



**Celebrating  
170 Years!  
2023 Annual  
Report  
Doon Presbyterian  
Church  
35 Roos St.  
Kitchener  
[doonpc.com](http://doonpc.com)**





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**Agenda: 2023 Annual Meeting  
Doon Presbyterian Church  
Sunday March 17<sup>th</sup>, 2024**

- **Appointment of Secretary**
- **Welcome & Opening Prayer**
- **Adoption of Proposed Agenda**
- **In Memoriam**
- **Minutes of Annual General Meeting in 2023**
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- **Appointment of Trustees:** Todd C, Carolyn C, Barbara V
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- **Closing Hymn & Benediction**

A banner with a light gray textured background and black diagonal stripes in the corners. The words "In Memoriam" are written in a black cursive script in the center.

# *In Memoriam*

"I am the resurrection and the life; anyone who believes in me, even though they die, yet shall they live, and whoever lives and believes in me shall never die."

In 2023, God called some of our family home:

Elaine Wilfong  
Dr. David Gingrich  
Joseph Hislop  
Barb Butler  
Shirley Cornell

Lord, we give thanks for these friends and loved ones  
in whom we did see the light of your presence,  
the graciousness of your spirit,  
and the warmth of your love.  
The love, loyalty and respect which lie deep in our hearts  
cannot be broken or diminished by the passing of time.  
Comfort their nearest and dearest  
whose sense of loss is keenest  
because their love was deepest and most personal.  
Empower them and us, with all your people,  
to look forward to that time in your heavenly kingdom  
when there will be no more death,  
no more grief or crying or pain.  
Amen.



**2023 Annual Report**  
**Doon Presbyterian Church**  
**Minister's Message**

Doon Church,

I am so grateful that I was appointed first your Interim Moderator (April 2023) and then your Stated Supply/Interim Minister for 1 year in November 2023. It is so special and such a gift to serve among you.

After 2 years of ministry, in April of 2023 your Minister Megan Penfold resigned, and I (Rev. Jen Sokolowsky) was invited to be your Interim Moderator. When I came to Doon we quickly realized that we would not be starting the search process for a new minister right away, but rather we would take some time to reflect on who we are and why we are here, so that Doon can faithfully live into its calling in this time and place.

Your Session swiftly discerned that we would apply to be a part of The New Beginnings program through the Presbyterian Church in Canada. We invited feedback from the congregation, who was in full support of this direction. We were accepted and will begin this process in early 2024. Information about New Beginnings can be found on the next page. Our hope and prayer is that New Beginnings will help us to discern the future God is already planning for us. We will be called to make some bold decisions so that we can be faithful in this time and place. We will need open hearts and minds as we make this journey forward.

We are so blessed to have one another and to be able to reach out in meaningful ways beyond ourselves. In the many reports within this Annual Report, you will see that God is at work in vital ways and that the congregation is seeking to be faithful as we worship, serve, and share in the name of Jesus. Dear Church, as we live in the grace, peace and hope of God one day at a time, God's light continues to grow in our little corner of Doon, Kitchener. God has blessed Doon to be a blessing, each of us to one another, within our community, and in the world.

I am especially grateful to and for our leadership Team, Session, who seeks to guide Doon as God has called them to do. These are a group of deeply faithful people who seek to help the congregation bear witness to God's love in this time and place.

I want to also thank David Imrie by name. David watches over the physical needs of our building with deep care and compassion. We give thanks to and for his wisdom and guiding hand. I have heard it said on a number of occasions that this year we have felt that events from the past were finally able to start up again post-Covid - Like our Harvest Lunch and Christmas Bazaar that our Ladies Aid group worked so hard to create.

We celebrate this gift! Our Ladies Aid group works so hard to serve the church in vital ways and we give thanks for them. Please read their report as it shares the many ways they serve God at Doon. We are grateful to everyone who serves in so many big and small ways. Thank you!

Our staff continues to work very hard on behalf of the congregation. We are deeply grateful to Christie in the office, Carolyn who cares so lovingly for our building, and Ellen who takes care of our financial records. In the spring we said goodbye to Trevor our Music Director, and warmly welcomed Sue Black (and her family!) in November.

In 2023 we celebrated Doon's 170th Anniversary! Not only was our story shared in our local newspaper, but the Presbyterian Connections Newspaper featured Doon in a full page spread! The Anniversary Team worked tirelessly to create a celebration that honoured Doon's 170 years of ministry as the little church on the hill.

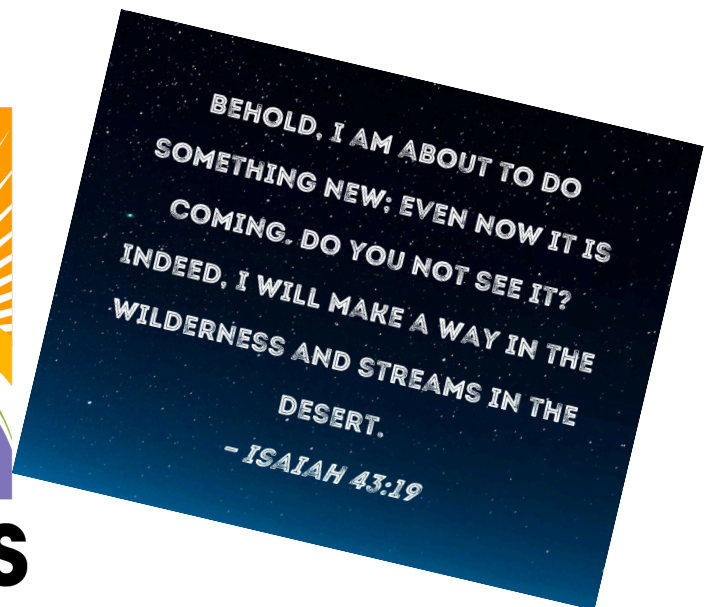
Church, although 2023 had its fair share of challenges, you rose to the occasion as you worshipped, served, and loved in the name of Jesus. We reflect back upon it filled with hope for the future God has planned for us. Please read the reports that follow, as we celebrate how God continues to be at work among us.

Thank you to each and every one of you, for without you Doon would not be who it is. Please continue to pray for God's direction as we move forward in bold faith!

May God's grace and peace be with you always.

The Rev. Jen Sokolowsky

# New Beginnings



**Phase 1 (Preparation):** Doon will provide profile information to Hope Partnership about your current participating church members, church financial reports, and property square footage. Our profile will be used to create our church's Assessment Report (in Phase 3).

**Phase 2 (Assessment Visit):** Our Coach will visit our church to get to know us and our setting firsthand. During the assessment visit our coach will:

- meet with pastor & session
- meet with our treasurer and review financial statements
- tour our building and property to learn how the building is used and maintained
- tour our neighborhood
- hold an open forum for church members to share the ways our church has excelled in meeting spiritual, missional, and relational needs.
- identify the programmatic and missional strengths of your church
- research the area demographics

**Phase 3 (Assessment Report):** Following the Assessment Visit, our congregation will receive a comprehensive Assessment Report. In this report, our coach will reflect on our church's assets, current programming, and context. The report will include:

- our congregation's demographics and membership tenure
- a pin map showing location of your membership
- our community demographics and neighborhood trends
- financial history and analysis; building condition and usage
- ministry activities and metrics of our congregation's vitality
- three possible Future Stories\*\* for our consideration



**Phase 4 (Small Groups):** Our congregation will have an opportunity to reflect on the Assessment Report in a series of small group meetings. These will include:

- a Hope-led, on-site training session for members of our congregation who will serve as “facilitators” for Small Group Meetings. Our facilitators are trained how to explain and interpret the Assessment Report and to lead a discernment process, using videos, prepared questions, and a clear facilitator workbook guide.
- an opportunity for every member of our congregation to participate in a relaxed environment. Members are able to absorb each portion of the Assessment Report— its implications and opportunities— in an intimate setting.
- a four-week period when our facilitators lead our congregation through honest and exciting conversations about what God is calling us to do next in ministry.

**Phase 5 (Discernment and Coaching):** During this phase, our facilitators and leader (clergy or transformation team leader) will gather to report on the conversations at the Small Group Meetings. The team will analyze all the information gleaned in Phases 3 and 4 to make a recommendation for your ministry’s future direction. As (s)he shepherds our congregation through the discernment process, our clergy (or transformation team leader) will receive three coaching e-sessions with our Hope Associate.

**Phase 6 (Decision):** Our transformation team will present a recommendation to the congregation, and, together, we will make an informed decision about what we believe God is calling our church to do and be. We will begin to live into our distinct Future Story.

**Outcome: 99% of all congregations decide on a future path.**

Of those churches:

- 60% choose some form of mission re-visioning
- 35% chose to redevelop the church
- 5% choose to close, providing their assets for creating new ministry.

**Doon Presbyterian Church**  
**Annual General Meeting, February 12, 2023**

**Minutes 2022**

**Opening Worship and Constitution with Prayer**

**Minister's Greeting**

Pastor Megan opened the meeting with prayer and welcomed those attending in person.

**Acceptance of the Agenda**

**Moved by John Baxter, seconded by Todd Cowan that the agenda be approved as presented.**

Carried

**Election of Secretary**

**Moved by Jill Cowan, seconded by Joanne Baxter that Barbara Veale serves as the Secretary for the meeting.**

Carried

**Minutes of 2021 Annual General Meeting**

**Moved by Barbara Veale, seconded by Louisa Stephenson that the minutes of the 2021 Annual Meeting be approved as circulated.**

Carried.

**Business arising from the minutes of the 2021 Annual Meeting**

There was no business arising from minutes of the 2021 Annual Meeting.

## **Memorial Minute**

In memoriam:

- Shelley Scott
- Goldie Hubick
- Mary Holmes
- Malcolm (Mac) Wile

As long-time members, each will be missed. We give thanks to their life and grateful for their presence with us.

### **1. Consideration of Reports**

- Session Report
- Committees Groups Reporting to Session:
  - Stretch Goals
  - Worship and Music
  - Christian Education and VBS
  - Neighbourhood Ministry
  - Stewardship

**Moved by Bob Galbraith, seconded by Catherine MacDonald that the Session Report, and the Committees of Session reports (Stretch Goals, Worship and Music, Christian Education and VBS, Neighbourhood Ministry, Stewardship) be accepted as printed.**

Carried.

### **2. Other Committee Reports:**

- Ladies Aid
- Senior's Group
- Church Shop

**Moved by Joanne Baxter, seconded by Nancy Tilt, that the other committee reports (Ladies Aid, Senior's Ministry, and Church Shop) reports be accepted as printed.**

Carried.



### **3. Board of Manager's Report**

**Moved by Bob Galbraith, seconded by Jill Cowan that the Board of Mangers report be accepted as printed.**

John Baxter asked about who keeps track and has keys for the church. Keys are administered by Rich Hubick & Sharon McKie.

Carried.

### **4. Cemetery Board Report**

**Moved by Bob Galbraith, seconded by Louisa Stephenson that the Cemetery Board report be accepted as printed.**

Carried.

### **5. Financial Reports and Statements**

- Reviewer's Letter
- Finance Report
- Comparative Balance Sheet
- Budget 2023

**Moved by Bob Galbraith, seconded by Catherine MacDonald, that the 2022 Financial reports and statements (Reviewer's Letter, Finance Report, Comparative Balance Sheet, 2023 Budget) be accepted as printed.**

Carried.

The amount that was suggested by Presbyterian Sharing to Doon Presbyterian Church was \$9,708.00. However, given our current financial situation we can only commit \$1,000. This does not preclude us providing more funds later in the year, if we decide to do so.

**Moved by Bob Galbraith, seconded by Marjorie Poitras that the Presbyterians Sharing allocation for 2023 be \$1,000.00.**

Carried.

A \$5,000 donation was made by James Scott in memory of his mother, Shelly Scott. More discussion was held under Item 7 – Looking Forward.

We have raised a substantial amount of money from bingo. The caveat is that this money must be put towards community outreach. Some of the monies raised have been used to improve our on-line and streaming presence in the community. Louisa congratulated the bingo team for their fundraising efforts.

We could raise even more if we had more volunteers from the church. John Baxter asked whether there were fixed dates that Doon Presbyterian Church was signed up to help with bingo and whether we could advertise for more volunteers in the Grapevine. Carolyn Cahoon and Marjorie Poitras volunteer every fourth Friday of the month. Right now, there is no capacity to respond to opportunities that come up if there are additional days available. John is interested in helping if he has sufficient notice and training. He was advised that he could speak with either Marjorie or Carolyn. Carolyn also offered to take John to a bingo event so that he could see what they do first-hand. Nancy Tilt noted that at last year's Annual General meeting, Rich Hubick indicated his interest in taking over the administration for bingo from Gary Harrison, but there has been no further discussion. We will remind folks of the opportunity to help and encourage them to volunteer through the Grapevine, church bulletin and website.

Pastor Megan has resigned and is leaving at the end of April. The 2023 budget shows stipend and benefits for the whole year. She suggested that even though a full stipend will not be paid in 2023, there are still expenses for pulpit supply, benefits and compensating an interim moderator (10% of stipend). Benefits that are paid after Megan leaves will go into a collective pool for ministers' benefits that the church holds to help cover costs incurred by other churches. She encouraged the congregation to accept the proposed budget.

Bob calculated that we may be able to save upwards of \$37,000 and will not have to dip into the cemetery fund if we receive the same level of giving as occurred in 2022. .

Nancy Tilt thanked Bob Galbraith for his efforts for taking on the challenging task of pulling together the budget. John Baxter also expressed appreciation to the Stewardship Committee for their fundraising efforts.

Pastor Megan advised that the congregation should begin thinking and praying about its long-term future and options. The current situation is not sustainable for supporting a full-time minister.

**Moved by Bob Galbraith, seconded by Jill Cowan that the Operating Budget for 2023 be approved as printed and adopted.**

Carried.

## 6. Elections

- Reviewer for 2023
- Treasurer for 2023
- Trustees for 2023

### Reviewer for 2023

**Moved by Bob Galbraith, seconded Sandi Galbraith by that Liz Baker be appointed as financial reviewer for 2023.**

Carried.

### Treasurer Appointment

**Moved by Bob Galbraith, seconded by Catherine MacDonald that Ellen Nelson be appointed as Treasurer for 2023.**

Carried.

### Trustees for 2023

**Moved by Bob Galbraith, seconded by John Baxter that Todd Cowan, Carolyn Cahoon, and Barbara Veale serve as Trustees for 2023.**

Carried.

## 7. Looking Forward

### Donation from James Scott

The donation from James Scott of \$5,000 was made in memory of his mother with the caveat that it be used for community outreach or a justice project. In considering what the donation could be used to support, the Session thought that this donation could be used to leverage matching funds to support Making Home at 97 Victoria – a project being carried out by The Working Centre to provide 38 new living spaces for the homeless in Kitchener. Over 1,000 people in Waterloo Region are homeless, according to a count taken September 21, 2021. Of those, 412 were “sleeping rough” in encampments, in a car or on the street. The new units will be built at St. John’s Kitchen for people experiencing chronic homelessness. The project is supported by Perimeter Development Corporation, which is contributing \$1 million and has also given it professional expertise to develop the \$19 million rebuild of the property. James Scott is excited about our support for this project.



The congregation was asked if they would like to use the \$5,000 donation as seed money and match the donation.

**Moved by Todd Cowan, seconded by John Baxter that we use \$2,500 in our bingo fund towards this project,**

Bob Galbraith suggested a friendly amendment to the motion. Rather than donating \$2,500, Bob suggested that, with a fund of \$15,000 available in the bingo fund, we could match the donation match dollar-for-dollar. In addition, we could still increase our donation through personal contributions and funding raising.

**Moved by Bob Galbraith, seconded by Todd Cowan that we use \$5,000 in our bingo fund towards the Making Home at 97 Victoria Project and try to generate additional funds for the project.**

Carried.

#### Doon Presbyterian Church – 170<sup>th</sup> Anniversary

Pastor Megan advised that in 2023, Doon Presbyterian Church is celebrating another milestone anniversary – our 170<sup>th</sup>. She asked if we would be interested in setting up an anniversary committee. Several people indicated their interest. The Anniversary Committee will be composed of Louisa Stephenson, Sandi Galbraith, Nancy Tilt, Gina Dilworth, and Joanne Baxter. A special event will be planned for the fall.

#### Future Considerations for Church Sustainability

Nancy Tilt asked if there have been discussions about how we can raise money into the future so that the church can remain open. Joanne replied that there is a small core group of people in the church who give of their time and talents and provide financial support. The Stewardship Committee has been discussing the challenge of raising funds for some time. The committee has a lot of ideas, but it is important to get more people involved so that active members are not asked to overextend.

Pastor Megan explained that raising money is only a partial solution. The bigger challenge is the decrease in the number of people participating and actively financially supporting the church. It takes time to change the course of a church and sometimes, churches do not have the luxury of time.

Bob Galbraith indicated that letters have been sent to families either thanking them for their continued support, asking them to consider giving more, or asking the members who didn't provide any financial support to consider providing some financial support to

keep the church viable. Many people say they care, but caring doesn't pay for hydro, insurance, maintenance of the church, or snow removal.

Louisa Stephenson suggested that while sending letters is important, there is nothing like the personal touch in talking with folks and encouraging them to participate in church life as well as having some visible goals that everyone can rally behind. The Stewardship Committee is the perfect group to implement these ideas.

Bob Galbraith indicated that while we all have different means and capacities to support the church, there are 45 families who gave nothing in 2022. In setting the budget, it was calculated we could meet our target if every family gave \$1,322. With the loss of contributions from almost half our members, active members now must give over \$2,600 to meet our revenue target. Some folks give considerably more. There are plans to send out further communications and to try to get people reengaged in the church. Once people are more involved, fund raising will be easier. We are not destitute but moving forward, we may have some serious decisions to make. Hopefully, we can turn things around. We have much to be thankful for.

Daniel Entz thanked Kingsley Daniels for his dedication and help to keep our services on-line and our computers working as they should. Kingsley is trying to get the chimes working again. If there is still a problem, Pastor Megan will contact Duckie Kim.

### Church Keys

John Baxter expressed concern about the conditions and security around church keys. Some keys have been lost. He asked if there is an opportunity to have more control over the distribution of keys. Sharon McKie agreed that there was a security issue and that there are about 40 keys that have been distributed, with a significant number lost or not returned when groups no longer need them. She suggested that the church invest in re-keying our locks and then setting up a tighter process for distribution of keys to only those who need them (e.g., representatives from church groups, the minister and administration) and that a significant deposit should be required to ensure that keys are returned.

**Moved by Sharon McKie, seconded by Todd Cowan that the Board of Managers be requested to re-key the church doors and create a policy for distribution and return of keys, in consultation with administrative staff.**

Carried.

Pastor Megan thanked the congregation and closed the Annual General meeting with a prayer.

## Session Report 2023

Trust in him at all times, O people; pour out your hearts to him, for God is our refuge.  
Psalm 62:8

The Session of Doon Presbyterian Church(DPC) continues to seek God's guidance as we Glorify God daily, grow as his Disciples to Serve His People. Our session members for 2023 have been Pastor Meagan Penfold (moderator resigned) with ruling elders Bob Galbraith, Kingsly Daniel, Carolyn Cahoon, Jill Cowan, John Baxter (retired February), Joanne Baxter, Nancy MacLaurin, Todd Cowan, Dara Lee Cicchine, Sandi Galbraith, Marjorie Poitras, Rev Jen Sokolowsky(interim Moderator) Catherine MacDonald(clerk)

We hosted 12 regular and emergent meetings, three on Zoom and the rest in person. Our average attendance was 10. Rev Jen Sokolowsky was appointed our Interim Moderator in April. This has been a year of transition for us at Doon and as a session we have applied to the National Presbyterian Church to seek leadership and guidance in a New Beginnings Program. We are all set to start in the New Year which will request the input of the congregation.

The Sacrament of the Lord's Table was held June 11, Oct 1, and Dec 10. We did host a couple in home visits for those requesting communion.

We regretfully record the passing of long time member Elaine Wilfong whom was a senior member of our congregation. Home visits and phone calls were always enjoyed. Elaine's gardens were beautiful.

We regretfully record the passing of Dr. David Gingrich a long time member whom you would have heard in our choirs. David was very active in sports, roller skating, skiing and loved his walking.

We regretfully record the passing of Joseph Hislop who was a very active adherent for Doon. It is hard not to see Joe's handy work; he did a lot of the painting in the church. Joe enjoyed working along with the men on the board.

We regretfully record the passing of Barb Butler whom was a senior member of Doon. This lady was very knowledgeable always had lots to say about what was going on within our denomination. Calls and visits were always welcome.

We regretfully record the passing of one of our long time members Shirley Cornell. She has been active in our church for many years serving in nursery, Sunday school, ladies aid 1, Wednesday afternoon cards, was a pivotal part of holding Doon together when attendance was very low. Shirley enjoyed all outings with the ladies and we went to



brunch after church most Sundays as long as she was able. The flower garden at the side door was a gift from Shirley and her family.

The Sacrament of Baptism was held for Sean Chui, who came to us as a college nursing student, a very helpful and happy individual. Sean went back to his home country of Taiwan to get ready for Australia. We also had the privilege of performing two other Baptisms. One for Anna MacDuff, who is the great grandmother of Mary Blaney. The other for Shaden Weinberger, who is Anna's uncle and grandson of Mary Blaney.

We received Gina Dilworth as a member.

Rev Jen Sokolowsky prepared a pulpit supply list. We were notified that Rev Jen would not only be our Interim Moderator but also Stated Supply in a part time capacity, start date November 2023.

Trevor Rochon our Music coordinator resigned in June. We have had Nancy Tilt at the piano since. We currently have Sue Black until the end of December.

We celebrated our 170<sup>th</sup> year of Christian Witness here at Doon Presbyterian with a special service preceded with Rev. Marty Molengraaf and Rev. Jen Sokolowsky in the pulpit. It was nice to connect with friends from yesteryear. Yes, we had a very nice lunch. Thank you Ladies Aid. Thank you to the committee that put many hours into making the day so special.

We have a banner that was made up of words that each session member & also the congregation shared when we met Rev Jen.

The session is enjoying a new format for our meetings which includes worship and prayer. Rev Jen is hosting a bible themed study on "Pausing on the road to Bethlehem."

Our Session appreciates your continued support and prayers. THANK YOU DOON

Respectfully Submitted  
Catherine MacDonald  
Clerk of Session

## **Board of Managers Report 2023**

2023 was a year of trial and tribulation for the congregation of Doon Presbyterian Church. It was also a year of change and celebration.

Post pandemic we move on but remain vigilant to the stresses and significance of Covid.

In January, we were blessed with the opportunity to share our space with the Kitchener Tamil Church. This has been the beginning of a wonderful co-existence of two congregations in one building.

March brought us a troubling reality check as we experienced some of the troubles in our world. A break-in resulted in some damage to the building and the significant loss of electronic equipment. Insurance covered most of our loss but we faced a \$2500 deductible coupled with long hours of tabulating the losses, filing reports and then replacing the items that were taken.

Following the break-in, the locks were changed and new keys have been issued to a shorter and more manageable list of key holders.

We appreciate the support we received from Sharon McKie through the summer and fall of 2022 and the first couple of months of 2023. Thank you to Christie Carlyon for joining us as our office administrator early in the new year and maintaining a steady hand in the office during the vacancy in our pulpit.

Sincere and heartfelt thanks go to Carolyn Cahoon for her dedication and her continued care of our Church building. Thank you to Kenneth Kingsley of the Tamil Church for helping out with the custodial duties in early July when both Carolyn and I were out of the country.

The Church hosted a summer long Science and Technology Camp for young students. STEM camp took a one week break in mid-August to accommodate the annual Doon VBS.

In late August, heavy rains and wind caused some issues around the Church grounds. Thank you to Speedside Contracting for supplying the tools for tree trimming, the truck and the gravel that was required to fill in the ruts in front of the Church. Thank you as well to Speedside for providing winter snow and ice control services and for keeping the grass trimmed during the growing season. Thanks to those who worked to maintain our front flower beds.

Our Church celebrated the 170th Anniversary on September 17th. Thanks to Louisa and her team for a wonderful anniversary event. Two hydrangeas have been planted on the hill to the right of the front steps. These will hopefully thrive for years to come.

Thank you to Brad McKie and Rod Purkis for their maintenance support this year and to others who have assisted with the care and upkeep of our building. Thanks to Kingsly Daniel for his technical expertise in our audio visual corner to ensure the best presentation of our services and in helping to make them available beyond the walls of our building. Thanks also to members of the Kitchener Tamil Church who have provided their assistance with this task.

Members of the Board this past year included Daniel Entz, Bob Galbraith, Joe Hislop, Rich Hubick, Glen Ueberschlag and Tom Vanderstelt. We acknowledge the dedication and contributions of Joe Hislop who passed away in October. We also remember long time past Board member Bob Marshall who passed away in June.

David Imrie  
Board Chair

## **Worship Report 2023**

Doon worshipped weekly throughout 2023. For the first quarter of the year Rev. Megan led worship with Trevor as our worship leader. Upon Megan's departure Rev. Jen our Interim Moderator co-ordinated pulpit supply and ensured weekly worship continued through the spring, summer and early fall. In November Rev. Jen was appointed part-time Stated Supply at Doon and leads worship at Doon three Sundays per month.

Worship at Doon is vibrant, meaningful, and joyful. The congregation participates in a number of ways including Greeting and Ushering, making announcements, reading scripture, singing in our praise team and more. We experiment and try new things together. Doon is a singing congregation and we blend both old and new music throughout the service.

Deepest thanks to Nancy Tilt and Bev Wiens who co-ordinate all of the special music and special services throughout the year, and thank you to Sue Black, our new Music Director! We are blessed!

Respectfully submitted,

Rev. Jen Sokolowsky

## **Special Events Music Report 2023**

We began our Fall Special music events with our Celebration of the 170th Anniversary of our 'Church on the Hill', which took place on Sunday September 17<sup>th</sup>, 2023. Nancy and Bev put together a music program covering the 170 years, with the congregation singing some of the wonderful old hymns. The use of the original pump organ was a real treat. Also a special highlight was the combined voices of former members of the Choir, singing a rendition of "Shall We Gather at the River". We also welcomed Rev. Jen Sokolowsky (at the time current Interim minister) with guest minister Rev. Marty Molengraaf (a former minister of our church) providing the message. It was so lovely to see so many former members attending. Music truly filled the air!!

Special music was provided for Thanksgiving by our twin pianos with a rendition of "To God Be the Glory". Our Remembrance Service was held on November 12<sup>th</sup>, 2023 and

began with a solo by Bev Wiens – Before I Close My Eyes. Last post, silence, Rouse was played very ably by our young Trumpeter, Ryan Dusto. A poem by David Imrie, and a very special poem by Daniel Entz and the song “The Strangest Dream”, were a very moving part of this solemn service which closed with the singing of “Let There be Peace on Earth”.

Angel Sunday followed on November 19<sup>th</sup>, with special songs and a solo about Angels and included a time for the congregation to place an Angel on the Angel trees at the front of the church, in loving memory of a dear loved one or friend who has passed or who is struggling at that time.

During November we had our Doon singers, along with members of KTC rehearsing after church for our special presentations at Christmas at Doon.

Christmas at Doon Concert on Sunday December 3<sup>rd</sup>, at 7pm was our first full - in person - concert since Covid 2020. It was so lovely to see our congregation turn out to support our efforts and to have our wonderful singers and musicians taking active part once again.

We were delighted to have Rev. Jen with us to welcome everyone and present the special reading of the Christmas Story – a must every Christmas at Doon Concert. Our thanks to Judy and Amy Van Rhijn, for bringing a bit of Australia to the celebration, with Nancy and Bev providing twin piano’s music and some songs as well. We were so sad that Daniel Entz couldn’t be with us, he was dealing with a personal health issue and also Louisa Stephenson who was helping a family member navigate through health issues. Sometimes we just need to be in another place. They were sorely missed.

KTC – This incredibly talented group of young people share their expertise and are truly appreciated in completing sound checks on a weekly basis, setting up and operating cameras for LIVE STREAMING services; manning the sound board making sure that all participants can be heard not only by the congregation but also on Live Stream sessions.

Thanks to Bev Wiens for preparing the praise team schedule and for our very supportive Praise Team singers – John Baxter, Joanne Baxter, Gina Dilworth, Daniel Entz, Rosemary Phillips, Barb Veale and Lousia Stephenson, who assisted in leading our praise songs each Sunday.

Respectfully submitted,  
Nancy Tilt  
Special Music Co-ordinator

Bev Wiens  
Assistant Special Music Co-ordinator

## Tech Report 2023

### Church Website:

The Church Website was outdated and there hasn't been any updates for a period. It was updated with the following changes.

The Homepage and the About Menu were updated. The Messages, Events, Grapevine and Cemetery Pricelist menus were newly added.

### Recovery from theft:

We had a theft at our Church early in the year of 2023 and we lost the following Gears from our Church which were used for our Live Streaming and Services respectively.

2 Laptops (HP and Lenovo)

Panasonic Portable Speakers.

2 Active Monitoring Speakers.

Electronic Drums Kit

We purchased the following devices and David Imrie worked closely with the insurance to recover the cost for the lost devices.

Description	Price in CAD
2 X ThinkPad E14 G4,Intel Core i7-1255U	2,567.74
Microsoft Office	275.35
3 Years Onsite Support	330.08
Shipping	25
HST	415.76
	\$3,613.93
Bose Portable Speaker	736.95
Total	\$4,350.88

### Streaming:

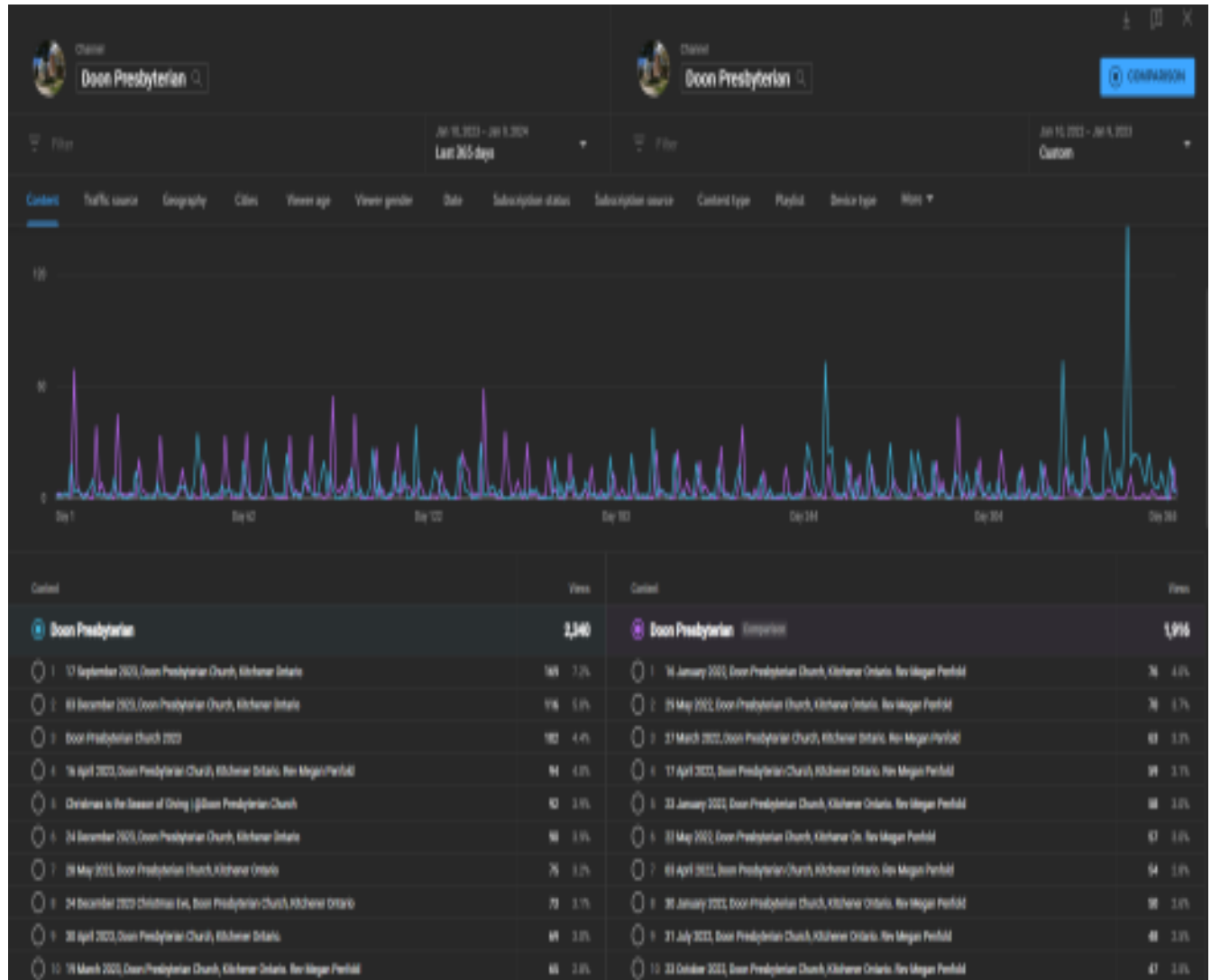
We have upgraded our Live Streaming with a new Yamaha TF-5 Soundboard, PTZ Camera, PTZ Joystick Controller and an unmanaged 1Gig 8 port switch. The Breakdown is as follows.

Description	Price in CAD
PTZ Camera	665.00
PTZ Joystick Controller	469.00
Netgear Switch	29.99
Ethernet Cables	50.19
	1,214.18
Discounts	-218.00
	\$996.18
HST	129.5
Total	\$1,125.68
Yamaha TF-5	3958.94
Total	\$5,084.62



## Stream Statistics:

The Streaming Statistics for the past year 2023 compared to the Previous year 2022 can be seen below. We had 1,916 views in the year 2022 and we have 2,340 views in the year 2023.



### AV Corner:

Almost 3 whole days were spent during the Christmas Holidays to clean up the AV corner. The Church Bell was fixed and back to service. The unwanted stuffs and old computers are cleared. Found Wireless microphones which were unused and found the respective receivers and were brought back to life. We purchased new rechargeable batteries for Wireless Microphones and are now in Production. This includes the Wireless Handheld Microphone and the over the head wireless Microphone.

Description	Price in CAD
Rechargeable Batteries	56.99
Battery Charger	47.99
9v Batteries and Charger	40.99
Headphones for Monitoring from the AV Corner	119.99
Microphone Foam Cover	17.49
Discounts	-26.00
	\$257.45
HST	33.47
Total	\$290.92

### Summary:

To summarize, apart from all the upgrades and improvements that has been done, the expenses we incurred last year as a Capex was 5375.54 CAD. This value excludes the recovery from the theft.

## Seniors' Social Report 2023

We continue to meet every Wednesday in our church's Fellowship Hall at 1:00 - 3:30 p.m., to play cards, dominoes and maybe scrabble - all the while enjoying the fellowship and support that we give to one another with such friendship and love.

Earlier in the year our Treasurer, Roseanna Kotack, had to take a leave of absence to take care of her aging Mother on a day-to-day basis. We miss her very much indeed and look forward to when she can return. Not only is she a wonderful person, we have to admit, she is a fantastic Treasurer!

We only charge a small donation of \$2 per person each week to cover the cost of the refreshments we serve. That small amount does indeed grow in size over time. So much so that we have donated no less than \$425 to our church's budget this year and we look forward to continuing that tradition. We presently have \$102 in our account.

Our group has been meeting for many years! So many that we are now a little older and as a result we are now a small, but nevertheless mighty group of people who would love to increase our membership. So why not give us a try one Wednesday afternoon? You know who we are. You will be made most welcome indeed! If you are passing the door, please drop in to spend a few minutes chatting with us and maybe have a cup of tea? We won't charge you for that!

On behalf of Roseanna Kotack  
Respectfully submitted,  
Louisa Stephenson

## Church Shop Report 2023

Our Church Shop began its life by mostly selling books; however, our congregation quickly embraced it and began donating to it both in goods and purchases made. Monies received were put in the Sunday morning plate and debited to our Church's General Budget.

Since its inception in 2015 our shop has raised a grand total of \$13,377.30 with \$3,836 of that amount coming from Bazaar sales. We had no Bazaars for the Covid years 2020 and 2021 but the shop raised \$1,286 in those two years. The shop was closed on July 31, 2023 with a balance of \$549.30. Session was advised and announcements were made but unfortunately nobody wished to carry on with it and I was unable to do that due to a loss of physical strength.

As well as our church, there have been two other beneficiaries from our shop - firstly, the Mennonite Charity Shop where all the unsold goods were taken to on a regular basis. They would have closed and cleared the shop for us in July but the second beneficiary was our Tamil group who decided to take what stock was left and look after the closure of it. My thanks to Kenneth Kingsley for his help in that regard.

Thanks also go to Paul Magee and Joe Hyslop (in memoriam for both of them) as well as to Marna Riopel, David Imrie and Carolyn Cahoon who have all helped to maintain the shop in various ways over the years. We also thank our congregation for all their support and encouragement allowing me to do something that I thoroughly enjoyed and which gave me so much pleasure and joy. A record of our shop was also placed in the Time Capsule.

Respectfully submitted,  
Louisa Stephenson

## **Ladies Aid Report 2023**

Each year, the Ladies Aid raises funds to assist with the upkeep and operations of the church and provide care and loving support to members of our congregation.

In 2023, with COVID-19 restrictions reduced, the Ladies Aid was able to host three key fund-raising events, including our Rosebud Tea, Harvest Luncheon, and Cookie Walk and Bake Sale at our Christmas Bazaar. The Rosebud Tea was held on April 29, 2023. The event was scaled-back with attendance limited to 55 persons. This sold-out event, featuring tasty tea sandwiches and delicious desserts, was thoroughly enjoyed by all. A total of \$1,325.00 was raised. On October 21, 2023, we hosted our annual Harvest Luncheon. Those who attended enjoyed homemade chili, soup, rolls, and desserts. A total of \$790.00 was raised at that event. On November 18, 2023, we hosted our annual cookie walk and bake sale at the Christmas Bazaar featuring dozens of delectable Christmas cookies and baked goods and raising \$1,413.90. In total, the Ladies Aid raised \$3,528.90 in 2023. The Ladies Aid also provided the luncheon at our annual General Meeting held on February 12, 2023 and the 170<sup>th</sup> Anniversary of Doon Presbyterian Church on September 17, 2023.

In February, the Ladies Aid made and delivered Valentine's Day Cookies to our elderly members and others in our congregation in need of support. On May 13, 2023, the Ladies Aid provided refreshments at the celebration of life for a much loved and missed long-time member, Barb Brodhacker, who passed away in 2021. We also delivered several gift baskets at Christmas to support several members and adherents.

The Angel Fund, launched in 2015 and administered by the Ladies Aid, remained active to help those in the church community in need of assistance. Funds are raised through the sale of beautiful stained-glass angels, handcrafted by a local artist, as a symbol of God's care and grace. Angels are available from members of the Ladies Aid. In 2023, several members and adherents were supported. The current balance in the Angel Fund account is \$588.50.

In 2023, the Ladies Aid provided the church with a total of \$4,200.00 to support general operations. As of December 31, 2023, the Ladies Aid had a balance of \$2,207.31 in its general account and \$588.50 in the Angel Fund. The remainder of the funds will be used to replace at least one of the kitchen stoves and replace worn or damaged kitchen items.

The Ladies Aid is looking forward to growing our membership in 2024. Meetings are held the first Monday of each month at 7:00 p.m. in the Fellowship Hall. All ladies are most welcome to attend.

Respectfully submitted,

Barbara Veale,  
Secretary, Ladies Aid

## **Stewardship Report 2023**

(Name changing to Mission & Outreach)

You will recall in 2022, the Stewardship Team held a survey regarding our outreach and financial donations to local charities and committed to a two-year effort to provide our Time, Talent and Treasure to support these charities.

Our ongoing support for the Food Bank of Waterloo Region resulted in \$3,030.00 in donation, 6971 meals and 712 pounds of food. For our small congregation we made a substantial effort to achieve these numbers and it was very much appreciated by the Food Bank.

For The Working Centre, our total donation of \$10,000.00 was put to good use to help fund their ongoing efforts to provide housing for those in need. In 2024 we will be exploring ways we can continue to use our Time, Talent and Treasure to support their housing initiatives.

For Marillac Place, we supported their yearly Baby Bottle fund raising campaign which runs from Mother's Day to Father's Day. Combined with a donation from the Bingo Funds, we provided \$1,333.35 plus several items from their wish list. This assisted the homeless mothers in caring for their babies and receiving community support in order to be successful and keep their families together.

Marjorie Poitras was our lead team member for our support of Ray of Hope and her report will follow this report.

As stated, these four charities will continue to be our focus for 2024. No plans have been made beyond 2024 until the future of Doon is decided.

Respectfully submitted,  
Joanne Baxter, Team Member  
Stewardship

## **Ray of Hope Report 2023**

Ray of Hope is one of the four charities Doon has chosen to support in 2023 and will continue for 2024. They serve vulnerable people in our community struggling with hunger, homelessness, poverty, and other challenges. In order to learn more about Ray of Hope we invited Kyla Arsenault, Director of Fundraising and Public Relations, to speak to our congregation about the good work they do in our community. This took place on October 29, 2023 and also included Kyla and her team providing an information display table set up in the fellowship hall with more detailed information about their services. The Stewardship team presented Ray of Hope with a \$1,000.00 donation and made special offering envelopes available for the congregation to give if they wish. We dedicated Doon's October food drive to Ray of Hope.

We have created the Doon Meal Team that will plan, prepare and serve a dinner at the Ray of Hope Community Centre. This effort will help provide ongoing support to this charity. The dinner dates confirmed for 2024 are February 29 and May 30.

Respectfully submitted,  
Marjorie Poitras



## Finance Report 2023

We have certainly had an interesting and busy year. Pastor Megan resigned in April, we had Rev Jennifer Sokolowsky assigned to our church as the Interim Moderator, and subsequently moved to a stated supply minister. This stated supply will give us some stability and consistency during the next year as we embrace the “New Beginnings” program to see where God is leading us.

Without the commitment of a full-time minister, we do find ourselves in a better financial position than a year ago. In 2022 we needed \$30,000.00 from the cemetery fund. This year, we did transfer \$10,000.00 from the cemetery fund in April but there has not been a need for further advances since.

We had an extremely good year with our outreach programs. Our “Little Church on the Hill” contributed significantly to The Working Centre, the Food Bank, Marillac Place, Ray of Hope, and we are currently looking at what we might be able to do to assist Conestoga students.

The break-in early in the year required us to purchase new equipment and all was covered by insurance except the \$2,500.00 deductible. We have also added upgraded A/V equipment that has improved our technical abilities as well as our on-line capabilities.

We were able to raise \$13,673.00 through the bingo. This has helped fund our outreach programs as well as the quality of our streaming services.

We have also upgraded our website. There are many ways listed to make your donations. You can also go to Canada Helps, search for Doon Presbyterian Church, and make your donation there.

We continue to receive rental income from The Kitchener Tamil Church as well as Stem Camp in the summer months. There may be more opportunities for rental income in the future.

Many members continued to support the church through these challenging times. This financial support is needed and appreciated. As we go forward, we look for God’s love and guidance to continue His work at our “Little Church on the Hill”.

Bob Galbraith

**Doon Presbyterian Church**  
**Proposed 2024 Budget**

PAGE1	2022 Actual	2023 Budget	2023 Actual	2024 Budget
<b>OPERATING REVENUE</b>				
Offering -Envelopes including PAR	\$81,099	\$81,000	\$ 89,118	\$ 93,500
Offering - Loose/other	\$309	\$1,000	\$ 1,769	\$ 1,500
Church Shop	\$1,661	\$1,500	\$ 568	
Christmas	\$5,540	\$4,000	\$ 3,265	\$ 4,000
Easter/Good Friday	\$5,630	\$4,000	\$ 1,450	\$ 2,000
Thanksgiving	\$630	\$1,000	\$ 280	\$ 500
Building Fund Donatiaons	\$1,200	\$1,300	\$ 1,200	\$ 1,300
Memorial	\$2,455		\$ 6,100	\$ 500
Windows, (memorial)	\$500			\$ -
Rental Income	\$7,402	\$7,000	\$ 12,770	\$ 15,000
Money from Cemetery Fund	\$30,000	\$30,000	\$ 10,000	
Memorial Doon Account	\$0			\$ -
Sunday School	\$4	\$100		\$ 100
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 136,431</b>	<b>\$ 130,900</b>	<b>\$ 126,520</b>	<b>\$ 118,400</b>
<b>FUNDRAISING</b>				
VBS	\$176	\$500	\$ 220	\$ 500
Food Bank	\$2,850	\$3,000	\$ 3,030	\$ 3,030
Missions	\$0	\$5,000	\$ 1,054	\$ 5,000
Ladies Aid	\$0	\$1,000	\$ 4,200	\$ 1,000
Auction/Bazaar Fundraising	\$0	\$1,000	\$ 155	\$ 1,000
Clothes Swap	\$0			\$ -
Angel Fund	\$0			\$ -
Harvest Ham Dinner	\$0	\$500		\$ 500
Seniors Donations	\$406	\$600	\$ 325	\$ 600
Bingo Fundraising	\$10,238	\$19,200	\$ 13,673	\$ 19,200
Chrismas Doon/Turkey Dinner	\$0	\$600		\$ 600
Benevolent Fund	\$0			
Offering - PWS&D	\$1,360	\$1,400	\$ 1,260	\$ 1,400
Samaritan's Purse	\$60			\$ -
<b>Total Fundraising</b>	<b>\$15,090</b>	<b>\$32,800</b>	<b>\$ 23,917</b>	<b>\$ 32,830</b>
<b>GRANTS AND OTHER INCOME</b>				
Minister's Housing Grant	\$6,000	\$6,000		
Interest Income (re HST Rebate)	\$8		\$ 11	
Presbytery Grant (Music/Outreach)	\$0			
Presbytery (Outreach/Conestoga Student)	\$0			
Presbytery Grant Covid	\$0			
Miscellaneous Income (Presbytery)	\$6,000			
Miscellaneous Income (Insurance Payout)			\$8,319	
<b>TOTAL GRANTS / OTHER INCOME</b>	<b>\$ 12,008</b>	<b>\$ 6,000</b>	<b>\$ 8,330</b>	<b>\$ -</b>
<b>TOTAL REVENUE</b>	<b>\$ 163,528</b>	<b>\$ 169,700</b>	<b>\$ 158,767</b>	<b>\$ 151,230</b>
<b>PAGE 2</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>
<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
<b>Wages</b>				

Minister Stipend	\$47,396	\$53,320	\$ 24,974	\$ 33,000
Minister Housing Allowance	\$23,347	\$23,347	\$ 10,503	\$ 11,000
<b>Total Wages</b>	<b>\$ 70,743</b>	<b>\$ 76,667</b>	<b>\$ 35,477</b>	<b>\$ 44,000</b>
<b>Benefits</b>				
Group Insurance	\$1,802	\$2,151	\$ 807.00	\$ 2,151
Health/Dental	\$4,684	\$5,059	\$ 4,508.00	\$ 5,059
Pension	\$6,067	\$5,976	\$ 2,241.00	\$ 3,696
Minister Education/Book Allowance	\$0	\$900	\$ 847.00	\$ 750
Minister Housing Grant	\$6,000	\$6,000		\$ -
				\$ -
<b>Total Benefits</b>	<b>\$ 18,553</b>	<b>\$ 20,086</b>	<b>\$ 8,403</b>	<b>\$ 11,656</b>
<b>Payroll Taxes</b>				
CPP	\$3,233	\$2,419	\$ 1,838.00	\$ 1,500
EI	\$1,334	\$1,740	\$ 879.00	\$ 1,000
<b>Congregatioal Assessment</b>	\$3,604	\$3,604	\$ 3,883.00	\$ 4,476
<b>Presbytery Dues</b>	\$2,616	\$3,030	\$ 3,030.00	\$ 2,666
<b>CONTRACTORS/INTERIM WORKERS</b>				
Custodian	\$6,120	\$6,120	\$6,120	\$ 6,530
Miniswter's Expense Fund			\$423	\$1,000
Interim Moderator Expenses			\$4,252	
Pulpit Supply	\$740	\$1,330	\$6,570	\$ 3,200
Worship/Music Co-ordinator	\$9,640	\$12,480	\$13,141	\$ 12,480
Treasurer's Honorarium	\$3,000	\$3,000	\$3,000	\$ 3,200
Administration	\$5,567	\$4,836	\$10,697	\$ 13,145
<b>TOTAL CONTRACTORS</b>	<b>\$ 25,067</b>	<b>\$ 27,766</b>	<b>\$ 44,203</b>	<b>\$ 39,555</b>
<b>CHURCH OFFICE</b>				
Office Supplies/Envelopes	\$462	\$450	\$642	\$ 450
Photocopying	\$2,045	\$100	\$168	\$ 100
Postage	\$492	\$400	\$229	\$ 400
Computer/IT Expenses	\$486	\$200	\$419	\$ 400
Other	\$1,231	\$300	\$1,411	\$ 500
<b>TOTAL CHURCH OFFICE</b>	<b>\$ 4,717</b>	<b>\$ 1,450</b>	<b>\$ 2,869</b>	<b>\$ 1,850</b>
<b>BUILDING/PROPERTY MAINT</b>				
Interior Building Maintenance	\$4,874	\$2,000	\$5,132	\$ 2,000
Grounds/Exterior Building Maintenece	\$ -	\$ 1,000		\$ 1,000
<b>TOTAL BLDG/PROPERTY MAINT</b>	<b>\$ 4,874</b>	<b>\$ 3,000</b>	<b>\$ 5,132</b>	<b>\$ 3,000</b>
<b>CHURCH OPERATING</b>				
Custodial Supplies	\$85	\$200	42	\$ 200
Hydro	\$1,605	\$1,656	1,814	\$ 1,800
Heating/Water	\$2,727	\$2,870	3,060	\$ 2,900
Telephone & Internet	\$6,075	\$6,331	5,676	\$ 6,331
Insurance	\$5,069	\$5,244	5,664	\$ 5,244
Bank/PAR Service Charge	\$340	\$350	372	\$ 400
HST Paid	\$1,409	\$1,500	2,266	\$ 1,500
Year End Transaction - Covid Grant	-\$4,193			\$ -
Memorial Fund - Windows	\$1,651			\$ -
Break-In Recovery Costs	\$0		9,550	\$ -
<b>TOTAL CHURCH OPERATING</b>	<b>\$ 14,768</b>	<b>\$ 18,151</b>	<b>\$ 28,444</b>	<b>\$ 18,375</b>
<b>PAGE 3</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
<b>CHURCH PROGRAMS</b>				
Outreach, Marketing, Advertising	\$791	\$500	2,177	\$ 500
Music Supply	\$0		200	\$ 500
Special Music Supply	\$0			\$ -

Praise Band	\$0			\$ -
VBS Expenses - C. E.	\$319	\$300	2,014	\$ 300
Fellowship	\$483	\$200	270	\$ 200
Session			381	\$ 200
Music & Worship	\$546	\$500		
Stewardship	\$79			\$ -
Ladies Aid	\$0		181	\$ -
Benevolent Fund	\$0			\$ 1,000
<b>TOTAL CHURCH PROGRAMS</b>	<b>\$ 2,217</b>	<b>\$ 1,500</b>	<b>\$ 5,223</b>	<b>\$ 2,700</b>
<b>MISSION WORK</b>				
Presbyterian Sharing	\$1,000	\$1,000	1,000	\$ 1,000
PWS&D Paid to PCC	\$1,360	\$1,260	1,260	\$ 1,260
Food Bank	\$2,850	\$3,000	3,030	\$ 3,000
Samaritan's Purse	\$60			\$ -
Missions ( Shelley Scott estate -Working Centre	\$0	\$5,000	5,600	
Bingo Fund - Missions - The Working Centre	\$0		5,000	\$ 5,000
VBS Fund Raising - Nutrition for Learning	\$176		202	\$ -
Marillac Place			1,283	\$ 3,000
Ray of Hope			1,000	\$ 3,000
<b>TOTAL MISSION WORK</b>	<b>\$ 5,446</b>	<b>\$ 10,260</b>	<b>\$ 18,375</b>	<b>\$ 16,260</b>
<b>Loan Repayment</b>				
2016 Loan (\$17,500)			\$ 3,500	\$ 1,750
Balance is \$5,250)				
2018 Loan (\$25,000)	\$ 2,500		\$ 2,500	\$ 2,500
Balance is (\$12,500)				
<b>Loan Repayment Total</b>			<b>\$ 6,000</b>	<b>\$ 4,250</b>
<b>TOTAL EXPENSES</b>	<b>\$ 157,171</b>	<b>\$ 169,673</b>	<b>\$ 163,756</b>	<b>\$ 151,288</b>
<b>SURPLUS / (SHORTFALL)</b>	<b>\$ 6,357</b>	<b>\$ 27</b>	<b>\$ (4,989)</b>	<b>\$ (58)</b>

## **Doon Presbyterian Church Cemetery Annual Report 2023**

### **Income**

Plot Sales	\$6,600.00
Internments - cremations - 2	\$800.00
- caskets - 1	\$1,000.00
Monument markers - 5	\$1,000.00
GIC Deposit	\$13,702.06
GFD Trust interest	\$1,872.66
<b>Total</b>	<b>\$24,974.72</b>

### **Expenses**

Lawn maintenance/clean up	\$2,000.00
Opening & closing - internments	\$575.00
Bao - License fee	\$153.39
GFD/BAO remittance	\$1,370.00
Office supplies	\$6.47
GIC Purchase	\$34,000.00
Cheque to Doon PC	\$10,000.00
<b>Total</b>	<b>\$48,104.86</b>

### **Bank**

Bank balance Jan 1, 2023	\$65,092.00
Plus income	\$24,974.72
Less expenses	\$48,104.86
Bank balance Dec 31, 2023	\$41,961.86

### **Investments**

TD GIC's	\$34,564.77
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# Doon Presbyterian Church

## Balance Sheet

As of December 31, 2023

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1010 TD Canada Trust	14,698.55
1025 Bingo Trust Account	10,995.14
<b>Total Cash and Cash Equivalent</b>	<b>\$25,693.69</b>
Accounts Receivable (A/R)	
1100 Accounts Receivable	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
1031 GIC - Cemetery Fund	0.00
1033 Mission Monies re Common Hope	0.00
1034 Ladies Aid II Fund	0.00
1035 Refugee Trust Fund	0.00
1037 Ladies Aid I Fund	0.00
1040 Memorial Fund	0.00
1052 Benevolent Loan Account	1,350.00
1054 Loan to Refuge Student	5,239.04
1110 HST Recoverable	1,814.48
1510 Church	282,770.73
1520 Building Addition	496,203.43
1525 Sanctuary Windows	62,762.87
1530 Grand Piano	14,322.67
1540 Kitchen Equipment	6,104.42
<b>Total Current Assets</b>	<b>\$896,261.33</b>
<b>Total Assets</b>	<b>\$896,261.33</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
2005 Accounts Payable	0.00
2011 Minister Continuing Education	0.00
2013 Ladies Aid I Fund.	0.00
2015 Ladies Aid II Fund.	0.00
2016 Memorial Window Fund	0.00
2018 GIC - Cemetery Fund.	0.00
2020 CPP Payable	0.00
2030 EI Payable	0.00
2040 Income Tax Payable	0.00
2060 Group Insurance Payable	0.20
2070 Pension Payable	0.00
2075 Refugee Trust Fund.	0.00
2181 Mission Monies re Common Hope.	0.00
2182 Loan from Presbytery	12,500.00
2183 Loan ex Presbytery 2016	5,250.00
<b>Total Current Liabilities</b>	<b>\$17,750.20</b>
<b>Total Liabilities</b>	<b>\$17,750.20</b>

# Doon Presbyterian Church

## Balance Sheet

As of December 31, 2023

	TOTAL
Equity	
3010 Congregational Equity	525,515.25
Retained Earnings	351,984.96
Profit for the year	1,010.92
<b>Total Equity</b>	<b>\$878,511.13</b>
<b>Total Liabilities and Equity</b>	<b>\$896,261.33</b>



## **Financial Review**

Completed February 12, 2024

To the Board of Managers & Congregation of Doon Presbyterian Church

A review of the financial records has been completed and based on this review I feel the Financial Statements included in this report are accurate.

Treasurer Ellen Nelson is to be commended for her complete and accurate work and her diligence in ensuring records and procedures are done in accordance with Session/Board of Manager instructions, CRA and PCIC rules and guidelines.

Respectfully submitted,

Elizabeth Baker

Elizabeth Baker

2023 Volunteer Reviewer

**APPENDIX C**  
**DECLARATION OF TRUST**  
**Doon Presbyterian Church**

A Trust Deed sets out various legal responsibilities and duties in the life of a congregation and should be in place for each congregation of The Presbyterian Church in Canada. The following template was prepared with the advice of legal counsel and may be adapted to suit local congregational needs. (see 1F and 5I below)

**Glossary**

**Agent:** One who acts on behalf of, in this case, a congregation. An agent is like a pen in the hand of the congregation. (e.g. Section 1B)

**Trustee:** One who takes on a level of responsibility for decisions taken. This includes fiduciary (or good faith) responsibility. Provincial laws normally require that there be Trustees willing to bear this duty. (e.g. section 1B)

**Without limitation:** Other responsibilities may be added; the list as presented is not necessarily exhaustive. (e.g. sections 1D, 7B) **Without limiting restrictions:** There are matters beyond this particular paragraph for which Trustees may also be responsible. (e.g. sections 5J, 5K)

**Notes**

3C: The template stipulates that the minimum number of Trustees is three. A congregation may choose to reduce this number even though it is not suggested as ideal.

5L: In stating that Trustees are not restricted to investments authorized by law for the investment of trust property, is simply noting that ‘investment of trust property’ is a separate technical and legal issue to the kind of investing that congregational Trustees facilitate, and the latter are not bound by those technical restrictions.

**1. Constitution**

A. This Declaration of Trust (herein called this “trust deed”) is established under the authority of Book of Forms section 149, of The Presbyterian Church in Canada with the approval of the congregation of Doon Presbyterian Church at a duly called congregation meeting held on March 17, 2024 and with the approval of the Presbytery of Waterloo Wellington on May 14, 2024.

B. This trust deed sets out the rules governing the trustees of this trust deed, whose responsibilities are partially that of agent for the congregation and partially that of trustee for the property of the congregation.

C. The Trustees of this trust deed (herein called the “Congregational Trustees”) shall be appointed by the congregation in the manner set down in this trust deed. See 3 and 4 below.

D. The property of the congregation of Doon Presbyterian Church (herein called the “property”) is held by the Congregational Trustees. The property includes, without limitation, the site of church building and cemetery.

E. A copy of the original trust deed, duly signed by the clerk of session and all the Congregational Trustees who are appointed by the congregation, and all amended versions of this signed trust deed, will be lodged with the clerk of session of Doon Presbyterian Church and the Presbytery of Waterloo Wellington.

F. This trust deed is governed by and complies with the relevant laws of the Province of Ontario. See 5.1 below.

G. This trust deed may only be amended by a duly called congregational meeting.

## **2. Qualifications of Trustees**

A. All Congregational Trustees acting under the terms of the trust deed must be professing members of the appointing congregation.

## **3. Election and Appointment of Trustees**

A. The Congregational Trustees will be elected and appointed at an annual congregational meeting or at another duly called congregational meeting.

B. The election will be by majority vote of those present at the annual congregational meeting or another duly called congregational meeting, as the case may be.

C. A full complement of Congregational Trustees for the congregation will be at least three (3) and no greater than 5. The congregation may determine that it require a larger minimum number of Congregational Trustees than three (3).

D. If the number of Congregational Trustees falls below three (3), or the larger minimum number determined by the congregation pursuant to 3C above, the session shall be asked by the remaining Congregational Trustees to call an emergent congregational meeting to elect the requisite number of replacement Congregational Trustee or Congregational Trustees, or the session may, on its own initiative, call an emergent congregational meeting for this purpose.

E. If a Congregational Trustee dies or resigns as a Trustee, but there remains the minimum number of Congregational Trustees stated in section 3C above, the session may call an emergent congregational meeting to replace the Congregational Trustee who have died or resigned.

F. At the annual congregational meeting, or another duly called congregational meeting, the congregation may, by a majority vote of the members present at such congregational meeting, remove any Congregational Trustee and secondly, may elect and appoint any eligible person in the place of the Congregational Trustee so removed, for the remainder of their term, subject to the requirements of paragraph 2A above.

G. Congregational Trustees are eligible for re-election provided they are not under church discipline that would prevent them from assuming this office.

H. Once duly elected, the moderator of the congregational meeting will declare the Congregational Trustees to be appointed to this office. The appointment of the Congregational Trustees will be communicated to the congregation at large in each case in a manner to be determined by the session.

I. The minutes of the regular or emergent congregational meetings held to appoint or remove Congregational Trustees will be entered into the minute book kept for this purpose.

#### **4. Term of Office of Trustees**

A. The term of office for a Congregational Trustee will be 3 (three) years.

B. If a Congregational Trustee ceases to be a member of The Presbyterian Church in Canada or of the congregation, they automatically cease to be a Congregational Trustee of that congregation.

C. A Congregational Trustee may resign their office by written resignation delivered to the session with a copy to the other Congregational Trustees who are then acting.

D. If during a term of office, a Congregational Trustee resigns or dies, is removed by the congregation, or is automatically removed because they have ceased to be a professing member of the congregation, the remaining Congregational Trustees will have all the powers of Congregational Trustees and will for all purposes be the Congregational Trustees of the congregation unless and until the congregation elects a replacement Congregational Trustee or Congregational Trustees. See Section 3 above.

E. If at any time there are no Congregational Trustees acting hereunder, for any reason, the moderator and clerk of the Presbytery of Waterloo Wellington will automatically become Congregational Trustees of the trust deed until other Congregational Trustees are duly elected by the congregation.

## **5. Trustees' Responsibilities**

A. Congregational Trustees will carry out their duties in accordance with the laws of The Presbyterian Church in Canada as found in the Book of Forms and various acts of the General Assembly.

B. Congregational Trustees have only the power delegated to them by a duly called congregational meeting and such power can be amended or withdrawn by another duly called congregational meeting. Congregational Trustees must not alter or go beyond the instructions of the congregation. Congregational Trustees are no more and no less than a pen in the hand of the congregation.

C. Congregational Trustees will hold all property and real estate for the sole use and benefit of the congregation. It is noted that in the event that the congregation is dissolved, by provincial and federal law, the ownership of the church, contents, funds and property transfer to the Trustee Board of The Presbyterian Church in Canada and will be used to further the mission of the church.

D. Whether title to real property (land and building) has been assigned to the Congregational Trustees or not, Congregational Trustees may ask the congregation to have legal counsel confirm that church properties are properly registered with the local land registry office or land titles office, and the congregation may also be asked by the Congregational Trustees to confirm that all real property is properly and sufficiently insured for loss and liability.

E. Congregational Trustees are responsible for signing all legal documents related to the purchase and sale of any church property as agreed by the congregation with the approval of the presbytery.

F. Congregational Trustees are responsible for signing all documents related to obtaining a loan or mortgage on church property as agreed by the congregation with the approval of the presbytery.

G. Any 3 (three) of the Congregational Trustees will have the authority to act on behalf of the congregation.

H. Congregational Trustees are responsible for carrying out any other duties that may be assigned to them by the congregation.

I. Congregational Trustees will have the trust deed reviewed periodically by a solicitor qualified to practice in the relevant jurisdiction to ensure that it remains compliant with the law of the local Province or Territory of Canada.

J. Without limiting restrictions placed on the powers of the Trustees by the congregation, Congregational Trustees have no power to decide on the receipt or disposition of bequests and legacies. This prerogative remains with duly called congregational meetings.

K. Without limiting restrictions placed on the powers of the Trustees by the congregation, Congregational Trustees have no power to decide on how bequests or legacies will be held or used except when empowered by the congregation to do so.

L. In making investments, if any, Congregational Trustees shall not be restricted to investments authorized by law for the investment of trust property and in making investments; the Congregational Trustees shall take direction from the congregation. (If the congregation empowers Congregational Trustees to make decisions on how investments are to be held and/or used, clear directions are to be approved by the congregation and could be included in the Trust Deed.)

M. Congregational Trustees are accountable to the congregation for the full and faithful performance of tasks delegated to them. They will report on their activities to the annual congregational meeting.

## **6. Conflict with Decision Taken**

A. Congregational Trustee who cannot carry out a decision of the congregation, for the sake of conscience or any other reason, must resign. Before offering their resignation, the Congregational Trustee may ask the session to have the decision reviewed by the congregation. The session may then call a congregational meeting to review the decision and affirm, withdraw or amend it.

## **7. Liability**

A. The Congregational Trustees and/or former Congregational Trustees shall not be liable for any error or mistake, save for willful misconduct or willful breach of trust or fraud, and the congregation will indemnify Congregational Trustees or former Congregational Trustees against all costs, charges and expenses with respect to any proceeding to which they are made a party by reason of being a Trustee, if they acted honestly and in good faith, with a view to the best interests of the congregation.

B. Along with general insurance, the congregation will maintain adequate Directors and Officers insurance coverage or such other relevant insurance coverage as may be required, as protection for those acting in such leadership positions, including, without limitation, Congregational Trustees.

C. If a Congregational Trustee willfully acts outside the direction of the congregation or outside the law, or outside the terms of this Trust Deed, that Congregational Trustee could be subject to removal, church discipline and/or legal liability.

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The Rev. Jen Sokolowsky