

**St. Mark's Parish Council**  
**Bishop Reed Hall**  
**Tuesday, March 11, 2014**

**Present:** Les Cundell, Brian Kauk, Georgia Roberts, Jane Delroy, Suzanne Wilkins, Margaret Lodge, Janis Perkin, Michael Perkin, Gillian Morris, Joy Bowerman, Kathy Chu, Will Knight, Penny Miller, Gillian Martin

**Apologies:** Pamela Rogers, Cynthia Greer, Coralie Sheehan

**Substitute Recording Secretary:** Gillian Martin

**1. Call to Order: 7:33 p.m.**

**2. Opening Reflections (Fr Brian)**

- A reflection piece on the meaning of the word discernment

**3. Selection of Chair and Recording Secretary**

- Nomination for Chair Les Cundell – nominated by Jane Delroy and seconded by Penny Miller. Motion to close from Michael Perkin and seconded by Gillian Morris. Acclaimed and carried.
- Nomination for Recording Secretary Coralie Sheehan – nominated Georgia Roberts and seconded by Suzanne Wilkins. Motion to close nominations – Janis and seconded by Will Knight. Acclaimed and carried.

**4. Approval of Agenda**

- Motion to accept Agenda: moved by Joy Bowerman. Seconded by Michael Perkins. Carried.

**5. Approval of Previous Minutes**

- Motion to accept previous minutes: Moved by Georgia Roberts. Seconded by Jane Delroy. Carried.

**6. Business Arising From Previous Minutes**

- A light has been added to the lectern, thanks to Jane Delroy. It helps remove the shadow from the microphone.

**7. Rector's Report (Fr Brian)**

- Scouts did not attend on February 23. Do hope to have them come sometime in the future.
- Joint worship on Sunday, May 4.
- Retirement celebration for Rev. Linda Privitera on Monday, April 7 at St. Michael of All Angels.
- Holy Week: Last year we promoted the services at the three different churches. There is a proposal this year to have nothing that overlaps:
  - See Appendix A. Holy Eucharist on Monday (at MMA), Tuesday (at St. Mark's), Wednesday (at St. Richard's). Thursday – communal meal and foot-washing with a Holy Eucharist incorporated (Agape meal) at St. Richard's (aimed at families, children, etc.). Then Choral Eucharist service at St. Mark's (as it's been done in the past including stripping of the altar). Should make sense to go from St. Richard's to St. Mark's that evening. Will reserve the sacrament. Good Friday: 10 a.m. at L'ARCHE, 1:30 p.m. at St. Mark's, Gathering at St. Michael's at 7 p.m. led by Wanda Procycyn and Thomas Annand. Saturday: Service of Light at St. Michael's (7:30 p.m.) and Easter Vigil at St. Mark's at 9 p.m. Overnight vigil will carry on from Thursday. The clergy will be working together to coordinate. Parish Council agrees to support published schedule.

### **8. Warden's Report (Suzanne Wilkins)**

- Corporation to meet March 25 and April 29.
- From estate of Sheila Vaudrey received bequest of \$18,000. Possibilities for use of bequest: use to pay for Parish Nurse Ministry for a future year. Normally bequests are placed in Consolidated Trust Fund with Diocese. We can request to not put it in the CTF, but need motion from Parish Council, letter from Arch Deacon and then a decision by the Director of Financial Affairs at the Diocese (for funds between \$10,000-35,000). Could then be put in an alternate reserve fund (as GIC or something else). If we put it in CTF, will have to go through additional steps to withdraw the money, which would take time. Corporation will develop options and bring forward a motion at the next meeting of Parish Council.

### **9. Treasurer's Report (Joy Bowerman)**

- See Appendix B.
  - Net income skewed due to \$18,000 bequest.
  - Collection within \$400 of budget.
  - Solar income came in February - \$1,000.
  - In January, mentioned that salary numbers are unclear until we receive information from Diocese. The numbers did not agree in January, but now are correct (since we have the required information).

### **10. Property Report (Joy Bowerman)**

- Georgia has purchased 2 new blue bins and 1 new black bin to help keep the recycling under control. She has also checked with the city and confirmed that the limit for garbage is 6 bags every 2 weeks. It was noted that there was Styrofoam in the garbage late Saturday afternoon and paper plates in the garbage rather than the green bin. We will have to go back to the renters to make sure they understand our garbage policy. (Styrofoam must be taken away with you and paper plates should go in the green bin.)
  - "Institutions" do not get curbside pickup. Church is given curbside pick-up as a courtesy, but must follow residential rules (so only provided one type of each bin and only 6 bags every 2 weeks). Otherwise, must get a larger container and contract out pick-up services. Fiscally and environmentally it is better to do the "residential" approach.
- Paul Greer has replaced one of the spot lights in the sanctuary which was burnt out (and draped the cross at the same time).
- The return of the colder weather means that the leak has not returned on the south side of the church. We will have to carefully monitor it to determine whether the leak is coming from the flat roof or the flashing on the sloped roof. It may require getting up on the roof with a hose to pinpoint the leak.
- The new light on the lectern needs adjustment and another light in the Chancel area has burned out. The choir stalls were damaged and this has been mentioned to James Kelly.

### **11. Membership**

- No report.

### **12. Stewardship (Michael Perkin)**

- Congregational Resource Day on May 13 at St. Paul's University – 18 different sessions - \$30 early book (before March 31) and \$50 after which includes lunch.
- Update requested by Diocese on GIFT campaign activities. Michael is helping mentor St.

Richard's. Activities will resume after MAP quiets down a bit in Spring.

### **13. Choir (Margaret Lodge)**

- Choir invited to St. Bartholomew's church for evensong on March 2. Barbara is now their organist. Received an email from Barbara thanking us for participation.
- MAP: Choir met with Brian, Linda and Margo on Thursday, March 6 to discuss the paragraph that had been highlighted at the last Parish Council meeting.
  - 18 members present and 5 absent.
  - The meeting lasted about 45 minutes.
  - Many concerns by members of the choir because it is a body that has logistical concerns (music, robes, rehearsals, etc.).
  - In general the choir is concerned about not knowing what the rotation will be.
  - Concerned about:
    - how the new schedule would be implemented and feel that it needs to know more
    - there is no chorister on the MAP team
    - the 4-part music ministry
    - Outreach with other churches
    - Acoustics
    - Risk of losing choristers and members of the congregation if people are not happy with the music ministry in the new approach.
    - Willingness to invest in choir, organ, organist, etc.
    - Who would be leading the choirs or keeping separate?
    - Will there be three services (traditional, contemporary and spoken)?
    - If there is blending, what will be expectation for blending service music between different types of music?
    - Moving around could cause breakdown of choir and the parish – some members would likely not continue with choir/church if rotating.
    - Transportation and accessibility.
    - Why choir members attend this church and choir at this time (out of 22 members):
      - 10 are local (geographically)
      - 12 are out of the geographical area
      - 16 have noted that they are attending for this specific music
    - Impact of moving around and moving ahead

### **14. Outreach (Gillian Morris)**

- Betty Caughlin taking items from the shopping cart basket to Deborah Dynes each month.
- Michael Perkin has opened dialog with Diocese about participation in Daily Bread with Deborah Dynes.

### **15. MAP Consultations (Fr Brian)**

- St. Michael of all Angels voted on February 22 in favour of the motion.
- St. Richard's voted on February 23 in favour of the motion.
- Town hall meeting this Sunday after the 10 a.m. service. At least one person was not sure if a vote would take place that day – just conversation at the town hall meeting.

- The clergy (as a group) have heard concerns from others about what a rotation would entail. Some decisions will need to be made before an implementation team is created. What would work in the short-term (with two churches voted, and one church to vote later). Preliminary ideas (not carved in stone):
  - Joint service on May 4 at St. Michael's already arranged. St. Richard's and St. Michael's may decide to remain jointly at St. Michael's for the rest of May. Likely have 8 a.m. and 10 a.m. services.
  - Depending on St. Mark's vestry decision, St. Mark's could start worshipping jointly with the other two churches in June, with three services at St. Mark's. One of those services should be a choral sung Eucharist with the full resources of the choir and anyone who would like to join. One of the other services would be with different music. The other service would be a spoken Eucharist.
  - It would be a rolling implementation – not sure about when the Sunday School would happen, so would offer children's time at each service. Could put adult and child education in between the services.
  - In July, we would shift to St. Richard's, and then a schedule for future months would be developed along the way.
- If on April 6, St. Mark's is in, the worship in May might start focusing on the spoken and "different" music service, and then traditional would continue at St. Mark's.
- St. Mark's budget is locked in to continue with full traditional service through 2014.

#### **16. Other Business:**

- How are the GIFT funds being distributed and are they being spread out in the agreed upon proportions?
  - Michael: GIFT Committee comprised of three people (Michael Perkin, Coralie Sheehan and Father Brian) – facilitators, not idea generators. They consider proposed ideas to determine if they meet one of the four GIFT criteria. If they do, they ask for a more fully developed proposal before decision to distribute funds is made.
  - So far there have not been many proposals put forward.
  - See Appendix C. Decisions made by Parish Council so far are listed.
  - See Appendix D: Expanding caring ministries – includes parish nursing was set at 42%.
  - Some members of congregation unclear about how funds are being used in the different categories. Information is provided through Parish Council, in the minutes and notes distributed to parishioners.
  - Example: Telephone ministry would be under *Proclaiming the Word in the 21<sup>st</sup> Century*. Fr. Brian has spoken to shut-ins about it and most aren't sure that they would use it. Discussion of what would be best for users rather than focus on technical capabilities. Could combine the "taped ministry" with web casting idea, but who would do the editing and take it to the users.
  - Pledges to date as of March 11. Money is received from Diocese on a regular basis.
  - Parish nurse funds – in Budget listed the \$4,000 included as income from GIFT.
  - Allocate what has already been received in pledges and spend what has actually

been received.

- Proposals may be submitted at any time.
- Transitioning to providing updates on a quarterly basis (or something like that) to not over saturate people with information about GIFT.
- Vestry motion: review of cleaning contract
  - “The parish council reviews the cleaning contract with a view to using volunteer services.”
  - Original proposal was made to cancel the contract, but this was withdrawn.
  - Concern about having enough volunteers to do cleaning, unless we change what is being cleaned. A lot of it is not just for Sunday mornings, but also for outreach activities during the week (daycare, exercise classes).
  - The service agreement is reviewed on a regular and ongoing basis by Corporation. It was reviewed in detail last year with service provider. We have a minimal cleaning contract here in comparison to other parishes. We keep our costs down because we already use a volunteer supplement to do other cleaning (like cleaning cobwebs, etc.).
  - The timing of cleaning is critical (before 8:30 a.m. daily). Heavy cleaning is done on Saturday mornings, so reliant on volunteers to do cleaning before Sunday morning services.
  - Could suffer rapid volunteer burnout. However, we can encourage people that want to get involved through Spring/Fall cleanups, brass cleaning session, and in various ways.
  - A smaller group (Suzanne Wilkins, Georgia Roberts, Will Knight and Gillian Morris) from Parish Council will work together to start review and work with James Kelly. Suzanne will follow-up with James Kelly.
  - Mowing the lawn is part of the service agreement.
  - Gardening is done by volunteers (Helen McGill, Connie Bowerman, Joyce Dunn). Kathy Chu also offered to help.
  - James Kelly was nominated as team lead for property, so he should be included on Parish Council (as the property person has been able to do in the past).
- Defer discussion of memorial funds to the next meeting of Parish Council.

#### **17. P.C. Notes for Bulletin**

- List current members of Parish Council.
- Struck committee for reviewing the cleaning contract.
- Please submit ideas for use of GIFT funds – contact Michael Perkin via email
- Wardens announced the receipt of a bequest from Sheila Vaudrey of \$18,000.

#### **18. Next Meeting: Tuesday, April 8, 2014.**

- Michael and Janis Perkin already offered their apologies for not attending the next meeting.

#### **19. Motion to adjourn at 9:40 p.m.**

- Moved by Gillian Morris and seconded by Suzanne Wilkins.

## Holy Week 2014

April 13	Mon, April 14	Tues, April 15	Wed, April 16	Thurs, April 17	Friday, April 18	Sat, April 19
Sunday of the Passion (PALM SUNDAY)				Maundy Thursday	Good Friday	Holy Saturday
8 and 10 Holy Eucharist Or just one service at 9 TBD at St. Richard's					10 a.m. Service with L'ARCHE community at St. Richard's in the hall	
Regular Services at St. Michael's and St. Mark's				6 p.m. Shared Supper with our Lord and Foot Washing at St. Richard's		
	7:30 p.m. Holy Eucharist at St. Michael's	7:30 p.m. Holy Eucharist at St. Mark's	7:30 p.m. Holy Eucharist at St. Richard's	8:00 p.m. Institution of the Lord's Supper, Altar of Repose and Stripping of the Altar at St. Mark's	1:30 p.m. Celebration of the Lord's Passion at St. Mark's	7:30 p.m. Lamentations to Light at St. Michael's
				Overnight Vigils at St Mark's & St Richard's	7:00 p.m. Sacred Word and Song at St. Michael's	9:00 p.m. The Great Vigil of Easter at St. Mark's

**St Mark's Church**  
**Balance Sheet**  
 As of February 28, 2014

	Feb 28, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
TD BANK	84,620.08
<b>Total Chequing/Savings</b>	84,620.08
<b>Other Current Assets</b>	
PST Receivable	2,580.51
HST Receivable	1,087.43
Dollar for Dollar	11,402.43
<b>Total Other Current Assets</b>	15,070.37
<b>Total Current Assets</b>	99,690.45
<b>Other Assets</b>	
<b>Investments</b>	
Judy Corbishley CTF	6,000.00
Gladys O'Ray CTF 2654	29,000.00
Memorials CTF 2534	5,804.37
Rectory Trust CTF 4053	327,787.49
<b>Total Investments</b>	368,591.86
<b>Total Other Assets</b>	368,591.86
<b>TOTAL ASSETS</b>	<b>468,282.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>RESERVE ACCOUNT</b>	
GIFT Funds	28,618.62
Ministry	13,920.57
Choir Gowns	872.00
Capital Projects	33,309.70
Choir Fund	1,550.64
Key Deposits	455.69
Memorials	7,385.00
Pastoral Care Support Fund	875.00
Rector's Discretionary	614.01
Tree Care	900.00
<b>Total RESERVE ACCOUNT</b>	88,501.23
<b>Total Other Current Liabilities</b>	88,501.23
<b>Total Current Liabilities</b>	88,501.23
<b>Long Term Liabilities</b>	
Judy Corbishley Bequest	6,000.00
Gladys O'Ray Bequest	29,000.00
Rectory Trust	327,787.49
<b>Total Long Term Liabilities</b>	362,787.49
<b>Total Liabilities</b>	451,288.72
<b>Equity</b>	
Retained Earnings	6,618.82
Net Income	10,374.77
<b>Total Equity</b>	16,993.59
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>468,282.31</b>



**St Mark's Church**  
**Budget Comparison**  
 January through February 2014

	Jan - Feb 14	Budget	\$ Over Budget
<b>Income</b>			
Uncategorized Income	333.35		
<b>GENERAL</b>			
<b>Collections</b>			
Identifiable Open	315.00		
Envelope	23,077.96	23,200.00	-122.04
Open	339.22	1,280.00	-940.78
Special Collection	532.00	200.00	332.00
<b>Total Collections</b>	24,264.18	24,680.00	-415.82
<b>Gain from Assets</b>			
Solar Income	1,046.90	1,000.00	46.90
Investment Income	0.00	300.00	-300.00
Rent	2,205.00	1,545.00	660.00
<b>Total Gain from Assets</b>	3,251.90	2,845.00	406.90
<b>Organizations</b>			
Bazaar	49.55		
Slim & Trim	0.00	200.00	-200.00
We Kicked the Habit	75.00	120.00	-45.00
<b>Total Organizations</b>	124.55	320.00	-195.45
<b>Other General Income</b>	18,000.00		
<b>Total GENERAL</b>	45,640.63	27,845.00	17,795.63
<b>DIRECTED</b>			
Flowers	400.00		
PWR Fund	275.00		
<b>Total DIRECTED</b>	675.00		
<b>Total Income</b>	46,648.98	27,845.00	18,803.98
<b>Expense</b>			
<b>SALARIES</b>			
Staff	19,287.84	19,287.84	0.00
<b>Total SALARIES</b>	19,287.84	19,287.84	0.00
<b>WORSHIP</b>			
Service & Altar Supplies	0.00	150.00	-150.00
<b>Total WORSHIP</b>	0.00	150.00	-150.00
<b>PARISH NURSING MINISTRY</b>			
Parish Nurse Services	3,334.34	3,333.34	1.00
Program Expenses	0.00	166.66	-166.66
<b>Total PARISH NURSING MINISTRY</b>	3,334.34	3,500.00	-165.66
<b>PROGRAMS</b>			
Christian Education	0.00	400.00	-400.00
Conferences & Memberships	0.00	121.00	-121.00
Nursery	0.00	50.00	-50.00
Publicity	273.88	200.00	73.88
<b>Total PROGRAMS</b>	273.88	771.00	-497.12
<b>OUTREACH</b>			
Fair Share	5,612.16	5,612.16	0.00
PWR Fund	275.00		
<b>Total OUTREACH</b>	5,887.16	5,612.16	275.00
<b>FINANCE</b>			
Bank Charges	63.92	68.93	-5.01
Insurance	812.50	828.84	-16.34
<b>Total FINANCE</b>	876.42	897.77	-21.35
<b>CHURCH</b>			
Cleaning Service	2,459.22	2,483.34	-24.12
Operating Supplies	146.05	450.00	-303.95
Electricity	1,206.56	400.00	806.56
Heating	1,309.64	1,400.00	-90.36
Repair & Upgrade	12.14	200.00	-187.86
Security	0.00	250.00	-250.00
Snow Removal	809.36	900.00	-90.64



**St Mark's Church**  
**Budget Comparison**  
 January through February 2014

	Jan - Feb 14	Budget	\$ Over Budget
Telephone	247.89	200.00	47.89
Water	140.33	150.00	-9.67
<b>Total CHURCH</b>	<b>6,331.19</b>	<b>6,433.34</b>	<b>-102.15</b>
<b>MISCELLANEOUS</b>			
Computer & Internet	167.39	110.00	57.39
Office Supplies	86.06		
Photocopier	29.93	50.00	-20.07
Postage	0.00	100.00	-100.00
Rector's Discretionary	0.00	200.00	-200.00
Wardens' Discretionary	0.00	100.00	-100.00
<b>Total MISCELLANEOUS</b>	<b>283.38</b>	<b>560.00</b>	<b>-276.62</b>
<b>Total Expense</b>	<b>36,274.21</b>	<b>37,212.11</b>	<b>-937.90</b>
<b>Net Income</b>	<b>10,374.77</b>	<b>-9,367.11</b>	<b>19,741.88</b>

Ministry	2012	2013	2014	2015	2016	2017 Total	Status
Expanding caring ministries							
Parish Nursing (initial)	1395	4000	4000	4000	4000	21395	budgeted
Parish Nursing (March 2013)		2300				2300	Accepted at March PC meeting, spent
						0	
						0	
						0	
						0	
Proclaiming the Word in the 21st Century							
feasibility study: webcasting	300					300	Committee recommendation to hold off for now
website redesign						0	
Audio/visual from Bleeker's						0	
Introduce Animate series		600				600	Accepted at September PC meeting
						0	
						0	
Reaching out into our community							
Best Start storage	497.97					497.97	spent
Matching donation, MU	247					247	spent
Debra Dynes Family House		3000				3000	Accepted at March PC meeting
Debra Dynes Family House, Child & Youth		2400				2400	Accepted at September PC meeting
						0	
						0	
Sustainability							
Capital reserve fund	800					800	transferred in 2012
Capital reserve fund		1900				1900	Accepted at September PC meeting
						0	
						0	
						0	
						0	
<b>TOTAL</b>	<b>3239.97</b>	<b>14200</b>	<b>4000</b>	<b>4000</b>	<b>4000</b>	<b>33439.97</b>	

## GIFT Allocation, St Mark's

Ministry	Parish Case	% of case	Pledges to date	2012	2013	2014	2015	2016	2017	Received to date	Spent to date (2013)	Previously allocated (unspent)	Pending recommendations	TOTAL
Expanding caring ministries	\$42,000.00	42%	\$31,581.47	\$3,158.15	\$6,316.29	\$6,316.29	\$6,316.29	\$6,316.29	\$3,158.15	\$20,267.71	\$7,695.00	\$16,000.00		\$23,695.00
Proclaiming the Word in the 21st Century	\$17,500.00	18%	\$13,158.94	\$1,315.89	\$2,631.79	\$2,631.79	\$2,631.79	\$2,631.79	\$1,315.89	\$8,444.88	\$600.00	\$300.00		\$900.00
Reaching out into our community	\$27,500.00	28%	\$20,678.34	\$2,067.83	\$4,135.67	\$4,135.67	\$4,135.67	\$4,135.67	\$2,067.83	\$13,270.53	\$6,144.97			\$6,144.97
Sustainability	\$12,000.00	12%	\$9,023.28	\$902.33	\$1,804.66	\$1,804.66	\$1,804.66	\$1,804.66	\$902.33	\$5,790.77	\$2,700.00			\$2,700.00
<b>TOTAL</b>	<b>\$99,000.00</b>	<b>100%</b>	<b>\$74,442.03</b>	<b>\$7,444.20</b>	<b>\$14,888.41</b>	<b>\$14,888.41</b>	<b>\$14,888.41</b>	<b>\$14,888.41</b>	<b>\$7,444.20</b>	<b>\$47,773.89</b>	<b>\$17,139.97</b>	<b>\$16,300.00</b>	<b>\$0.00</b>	<b>\$33,439.97</b>

## Policy recommendations:

1. As a general rule, we will only allocate what's been pledged to date.
2. As a general rule, we will only spend what's been received to date.