2027 Budget Meeting

Wednesday November 25th 7:00pm



Information Packet

Grace Presbyterian Church

2026 Congregational Budget Meeting
Agenda

Wednesday, November 25th, 2026 at 7:00 p.m.

6:45 pm Refreshments and Fellowship Time in the Narthex

7:00 pm

- Opening Prayer and Devotion — Pastor Meg Patterson
- Secretary — Leslie Bryson
- Attendance/Regrets — Chair
- Approval of Agenda — Chair
- Approval of AGM Minutes — Chair
  - Minutes of AGM dated March 28, 2026
  - Financial Review for 2025

Motion: To accept the Financial Review for 2025

7:15 pm <u>Elections</u>

- 2025 Financial Reviewers — BOM Chair
- Board of Managers — BOM Chair
- Trustee – Ken Carruthers — Trustees Chair

7:30 pm 2027 Budget Presentation & Approval — Shirley Blank/Arlene

- Air Duct Cleaning discussion *(proposed quote approx.$5,000 plus tax to clean ducts for 4 HVAC units or $2500 for 2 units spaced over 2 years)*

8:00 pm Search Committee Info — Pastor Meg Patterson

8:10 pm Next Meeting - AGM Format and date to be determined

Adjournment — Chair

8:15 pm Closing Prayer — Pastor Meg Patterson

BUDGET SUMMARY BY MINISTRY 2027	2026 Budget	Dec 31 2026 Prediction	2027 Proposed Budget
Revenue			
Congregation Receiptable	$66,800	$78,231	$82,000
Congregation Non-Receiptable	$2,500	$1,665	$2,500
Other Organizations (4)	$25,000	$20,000	$23,400
Fundraising	$3,000	$1,800	$3,000
Grant(3)	$4,858	$4,698	$20,698
Building Use	$63,000	$63,000	$75,400
General Revenue - Total (1)	**$165,158**	**$169,394**	**$206,998**
Miracle Sunday (2)	$0	$160	$0
Total Revenue	**$165,158**	**$169,554**	**$206,998**
Summary-Ministry			
Temporal Support	$75,845	$65,127	$67,485
Pastor & Session	$17,175	$16,666	$14,000
Personnel (3)	$69,675	$68,566	$98,376
Worship	$2,425	$1,700	$2,045
Pastoral Care	$500	$0	$525
Faith Sharing	$19,679	$17,319	$22,250
Discipleship	$2,200	$0	$2,200
Total Expenses	**$187,499**	**$169,378**	**$206,881**
Excess of Income over Expenses (5)	**-$22,341**	**$176**	**$117**

Note (1) General Revenue includes all receipts except for designated funds.
Note (2) Miracle Sunday is replaced by fundraising for Pastor Fund for 2026/27
Note (3)Includes the Summer Student Grant and PCC minister grant of $16K
Note (4) includes funds received from PayPal, United Way, Canada Helps, Love offerings from other churches, etc
Note (5) Contingency Fund ($25,000) can be used to cover deficits.

Items to be added later which do not affect cash flow:

1. Depreciation

Budget 2027 TEMPORAL SUPPORT	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Building Operations			
Building Safety & Security	$1,500	$ 2,000	$ 1,500
Building Security			
Building Safety			
Total Building Safety & Security	**$1,500**	**$ 2,000**	**$ 1,500**
Building Utilities			
Electricity	$8,000	$ 6,200	$ 7,400
Garbage & Waste Removal (Note 2)	$3,400	$ 3,700	$ 1,000
Gas & Heating	$12,000	$ 8,500	$ 10,000
Sewage & Water	$3,200	$ 3,550	$ 3,650
Total Building Utilities	**$26,600**	**$ 21,950**	**$ 22,050**
Repairs & Maintenance			
Equip - Interior / Exterior (Note 6)	$3,000	$ 2,732	$ -
External Maintenance	$3,000	$ 2,000	$ 3,000
Internal Maintenance	$1,500	$ 1,200	$ 1,500
Backflow Prevention Project	$300	$ -	$ 300
Maint. Contract - Heat/Cooling	$1,500	$ 1,400	$ 1,500
HVAC Repairs (Note 5)	$4,000	$ -	$ 4,000
Sanitary Supplies	$900	$ 1,150	$ 1,200
Snow Removal	$9,000	$ 9,900	$ 9,000
Total Repairs & Maintenance	**$23,200**	**$ 18,382**	**$ 20,500**
Total Building Operations	**$51,300**	**$ 42,332**	**$ 44,050**
General Expenses			
Administrative			
General Insurance (Note 4)	$9,200	$ 9,800	$ 10,000
Building Assessment (Note 3)	$1,800	$ 1,800	$ -
Telephone/Internet	$2,400	$ 2,564	$ 2,700
Office Supplies	$300	$ 100	$ 200
Printer Supplies	$500	$ 350	$ 500
Postage	$300	$ 124	$ 300
Total Administrative	**$14,500**	**$ 14,738**	**$ 13,700**
Bank Charges			
Bank Service Fees	$50	$ 7	$ 50
EFT Bank Charges	$160	$ 78	$ 100
Tithely EFT charges	$300	$ 15	$ 200
Preprinted Cheques	$200	$ -	$ 200
Safety Deposit Box Rental	$110	$ 105	$ 110
Total Bank Charges	**$820**	**$ 205**	**$ 660**

Budget 2027 **TEMPORAL SUPPORT**	**2026 Budget**	**2026 Forecast Expenditures**	**2027 Budget Request**
Envelopes	**$150**	**125**	**$ 150**
Communications			
Domain Name hosting and "Grace.ca" email addresses (Internic)	$ 450	$ 310	$ 400
Web Hosting	$ 500	$ 330	$ 400
Livestream Services	$ 2,000	$ 1,550	$ 2,000
Pro-presenter subscription	$ 350	$ 300	$ 350
Web Meeting Capability	$ 275	$ 87	$ 275
Church Management Software	$ 1,500	$ 1,245	$ 1,500
General Tech Support	$ -		$ -
Event Advertising	$ -		$ -
Total Communications	**$ 5,075**	**$ 3,822**	**$ 4,925**
Information Technology and Equipment			
Computer Maintenance	$500	$ 500	$ 500
Software and office automation.	$1,900	$ 1,805	$ 1,900
Recapitalization (Note 1)	$1,600	$ 1,600	$ 1,600
Total Information Technology	**$4,000**	**$ 3,905**	**$ 4,000**
Total Temporal Support Expenses	**$75,845**	**$ 65,127**	**$ 67,485**

NOTES

1) Recapitalization funds are carried over year over year and the whole budget is transferred to the fund

2) Changed from dumpster to City of Ottawa yellow bag program
3) Required every 5 years for Insurance purposes. Due in 2026 then again in 2031
4) Payable in Dec - amount of 2026 bill not yet known.
5) HVAC units were last replaced in 2007/2008 and will require increasing amount of funds to repair going forward. Building Maintenance Liablity Fund to be used for larger repairs.
6) budget line is for the purchase of new mats at front entrance

Budget 2027 PASTOR & SESSION	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Communion	$ 100	$ 50	$ 100
Misc	$ -		$ -
Emergent opportunities	$ 500	$ 196	$ 500
Session Total	**$ 600**	**$ 246**	**$ 600**
External Group Support			
EFC Membership	$ 200	$ 200	$ 200
Renewal Fellowship	$ 200	$ 200	$ 200
Total Ext Group Support	**$ 400**	**$ 400**	**$ 400**
Total Session & Ext Groups	**$ 1,000**	**$ 646**	**$ 1,000**
Pastor's Ministry:			
Pulpit Supply (Note 1)	$ 12,420	$ 12,420	$ 9,635
Guest Preacher	$ -		$ -
Interim Moderator (Note 2)	$ 3,680	$ 3,600	$ 3,290
Parking	$ 75		$ 75
Total Pastor's Ministry	**$ 16,175**	**$ 16,020**	**$ 13,000**
Total Pastor and Session	**$ 17,175**	**$ 16,666**	**$ 14,000**

Note 1: $235/Sunday. Pulpit supply for 2027 - 40 weeks + 1 for Easter = $12,420

Note 2: based on $235/month, 2 AGM`s & extra meetings for church profile/search committee

Budget 2027 **PERSONNEL SUPPORT**	**2026 Budget**	**2026 Forecast Expenditures**		**2027 Budget Request**
Wages & Benefits (Note 1)				
Pastor Salary & Benefits				
CPP/EI	$0			$2,500
Health & Dental	$0	$0		$2,720
Utilities	$0			$1,600
Housing Allowance	$0			$8,400
Minister's stipend	$0			$12,017
PCIC Pension Plan	$3,029	$3,029		$2,999
Education (Pastor)	$0			$300
Total Pastor Salary & Benefits	**$3,029**	**$3,029**		**$30,536**
Sunday School Leader				
CPP/EI	$53	$61		$55
Salary (Note 4)	$2,323	$2,276		$2,369
Total Sunday School Leader:	**$2,376**	**$2,337**		**$2,424**
Youth Director				
CPP/EI				
Cell phone				
Professional Development	$0	$0		$0
Salary				$0
Total Youth Director	**$0**	**$0**		**$0**
Administrative Assistant				
CPP/EI	$975	$975		$995
Professional Development	$100	$0		$100
Salary	$19,145	$19,145	#	$19,528
Total Administrative Assistant	**$20,220**	**$20,120**		**$20,623**
Music Director				
CPP/EI	$1,093	$1,093		$1,115
Professional Development	$100			$100
Music Directors Salary	$15,810	$15,810		$16,126
Vacation coverage	$450	$450		$450
Total Music Director	**$17,453**	**$17,353**		**$17,791**

Budget 2027 PERSONNEL SUPPORT	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Custodian			
CPP/EI	$1,347	$1,347	$1,374
Custodian Salary	$18,892	$18,892	$19,270
Vacation coverage	$450	$450	$450
Total Custodian	**$20,689**	**$20,689**	**$21,094**
Staff First aid training	$300	$240	$300
Total Wages and Benefits	**$64,067**	**$63,768**	**$92,768**
Canada Summer Jobs (Note 2)	$100	$100	$100
Summer Students*	$4,858	$4,698	$4,858
Total Canada Summer Jobs	**$4,958**	**$4,798**	**$4,958**
Volunteer Ministries Committee			
Ministry Development Fund	$500	$0	$500
Police Records Checks (Note 3)	$150	$0	$150
Misc Expenses	$0		$0
Total Volunteer Ministries Committee	**$650**	**$0**	**$650**
Total Personnel Support	**$69,675**	**$68,566**	**$98,376**

Note 1: 2% increase for all staff and assumes minister hired for Q4

Note 2: Wages covered by Government Grant

Note 3: Ottawa Police Services are not currently charging for PRCs for Volunteers.

Note 4: to pay for SS 3hrs/wk

Budget 2027 Worship Coordination	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Music Ministry			
CCLI,CVLI & Licenses	$800	$660	$800
Streaming	$125	$90	$125
Music (Songs, books, etc.)	$0	$0	$0
Music Director Discretionary	$200		$200
Piano tuning	$600	$450	$600
Piano Maintenance	$200		$200
Other			
Sanctuary Decor	$0		
Audio/Video(Note 1)	$500	$500	$120
Nursery	$0		$0
Total Worship	**$2,425**	**$1,700**	**$2,045**

Note 1: digital soundboard purchased in 2026 (donations have been made towards the new sound board - expected cost $3000)

Budget 2027 Pastoral Care	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Benevolent Fund	$500	$0	$500
New Commandment Men's Ministry	$0	$0	$0
Card Ministry	$0	$ -	$25
Total Pastoral Care	**$500**	**$0**	**$525**

Budget 2027 FAITH SHARING	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Outreach			
Outreach & Witness	$1,000	$0	$1,000
Total Outreach	**$1,000**	**$0**	**$1,000**
Missions			
Missions & Evangelism	$14,000	$14,000	$14,000
Presbyterian Sharing	$0	$240	$2,000
Total Missions	**$14,000**	**$14,240**	**$16,000**
Presbyterian Assessments			
Presbytery Dues (Pres of Ottawa) (Note 1)	$2,429	$2,429	$3,000
Total Presbyterian Assessments	**$2,429**	**$2,429**	**$3,000**
Social			
Hospitality	$750	$350	$750
Fundraising Expense	$1,500	$300	$1,500
Total Social	**$2,250**	**$650**	**$2,250**
Total Faith Sharing	**$19,679**	**$17,319**	**$22,250**

Note 1: Presbytery Dues: The final figure should be available after Presbytery meeting in Nov.
We have no leeway on this number.

Budget 2027 DISCIPLESHIP	2026 Budget	2026 Forecast Expenditures	2027 Budget Request
Youth Ministries			
R.O.K.C (2nd Friday monthly) Note 1	$600.00	$0	$600
Youth Director Expense	$0.00		$0
Youth Development	$0.00		$0
Leadership Development	$0.00		$0
Special Events	$0.00		$0
Community Development	$0.00		$0
Total Youth Ministries	**$600.00**	**$0**	**$600**
Children's Ministries			
Kids Club (Note 1)	$600.00	$0	$600
VBS (Note 1)	$400.00	$0	$400
Sunday School (Note 2)	$600.00	$0	$600
Total Children's Ministries	**$1,600.00**	**$0**	**$1,600**
Total Discipleship	**$2,200.00**	**$0**	**$2,200**

Note 1: Expenses reimbursed by LFBC

Note 2: Sunday School uses colour prints/copies and existing craft supplies

Grace Presbyterian Church
Minutes of Awesome Grace Moments Meeting for 2025
(aka Annual General Meeting)
March 28, 2026 – 7:00 pm

In Attendance:		**Regrets**:
Shirley Blank	Leslie Bryson	No regrets submitted
John Hutchinsoin	Maureen Martin	
Linda Clarke	John Adams	
Wally Addams	Yohana Kimoun	
Brian Wilson	Kathryn Wilson	
Jim Richmond	Judy Richmond	
Arlene Lamadeleine	Emmanuel Engmann	
Kimberley Allen-McGill	Linda Paquette	
Jacques Dalton	Ken Carruthers	
Margaret Fatona	Pastor Meg Patterson (Chair)	
Allan Smith		

I - GATHERING AND POTLUCK SUPPER

Before the start of the meeting a potluck supper and a time of fellowship was enjoyed by all.

II – WELCOME, OPENING DEVOTIONS AND HYMN

Our Co-Interim Moderator, Pastor Meg Patterson, welcomed everyone in attendance and then provided a devotional taken from Romans Chapter 15 verses 5-13. We should speak God's praises with one heart, one mouth and one body and overflow with hope in order to show that hope to others. Kim then led us in singing "*Bind Us Together".*

IIIa - ELECTION OF SECRETARY

Motion: Arlene Lamadeleine moved that Leslie Bryson be nominated as secretary of the meeting. Seconded by Yohana Kimoun. All in favor. **Motion carried**.

IIIb - ATTENDANCE/REGRETS

The attendance is shown above and there were no regrets submitted.

IIIc - APPROVAL OF AGENDA

Everyone in attendance agreed to accept the agenda as written. (A motion was not made).

IV – SHARING OF THANKSGIVING AND PRAISES FROM THE CONGREGATION – Brian Wilson

At this time attendees were invited to publicly acknowledge and give thanks to various people.

- Linda Clarke is grateful for many answered prayers at Grace. She also thanked Leslie Bryson who fills in whenever there is a need such as helping in the office, taking minutes and custodial assistance.
- Arlene is grateful for Wayne Thoms who helps with technical issues, computers, lawn mowing and random tasks around Grace.
- Brian Wilson is thankful for the three ladies who have come from Iran and are working with Linda Clarke to become members of Grace.
- Shirley Blank thanked all those who help take meals to Amanda and Donald as well as Audrey and Lee.
- Yohanna Kimoun is grateful for our two Interim Moderators for giving us hope and guiding us.
- Allan Smith is thankful for the leadership shown by Linda Clarke.
- Kimberley Allen-McGill is thankful for everyone's faith and perseverance. She appreciates the commitment of Jacques Dalton, Wayne Thoms and the sound team.
- Ken Carruthers is grateful for all of the administrative work Arlene Lamadeleine does in the office.
- Brian Wilson is thankful for the work that Jim and Judy Richmond do as "foster grandparents" to children in need.
- Jacques Dalton thanked Kim, the musicians and the technical staff.
- Emmanuel Engmann thanked Margaret Fatona and her husband Tony for all of the love and support they have shown him since coming to Canada as well as Grace church for making him feel at home and comfortable.
- We all joined in with Margaret Fatona singing a round of "Amen".
- Ken Carruthers thanked Maureen Martin and Wally Adams for the work they do each Sunday providing coffee.

V - CONGREGATIONAL BUSINESS – Pastor Meg Patterson

Approval of the minutes of the Congregational Budget Meeting of November 28, 2025

Motion: Shirley Blank moved that the minutes of the Congregational Budget Meeting held on November 28, 2025 be accepted as written. Seconded by Ken Carruthers. All in favor. **Motion carried**.

Presentation of Financial Statements for 2025

The 2025 Financial Statements were reviewed. It was noted on page 6 of the financial statements that a surplus of $9,457.84 was transferred to the Pastor Fund before depreciation was applied. The paperwork has to be reviewed by the Treasurer and then forwarded to the reviewers.

Motion: Brian Wilson moved that the 2025 Financial Statements be accepted. Seconded by Jim Richmond. All in favor. **Motion carried**.

The Miracle Sunday Fund currently shows a deficit of -$46,301.43 and the Building Maintenance Fund shows a balance of $80,000.00. We would like to show a balance of $0.00 in the Miracle

Sunday Fund by taking the money out of the Building Maintenance Fund. This would leave a balance in the Building Maintenance Fund of $33,698.57.

Motion: Judy Richmond moved that we pay off the Miracle Sunday Fund by transferring the money from the Building Maintenance Fund. Seconded by Shirley Blank. All in favour. **Motion carried**.

VI - MINISTRY REPORTS

Pastor Meg stated that the ministry reports show us how much God has blessed us.

Worship Coordination Ministry: Brian Wilson stated that you cannot quantify the importance of having a Music Director and he thanked Kim for all of her efforts.

Temporal Support Ministry: Shirley Blank had nothing further to add to her report.

Faith Sharing: Linda Clarke regrets that there has not been much outreach in the way of evangelism in the past year. The pause table is coming soon. Linda asked those present to give her any outreach ideas if you have any.

Personnel Support Group: Roll Clerk: Linda stated that the addition of people on the Communicant Roll is awesome, with more to come in 2026.

Pastoral Care: Yohana Kimoun stated that small groups are getting more interesting, with many more being added. Brian Wilson thanked Yohana for her leadership by bringing Mary to church each week and taking care of her.

Discipleship Ministries: Linda Clarke is very happy to report that the Kids Club and VBS have grown in numbers and are active. It will be exciting to see the new youth group grow next year.

Session: Linda Clarke reported that it is hit and miss when trying to calculate adherents. The in-person attendance has increased by nine, which is good news. It is an added bonus that Majelle is available to lead Sunday School.

Pastor Meg stated that on behalf of herself and Pastor Denise, they admire the dedication and faithfulness of the elders at Grace. Getting to see their hope is encouraging. The addition of Jim Richmond and Margaret Fatona as elders is a blessing.

VII – MOTION TO ACCEPT THE 2025 ANNUAL INFORMATION REPORTS – Pastor Meg Patterson

Motion: John Hutchinson moved that the 2025 Annual Information Reports be accepted. Seconded by John Adams. All in favor. **Motion carried**.

VIII – SEARCHING FOR A NEW PASTOR

Pastor Meg stated that it has been two and a half years since Pastor Jonathan retired and the same time as Living Faith was formed and the Music Director left. It was a very stressful and difficult time, but it led us to perseverance. Hope has come out of these difficult times. Although

it is helpful to have the same pastor in a church for continuity, the pastor does not save a church—that is the job of Jesus.

Past Steps: Last year we did a church asset map. The document has now been created.

Ongoing Work: A retreat with members of Session was recently held to discuss the future of Grace. Ongoing prayer will play a vital role. A financial review must be done to look at how we might move to call a new pastor. We currently don't have enough finances. A Pastor's Fund has been created to have enough money set aside to cover the cost of a Pastor for the first few years. Our funds can come from donations, rentals, fundraising and a grant that we can apply for from the National Church. Our hope is that we will have enough financial stability to pay a pastor for three years.

We currently have $21,830.78 in the Pastor's Fund. A contingency fund of $75,000 exists and it currently still has $75,000 in it. We have not had to touch the contingency fund for the past three years. Therefore, it was recommended that we take $50,000 from the Contingency Fund and transfer it to the Pastor's Fund.

Motion: Brian Wilson moved that we move $50,000 from the Contingency Fund and transfer it to the Pastor's Fund. Allan Smith Seconded. All in favour. **Motion carried**.

We now have over $71,000 in the Pastor's Fund. If we can get that amount to $100,000, we can start the call for a pastor.

Brian Wilson stated that he and Jacques Dalton have started a Monday morning prayer group (from 8:00 to 9:00 a.m.). They will start with a song, a devotion, and prayers for Grace, Canada and the world. We now want to focus the prayer on the needs of Grace. Anyone wishing to join the prayer group can ask Arlene Lamadeleine for the link to join the Zoom meeting.

Pastor Meg informed that there is a grant available from the National Church for churches that are going through temporary financial difficulty. The grant would cover the costs of the Pastor's stipend. It is a declining grant which means that every year the amount decreases. Pastor Meg has given Arlene the documents that are required to apply for the grant. Pastor Meg is looking for involvement from the congregation to have at least two discussion sessions (i.e. discipleship and growth within the church, outreach in the community, prioritizing the skills we are looking for in a pastor, etc.).

Brian Wilson stated that at the elder's retreat they envisioned changes for the future and Pastor Meg's leadership was stellar.

Next steps:

- Create a "thermometer" that shows the progress of the Pastor Fund.
- Work on goals and objectives for 2027.
- Complete application for grant by the end of June.
- When we reach $100K in the Pastor Fund we can create a search team.
- Although Miracle Sunday funds are usually used to pay for a physical project (roof, sidewalk, etc.), going forward Miracle Sunday donations will be used for the Pastor's Fund.

IX – REVIEW LEADING WITH CARE, FIRE ALARM AND LOCK DOWN PROCEDURES – Linda Clarke

Leading with Care is the Presbyterian name given to the Sanctuary Policy that deals with vulnerable children and adults at Grace. The document is on the Grace website and everyone was encouraged to read it. Police checks are required for volunteers who deal with vulnerable people and Arlene oversees the paperwork. Those who are vulnerable can never be left alone with only one person. Monitors are needed to help with Sunday School. **Arlene** will create a sign-up list for monitors and advertise the list in the next Good Gracious newsletter.

Linda went over the locations of some of the safety equipment within the church as follows:

- Fire extinguishers: located in the hall just outside the door of St Andrew's Hall, kitchen, two in the sanctuary, one in the hallway leading to the classrooms.
- First aid kit is located in the kitchen on the wall near the telephone.
- Pull alarms are located by all of the exits.
- Automated External Defibrillator (AED) is used for resuscitation if someone's heart stops. Staff are trained on this equipment that is located on the wall just inside the entrance doors on the right side as you enter. Naloxone is also available in the AED case for drug overdoses. Arlene ensures that the equipment is maintained and inspected.

Fire Alarm: In the case of a fire alarm exit the building using the nearest door (there are escape route maps throughout the building). A reminder was given that there is an exit door in the sanctuary. Children will be escorted to the basketball court and adults will meet by the treeline by Old Tenth Line. A fire drill will be scheduled soon.
Lock down: The classrooms have curtains on the windows of the doors that can be put up. The doors should be locked and everyone should remain quiet. If you are ever in the church by yourself, ensure that the doors are locked.
Linda encouraged everyone to look at the National Safe Church Policy which is on the PCC website. (presbyterian.ca)

X – CLOSING HYMN

Everyone gathered in a circle and Kim led is in singing "*How Great Thou Art*".

XI – CLOSING PRAYER AND BENEDICTION

Pastor Meg closed the meeting with a prayer and benediction.

The meeting was adjourned 8:30.

_____
Linda Clarke
Clerk of Session

_____
Pastor Meg Patterson
Chair (Co-Interim Moderator)

_____
Leslie Bryson
Secretary