely use cash or cheques may be discouraged from donating because electronic giving at St. Stephen's is not as convenient as what they experience elsewhere in the community.

The 2025 donation distribution reflects several notable shifts across giving ranges compared to 2024, including the

Comparison of Donation Distributions - 2025 vs. 2024								
Range	2025				2024			
	count	%count	\$total	%total	count	%count	\$total	%total
\$0.01-\$500.00	137	56.4	\$16,790.25)	8.9	158	65.0	\$17,660.31)	9.3
\$500.01-\$750.00	11	4.5	\$6,835.50)	3.6	12	4.9	\$7,254.00)	3.8
\$750.01-\$1,000.00	10	4.1	\$8,575.00)	4.5	17	7.0	\$14,860.20)	7.8
\$1,000.01-\$1,500.00	20	8.2	\$25,067.82)	13.2	18	7.4	\$21,970.63)	11.6
\$1,500.01-\$2,500.00	16	6.6	\$30,215.00)	15.9	17	7.0	\$33,386.25)	17.6
\$2,500.01-\$5,000.00	15	6.2	\$52,264.26)	27.6	12	4.9	\$40,045.75)	21.1
\$5,000.01-\$10,000.00	9	3.7	\$56,266.00)	29.7	9	3.7	\$54,071.90)	28.7
\$10,000.01+	0	0.0	\$0.00)	0	0	0.0	\$0.00)	0.0
	218		\$196,013.83)		243		\$189,249.04)	

following:

- Donations in the \$500 and under category declined in both donor count and total dollars, indicating fewer contributors in this range
- Mid-range giving (\$500–\$2,500) showed mixed results, with some ranges experiencing slight increases while others decreased
- Higher- range giving (\$2,500–\$10,000) demonstrated the strongest growth in both donor participation and total giving
- The \$5,000–\$10,000 category experienced the most significant increase, signaling stronger engagement within this range

Submitted by: Orphtee Quarcoo

BUDGET

	2025 Actuals	2025 budget	2026 budget
CASH RECEIVED			
TAX RECEIPTED (Donation*)			
Regular Donation (C)	151,859	180,316	160,610
Faithworks (C)	5,147	4,990	5,147
Endow-a-day (C)	9,722	1,700	9,917
Memorials, Bequests, and Bursaries	571	703	571
Specific Project (C)	27,105	19,074	27,638
Other Directed Donation (C)	0	0	0
Sunday School (C)	80	107	80
Discretionary (C)	1,530	0	1,530
TOTAL TAX RECEIPTED	196,014	206,889	205,493
NO TAX RECEIPT (Donation*)			
Loose Cash NR	4,628	4,061	4,628
Sunday School Loose NR	32	148	32
Specific Project NR	4,276	2,751	4,276
Sale of Goods & Services NR	1,590	4,177	1,590
Baptism-Wedding-Funeral NR	1,115	1,550	1,115
Revenue from Outside Canada NR	0	160	0
Anonymous Memorial	12	0	12
TOTAL NO TAX RECEIPT	11,652	12,848	11,652
FOR-PROFIT (Donation*)			
Monthly Parking	4,700	6,128	4,700
Sanctuary & Hall Lease	0	6,000	0
Hall Rental (onetime event)	7,125	5,094	4,375
Sanctuary & Hall (onetime event)	0	0	0
Expense re-billed to renter	762	57	1,547
Expense re-billed to lesee	0	0	0
TOTAL FOR PROFIT	12,587	17,279	10,622

	2025 Actuals	2025 budget	2026 budget
CASH RECEIVED			
INDIRECT GIVING			
Canada Helps NR	72	250	72
United Way NR	1,319	515	1,319
Benevity	10	0	10
TOTAL INDIRECT GIVING	1,401	765	1,402
ORGANIZATIONAL GIVING			
Federal Government Grant	0	0	0
Federal Government Support	0	0	0
Ontario Government Grant	7,500	0	0
Municipal Grant	0	0	0
From Other Charities	43,200	60,020	43,200
Diocesan Assistance	18	0	18
TOTAL ORGANIZATIONAL	50,718	60,020	43,218
OTHER INCOME			
Interest Income	5	20	5
Investment Income	6,706	7,199	6,706
Other Income	-0	0	0
Rent Refunded	-228	0	0
Unknown Revenue	0	30	0
Insurance Payout	0	0	0
Proceeds from Sale of Assets	0	0	0
	6,483	7,249	6,711
TOTAL CASH RECEIVED	278,855	305,049	279,098

	2025 Actuals	2025 budget	2026 budget
CASH EXPENDITURES			
DIRECT EXPENSES			
Gift to another Charity	-1,352	-337	-1,382
Gift to Individuals	-675	0	-689
Advertising and Promotion	0	0	0
Transport Expense	-169	-330	-172
Diocesan Meetings & Travel	0	0	0
Memberships	0	-851	0
Synod Alotment	-20,082	-17,554	-20,082
Faithworks Expense	-4,409	-4,413	-4,513
Ministry Expenses	-2,935	-2,351	-55
Education and Training	-606	-517	-664
Purchased Supplies & Services	-16,243	-35,952	-17,448
TOTAL DIRECT EXPENSES	-46,470	-62,305	-45,005
OCCUPANCY EXPENSES			
Purchase of Capital Asset	-145	-2,001	-4,518
Property Improvement (capital)	-30,040	0	-8,526
Rent Expense	0	0	0
Repairs and Maintenance	-10	0	-21,696
Utilities	-22,183	-25,100	-23,816
Property Taxes	-4,467	-11,214	-8,612
Lawn & Snow	-7,629	-4,203	-11,075
Parking Lot Management	0	0	0
Security Maintenance & Monitoring	-1,374	-1,160	-1,217
Insurance	-10,312	-12,236	-10,249
TOTAL OCCUPANCY	-76,159	-55,913	-89,708
OFFICE EXPENSES			
Telephone and Internet	-1,382	-1,275	-2,072
Other Office Expenses	-1,827	-1,598	-1,234
Photocopier Lease	-4,036	-3,948	-4,213
TOTAL OFFICE EXPENSES	-7,245	-6,821	-7,519

	2025 Actuals	2025 budget	2026 budget
CASH EXPENDITURES			
PAYROLL			
Parish Administrator	-26,880	-34,729	-28,517
Sexton	-7,210	-8,691	-7,352
CPP Employer Portion	-1,854	-2,259	-2,301
EI Employer Portion	-1,100	-1,088	-1,122
Vacation Expense	-2,426	-1,903	-2,474
ACC Benefits	-2,686	-3,037	-2,738
Archdeacon Rebate	1,667	0	0
Occasional Clergy	-14,427	-761	-4,093
Clergy Pay	-35,042	-81,949	-35,737
Clergy Housing Allowance	-9,150	-20,198	-9,333
Clergy Utilities Allowance	-2,764	-4,129	-2,820
Occasional Musician Pay	-1,450	-2,855	-778
Music Director Pay	-3,325	-4,320	-3,385
Casual Labour	-59	-3,376	-61
Honoraria	-11,121	-3,924	-11,346
Professional Fees	5,193	0	5,298
Police Records Check	-108	-303	-110
Staff Appreciation	0	-428	0
TOTAL PAYROLL	-112,742	-173,948	-106,869
FINANCIAL EXPENSE			
=> HST EXPENSE	0	0	0
Bank Charges CIBC	0	0	0
Bank Charges	-178	-200	-191
Pllenty Charges	-287	0	-24
other payment transaction charges	-13	0	-13
Interest on debt	0	-898	0
Late Payment Charge	-54	-53	-1
TOTAL FINANCIAL EXPENSE	-532	-1,151	-229
OTHER EXPENSES			
Other Expense	0	-3,557	0
TOTAL OTHER EXPENSES	0	-3,557	0
TOTAL CASH EXPENDED	-243,149	-303,695	-249,330
CHANGE IN CASH POSITION	35,706	1,354	29,768

NOTES

Assumptions

In order to forecast revenues and expenses, we had to make some assumptions. These assumptions are our best guess and do not reflect decisions.

- **When will St Stephen's engage a full-time priest on an ongoing basis?**

Our guess is that the earliest we can expect the search process to complete and a new priest to start, will be June 2026. This has the following impact:

- The "Total Tax Receipted" in 2026 is forecast to be lower than in 2025
- The expenses for clergy pay and occasional clergy are forecast to be the same in 2026 as in 2025, adjusted for cost-of-living, because we expect to have full time clergy for half the year, and interim for half the year, the same as in 2025

- **How much will costs rise?**

We have used the Consumer Price Indexes published by Statistics Canada for 2025 to forecast how much prices will rise in 2026. These indexes are broken out by type of expense and month.

Decisions

- Payroll expenses have increased at the Cost-of-Living rate provided by Synod
- Monthly parking and Hall rental fees have increased at the Statistics Canada CPI for property

PARISH LIFE

ADVISORY BOARD

overview

The Advisory Board continued its work through 2025 providing guidance, feedback, and support to the Clergy and Wardens during a year marked by transition, spiritual growth, ministry renewal, and active engagement with the congregation. The board met regularly to discuss parish updates, major initiatives, community needs, and opportunities for strengthening worship, discipleship, and outreach.

Advisory Board members

patricia castello	Ebele Felix	Fanella Hodge
Rev. Father Theadore Hunt (served until May 2025)	Shalon Jeffers	constance kendall
Ericka Martin	Nadeen Murray	Cheryl Prescod
George Quarcoo	Orphtee Quarcoo	Bosun Williams

meeting Format

Meetings were held virtually via Zoom between 10:00 a.m. and 12:00 p.m. Each meeting opened and closed with prayer, and members were provided with minutes, financial summaries, and relevant documents in advance to support meaningful discussion.

meeting dates

sat, May 10, 2025	Sat, Jun 21, 2025	Sat, Aug 23, 2025
sat, Oct 18, 2025	Sat, Nov 22, 2025	Sat, Jan 31, 2026

key Areas of Focus:

- Spiritual development and ministry renewal
- Children, youth and family engagement
- Parish operations, leadership and transition
- Stewardship, finance and property matters
- Events, outreach and community building
- Eastern Canada heritage trip planning (2026)

throughout the year, advisory board members:

- Shared ideas for increasing the church's visibility and ongoing engagement with the youth and young adults. Provided suggestions to reinvigorate youth and children's ministries
- Advised on maintenance of the rectory and renovations
- Introduction and ongoing work on Cast the Net / 20 Calls initiative. The board reviewed the 20 calls, narrowed the list, and prepared congregation questionnaires
- Provided input on welcoming newcomers, especially families
- Suggested creative ways for general fundraising, drawing in new parishioners, and unique ways to minister to parishioners; particularly, the youth and young adults

- Provided insights and suggestions for the 2026 eastern Canada trip, focusing on: logistics, senior accessibility concerns, and planned soft launch
- Made recommendations for the 2026 calendar of events and maintaining parish engagement

Sincere thanks to every member of the 2025 Advisory Board for your dedication, wisdom, and commitment to the ministry of St. Stephen

SAINTS CAFE

Saint's Cafe is continuing to be a vital service in our community and is expanding with the influx of refugees and Asylum seekers.

With help from our partners, we are able to meet the growing demands for groceries, hot meals and other requests.

Thanks to our volunteers, neighbors and some Saint's Cafe clients, we had a bountiful harvest from Violet's Garden this summer. Many of our clients have benefited and enjoyed the produce from this venture.

Luke 10:2
He told them,
“The harvest is plentiful, but the workers are few.
Ask the Lord of the harvest, therefore, to send out workers into his harvest field.”

BCCHC also visited us during our program with their Mobile Clinic and it was well received by our patrons and volunteers.

In 2026, we anticipate the request for hot meals and groceries will increase due to food insecurities and growing. Every week we are faced with new clients requesting meals and groceries, friends bringing friends. Currently we are exceeding capacity and our kitchen facility can only accommodate so much.

Our wish for 2026 is to have improved kitchen space and equipment in order to meet the increased demand for our service.

We also need a dedicated chef who can prepare meals to accommodate the anticipated increase in meals.

Our continued success will not be possible without the following groups and individuals:

- Black Creek Community Health Centre
- North York Harvest
- Second Harvest
- Thornhill African Canadian Association & Roy Sinclair
- Pat who delivers bread and other items.

Last but not least, our very important and dedicated group of volunteers. We love and appreciate you dearly, words cannot express what your commitment mean to us.

Patricia Castello
Saints Cafe Coordinator

COUNTERS' REPORT

**“Whatever task you must do, work as if your soul depends on it, as for the Lord and not for humans, since you know that from the Lord you will receive the inheritance as your reward; you serve the Lord Christ.”
(Colossians 3:23-24)**

summary

Each week, a dedicated team of counters work in pairs or small groups to ensure that our offertory are handled with accuracy, transparency, and care. While the counters prepare and record the weekly offerings, the Wardens track and reconcile all donations received through e-transfers. Together, these efforts support the financial stewardship of our parish.

counters' responsibilities

Every week, the counters faithfully carry out the following tasks:

- Count the offertory contributions
- Enter all financial details into the counting software, ensuring accuracy and consistency
- Organize offertory envelopes and deposit documentation, placing them in the Envelope Secretary's mailbox for verification and reconciliation
- Prepare the weekly bank deposit and complete the deposit process in a timely manner

Counting Team

We are grateful for the service of our 2025 counting team:

- Winsom Bennett
- Wendy Cottle
- Janet Morrissey
- Nadeen Murray
- Orphtee Quarcoo
- Angela Whyte

Thank You

A heartfelt thank-you to each member of the team for your time, dedication, attention to detail, and steady commitment. Your behind-the-scenes ministry makes an important difference, and your service is truly appreciated.

future counters

Interested in joining a welcoming and supportive team? New volunteers are always needed, and full training is provided. If you feel called to contribute to this meaningful ministry, please connect with the counting coordinator, Orphtee, to learn more.

Report Submitted by: Orphtee Quarcoo

MEN OF ST STEPHEN (MOSS)

Psalms 133:1

"A song of degrees of David. Behold, how good and how pleasant it is for brethren to dwell together in unity!"

The ministry of the men will contribute continuously to the development of the church and this parish. This ministry is executed through corporate worship, Christian education, outreach, fellowship and support for the youth.

Aim and Purpose

The Men of St Stephen shall be a brotherhood of Christian men, united in supporting and strengthening the community of The Church of St. Stephen, Downsview, through positive work and leadership.

The Men of St Stephen will seek to:

build up together our life in Christ and promote fellowship among Christian men through, prayer, worship, service and special projects

promote the welfare of the community by assisting in the ongoing development work in the church and wider community

-help in the maintenance and upkeep of the Church's property

-support joint activities sponsored by the Church at Parochial, Deanery, Area, and Diocesan levels, as well as providing a means for communicating information among males in the Church.

We encourage members to continue to support us by paying their dues. This will allow us to have enough funds to cover the costs for the high school graduate financial gifts and other initiatives.

- President: Allan Austin
- Vice President: vacant
- Secretary: Alwyn Murray
- Treasurer: Ezekiel Ekeh

Accomplishments:

As with previous years, the Men of St Stephen hosted the ladies of the church for the much-anticipated Mother's Day celebration. The men were able to pull together the young and seasoned men together to make this celebration a success. As usual, there was great food, music, prizes and trivia contest to keep the ladies entertained. A great time was had by all.

This year, the men honoured the 2025 high school graduates with a cheque for \$125 and a certificate recognizing their accomplishment.

The following graduates were honoured:

- Savannah Hooper
- Jayvon Phillips
- Allister Saigo

The church had a celebration for Father Hunt's 50th birthday in March 23. The men got Father a gift card from Indigo for \$40. The church also had a farewell celebration for Father Hunt on June 8 where all the members of the church participated including video messages from ministry group leaders. It was a great send off for Father Hunt and his family.

The open air service is an annual event at St Stephen.

During this service on July 13, our president Allan was in charge of the grill with other men helping out. Unfortunately, it rained that day so everything had to be moved inside the church.

On July 22, the church and men's group lost one of their founders, George Barnett. George, along with his late wife Dorothy and their family were members of the church for many years and served the church faithfully over that time. Allan, (president of the Men's group) asked on behalf of the men if there was anything they could do to assist with at the reception after the funeral. The family appreciated the offer and the men did what they could to assist including supplying some refreshments and assistance setup and cleanup.

On December 21 during the 4th Sunday of Advent, several groups including the children, women and men had performances during this service. The men joined together to sing the hymn Jehovah Hallelujah. It was wonderful to see so many men participating.

During the Christmas season, the men's group tries to help out when we can. This year, we donated \$200 to the Angel Tree Network This is a worthy cause and it is good to help when we can.

Next Steps

We pray that our search for a new rector the Church of St Stephen is successful and concludes soon. We will be honouring the ladies in the church as we plan to put on another Mother's Day celebration this year. It is our pleasure to do this for the ladies and it always brings the men together.

As we have done in the past, we will be honouring the high school graduates of 2026 with their graduation gift. We remain committed to supporting these graduates as they go onto their post-graduation studies and all the youth in general.

This past year, a representative

from St Hilda's men's group reached out to us to discuss possibly doing some joint fellowship ventures. We weren't able to pursue it last year but we will certainly try to do that this year.

We hope to gather together as a group this coming year. If any of the men in the church wishes to join the group, please reach out to Allan Austin (ninja5050@yahoo.com) or Alwyn Murray (anmurray246@gmail.com) to be added to our contact list. We encourage all of our members to reach out to each other and pray for each other.

We should continue to reach out to the wider congregation in the church and pray for each other's health and wellness!

In conclusion, I thank the other members of the executive for their continued support in helping to guide the group.

Alwyn Murray, Secretary
Men of St Stephen

ALTAR GUILD

A year-round commitment of parish volunteers whose ministry is to care for the parish's altar, vestments, vessels and altar linens. Also responsible for preparing the altar for holy communion, baptism, wedding, and funeral. Their work includes setting the altar before and after each service, changing and cleaning linens, as needed, making sure the sacristy is stocked with wafers, wine and other necessities, and filling the butane candles for each service.

Other responsibilities include changing the hanging and decorating the church for Easter, Thanksgiving and Christmas.

This past Fall, we had a parish clean-up day for the sanctuary. Members and other members of the congregation worked and fellowshiped together. It was a great day well spent.

I want to take the time to thank all members of the Altar Guild, Christine, Jeanette, and Cicely, for your dedicated time week after week. Special thanks to Bev Brown, Janet M, Roslyn, Natasha and Allan, Rita, Angela, Patrica, Lorna, Fanella, and Margaret H.

Altar Guild is a quiet, contemplative and rewarding ministry.

Members of the current Altar Guild invite all interested parties to join us in this ministry. Gracious God, bless your church and all who minister at the altar and care for sacred vessels and linens. Give us an awareness of beauty and mindfulness in holy places to enable others to worship through Jesus Christ, our Lord and Saviour. Amen.

Wendy Cottle

WOMEN OF ST STEPHENS (WOSS)

A brand new year has arrived and already we are journeying through the season of Lent.

Looking back on 2025, all things considered, we had a relatively good year, but, there is always room for improvement.

As is usual, our first session together is of a spiritual nature, we place God first in everything that we do. The Women's Conference is always scheduled for the first Saturday in May, this year will be no exception.

We are slotted to have that day of worship, peace, praise, prayer, recharging and rejuvenation on May 2nd beginning promptly at 9am until 3pm in the Church Hall. All women are encouraged and invited to attend.

Now this next event I am about to mention is one of the things that weighs heavily on our minds as women - Our Fathers' Day Celebrations. Last year we made plans for a luncheon for Fathers immediately following the second service in the parish hall.

It was a beautiful afternoon. so we celebrated our men with a tantalising cuisine, exotic drinks, games, prizes and surprises all put together with love by the Women Of St. Stephen. We thank God for the countless memories that we hold near and dear to our hearts.

Last year's Senior's Luncheon was, as always, a delightful affair. With festive Christmas music in the background, we served up a tantalising array of food and drinks, we serenaded our Seniors with their favourite Christmas carols, played games and presented them with gifts. All in all a very enjoyable and memorable occasion. It happens every year and it never gets old as we make it our priority to ensure that our Seniors are showered with love as we pamper them and make it a very special day.

Even though our numbers are noticeably less than before, we continue to give God thanks for the lives and efforts of all those who are no longer with us, also, those who are not able to be out and about as in days gone by. They remain in our hearts, in our prayers and on our minds for the phenomenal contributions they have made over the many years they graced our Church with their presence, their support, their love and also their prayers.

Thanks to all our women who continue to work ever so tirelessly for the Church we appreciate their unwavering support and their continued dedication as we work together for each cause. Their generosity goes a long way to help us in all the things we do to keep our Seniors engaged and valued.

We will continue to work tirelessly with and for all God's people in our Church.

We give thanks for those who are now a part of our past, while appreciating those who are currently still with us. We ask God to strengthen and protect us as we move into the future.

May God bless and protect us all, help us with all that is facing us at this time and supply our every need. Thank you Lord for all that you have done and what you are about to do for us this year and always.

God bless you all!

Bev Brown

PRAYER & BIBLE STUDY GROUP

As the songwriter so brilliantly wrote. "It's a new season, it's a new day, a fresh anointing is coming our way, it's a season of power and prosperity, it's a new season coming to me." This is a really positive way to begin our year, and, even though 2026 started almost two months ago, it is indeed a new season, so now, we report on what we were able to accomplish together with God's help as a group in 2025.

Our Prayer and Bible Study group has remained focussed on what God has called us to do. Our main priority is to take our assignments seriously as we come together each Tuesday at 7pm.

Last year, we continued to study the book of John, picking up where we left off at Chapter eleven. With God's grace and mercy we meticulously went through to the end of John.

On Tuesday April 15, 2025 we embarked upon the study of the Book of Acts.

We went through slowly and deliberately and completed all 28 chapters on Tuesday February 10, 2026.

By all accounts, we found Acts to be a most fascinating book indeed.

We are now ready to go back to the beginning as we return to where it all began - the Book of Genesis.

Bible study consumes only a part of our evenings together, each week, we spend a fair amount of our time interceding for others.

We give God thanks for the praise reports that we continue to receive as God hears and answers our prayers.

In addition to our weekly group intercessions, we have increased the time we spend reading the psalms and praying for the sick, shut-ins, those in hospitals, in trouble or seeking God's help in the various things that people face from day to day - nations rising up against nations, war, division, strife, lawlessness, mischief, deception and wickedness of all kinds.

These are some very challenging times and trouble is all around.

Together, we are more determined to stand in the gap and pray for those in various kinds of needs as the kingdom of darkness keeps rising up against God's people. The only way we can make it through is to live a Godly life by being obedient and staying close to Him.

There is no doubt that fervent prayer brings results, we receive when we believe.

We encourage everyone to pray and speak life into every dead situation that is facing or around them. Death and life are in the power of the tongue, God promised to supply our needs, let us ask Him to continue to use us as instruments to demonstrate His love to others.

We look forward to Tuesdays with great anticipation, sharing our love, respect and gratitude towards one another. I give God thanks for this group of believers as we continue to read His word and intercede for each other and every request that is passed on to us.M

My prayer is that the God we so dilligently serve will strengthen our weaknesses, increase our faith, remove every trace of doubt, distraction, unbelief and fear as He continues to use us.

There is strength in numbers and I am thanking God for forming and keeping this group together, we have proven that prayers know no distance and have no boundaries.

Merciful God, we ask that you let the words of our mouths and the meditation of our hearts, be acceptable in Your sight, O Lord Our Strength and Our Mighty Redeemer.

A blessed, safe and triumphant year to all our fellow parishioners, may God grant us the secret desires of our hearts.

"The steadfast Love of the Lord never ceases, his mercies never come to an end, they are new every morning, new every morning, Great is thy faithfulness, O Lord, Great is thy faithfulness."

Our Active Members:

- Bev. Brown
- Margaret Quarcoo
- Rhona McColman
- Norma Hutchinson
- Charesse Henriques
- Bev. Ross
- Irene Garnette
- Margaret Hurdle
- Lorna Higgins
- Rita John
- Wendy Cottle
- Marjorie Gregory
- L. A. Linton Jr.
- Hazel Charles

SUNDAY SCHOOL MINISTRY

This past year has been a meaningful and steady season for our Sunday School ministry. We continue to meet every Sunday, welcoming children into a space where they can learn, grow, and experience God's love in a way that is engaging and age-appropriate.

Our weekly attendance has ranged from 3 to 8 children. Each week, the children participate in Bible lessons, discussions, crafts, and activities that help them understand Scripture and build a foundation of faith.

As our ministry continues to develop, we recognize a strong need for additional volunteer teachers and helpers. A larger team will allow us to offer more structured classes, and ensure that our children receive the attention and guidance they deserve. We are deeply grateful for those who have already given their time and energy, and we warmly invite others to prayerfully consider joining this important ministry.

Looking ahead, we remain hopeful and expectant for growth—both in the number of children attending and in the spiritual development of each child we serve. With continued support from the congregation, we believe the Sunday School ministry will flourish in the coming year.

Fanella Hodge
Sunday School Coordinator

APPENDICES

VESTRY DOCUMENTS

These appendices contain parish statistics that support the corporation report and sections that support the Vestry meeting

- 2026 Calendar of Events
- Minutes of Vestry 2025
- Agenda Vestry 2026.

The Agenda is last in case you want to detach and reference both the agenda and the Vestry Report during the 2026 Meeting of Vestry.

2026 EVENTS

March

06: "Stations of the Cross"

06: World Day of Prayer

29: Palm Sunday

April

2: Maundy Thursday

4: Holy Saturday / 40 Days of Giving Ends

5: Easter Sunday / Bake Sale

26: Launch Talents Fundraiser / Sierra Leon Day

May

02: WOSS Women's Conference 9:30AM

10: MOSS Mothers' Day Celebration

24: Guyanna / Anguilla (May 30)

30: Ascension Sunday

June

07: Day of Pentecost / Holy Baptism

14: Trinity Sunday / WOSS Fathers' Day Celebration

July

01: Canada Day

05: Begin Single, 10:00 a.m. service

12: Parish Open Air Service & BBQ

August

02: Jamaica Day

30: Youth Sunday / Trinidad & Tabago Day

September

06: Blessing of the Backpacks / Bake Sale

13: Resume 9 a.m. and 11 a.m. services

19: Walk-a-thon

20: Back-to-Church Sunday / BBQ

October

01: Nigeria Day

04: Uganda Day

11: Harvest Thanksgiving Sunday

18: Zambia Day

November

01: All Saints Sunday (baptism)

08: Remembrance Day

15: Legacy Giving Sunday / Talents Fundraiser Ends

21: Community Dinner

29: 1st Day of Advent / Youth Sunday / Barbados Day

December

05: Seniors' Lunch (WOSS)

06: 2nd Sunday in Advent

13: 3rd Sunday in Advent

18: Service of Lament and Hope

20: 4th Sunday in Advent / Children's Christmas Pageant

24: Christmas Eve Service (Wednesday)

25: Christmas Day Service (Thursday)

27: 1st Sunday After Christmas

31: New Year's Eve Service (Wednesday)

January 2027

03: The Epiphany of the Lord (transferred)

10: The Baptism of the Lord (& Holy Baptism)

31: The Presentation of the Lord (& Holy Baptism)

February 2027

21: Annual Vestry Meeting

09: Shrove Tuesday, Pre-Lenten Event

10: Ash Wednesday - 40 Days of Giving (Lenten Fundraiser) Begins

12: Stations of the Cross, Fridays during Lent

2025 MINUTES

sunday, march 2, 2025 – immediately following the 10 am service

These minutes capture decisions, discussion points, questions raised, and key explanations. Names and motions are recorded as stated.

present

30 parishioners, including Rev. Theodore Hunt, were present

call to order & opening

- The meeting was called to order by Rev. Theodore Hunt
- Housekeeping and procedures were reviewed, including guidance on how to be recognized before speaking; referencing page/section when asking questions; keeping remarks to two minutes; using aisle microphones; avoiding repetition; and maintaining a tone of grace and respect
- Voting on motions was to proceed by show of hands, posed in the negative ("all opposed"), to expedite proceedings

appointment of vestry clerk & scrutineer

- Motion: Appoint Orphtee Quarcoo as Vestry Clerk
 - Moved by Pauline Stewart; seconded by Alwyn Murray. Carried
- Motion: Appoint Wendy Cottle as Scrutineer to distribute/collect ballots if needed
 - Moved by Patricia Castello; seconded by Winsom Bennett. Carried

adoption of agenda & time of adjournment

- Agenda amended to include two vestry motions under the Rector's report and a discussion on the proposed parish hall renovations
- Motion: Accept the agenda as amended
 - Moved by Ezekiel Ekeh; seconded by George Quarcoo. Carried
- Motion: Set time of adjournment at 2:15 pm (with the ability to extend if needed)
 - Moved by Orphtee Quarcoo; seconded by Janet Morrissey. Carried

adoption of previous minutes

- Corrections noted:
 - Add Pauline Stewart to the list of attendees
 - Correct "Patricia Adams" to "Patricia Castello" (page 72)
 - Additional attendance clarification: Winsom Bennett was absent last year's vestry meeting and Norma Hutchinson was present
 - Clarify wording to refer to "kitchen" vs. "servery" in comments regarding renovation terminology (page 72)
 - Motion: Accept the minutes of March 10, 2024, as amended
 - Moved by Winsom Bennett; seconded by Alwyn Murray. Carried.

matters arising from the minutes

No additional matters were brought forward for discussion at this time.

Elections

- People's Warden: Jeffers nominated and acclaimed
- Deputy People's Warden: No nominations received (position remains open)
- Lay Member to Synod: Fanella Hodge acclaimed; George Quarcoo continuing (overlap for continuity)
 - Clarification provided to note that under the canons the lay representative to Synod serves on the Advisory Board
- Advisory Board: Nadeen Murray and Ezekiel Ekeh were nominated and appointed to the Advisory Board
- Envelope Secretary: No nominations received (position remains open; support available from prior incumbent as needed)
- Parochial Tribunal: No nominations received (two positions remain open; role involves maintaining the list of eligible voters)

rector's & corporation reports

Rev. Hunt noted that the Rector's report is available on pages 12 through 15 of vestry package, adding that that the parish is making good progress. He thanked everyone for their work over the year and those who volunteer week-by-week to ensure that the parish has everything that is needed to operate. Beyond this, Rev. Hunt raised two points pertaining to second to last paragraph of report on page 14:

1. The corporation has been seeking ways to ensure that the rectory is renovated. Funds were raised and the parish has 40K in the Building Fund to support the renovation. The Corporation is seeking final approval for additional funds to support the renovations from the diocese.
 - 1.1. Two motions are now presented to the parish:
 - 1.1.1. Motion 1: approval to move forward with the renovations
 - 1.1.2. Motion 2: for approval to seek funding from the diocese
2. Renovations at the parish hall level (context and details to follow)

rectory renovation – motions & discussion

Context: The scope of works (as presented and approved in 2019) remains unchanged. A competitive procurement was conducted (three bidders were sought), and a preferred contractor identified. Approximately \$40,000 is on hand in the Building Fund. Previous efforts to secure external financing (e.g., via CIBC) were unsuccessful; the Corporation now intends to seek diocesan support in the form of a grant and a loan.

Discussion:

- Ezekiel Ekeh asked for the precise budget and whether the amount reflects post-COVID pricing and potential scope adjustments; the \$140,000 cap was confirmed as current
- Lorna Powell asked whether a diocesan loan would be interest-free. In response, Rev. Hunt noted that it would not be interest-free, but at a rate lower than market; details to be negotiated following vestry approval.

Motions

- Motion 1: Proceed with the renovation of the rectory (57 Mayall Ave.) with a budget not to exceed \$140,000; financed through parish-raised funds and diocesan support; proceed under Canon 6; and maintain competitive procurement
 - No oppositions presented. Carried
- Motion 2: Authorize applications to the Diocese for a \$50,000 MAF real estate grant and a \$50,000 AF real estate loan (in addition to \$40,000 parish funds) to complete project financing.
 - No oppositions presented. Carried.

parish hall feasibility study & renovation discussion

Context and Scope highlights

Following the mandate from the last Vestry meeting, the Corporation engaged an architectural firm to conduct a feasibility study on proposed parish hall renovations as outlined below:

- Universal washroom at the basement level
- Conversion of “kitchen” to a compliant servery with appropriate equipment and pantry storage
- Addressing code and mechanical-room issues (e.g., exterior door opening onto stairway)
- Installation of a limited-use/limited-application (LULA) elevator from basement to sanctuary level (with future seating/pew layout considerations); general finishes upgrade (floors, ceilings, walls)
- Improve all the amenities in the parish hall

costing

The base estimate is approximately \$1.7 million, based on 2024 costs, with an anticipated annual escalation of 2.5%. When contingencies and soft costs are considered, the long-range planning figure is approximately \$2.5 million. This estimate provides a benchmark for long-term planning and for identifying potential funding sources. Several individuals have already expressed willingness to contribute toward the project.

No vote was sought; information provided for planning purposes.

Discussion and considerations

- Orphtee Quarcoo asked for confirmation (for the minutes) that the 2.5% figure represents an annual planning allowance applied to the base estimate
- Winsom Bennett asked whether the elevator would reach the second level, and it was confirmed that it would. Rev. Hunt added that the architectural drawings will be made available to parishioners
- Rev. Hunt also emphasized that the parish would need to approach the renovations in phases
- The discussion compared a full LULA elevator with a chair lift
 - The elevator was preferred for accessibility and operational needs (both people and equipment), though alternatives may be reconsidered at a later stage
- Fanella Hodge noted the operational impacts that construction may have; for example, the potential need to relocate Sunday School or temporarily share worship space with another parish
- Phasing options were identified that could allow café-related improvements to proceed earlier, while deferring more substantial components of the project

time extension

- Option: Extend the meeting by 30 minutes
 - Moved by Irene Garnett; seconded by Wendy Cottle; Carried

financial statements & 2025 budget

Overview of the Financial statements (pp. 19–28) and the 2025 budget (p. 31) were presented. It was flagged that the audit was in progress; however, no material changes were anticipated.

The parish is trending in the right direction with a modest surplus. Parking-lot income continues to support operations.

Rev. Hunt emphasized the need for proportional, consistent giving flagging that 158 identifiable donors gave less than \$500 in the year, indicating room for growth.

No questions, comments or concerns were raised pertaining to the finances.

- Motion: Accept the 2024 financial statements and the 2025 budget
 - Moved by Orphtee Quarcoo; seconded by Bosun Williams. No oppositions were raised. Carried
- Motion: Reappoint Janice Charko as auditor for 2025 (if she agrees)
 - Moved by Winsom Bennett; seconded by Janet Morrissey. Carried

reports of ministries & organizations

Reports were received as circulated in the vestry report. The Sunday School report will be added to the final vestry document. Rev. Hunt thanked everyone in the various ministries who help week-by-week.

adjournment & closing

- Motion: Adjourn the vestry meeting
 - Moved by Pauline Stewart; seconded by Verna Hodge. Carried.

The annual vestry meeting was adjourned with a closing prayer.

overview of motions

Appointment Motions

- Appoint Orphtee Quarcoo as Vestry Clerk. Moved: Pauline Stewart; Seconded: Alwyn Murray; Carried.
- Appoint Wendy Cottle as Scrutineer. Moved: Patricia Castello; Seconded: Winsom Bennett; Carried.

Agenda & Meeting Time

- Accept the agenda as amended. Moved: Ezekiel Ekeh; Seconded: George Quarcoo; Carried.
- Set adjournment for 2:15 p.m. with the option to extend. Moved: Hartley; Seconded: Janet; Carried.

Previous Minutes

- Accept the minutes of March 10, 2024, as amended. Moved: Winsom Bennett; Seconded: Alwyn Murray; Carried.

Elections

- People's Warden: Jeffers – acclaimed.
- Deputy People's Warden: No nominations received.
- Lay Member to Synod: Fanella Hodge acclaimed; George Quarcoo continuing.
- Advisory Board: Nadeen Murray and Ezekiel Ekeh appointed.
- Envelope Secretary & Parochial Tribunal: No nominations received.

Rectory Renovation Motions

- Proceed with renovation of 57 Mayall Ave. with a budget cap of \$140,000; funded through parish funds and diocesan support; proceed under Canon 6. Carried (no opposition).
- Apply for \$50,000 MAF real estate grant and \$50,000 AF real estate loan to complement \$40,000 parish funds. Carried (no opposition).

T

Time Extension

- Extend the meeting by 30 minutes. Moved: Irene Garnett; Seconded: Wendy Cottle; Carried.

Financial Motions

- Accept the 2024 financial statements and the 2025 budget. Moved: Orphtee Quarcoo; Seconded: Bosun Williams; Carried.
- Reappoint Janice Charko as auditor for 2025 (pending agreement). Moved: Winsom Bennett; Seconded: Janet Morrissey; Carried.

Adjournment

- Adjourn the vestry meeting. Moved: Pauline Stewart; Seconded: Verna Hodge; Carried

2026 VESTRY AGENDA

1. Opening Prayer
2. Appointment of Vestry Clerk and Scrutineer
3. Motion to Adopt the Agenda
4. Motion for Time of Adjournment
5. Housekeeping Notes
6. Motion to adopt 2025 Vestry Minutes
7. Ballot to Elect Vestry officers
 - 7.1. Confirm Nominations
 - 7.2. Distribute Ballots
 - 7.3. Collect Completed Ballots
8. Corporate Reports
 - 8.1. Wardens' Report
 - 8.2. 2025 Financial Reports
 - 8.3. Charitable Givings Reports
9. Advisory Board Report
10. Parochial Organizations' Reports
11. Appoint 2026 Vestry Officers
 - 11.1. Announce Ballot Results
 - 11.2. Install 2026 Vestry Officers
 - 11.3. Motion to Destroy the Ballots
12. Other Business
13. Adjournment

