

Meeting of Parish Council

October 7, 2015

Called to order at 7:05 p.m.

In attendance: Les Cundell, Brian Kauk, Penny Miller, Suzanne Wilkin, Jane Delroy, Sharon Walter, Gillian Martin, James Kelly, Gillian Morris, Cynthia Greer, Margaret Lodge

Regrets: Janis and Michael Perkin, Laurie Slaughter, Will Knight

Chair welcomed Sharon Walter

Opening Reflection: Fr. Brian used Practice 3 from Embracing God's Future

Approval of Agenda

Minutes from September 16 and 30, 2015

- Moved by James Kelly; seconded by Gillian Morris
- Minutes from September 16, 2015: Add Choir Report as appendix to Minutes, as it had been submitted to all in advance. Moved by Penny Miller and seconded by Suzanne Wilkins to approve.
- Minutes from September 30, 2015:
 - CTF information suggests that it should have been sent to Special Vestry, if it is either over 30% or over \$30,000.
 - In this case, it required Parish Council motion and approval by the area archdeacon.
 - Approval of Minutes moved by James Kelly; seconded by Suzanne Wilkins.

Rector's Report – Rev. Brian Kauk

- Sharon Walter has accepted appointment as Deputy Rector's Warden.
- Defer decision regarding updated church photo directory.
- St. Mark and St. Mary of Egypt (Coptic Church) conversation
 - Should be an ongoing conversation
 - Will discuss further under Other Business.
 - Question about hall, kitchen, church rental rates
 - \$125 for whole building for churches.
 - Different rates for parts of the church.
 - Currently all the churches pay the same amount.
 - Rates are available in the Rental binder.

Warden's Report – Suzanne Wilkins

- Have received approval from Archdeacon Chris Dunn to proceed with the furnace and boiler replacement. We now have all the money in place and Suzanne will be signing the contract this week and schedule the replacement.

- Circle 2 sent a letter to Corporation and Parish Council about Parish Nursing
 - Rev. Brian Kauk and Penny Miller hope to meet with Circle 2 to discuss the content.
 - Discussion about GIFT allocations under the Case.
- Financial Advisory Committee Report
 - Rev. Brian Kauk, Suzanne Wilkins, Penny Miller, Jane Delroy, Michael Perkin, Terry Frederick, Georgia Roberts and Gillian Martin met as the Financial Advisory Committee.
 - Met in June and September 2015.
 - Georgia put together demographic overview.
 - Brian, Michael and Gillian put together budget projections.
 - Suzanne and Penny summarized in overview.
 - Expenses – have capital expenditures that will drain reserve fund as well as organ repairs
 - Income from collection is down.
 - The big difference between the optimistic and less optimistic projections is mainly in givings.
 - When the report was prepared, it appeared that collections were rallying in the summer after Financial Update shared with parish; this is the basis of the first projection.
 - The second projection is based on the 51:49 ratio in which 51% comes in collections in the first half of the year and 49% comes in the second half of the year.
 - Givings reached similar rates to last year in June and July, but now the collections are falling again.
 - Parish Council discussion:
 - Is there someone in the Diocese who can provide guidance to churches in financial difficulties?
 - This is happening in many parishes. Nobody has the answer but work is being done to come up with common solutions. Report is being submitted to Synod about this.
 - Is MAP the only option?
 - Need a strategic plan to move forward
 - We need stewardship
 - In order to cut expenses, we can only cut priestly services or organist.
 - Note that we give more than the Diocesan average.
 - Are there parishes that do not give full Fair Share?
 - In the past there were the assessment and the apportionment.
 - Diocese decided that a budget can't be run without firm numbers, so you are expected to pay the amount provided.
 - Fair Share amount is based on assessable income (based on 3 previous years)
 - Our Parish Fair Share numbers will rise this year
 - Demographic questions
 - Table 1 (in mid-2015): 194 involved parishioners with 19 over 90
 - Table 2 (in 2014): 129 identifiable givers, but 22 over 90
 - Older age categories donated the bulk of collections

- 49% of identifiable givers in 76+ age group
- Younger demographic is represented as part of involved parishioners but not in the identifiable givers
- How to share with Parish?
 - Newsletter – provide financial situation to make all aware
 - Need clear intro paragraph with key points (?)
 - Provide one-pager and state that people can get copies of the full reports.
 - Include this within the Newsletter and include the financial update.
 - Include costs are rising with gas, electricity, etc.
 - Update the financial projections based on latest numbers (through to September 30, 2015).
 - Suggestion (numbers to be checked): if we get people to give a minimum of \$10/week more, it will help reduce the deficit by...
 - Make the PAR forms more available and explain how to use them.
 - Michael and team to put together mini stewardship campaign for November.

Treasurer Report – Gillian Martin

- Budget Comparison and Balance Sheet for September 2015 was presented.
 - Normally, we don't have report prepared until 2nd week of the month, so numbers may still shift slightly.
- Copies shared with members of Parish Council.
- Drop in givings in September
- Water much higher in September, but lower when looking at year-to-date comparison with 2014.
- Rev. Joan Riding's salary higher than estimated; Corporation approved taking full amount from Ministry Reserve so that the cost of her interim priest salary could be transferred to the Diocese.
- Forward Day by Day – how is it expensed? Discussion about having a subscription approach instead of Church paying for the more booklets than are often picked up.

Property Report – James Kelly

- Cleared storage room (old kitchen) for Coptic Church.
 - Putting oven in
 - New tiled floor
 - Updating electrical
- Metal shelves being tidied in preparation for Bazaar.
- Internal and external lights near the choir room to be replaced.

Membership Report – Cynthia Greer

- Vitality Committee report in [Appendix A](#)
- Add note in bulletin asking for volunteers to organize refreshments and/or meal for "Advent Carol Service" and "Service of Nine Lessons and Carols."
- Lighting in the parking lot

- Could we have solar lights installed for back end of lot?
- Would they get damaged by snow clearing?
- Based on litter picked up in the morning, need lighting on timers perhaps?
- Alarms
 - The alarm went off on Tuesday and the Greers were called twice.
 - Renters had key but person with the alarm codes was not present. You need to provide correct name with personal code number.

Stewardship – Michael Perkin

- Submitted electronically – see [Appendix B](#)
- Brian proposed motion:
 - Parish Council supports Michael to move forward with developing a stewardship campaign.
 - Moved by James Kelly; seconded by Penny Miller. Carried.
- Parish Council feels that this needs immediate attention.

Choir Report – Margaret Lodge

- Evensong on Sunday, October 4 was well attended with 45 in congregation. It is a Parish Evensong, not a choir concert.

Outreach Report – Laurie Slaughter

- Submitted electronically – see [Appendix C](#)

Other Business

- Brian received communication from Kathy Chu with notice of her resignation from Parish Council.
- SMSM Discussion

	SMSM	St Mark's
Necessary	<ul style="list-style-type: none"> • A dedicated space on Sunday morning, with service at 9-11:30 a.m. (tied to a rule that requires fasting from midnight onwards) • Meal and fellowship afterwards • Friday evening, Saturday evening • Evening of 6 Jan (Christmas) • Daily in Holy Week (Alexandrian calendar) • Space for Youth Group (Fridays), Sunday School 	<ul style="list-style-type: none"> • Need the Church space for our worship on Sunday mornings • Need space for Sunday School • Coffee Hour – access to kitchen • Evensongs • Parish Breakfasts • Occasional lunches: <ul style="list-style-type: none"> ○ Seniors' Lunch ○ BBQ ○ Picnic ○ St. Mark's Day ○ Parish Nurse sessions • Ecumenical services (like with Italian Church)

		<ul style="list-style-type: none"> • Accessible entrances, bathrooms, etc. • Space for Parish Groups <ul style="list-style-type: none"> ○ Altar Guild ○ Choir
Important	<ul style="list-style-type: none"> • A place to call “home,” no longer tenants, a sense of ownership and shared responsibility • Parking for seniors/accessibility 	<ul style="list-style-type: none"> • Other churches using space (Mar Thoma and Armenian)?? • Other rental group access to building – Saturday, Friday, Sunday • Reduce use of incense – or a less fragrant incense due to scent sensitivities
Desirable	<ul style="list-style-type: none"> • Partnership opportunities 	<ul style="list-style-type: none"> •

- Ask reps from All Saints Westboro about how they dealt with ownership of church when amalgamated with First United.
 - Who covers costs?
 - 40-50 in congregation, but with own full-time priest, they expect to double in size.
 - If we move forward, the first year would need to be trial, not absolute shift.
 - For Newsletter: Brian will provide photo of the cross they gave us and explain what the Coptic Church is (~250words) and copy of letter from SMSM
- P.C. Notes for Bulletin
 - Request about Parish Directory
 - Volunteer for coordinating two upcoming suppers
 - Financial update sheet
 - Next meeting is November 11, 2015 at 7 p.m. Marnie Jull will be there to facilitate.
 - Motion to adjourn at 8:54 p.m. Moved by James Kelly and seconded by Gillian Morris.
 - Closed by saying the Grace Prayer.

Appendix A: Parish Vitality Working Group Report to the Membership Chair
October 6, 2015

1. General

The Parish Vitality Working Group did not meet in June, July or August. At the September meeting we reviewed recent successful events. These include:

- The Big Give, on a Saturday morning in June, where parishioners shared food and beverages with passersby from the local community.
- The parish dinner—food and fellowship (and wine!) enjoyed by 100 people.
- The parish picnic attended by about 60 people and raising \$400 for charity Nepal earthquake
- The barbecue attended by about 50 people and raising \$300 for charity Grassroot Grannies
- The September parish breakfast attended by 35 people where we shared fellowship and found out more about the parish nursing ministry.

The composition of the working group is changing. Betty Caughlin and Ray Davidson have withdrawn from the group. Laurie Slaughter has been approached and is planning to attend the November meeting. We will likely add another parishioner to our team in the next couple of weeks.

2. St. Mark's Movie Night

We are hoping to have a movie night in November. Brian has attended the movie night at All Saints Westboro to see how they do it and learn from their experience. He will get an Entertainment Public Performance Copyright License which is good for a calendar year. We plan to have a free will offering for the first dinner + movie. All Saints charges \$10.

3. Survey of Parishioners

The proposed survey has been revised and tested on several parishioners to ensure that it is understandable. Some additional questions have been suggested by Laurie Slaughter and we are in the process of revising the survey to accommodate this need.

4. Spaghetti Supper

We are planning to serve a spaghetti dinner for parishioners and friends. We have not yet established a date for this event. It is possible that the scouts will be involved.

5. Music Events

The working group is looking into the possibility of bringing music events to St. Mark's. It is possible that we will have Garth Hampson, well-known singer in the Ottawa community, will join us for an event. Another possible musical afternoon or evening would involve storytellers and the NorthWinds Brass Quintet. We will, of course, collaborate with Ariane when bringing music events to St. Mark's.

6. Pancake Supper

The pancake supper is planned for Tuesday, February 9th (Mark your calendars!)

Brian Harrison

Additions to Brian's report, since there's no point repeating it.

- 1) We will be revising a new brochure for the pews, as this one is dated.

We can now make some corrections, but need information on office opening hours.

- 2) We need a good suggestion on how to affix the leaflets.

The plastic holders we have (4 only,) are too expensive.

- 3) We are hoping to have more food events.

There are 2 we need to discuss now: the Advent service and Lessons and Carols.

Who is taking on responsibility for them? They are church services not choir spectacles. The choir members are very supportive, but they shouldn't be expected to arrive an hour early to rehearse, sing the service, and then work the kitchen. I don't mind doing one, obviously not during the service, but we need someone to take on the other.

- 4) This sounds like it should be property, but since it is the membership that is concerned about it, I will question it.

It is unbelievably dark in the parking lot, and for safety needs lighting.

Yes it will cost money. Maybe asking directly for it would be possible. Or any Gift money. I don't know how much a solar light at the far end, and also where the choir parks, would cost.

Cynthia Greer

Appendix B – Stewardship Report

We are all aware of our financial challenges and we have been bringing important and relevant data to the attention of the parish. I feel we need to build on this communication and engage in a stewardship initiative. This can be accomplished in a myriad of ways, from a passive teaching and awareness perspective to a direct and deliberate campaign seeking funds for immediate needs and looking for long term commitments to increased giving. A blended approach is also possible addressing the need to touch people's hearts for outreach and needs outside of our own concern. It also needs to recognize that in order to help others we need to strengthen ourselves and be good stewards of our congregation and facilities. As stewardship representative I am willing to take on a lead role and facilitate any agreed to program of stewardship or fundraising. I cannot do this alone and will need the full cooperation of parish council on any initiative we agree to go forward with.

Respectfully

Michael Perkin
Stewardship

Appendix C – Outreach Report

Hello Les and Brian,

Brian, I am wondering if you would be good enough to present my Outreach report as written for September, as I would like to know what support there is for the three proposed initiatives for the coming year (to June) from the Council.

- Janet Helmer has e-mailed about the Alzheimer “Coffee Break” and would like to support that. I’ll get in touch with her.
- Open Table is one that I’d like some input on, particularly from Michael Perkin. I know that we did support it for Ottawa U. students some time back. This request that was sent to me is about the one for Carleton students that is done monthly at Trinity Anglican in Old Ottawa South.
- Finally, Brian Harrison phoned to say that that the Vitality Working Group is quite interested in the “Welcoming and Sharing Sunday” idea as I presented it and would work with me on that. Cynthia can probably confirm that. I would appreciate some feedback from P.C. in order to look forward and plan.
- In addition, I would like to add to my summary on the D.D. F. H. school supplies that over 198 students were given new supplies to start the school year, by us and by other supporters - and to say that “SOUPALICIOUS” will be held by Debra Dynes at the Carleton Heights Community Centre on October 18 from 4:30 to 6:30. Various restaurants will be providing different soups for supper and both Ed Lawrence of “Ontario Today” and Rideau Hall gardening fame and Gaye Cook, noted cook and cookbook author, as well as board member at D.D.F.H., will be guests at this fundraising event.

With thanks,

Laurie