

**ST MARK THE EVANGELIST
PARISH COUNCIL
Meeting of 13 April 2016
7:00 pm, Bishop Reed Hall**

DRAFT MINUTES

In attendance: Rev. Brian Kauk, Margaret Lodge, Cynthia Greer, Suzanne Wilkins, Ray Davidson, Kate Greer-Close, Gillian Morris, , Sharon Walter, Jenny Morphew, Janis Perkin, Michael Perkin

1. Opening the meeting

- a. Call to order – 7:05 p.m. by Sharon Walter
- b. Opening Prayer/Reflection was offered by Fr. Brian Kauk
- c. Regrets: Penny Miller, Heather Simpson, Laurie Slaughter, Gillian Martin
- d. Approval of the Agenda
Moved by Kate Greer-Close, seconded by Suzanne Wilkins, carried.

2. Approval of the Minutes of the previous meeting(s)

- It was requested that the final reports from the working groups looking at sharing space with St. Mark and St. Mary be added as annexes to the March 9th Parish Council Minutes.
- Motion to approve amended minutes: moved by Gillian Morris; seconded by Kate Greer-Close; approved.

3. Business arising from Annual Vestry

a. Four Initiatives:

- Fundraising:
Jackie Sorfleet – Card Party (Bridge) – Jackie is looking for the donation of prizes for the card party on May 18th.
Cynthia Greer- Cynthia asked Parish Council if they could suggest other ideas for fun activities.
April 23rd Dinner- this event is sold out- please talk up the next event-Tales & Tunes
The Tea Party/Social- Kate suggested that a grandparent/child component might assist in finding a home for the donation of tea cups. The child could then take a tea cup home as a souvenir of the event.
Fr. Brian asked about realistic expectations in the type of monies that could be raised. Cynthia suggested that it could be between \$5,000-\$7,000 for the year's planned activities.
- User Fees and Marketing
Kate Greer-Close reported the following to Parish Council:
The group is working on a comparative chart showing what the rentals are like for both the urban and suburban church. This might help in setting rental rates and identifying the areas of the church could be available for renting.
The group should have something more concrete in the next month.
Michael mentioned that in conversation with Kim Chadsey she expressed an interest in investigating whether St. Marks might be a suitable venue for the Kiwanis Music Festival.
Some prospective renters have said that the presence of a baby grand piano would improve the rental of the chancel space to those wishing to have music programs. Parish Council discussed the idea and thought that it was worth asking the congregation for input as it would necessitate the removal of some pews to create space for the piano.
- Stewardship Campaign
Sharon Walter gave a report to Parish Council including a timeline for the Spring Campaign- the report is attached as Annex A

- New Ministry Exploration
Fr. Brian reported that the group has started working. There have been community structured interviews. They have surveyed different groups such as NROC, Carleton Memorial United Church and Councillor Riley Brockington. Georgia Roberts has looked at background information and data and cover many censuses. It is surprising how many people have moved into the area in the last 3 years or less.

4. Business arising from previous meeting

- a. SMSM relationship- St. Mark and St. Mary of Egypt are worshipping on Sunday at another location for the next month. This was a trial that had been requested by their bishop.
With this in mind it was thought that any kind of trial at sharing space at St. Marks's on a Sunday would probably not happen until the fall of this year.

5. Regular Reports

a. Rector

- Barbara Carroll from Debra-Dynes Family House will be the guest speaker at the 8 o'clock and 10 o'clock services on May 8, 2016.
- The Madonna Della Risurrezione Festival- the Fisher Ave. street closure will happen from May 27-29- we have received a letter from Father Antonio Pannunzi with the usual information. It was suggested that a group from St. Mark's could possibly join in the Parade and this will be investigated.
- Kate Greer-Close reported on Sunday School activities. There were 26 children in attendance on Easter Sunday. We usually have an average of 10-15 children on a Sunday. Katie Hartai, who has attended St. Mark's while studying journalism at Carleton University, created a video featuring the children of St. Mark's and Fr. Brian. It will be posted on Youtube and the website after the parents have given permission. During Lent the children made and decorated cookies for Cornerstone and these were delivered. It is hoped that some of the older children will participate in the Tulip-a-thon in May.

b. Wardens (including Property)

The Diocesan Policy "Working with Vulnerable People" needs to be reviewed and renewed every four years.

c. Treasurer

- *See attached financial reports (Annex F)*
- Lenten Outreach- There was monies donated to Refugees. A decision needs to be made on the dispersal of these funds. If the St. Mark's Group isn't up and running this year then perhaps they could be sent to PWRDF or another diocesan group.

d. Membership

- Margaret Lodge shared Vitality report (See Annex B)
- Big Give-June 4, 2016- St. Mark's will be on the front lawn from 10am until noon. It will be similar to last year. There might be some music and coffee etc. will be offered to those passing by.

e. Stewardship

- *See attached document (Annex C).*
- Michael shared a document which shows how St. Mark's Fair Share is used. All of the different uses are broken out by percentage.

f. Choir

- *See attached report (Annex D).*
- There is now a junior choir of 5 members. They are probationary at the moment but will receive their white surplices on Pentecost Sunday.

g. Outreach

- *See attached report (Annex E).*

6. Confirm next meeting: 11 May at 7:00 pm

7. The Agenda being completed the meeting adjourned with the Grace at 8:50 pm.

ANNEX A

Spring 2016 Stewardship Campaign

Background

Stewardship is one of the 4 pillars of the four initiatives that we are actively pursuing following the last Vestry. The others are Fundraising, Rental Management and Marketing and New Ministry exploration.

The spring campaign is the first instalment of our on-going stewardship practice for 2016. The spring campaign is intended to be a short campaign; we launched on April 3 and will end on March 24. We identified May 1 as Celebration Sunday – the day on which we hope to provide some feedback at the 8:00 and 10:00 a.m. services and also to symbolically acknowledge the return of many commitment forms.

Materials – Letter, Commitment Form and Pre-authorized remittance Form

The materials that we used are a “work in progress”. We expect that there will be improvements as we, as a parish, continue to practice stewardship. We acknowledge that our materials can be improved. The PAR form has been updated and it is evident on its face that it can be used to amend an existing PAR.

Response

Some stewardship envelopes were submitted on the offering plate last Sunday. We do not yet have numbers because the submissions are all being handled confidentially by Karen. Any information collected on the reverse of the forms will either be photocopied by Karen without including identifying information or aggregated into a report. We will consult the Stewardship Committee on this.

Supporting activities

Brian and the co-chairs have made stewardship a part of our worship during the past two Sundays. Brian’s sermons focused on stewardship.

On Sunday April 10, Keith Wilkins spoke beautifully at the 8 a.m. and 10 a.m. services on: “Why do I give to the Church?” The co-chairs of the spring campaign will speak on the same topic on Sunday April 17 – Sharon at the 8:00 a.m. service and Bruce at the 10:00 a.m. service.

Respectfully submitted

Sharon Walter and Bruce Lodge, Co-chairs, spring 2016 Stewardship Campaign

Per Sharon Walter

ANNEX B

Parish Vitality Working Group

Report to the Membership Chair and Parish Council

April 13, 2016

1. Dinner and Music Event

This event recognizes the Queen's 90th birthday and will take place on Saturday, April 23rd. There is a roast beef dinner and music performed by Garth Hampson. We have advertised within St. Mark's, in the Ottawa diocese, and in the broader community. We have room for 120 to attend the event and tickets are now sold out.

2. Tales and Tunes

This event involves stories by Stephen Leacock and music by the NorthWinds Brass Quintet. They will perform at St. Mark's on Sunday, June 5th at 2:30 p.m. Ticket prices are \$20 for adults, \$15 for seniors and students, \$10 for children 12 and under. The performers take 30% of revenues with rest going to St. Mark's. Those attending the dinner and music event will be given a flyer to advertise our June event.

3. Movie Night

Only two people from St. Mark's attended the movie night at All Saints Westboro in March. Those who have attended the movie night in the past will be put on the All Saints Westboro email list if they wish. The movie night has not received enough support to warrant organizing a group of attendees from St. Mark's.

4. Other Events

-We support a concert to be held by the Stairwell Carollers on December 9th.

-We are considering a Sunday service where members of the choir are spread through the congregation to enhance the music experience of parishioners.

-We are discussing the possibility of having an Oktoberfest event in the fall.

-We are considering the possibility of inviting the other church groups who share our building, to the St. Mark's picnic in June.

Summary prepared by Brian H.

Ministry throughout Ottawa & Canada

- Through our Parish Fair Share Contribution we contribute to the support of the Anglican Church mission in Ottawa
- 15% of our total expenses goes to the wider mission of the Anglican Church
- It is called Parish Fair Share and it is calculated by taking the total expenses of the entire diocese and dividing it up by all of the churches/parishes of the diocese based on an ability to pay calculation that is determined by an analysis of three years of our parish income
- For 2016 our ability to pay was calculated at 38,733.00

Where does that 38,733 go?

Parish Ministry (.09/\$) <i>Stewardship materials & office, youth ministry, baptism & marriage formation</i>	3485.97
Episcopal Budget (.31/\$) <i>Staff, Clergy Moves/Support, Director of Mission, Archives, Start up of St. Albans</i>	12,007.23
Governance & Comm. (.06/ \$) <i>Diocesan Council, Crosstalk, Printed Materials</i>	2,323.98
Community Ministries (.16/\$) <i>Centre 454, Cornerstone, The Well, Ottawa Pastoral Centre, St. Luke's Table)</i>	6,197.28

Con't.

Wider Anglican Communion (.28/\$) <i>General Synod, Council of the North, Indigenous Peoples Ministry, Interfaith & Ecumenical Dialogues</i>	10,845.24
Diocesan Administration (.04/\$) <i>Support Staff, Office Materials</i>	1,549.32
Parish Debt & Forgiveness (.03/\$) <i>Struggling Churches</i>	1,161.99
Other Outreach (.03/ \$) Centre for Peacemaking, PWRDF local Events, Refugee Working Group	1,161.99

ANNEX D

Choir Report to Parish Council, 2016-04-13

Five new members have joined the choir this season, James Kelly, former choir member has returned to the tenor section, Thomas Pilson, former junior choir member, has joined the bass section, Jerry Thompson has rejoined the bass section, Julie Fogg has joined the soprano section and Tammy Forde has joined the alto section.

Plans are being made for a choral workshop and one that would include congregational participation. Date and format of the workshop are yet to be decided.

The choir has voted in favour of providing \$450.00 from choir funds to help with the cost of airfare for St. Mark's choir member Thomas Pilson who will be travelling with a group of teenagers to Iqaluit.

The Cranmer Singers, directed by Frances Macdonnell and which I am a member, will be singing at a service that will be held at St. Stephen's Anglican Church on Sunday April 24 at 7 pm. This event is a fund-raiser for the group of teenagers that Frances Macdonnell is taking to Iqaluit this August - we're trying to help them raise the airfare. Some of the kids will be there and will be introduced before the service starts.

Thomas Pilson, from St. Mark's choir, will be one of the teenagers travelling with this group.

Ray Davidson

ANNEX E

Parish Council Outreach Report – April 2016

Donations: Items continue to come for Salvation Army refugee clothing, household items to be taken to D.D. as well as for Bales for the North. In addition, the request for sewing supplies from Carlington Community Chaplaincy is eliciting donations. A refurbished sewing machine was donated by Betty Caughlin and delivered by Joy Bowerman. A call to them has determined that thread and other items are needed, but not fabric. D. D. has need of fabric for their sewing sessions however.

Events: The experience of St. Thomas the Apostle would seem to indicate that holding an Open Table at Trinity Anglican Church any time in the near future would not be worth the effort as only about four guests attended. The others were workers. Perhaps it will be better advertised at the university next year.

MFHI Tulipathon Walk will be announced on the 17th and 24th as more walkers are needed and donations received. There are presently five walkers. If a banner is made then it can advertise that “we are there”.

Debra Dynes Needs: In the community consultations discussion with Barbara Carroll, executive director of the Family House and Programs, the following immediate much needed volunteers were mentioned – mentors and tutors (especially for math) to support and assist children and youth as well as one or two “fix – it” persons, male or female, for help in repairing and fixing around the house. A notice will be placed in the bulletin. There are a great many needs in the D.D. community.

Laurie Slaughter

ANNEX F

8:08 PM

2016-04-12

Accrual Basis

St Mark's Church
Profit Loss Budget vs. Actual
 2015 to 2016: Quarter 1

	Actuals: Jan - Mar 15	Actuals: Jan - Mar 16	Budget Jan - Mar 16	\$ Over 2016 Budget
Income				
DIRECTED				
Altar Guild	34	0		
Flowers	320	615		
Forward Day by Day	56	17		
Lenten Outreach				
Cornerstone	0	100		
Diocese of Jerusalem	0	0		
Mission	247	0		
Not specified	610	1,148		
Refugees	0	25		
St. Lukes	50	0		
Total Lenten Outreach	907	1,273		
Other Directed Income	0	116		
Prayer Shawl Ministry	123	0		
PWR Fund	385	510		
Total DIRECTED	1,825	2,531		
GENERAL				
Collections				
Advent 2015	0	120		
Envelope	29,582	29,392	31,250	-1,858
Identifiable Open	190	980	2,025	-1,045
Open	860	601		
Special Collection	170	560	1,300	-740
Total Collections	30,802	31,653	34,575	-2,922
Gain from Assets				
Bank Interest	0	0		
CTF Interest	0	0	0	0
Dollar for Dollar	0	0		
Investment Income	299	324	0	324
Solar Income	1,966	374	4,125	-3,751
User fees	3,325	3,450	4,760	-1,310
Total Gain from Assets	5,590	4,148	8,885	-4,737
Organizations				
ACW (Circle 2)	0	0		
Bazaar	6	0		
Breakfasts	0	0		
Pancake Supper	849	0		
Slim & Trim	200	100	100	0
We Kicked the Habit	120	135	120	15
Total Organizations	1,175	235	220	15
Total GENERAL	37,568	36,036	43,680	-7,644

INCOME FROM RESERVES				
Capital Projects	0	0		
GIFT Funds	0	5,144	5,144	0
	Actuals:	Actuals:	Budget	\$ Over
	Jan - Mar 15	Jan - Mar 16	Jan - Mar 16	2016 Budget
Ministry	0	0		
Parish Nurse	0	0	370	-370
Total INCOME FROM RESERVES	0	5,144	5,514	-370
Total Income	39,393	43,711	49,194	-5,483
	39,393	43,711	49,194	-5,483
Expense				
CHURCH				
Cleaning Service	3,688	3,688	3,800	-112
Electricity	1,756	1,919	1,625	294
Heating	2,680	1,412	2,350	-938
Operating Supplies	57	115	300	-185
Repair & Upgrade	161	970	125	845
Security	17	0	0	0
Snow Removal	1,250	1,288	1,400	-112
Special Projects	0	0	0	0
Telephone	291	194	325	-131
Water	196	281	290	-9
Total CHURCH	10,097	9,867	10,215	-348
FINANCE				
Bank Charges	117	79	100	-21
Insurance	1,262	1,262	1,262	0
Supplies	0	0	0	0
Total FINANCE	1,379	1,341	1,362	-21
MISCELLANEOUS				
Computer & Internet	171	174	180	-6
Forward Day by Day	0	0		
Office Supplies	166	164	200	-36
Photocopier	362	342	400	-58
Postage	0	53	150	-97
Rector's Hospitality	0	71	0	71
Wardens' Hospitality	30	0	0	0
Total MISCELLANEOUS	729	804	930	-126
OUTREACH				
Cornerstone	0	674		
Debra-Dynes	0	0	0	0
Diocese of Jerusalem	0	0		
Fair Share	8,976	9,683	9,683	0
Other Outreach	0	0	0	0
PWR Fund	385	510		
St. Lukes Table	0	0		
Total OUTREACH	9,361	10,867	9,683	1,184
PARISH NURSING MINISTRY				
Parish Nurse Services	5,146	5,144	5,144	0
Program Expenses	0	48	370	-322
Program Income	0	0		

	Actuals: Jan - Mar 15	Actuals: Jan - Mar 16	Budget Jan - Mar 16	\$ Over 2016 Budget
Total PARISH NURSING MINISTRY PROGRAMS	5,146	5,192	5,514	-322
Christian Education	0	31	125	-94
Church School	0	0	0	0
Conferences & Memberships	100	0	225	-225
Membership	0	0	0	0
Other Projects	0	0		
Pastoral Care	0	0		
Prayer Shawl	58	0		
Publicity	0	0		
Screening Process	0	0		
Synod	0	0	0	0
Total PROGRAMS	158	31	350	-319
SALARIES				
Clergy Fill-in	0	487	500	-13
Honoraria	0	0		
Organist Fill-in	0	0	200	-200
Sabbatical fill-in	0	0		
Staff	28,280	29,457	29,457	0
Total SALARIES	28,280	29,944	30,157	-213
WORSHIP				
Flowers	0	62		
Hymn & Service Books	0	0	0	0
Music	0	39	0	39
Piano/Organ	439	160	500	-340
Service & Altar Supplies	372	177	600	-423
Total WORSHIP	811	437	1,100	-663
Total Expense	55,961	58,484	59,311	-828
	-16,568	-14,773	-10,118	-4,655

31 Mar 16

ASSETS

Current Assets Chequing/Savings

TD BANK	34,622
Total Chequing/Savings	34,622
Other Current Assets	
Dollar for Dollar	8,244
HST Receivable	3,350
PST Receivable	6,767
Total Other Current Assets	18,361
Total Current Assets	52,983

Other Assets

Investments

Gladys O'Ray CTF 2654	29,000
Judy Corbishlev CTF	6,000
Memorials CTF 2534	5,804
Rectory Trust CTF 4053	327,787
Total Investments	368,59

Total Other Assets 368,59

TOTAL ASSETS **421,57**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

RESERVE ACCOUNT

Capital Projects

	7,835
Choir Fund	2,088
Choir Gowns	810
GIFT Funds	27,656
Joan Knight - Kitchen	19,644
Key Deposits	456
Memorials	6,339
Ministry	8,603
Parish Nurse	739
Pastoral Care Support Fund	875
Rector's Discretionary	667
Sunday School	70
Tree Care	900
Total RESERVE ACCOUNT	76,681
Total Other Current Liabilities	76,681
Total Current Liabilities	76,681

Long Term Liabilities

Gladys O'Ray Bequest

	29,000
Judy Corbishlev Bequest	6,000
Rectory Trust	327,787
Total Long Term Liabilities	362,787
Total Liabilities	439,469

Equity

Internal Loan	-10,290
Retained Earnings	7,169
Net Income	<hr/> -14,773
Total Equity	<hr/> -17,894
TOTAL LIABILITIES & EQUITY	<hr/> <hr/> 421,575