



# CARLINGTON COMMUNITY CHAPLAINCY

# ANNUAL REPORT


**2021-2022**

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 102-1465 CALDWELL AVENUE, OTTAWA, ON K1Z 8L9

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 [www.carlingtonchaplaincy.com](http://www.carlingtonchaplaincy.com)

 613 728 9933

 @carlingtonchaplaincy

# TABLE OF CONTENT

- President's Report
- Chaplain's Report
- Program Coordinator's Report
- Treasurer's Report
- Financial Review Statements
- Acknowledgement of Support

# PRESIDENT'S REPORT

I will repeat the start of my report of the 2021

The year of the pandemic: a completely different reality ruled by Public Health measures. Our Public Health measures worked but they really played havoc with our regular programming. Fortunately, the Chaplaincy and our volunteers have successfully navigated the year; the breakfast program was able to provide the residents with a bagged breakfast with minimal interruption due to COVID.

Unfortunately, staffing continued to be a bit of a roller coaster again this year because our positions are part-time; both our Chaplain Matt Gallinger and our Program and Volunteer Coordinator Hannah Whitworth resigned during the year for full-time positions. Thank you, Matt, for your dedication to the mission of the Chaplaincy, especially during this difficult time, and Hannah for filling in so ably during your tenure.

Fortunately, the Chaplaincy was able to quickly hire Shemi Adeoye as Program and Volunteer Coordinator who started in August and Steve Zytveld as Chaplain who started in September. Even with the restriction of the pandemic, Steve has gained the confidence of many of the residents and counsels 2 or 3 each day while Shemi not only has great organizational skills but also a wealth of ideas for events. She has organized one-time events to enrich the lives of the residents and help build community: for thanksgiving, over 300 pieces of pie donated by the churches were handed out with the lunch supplied by the Caldwell Family Centre, and 15 families participated in a pumpkin carving for kids at Halloween and a board games event took place in November. The residents do not have the money to go out to the movies or other events so they really appreciate the chance to get together and socialize.

The Chaplaincy took over Dale's garden on the property of Faith Lutheran Church when Dale was unable to garden. From the small plot of land, the Chaplaincy donated to the Food Bank over 100 litres of tomatoes, about a third were cherry tomatoes plus a modicum of other vegetables. The rabbits and earwigs also enjoyed the garden. This initiative is continuing this (2022) year.

The Chaplaincy started a collaborative project with Partage/Share Ottawa which obtains vouchers from businesses for goods and services for members of the community. The Chaplaincy obtained a grant from Ottawa Community Foundation to assist in start-up expenses as well as for administrative functions such as matching residents with the goods and services available.

With the breakfast program continuing and finally being fully staffed, we will need to find additional revenue to cover our expenses for this coming fiscal year; this is especially critical in that we had a deficit of nearly 10% of our budget last year.

I would like to thank Steve and Shemi for getting up to speed so quickly in supporting our neighbours in Carlington. I would also like to thank: our volunteers for their willingness to serve the residents even with the risk of COVID-19; our churches for their faithfulness with prayers, volunteer and financial support; our donors for their generous donations; and finally the board for its advice and work to keep the Chaplaincy running, especially, the executive, Wendy, Norah and Dave.

Respectfully submitted  
Harold Rode

# CHAPLAIN'S REPORT

As I sit down to write this report for the friends, neighbours, and supporters of the Carlington Community Chaplaincy, it has been exactly nine months since I set out upon this remarkable journey of ministry which has been a blessing in its joys and challenges.

The challenges have been well-documented and discussed since my arrival here at CCC. Although the warmer weather seems to have brought something of a reprieve, the spectre of COVID-19 lingers – indeed, we cannot be sure if Autumn shall mark the winding-down of the pandemic or if it shall bring yet another wave or variant. Events on a global scale have brought about economic difficulties which confront us all at the grocery store or at the gas pumps.

Affordable housing is becoming more and more scarce while wages and government-funded assistance remains static.

These challenges present themselves heavily in our community and in turn at our Chaplaincy. We are only now beginning to resume programming that has been mothballed over the past two-and-a-half years and which has been in a two-steps-forward-two-steps-back sort of holding pattern as wave after wave of COVID has passed through. Use of our daily breakfast program has nearly doubled over the past couple of months.

The joys, however, outweigh the challenges. I have had the opportunity to speak to many of our neighbours both within the Chaplaincy itself and out on the streets over these past months, and in these instances, I meet them where they live in all senses of the word. Whether it is by providing a much-needed meal or a listening ear it truly is a blessing and an honour to share with our neighbours in a way to help them maintain their health as well as their safety and dignity.

Nor can I omit how during the Convoy protests this past Winter – events which directly and negatively affected my family and me – CCC's neighbours, staff, and Board members were very accommodating and comforting as I faced these difficulties.

To reflect just a moment more upon my own experiences over these past nine months, I have been tremendously blessed in how much I learn every day here at our Chaplaincy, and I do so strong in the faith that each day and each experience enables me to better serve the Lord through serving our neighbours.

The way ahead is rarely clear, but our shared faith and purpose strengthen us as we continue our work here in Carlington. Not least, we continue to explore new funding sources from institutions but also from among new donors who can join us on our mission, but we especially anticipate the day when the challenges set forth by the pandemic subside so that we may fulsomely provide all the services and programs we are called so to do.

A most humbling aspect of our ministry is, I believe, how it has drawn so many different people together into such an effective team to do this work. There is not enough space here for me to adequately thank all our volunteers, donors, and supporters, but I do offer so much gratitude to our Program & Volunteer Coordinator, Shemi Adeoye, as well as our Board members, especially those who sit on our Executive.

Respectfully & humbly submitted,  
The Reverend Steve Zytveld

# PROGRAM COORDINATOR'S REPORT

I started working at the Chaplaincy in August 2021 right during the COVID crisis. As a result, I came in when several of the past programs had been suspended and just the bagged breakfast was offered. This created difficulty in getting to meet many of the community neighbors. Matt Gallinger, the previous chaplain also left 3 weeks after I started. However, with time I was able to get into the groove of things with the help of longtime dedicated volunteers and long-time community residents.

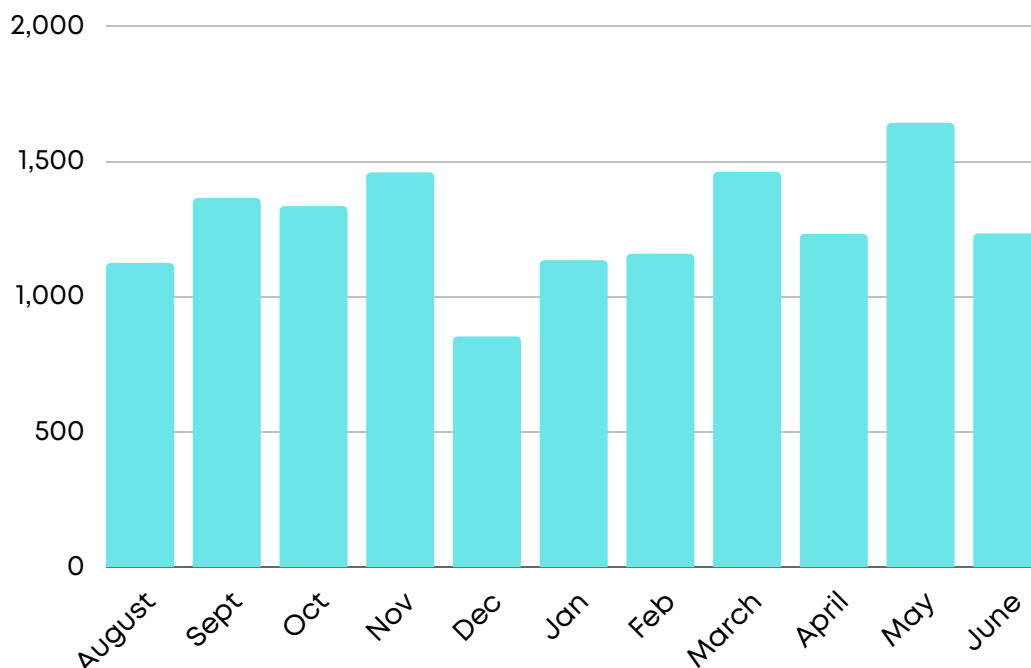
I look forward to introducing new programs including

- Jump rope classes for kids ages 6 to 14
- Art classes for kids ages 8 to 15
- English language conversational cafe
- Cooking classes
- Bingo nights in collaboration with the Tenant Circle
- Outdoor Painting Sessions in collaboration with The Carlington Arts Initiative
- Trivia nights

## PROGRAMS REPORT

- Drop-In Breakfast Program

This remains the biggest Chaplaincy Program which includes a healthy bagged breakfast with coffee or tea. The Drop-In is open year-round from Monday to Friday (9:30-11 am), except between Christmas and New Year, and for three weeks in the summer. Thanks to the ladies of St Basil's and St. Elizabeth for continuing to provide us with homemade muffins. Gratitude also goes to the Caldwell Family Center who provides us with a case of eggs and two boxes of fruits each week. From August 2021 till the present, the program served close to 14,000 meals.



**Total bags served – 13,981**

**Monthly Average – 1,271**

- Creative Path

The creative path is a drop-in studio space for various levels of artists. Artists use various methods to create different artworks. Supplies are provided free of charge. - The program is offered on Mondays, Wednesdays, and Fridays from 10 a.m. to 2 p.m. and is facilitated by Suzanne Lamirande. Usually, the artwork is sold in the community and during events. However, the pandemic has been put on hiatus. Hopefully, they can sell them at some point. At present, artists' works are available on Chaplaincy's website for sale.

**Average attendance – 10**

- Rainbow Weavers

The women's group resumed meeting in October every Thursday except during the 2-week Christmas break and because of COVID, there have been fewer outings and events. However, during the year they have gone on several groups walks in the community, had a Halloween party, and celebrated many birthdays. On Monday, June 6th, 2022, they were able to take their annual retreat to the Golden Lake United Church Camp which they hadn't been able to attend for 2 years because of the pandemic. The group is on a break till Sept 15th. This year also saw the end of Helene Choiniere's last year as a facilitator for the Women's Group after 20 years. The Chaplaincy is highly grateful for her many years of service and support.

**Average attendance – 7**

- Community Brunches and Dinners

The community brunches were held from January to April with an average of 75 people receiving meals. It includes a bagged brunch provided by supporting churches and the Y service club. We haven't had the brunches for the last 2 months as we are looking for churches to provide the brunches so we can continue to serve the community

The Community Dinner continues to be held on the last Sunday of the month (except December). The dinners are provided by St Mark and St Mary of Egypt Coptic Orthodox Church. They provide delicious meals and bring kind volunteers to hand out the meals. We have seen between 150 to 200 meals being served each month.

In September 2021, Calvin Christian Reformed Church organized a BBQ that was very much appreciated by the community and 150 meals were served

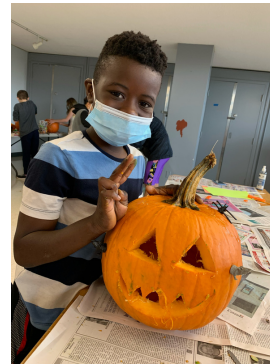
- New Programs

In April 2022, we started a ukulele class for kids ages 6 to 16 and classes have been going great so far. A beginner French class also started in April with an average attendance of 10 students. Classes take place once a week on Saturdays and included learning basic conversational French. The class is on a 2-week break and will resume Saturday, 25th of June.

- Special events

The Chaplaincy also took part in different community events including the Health and Wellness Fair in August 2021 where we distributed bags of toiletries to members of the community, the Bingo games in November 2021 where the Chaplaincy provided gifts to be handed out to winners, and the Bike clinic in June 2022 where we linked the community with volunteer bike mechanics.

We had 3 special events within the past year. A pumpkin carving for kids ages 8 and up with their families. We are hoping to make it a yearly event. We also had an Easter egg painting for kids with 21 kids in attendance.



- Volunteers

The pandemic led to the loss of several volunteers. At present we have 14 active volunteers. We are in search of new volunteers, especially for the breakfast program as several volunteers have had to take a break for various reasons.

**Total volunteer hours – 1,257.25**

CARLINGTON COMMUNITY CHAPLAINCY  
FINANCIAL STATEMENTS for the YEAR ENDED 31 DECEMBER 2021

CONTENTS

- Notice to Reader
- Notes to Financial Statements
- Balance Sheet
- Statement of Operations
- Statement of Limited Partnership with Carlington Arts Initiative
- Budget for 2022



CARLINGTON COMMUNITY CHAPLAINCY  
FINANCIAL STATEMENTS for the  
YEAR ENDED DECEMBER 31, 2021

**Notice to Reader**

I reviewed the Balance Sheet and the Statement of Operations of the Carlington Community Chaplaincy for the year ending December 31, 2021, as prepared by the organization.

As part of my review, I examined some of the documentation and some of the processes that went into their preparation. While I was in no position to perform a professional audit of the chaplaincy's Financial Statements, there was evidence of sound financial and administrative practices, consistent with previous years. There are a few clarifying notes as part of my report.

Readers are reminded that the actual statements themselves were prepared by the Carlington Community Chaplaincy.

DATE MAY 4/22



Raymond Elgersma

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## Notes to the Financial Statements

1. The Financial Statements were prepared by the Carlington Community Chaplaincy for the year ended December 31, 2021 on an accrual basis. The Statement of Operations for that year is shown in the same basic format as previous years for illustration purposes.

<b>CARLINGTON COMMUNITY CHAPLAINCY</b>			
<b>STATEMENT OF OPERATIONS for the 12-month period ending</b>			
<b>DECEMBER.. 31, 2021</b>			
<b>Financial statement prepared on a cash basis.</b>			
<b>REVENUE</b>	<b>Financial year 2021</b>	<b>Financial year 2020</b>	
Church donations	\$24,243.00	\$29,891.00	
Charitable donations	27,420.00	27,599.00	
Donations - Women's Group	500.00	0.00	
Fundraising and sales	1,339.00	3,000.00	
Grants and other gifts	21,068.00	16,310.00	
Miscellaneous income	1,230.00	4,475.00	
<b>Total Revenue*</b>	<b>75,800.00</b>	<b>81,275.00</b>	
<b>EXPENDITURES</b>			
Salaries and benefits	<b>49,882.00</b>	<b>56,178.00</b>	
<b>Operations</b>			
Administration	1,318.00	1,637.00	
Fundraising	331.00	608.00	
Insurance	5,063.00	5,057.00	
Maintenance	0.00	0.00	
Other	756.00	187.00	
Communications	1,246.00	1,246.00	
Transportation	239.00	379.00	
<b>Subtotal</b>	<b>8,953.00</b>	<b>9,114.00</b>	
<b>Program Expenses</b>			
General	7,687.00	4,267.00	
Hospitality	16,906.00	12,993.00	
Women's Group	71.00	24.00	
Exp. Arts/Creative Path	106.00	933.00	
<b>Subtotal</b>	<b>24,770.00</b>	<b>18,217.00</b>	
<b>Total Expenditures</b>	<b>83,605.00</b>	<b>83,509.00</b>	
<b>Surplus/(deficit)</b>	<b>-7,805.00</b>	<b>-2,234.00</b>	
<b>Retained earnings at year start</b>	<b>40,733.00</b>	<b>42,967.00</b>	
<b>Retained earnings at year end</b>	<b>32,930.00</b>	<b>40,733.00</b>	
*In kind donations excluded			

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**LIMITED PARTNERSHIP WITH CARLINGTON ARTS INITIATIVE****Financial statement for the year ending 31 December 2021****Prepared on a cash basis****BALANCE SHEET as of 31 December 2021**

<b>ASSETS</b>	<b>2021</b>	<b>2020</b>
Cash in hand	\$2,792.00	\$2,792.00
Retained earnings	\$2,792.00	\$2,792.00

**STATEMENT OF OPERATIONS for 12-month period ending 31 December 2021**

<b>REVENUE</b>	<b>2021</b>	<b>2020</b>
Donations	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>		
Programming	\$0.00	\$ 989.00
Bank fees	\$0.00	\$ 1.00
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>\$ 990.00</b>
<b>Surplus/deficit</b>	<b>\$0.00</b>	<b>-\$ 990.00</b>
<b>Retained earnings at year start</b>	<b>\$2,792.00</b>	<b>\$3,713.00</b>
<b>Retained earnings at year end</b>	<b>\$2,792.00</b>	<b>\$2,792.00</b>

<b>BUDGET 2021</b>				
<b>ITEM</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2022 Budget</b>
<b>Discretionary income</b>				
<b>Contributions</b>				
Church contributions	\$22,191.00	\$22,000.00	\$23,943.00	\$24,000.00
Individual charitable donations	\$27,599.00	\$27,000.00	\$27,420.00	\$27,000.00
Other gifts	\$5,130.00	\$3,000.00	\$3,488.00	\$4,000.00
<i>Subtotal contributions</i>	<i>\$54,920.00</i>	<i>\$52,000.00</i>	<i>\$54,851.00</i>	<i>\$55,000.00</i>
<b>Fundraising</b>				
Dinner	\$1,399.00	\$1,400.00	\$ 942.00	\$1,000.00
Grocery vouchers	\$1,050.00	\$1,000.00	\$ 300.00	\$ 500.00
Plant sales	\$ 6.00	\$ 50.00	\$ 28.00	\$ 50.00
Creative Path	\$ 20.00	\$ 0.00	\$ 24.00	\$ 100.00
Women's Group	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00
Other	\$ 0.00	\$ 0.00	\$ 45.00	\$ 0.00
<i>Subtotal fundraising</i>	<i>\$2,475.00</i>	<i>\$2,450.00</i>	<i>\$1,339.00</i>	<i>\$1,750.00</i>
<b>Grants</b>				
UCC M&S Fund	\$3,660.00	\$7,000.00	\$7,000.00	\$7,000.00
UCC Street-Related Ministry	\$1,750.00	\$ 0.00	\$ 0.00	\$ 0.00
Expressive Arts - KUC	\$7,000.00	\$ 0.00	\$ 0.00	\$ 0.00
<i>Subtotal grants</i>	<i>\$12,410.00</i>	<i>\$7,000.00</i>	<i>\$7,000.00</i>	<i>\$7,000.00</i>
<b>Supports (targeted donations)</b>				
Hospitality	\$5,750.00	\$ 0.00	\$ 300.00	\$ 500.00
Creative Path	\$ 0.00	\$ 0.00	\$ 5.00	\$ 25.00
Women's Group	\$ 0.00	\$ 0.00	\$ 500.00	\$ 100.00
Expressive Arts	\$ 720.00	\$ 0.00	\$ 0.00	\$ 0.00
Benevolent fund	\$ 0.00	\$ 0.00	\$ 25.00	\$ 0.00
<i>Subtotal supports</i>	<i>\$6,470.00</i>	<i>\$ 0.00</i>	<i>\$ 830.00</i>	<i>\$ 625.00</i>
<b>Other income</b>				
Government supports	\$1,522.00	\$ 0.00	\$ 550.00	\$ 0.00
Darts League	\$ 525.00	\$ 0.00	\$ 0.00	\$ 300.00
Miscellaneous	\$2,428.00	\$2,000.00	\$1,230.00	\$1,300.00
<i>Subtotal other income</i>	<i>\$4,475.00</i>	<i>\$2,000.00</i>	<i>\$1,780.00</i>	<i>\$1,600.00</i>
<b>Subtotal income</b>	<b>\$80,750.00</b>	<b>\$63,450.00</b>	<b>\$65,800.00</b>	<b>\$65,975.00</b>
<b>Joint Ventures</b>				
Partages/Share Ottawa (\$10,000 Community Foundation grant)				
Website	\$ 0.00	\$ 0.00	\$6,000.00	\$ 0.00
Administration	\$ 0.00	\$ 0.00	\$2,000.00	\$2,000.00
Salary	\$ 0.00	\$ 0.00	\$2,000.00	\$1,940.00
<i>Subtotal joint ventures</i>	<i>\$ 0.00</i>	<i>\$ 0.00</i>	<i>\$10,000.00</i>	<i>\$3,940.00</i>
<b>Total income</b>	<b>\$80,750.00</b>	<b>\$63,450.00</b>	<b>\$75,800.00</b>	<b>\$69,915.00</b>
<b>Expenses</b>				
<b>2020 Actual</b>				
<b>2021 Budget</b>				
<b>2021 Actual</b>				
<b>2022 Budget</b>				
<b>Operations</b>				
Administration	\$1,637.00	\$2,000.00	\$1,318.00	\$1,500.00
Donation fees	\$ 608.00	\$ 400.00	\$ 331.00	\$ 300.00
Other fundraising expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$1,500.00
Insurance	\$5,057.00	\$5,500.00	\$5,063.00	\$5,700.00
Maintenance	\$ 0.00	\$ 100.00	\$ 0.00	\$ 200.00
Memberships	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Professional development	\$ 12.00	\$ 0.00	\$ 0.00	\$ 100.00
<b>Expenses</b>				
<b>2020 Actual</b>				
<b>2021 Budget</b>				
<b>2021 Actual</b>				
<b>2022 Budget</b>				
Professional services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Phone & Internet	\$1,246.00	\$1,300.00	\$1,246.00	\$1,250.00
Travel	\$ 379.00	\$ 600.00	\$ 239.00	\$ 200.00
<i>Subtotal operations</i>	<i>\$9,114.00</i>	<i>\$10,075.00</i>	<i>\$8,372.00</i>	<i>\$10,925.00</i>
<b>ITEM</b>				
<b>Programs</b>				
Salaries & Related Expenses	\$56,178.00	\$56,700.00	\$49,882.00	\$50,555.00
Grocery Vouchers	\$2,400.00	\$ 0.00	\$1,150.00	\$2,000.00
Hospitality	\$12,993.00	\$14,000.00	\$16,906.00	\$15,000.00
Volunteer Support	\$ 10.00	\$ 100.00	\$ 66.00	\$ 100.00
Expressive Arts programs	\$ 933.00	\$ 0.00	\$ 0.00	\$ 0.00
Creative Path	\$ 160.00	\$ 200.00	\$ 106.00	\$ 150.00
Women's Group	\$ 24.00	\$ 200.00	\$ 71.00	\$ 200.00
Darts League	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Benevolent Fund	\$ 0.00	\$ 0.00	\$ 119.00	\$ 100.00
Miscellaneous programs	\$ 555.00	\$1,000.00	\$ 873.00	\$ 500.00
Donations to other charities	\$1,142.00	\$ 0.00	\$ 0.00	\$ 0.00
<i>Subtotal programs</i>	<i>\$74,395.00</i>	<i>\$72,200.00</i>	<i>\$69,173.00</i>	<i>\$68,605.00</i>
<b>Joint ventures</b>				
Partages/Share Ottawa				
Website	\$ 0.00	\$ 0.00	\$6,000.00	\$ 0.00
Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$1,500.00
Salary	\$ 0.00	\$ 0.00	\$ 60.00	\$1,000.00
<i>Subtotal joint ventures</i>	<i>\$ 0.00</i>	<i>\$ 0.00</i>	<i>\$6,060.00</i>	<i>\$2,500.00</i>
<b>Total Expenses</b>	<b>\$83,509.00</b>	<b>\$82,275.00</b>	<b>\$83,605.00</b>	<b>82,030.00</b>
<b>BALANCE</b>	<b>-\$2,759.00</b>	<b>-\$18,825.00</b>	<b>-\$7,805.00</b>	<b>-\$12,115.00</b>
<b>Books balance</b>	<b>\$38,367.00</b>		<b>\$33,511.00</b>	

# ACKNOWLEDGEMENT

The Carlington Community Chaplaincy greatly appreciates the continued support of a number of groups in the community, as listed below.

Anglican Diocese of Ottawa  
Ottawa Presbytery of the United Church  
Calvin Christian Reformed Church.  
City View United Church.  
Faith Lutheran Church.  
Glebe St James United Church.  
Kitchissippi United Church.  
Parkwood Presbyterian Church.  
St Basil's Roman Catholic Church.  
Julian of Norwich Anglican Church.  
Ottawa International Y Service Club.  
St. Mark & St. Mary of Egypt Coptic Orthodox Church  
Enbridge Gas  
Caldwell Family Center  
Cupcake Lounge  
Thyme & Again Catering  
114th Trinity Ottawa Scouts.

All our donors and volunteers.