

**ST MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of December 12, 2018  
7:00 pm, Choir Room  
DRAFT MINUTES**

**In attendance:** Bishop Peter Coffin (Interim P-in-C), Cynthia Greer, Pauline Adams, Bruce Lodge, Georgia Roberts, Jenny Morphew, Margaret Lodge, Kate Greer-Close, Karen Barber, Gillian Morris, Suzanne Bisson (*note Suzanne is new Outreach coordinator*)

**1. Opening the meeting**

**Call to order:** Pauline Adams opened the meeting. She noted this was a Budget meeting and that other reports would be accepted as distributed, unless specific information needed to be addressed.

**a. Opening Prayer:** offered by Bishop Peter

**b. Regrets:** Judy Life, Michael Perkin, Janis Perkin (recorder)

**c. Approval of the Agenda**

Moved by Jenny Morphew seconded by Karen Barber; carried

**2. Approval of the Minutes of the previous meeting** Minutes not available

**3. Business arising from previous meeting** No business arising

**4. Regular Reports**

**a. Rector's Report**

Bishop Peter noted the Parish was doing very well, and that a date for Vestry would be needed.  
**Vestry** - February 24, 2019 is the tentative date.

**b. Treasurer's Report - Georgia Roberts**

Georgia projected the 2018 finances should be close to expected. (*see Appendix A*)

- Collections in-line with projected budget.
- Fundraising up and rental/user fees up.
- Net income above what was budgeted
- Total General income possibly above budget.
- Total programs possibly under budget
- Church on budget – apart from extra needed for painting and paving from reserves.
- Finance on budget
- Miscellaneous on budget
- Expect to be in the black by December 31, 2018

**Budget 2019** (*see Appendix A*)

Georgia presented the proposed Budget for 2019.

**Income:**

- Most figures have been taken from the 2018 budget
- Assets - reduced due to funds used from dividends / reserves
- Solar – \$10,000 might be high, with recent reduced income the past few years
- User fees – assuming we retain the present renters/users
- Reserves - will be needed for the chimney capping held over from 2018

**Expenses:**

- Staff – this might change a bit
- Clergy fill-in – for 6 Sundays
- Fare share – this is up, as we'd had reduced rate in the past due to furnace purchase etc
- Programs – a few changes and two new items – (*see Appendix B*)
  - AED – There was concern raised in asking volunteers to pay for training
  - Coffee, Company and Conversation (CCC) for Seniors – there is a new budget line for this program, of \$900 (\$30 per 30 sessions for the year).
    - Suggested that committee ask parish to help provide refreshments etc
    - Noted that Sept to Nov 2018 costs were \$450.
    - Noted that \$500 in Seniors Reserve not included as part of the budget request.
    - Questions re breakdown of budget – advertising costs / program costs
    - Budget Funds could include a possible program coordinator
    - Suggestion that with this being a new program details of 2018 costs be sent to Parish Council for budget discussion in January 2, 2019
    - Request for Outreach 2018 balance of \$279 go towards CCC costs for 2018 be part of that discussion.
- Music - \$150 has been too low in the past. Ariane Dind to be asked as to real budget need.
- Stewardship – prayerful consideration be key to giving, a theological necessity to give. Next Stewardship Campaign is 2020, but a mini stewardship might be considered to giving extra
- Regular Building Upgrade – (*see Appendix B*)
  - It was suggested to form a committee to handle these projects.
  - Facia on back roof has been added to list.
  - There are possible grant funds available for some projects – eg Anglican Foundation etc for bathroom accessibility (planning and application well in advance) Rectory fund also might be used for internal building changes.

**c. Wardens' Report - Pauline Adams and Cynthia Greer****Corporation**

Last week's Corporation meeting was spent discussing the proposed budget.

**Emergency Card:** One idea brought up last month was to get those who were comfortable with the idea to give us their emergency contact information.

There have been commercials on the radio for anyone 50 or over to get a free plastic emergency contact card.

This is the web-site, [freeemergencycontactcard.ca](http://freeemergencycontactcard.ca), although when I went on there were numerous sites.

One of us will get one, to see it and decide if that is a good idea.

Check it out and see what you think.

We would need paper copies of the information on a list rather than just in the computer.

Your wardens,  
Pauline Adams and Cynthia Greer

**d. Property Report - Cynthia Greer**

**Roof:** There was no action on the roof while we were away because of the continual cold weather, and I saw a bucket in position.

It should be warmer on Saturday, so Paul will get caulking, and speak to the 2<sup>nd</sup> roofer.

**Tree:** The tree has been put up and decorations outside.

**Signs:** We still need someone to put up the handicapped signs, and the signs on the magnetic sign board, out front, advertising our Christmas services. Georgia and Russ put up the ones which are actually visible, on the white board. Thank you.

This is an item which needs action, although we haven't found anything reasonably priced. The present one is badly placed, the wrong colour for visibility, and the letters are too small and close together. How do we get light on it?

**e. Membership / Vitality / Communications Report - Margaret Lodge**

**Membership:** since November new members: 2 death: 1

**Christmas Puddings and Calendars:** St Mark's Mothers' Union, with support from the parish, will be making their third batch of puddings. They continue to sell 2018 Anglican Church calendars.

**Vitality Group:**

Members of the Vitality group for 2018 were Cynthia Greer, Penny Miller, Kate Greer-Close, Maria Padin, Suzanne Bisson and Margaret Lodge. There were 5 events for 2018:

- Card Party on March 7 - the newly-resurrected-and-now-annual event run by Carol Russell and Pat Sinclair, assisted by Mothers' Union in the kitchen;
- St Mark's Patronal lunch on April 22, supporting Cornerstone;
- Big Give/Doors Open Ottawa June 2/3;
- St Mark's Parish dinner on October 20, concert by the Valley Men; and
- Stairwell Carollers concert December 7.

This time last year, Vitality wanted to close the FUNDrising aspect of the group, but agreed to let \$2000 stand in the 2018 budget. Thanks to the work of the few and the support of the many in the parish we raised \$3304.63, much more than our goal, and even had funds to donate to the parish support of Cornerstone. Our total profit for parish funds was \$2829.63.

Event	Date	Organizer	income \$	cost \$	final profit \$
<b>Card party</b>	<b>Mar 7</b>	<b>Carol R/Pat S</b>	1575.00	463.37	\$1,111.63
<b>St Mark Day</b>	<b>Apr 22</b>	<b>Vitality</b>	590.00	90.00	\$500.00
		donation to Cornerstone			-\$500.00
<b>Big Give</b>	<b>June 2</b>	<b>Vitality Kate</b>			
<b>Doors Open</b>	<b>June 2&amp;3</b>	<b>Vitality Kate +</b>			
<b>Parish Dinner</b>	<b>Oct 20</b>	<b>Vitality</b>	2150.00	1383.00	\$767.00
		donation to dinner	75.00		75.00
<b>Stairwell Carollers</b>	<b>Dec 7</b>	<b>Vitality</b>	1376.00	500.00	\$876.00
<b>TOTAL Vitality</b>			5766.00	2436.37	<b>\$3,329.63</b>
<b>Total PROFIT</b>					<b>\$2,829.63</b>

We recently discussed the continuation of this group, formed in early 2015, to "enhance parish life, particularly through activities and events that increase the sense of being part of the St. Mark's Community", with the event-fundraising component added in 2016.

With 4 active members and 2 who are unable to attend meetings, we have decided to no longer be active FUNdraisers, so there will be no line-item as such for the 2019 budget, but will continue with a looser focus for the parish, including the Patronal lunch and dinner, and parish/community outreach of the Big Give.

**Past Parish events:**

November Thursdays Coffee, Company & Conversation until December 13  
November 21 Seniors' Eucharist and Lunch – 48 / 40 attended the service / lunch  
December 2 Advent Lessons and Carols 10am service, with Holy Eucharist and lunch, was very well attended  
December 7 Stairwell Carollers concert – with refreshments, Silent Auction and Mini-Bazaar. We had 78 in paid tickets, including ½ at the door.

**Up-coming Parish events:**

December 13 Coffee, Company & Conversation – the last for 2018 until January 31, 2019  
December 16 9 Lessons and Carols 10am service with Eucharist  
December 23 Holy Eucharist with Church School Pageant at 10am service  
December 24 Eucharist services at 4.30pm and 9.00pm with carol singing at 8.30pm  
December 25 10am Eucharist service

**Communications:**

**Newsletter:** Last MTW was the Advent Issue. Next issue is for Lent

**Web design:** At this time there is nothing to report – the old site is still being maintained

**f. Stewardship Report - Michael Perkin** No report available

**g. Outreach - Suzanne Bisson**

Coffee, Company and Conversation This Thursday, December 13 will wrap up the year's Coffee, Company and Conversation gatherings for seniors in the community. Our church choir will lead the singing of Christmas carols and songs for our last session for 2018.

There have been 12 sessions since we rolled out this community outreach initiative on Sept 27. We will resume our sessions in the new year.

These gatherings are popular and well-attended - up to 38 persons attending with approximately 1/3 of the group from outside of the parish.

Margaret Lodge has designed some new posters and the committee members thank her for her gracious support in our publicity efforts. In the new year, the committee will fan out and blitz the neighbourhood again - this includes community centres, curling club and retirement residences.

This time we plan to personally approach the activities coordinators of retirement residences so that they can co-ordinate the residents who are able to attend.

Suzanne Bisson for Committee (Laurie Slaughter, Georgia Roberts and Penny Miller)

**h. Choir Report - Karen Barber**

The junior and senior choirs presented a very successful Advent Carol Service, 2 December 2018. Rehearsals are ongoing for the Nine Lessons and Carols Service, 16 December 2018, and for the Christmas Eve services.

**i. AED Report - Karen M. Barber Contact Person**

The CPR-C/AED training is scheduled for 18 January 2019, from 1 to 5 p.m. We have 10 individuals signed up, but more all always welcome. Contact Karen Barber or Joy Bowerman if you would like to participate.

**j. Little Free Library Report - Karen M. Barber Contact Person**

Planning for this will continue in the new year when there will be more time for meetings and discussions.

Update: in a conversation today (12 Dec. 2018), Mr. Last said that he had selected several designs, and would be pleased to meet in the new year to discuss them. He also said that he might attend Bishop Peter's last service at St. Mark's on December 30<sup>th</sup>.

**k. Children and Youth (Sunday School) - Kate Greer-Close**

This is a busy season in the Sunday school too with fund-raising activities (thanks to Lodges for the candle donations and to Janis for the donation of her beautiful hand-made cards). We have raised approximately \$130. The children and I will consider options available through several aid organisations such as PWRDF, Plan, World Vision and the Christian Children's Fund of Canada.

We also decorated four full trays of cookies last week (thanks to our bakers - Penny, Joy, Carol and Brenda) for St Luke's Table. We are also colouring Christmas cards (Margaret's designs) to distribute among parishioners and Perley residents (as many as we can colour!)

We have been singing and reviewing the Christmas story too to prepare for our pageant next Sunday (December 23). The Junior choir and guests (usually additional youth from the parish) also lead the music for the early Christmas Eve service.

I am considering a lunch & movie party on January 6.

**5. Adjournment**

The Agenda being completed the meeting adjourned at 8.50pm with the Grace.

Thanks were expressed to Bishop Peter for caring for our parish, during Rev Jessica's absence and to Georgia and her finance committee for the budget.

Refreshments followed the meeting.

**Next meeting:** Wednesday January 9, 2019 – 7pm Choir Room

Respectfully submitted by  
Margaret Lodge  
(acting) Parish Council Secretary

Appendix A

2:24 PM  
2018-12-10  
Accrual Basis

**St Mark's Church**  
**Draft Budget Comparison**  
**2018**

	<u>End of Nov 2018</u>	<u>Budget 2018</u>	<u>Budget 2019</u>	<u>Actual 2017</u>	<u>Budget 2017</u>
<b>Income</b>					
<b>GENERAL</b>					
<b>Collections</b>					
Envelope	136,608	157,000	157,000	153,218	148,000
Identifiable Open	6,630	8,000	8,000	10,596	6,500
Open	1,589			2,044	
Special Collection	1,148	3,000	3,000	2,828	3,000
<b>Total Collections</b>	<b>145,975</b>	<b>168,000</b>	<b>168,000 a</b>	<b>168,686</b>	<b>157,500</b>
Fundraising	1,999	2,000	0	5,793	5,000
<b>Gain from Assets</b>					
CTF Dividends		1,200	1,000	1,263	900
Dollar for Dollar	0	1,200	1,200	1,487	1,500
Investment Income	1,544	1,200	1,200	1,071	1,200
Solar Income	8,116	11,000	10,000	9,645	11,000
User fees	13,290	10,000	13,000	11,125	8,000
<b>Total Gain from Assets</b>	<b>22,950</b>	<b>24,600</b>	<b>26,400</b>	<b>24,591</b>	<b>22,600</b>
<b>Organizations</b>					
Bazaar	4,659	6,000	6,000	7,072	6,000
Breakfasts		300	300	350	300
Pancake Supper	935	800	800	1,089	750
Slim & Trim	400	400	400	650	400
We Kicked the Habit	360	720	720	600	720
<b>Total Organizations</b>	<b>6,354</b>	<b>8,220</b>	<b>8,220</b>	<b>9,762</b>	<b>8,170</b>
Other General Income	600			553	
Weddings	600				
<b>Total GENERAL</b>	<b>178,477</b>	<b>202,820</b>	<b>202,620</b>	<b>209,385</b>	<b>193,270</b>
<b>DIRECTED</b>					
Altar Guild				325	
Cornerstone	2,278				
Debra-Dynes	310				
Flowers	2,232			1,784	
Forward Day by Day	69			75	
Hymn & Service Books	360				
<b>Lenten Outreach</b>					
Ancoura				160	
Cornerstone	1,775				
Mission Hospice				450	
Not specified	1,490			1,946	
<b>Total Lenten Outreach</b>	<b>3,265</b>			<b>2,556</b>	
Music	100			121	
Other Directed Income	50			25	
Paving	2,150				
PWR Fund	1,165			1,120	
<b>Total DIRECTED</b>	<b>11,979</b>			<b>6,005</b>	
<b>INCOME FROM RESERVES</b>					
Capital Projects	15,000	1,000	1,000 d		500
Previous Year Surplus	7,909				
<b>Total INCOME FROM RESERVES</b>	<b>22,909</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>500</b>
<b>Total Income</b>	<b>213,365</b>	<b>203,820</b>	<b>203,620</b>	<b>215,390</b>	<b>193,770</b>

**St Mark's Church**  
**Draft Budget Comparison**  
 2018

	End of Nov 2018	Budget 2018	Budget 2019	Actual 2017	Budget 2017
<b>Expense</b>					
<b>SALARIES</b>					
Clergy Fill-in	1,648	1,272	1,314 b	1,542	1,260
Organist Fill-in	290	600	600	600	600
Staff	112,991	122,827	126,912 c	121,753	120,722
<b>Total SALARIES</b>	<b>114,929</b>	<b>124,699</b>	<b>128,826</b>	<b>123,895</b>	<b>122,582</b>
<b>WORSHIP</b>					
Flowers	98			1,083	
Hymn & Service Books					
Music	301	150	150	271	150
Piano/Organ		1,000	1,000		1,000
Service & Altar Supplies	1,333	1,000	1,000	1,187	1,000
<b>Total WORSHIP</b>	<b>1,731</b>	<b>2,150</b>	<b>2,150</b>	<b>2,541</b>	<b>2,150</b>
<b>FAIR SHARE</b>	<b>29,800</b>	<b>32,509</b>	<b>33,421</b>	<b>31,808</b>	<b>31,808</b>
<b>OUTREACH</b>					
Ancoura				1,133	
Cornerstone	5,543				
Ottawa Mission Hospice				1,423	
PWR Fund	1,025			1,120	
<b>Total OUTREACH</b>	<b>6,568</b>	<b>0</b>	<b>0</b>	<b>3,676</b>	<b>0</b>
<b>PROGRAMS</b>					
AED			370		
Christian Education		250	250		250
Church School		100	100		100
Coffee, Company & Conversation			900		
Conferences & Memberships	419	500	575	230	500
Library			150		
Membership		150	150	72	150
Outreach Coordination	21	300	125	200	200
Prayer Shawl		50	50		
Publicity		200	200		70
Synod	273	450	450	323	450
Wellness - Seniors' Hospitality	140	350	350	227	
Wellness - AED	125	370			720
<b>Total PROGRAMS</b>	<b>977</b>	<b>2,720</b>	<b>3,670</b>	<b>1,052</b>	<b>2,440</b>
<b>CHURCH</b>					
Cleaning Service	14,224	15,200	15,200	15,533	15,200
Electricity	3,647	5,500	5,500	4,502	6,000
Heating	3,524	4,000	4,000	3,506	4,000
Operating Supplies	790	1,000	1,000	673	1,000
Repair & Upgrade	538	5,000	5,000	2,349	2,500
Security	224	250	250	458	250
Snow Removal	1,817	2,450	2,565	2,221	2,400
Special Projects	26,335	1,000	1,000 d		500
Telephone	1,083	1,300	1,300	1,280	1,300
Waste Collection		90			90
Water	1,021	1,100	1,100	1,291	1,100
<b>Total CHURCH</b>	<b>53,202</b>	<b>36,890</b>	<b>36,915</b>	<b>31,812</b>	<b>34,340</b>

**St Mark's Church**  
**Draft Budget Comparison**  
2018

	End of Nov 2018	Budget 2018	Budget 2019	Actual 2017	Budget 2017
<b>FINANCE</b>					
Bank Charges	326	350	350	358	350
Insurance	4,627	5,048	5,048	5,048	5,048
Supplies	116	200	300	110	300
<b>Total FINANCE</b>	5,070	5,598	5,698	5,516	5,698
<b>MISCELLANEOUS</b>					
Computer & Internet	881	800	800	871	700
Forward Day by Day	226			172	
Office Supplies	49	500	200	131	200
Other Miscellaneous	420				
Photocopier	1,194	1,500	1,500	1,703	1,200
Postage	247	600	600	506	400
Rector's Hospitality		200	200		100
Wardens' Discretionary	62	200	200	151	200
<b>Total MISCELLANEOUS</b>	3,079	3,800	3,500	3,534	2,800
<b>Total Expense</b>	215,356	208,366	214,180	203,832	201,818
<b>Net Income</b>	-1,991	-4,546	-10,560	11,558	-8,048

Footnotes:

- a: Predicted from actual giving patterns over past few years
- b: Per diem rate for 6 days from 2019 Stipendary Scales and Allowances. Does not include travel reimbursement.
- c: This amount is 2 lay staff salaries plus ECOPS plus clergy housing allowance less earnings from Rectory CTF. Increase of 2.99% over 2018 for our 2 lay staff, in line with clergy salary increases.
- d: \$1000 is guess at price for lowering and capping chimney. For this project, money is budgeted to come from the capital reserve fund. This is holdover from 2018.



**Additional information to accompany the 2019 draft budget for December 2018 PC Meeting**

**New categories in Program expenses:**

1. Coffee, Company and Conversation, the new seniors outreach initiative, has requested \$900 for 2019. This is for 30 sessions – 15 between January and June 2019 and 15 between September and December 2019. The organizing committee is requesting \$30, on average, per session, for program and refreshments. The committee has also requested \$75 for an organizational membership to the Council on Aging of Ottawa. This amount has been included in the “Conferences and Memberships” category.
2. Library: Betty Caughlin, our librarian, has requested \$150.
3. AED: Until mid-2018, the expenditures for the AED were managed by the Wellness committee. The responsibilities for the AED are now in the hands of Corporation. The amount showing in the draft budget for AED (\$370) is just a repeat from what was shown under Wellness-AED in the 2018 budget and may need adjustment.

**Some Possible Repair and Upgrade expenditures in 2019 and beyond**

The draft budget currently shows an amount of \$5000 for repair and upgrade expenditures. While there are always definite expenditures required, there are others, shown in the table below, that are being proposed by Cynthia, our current “property person”, for consideration in the coming year or wishful thinking down the road. None have been priced out exactly.

<b>Expenditure</b>	<b>Description</b>
\$300.	Three <b>new light fixtures</b> outside in the link and others, which could be \$100 each, so \$300.
\$2000+	The <b>office roof</b> could be \$2,000 if we get a day to go up and look. if it can't be patched we would need more. I would think double that would cover a lot of repair to the roof. We will need to see what the other roof over the font area does during the winter weather.
<\$500	The <b>outside doors</b> could do with a painting, especially the edges around the door frame. Since they are individual doors, they would be painted by an individual, or several, each taking one door. so it would be a cost of paints. \$500 is a generous estimate.
\$400	2 <b>carpets in the link entry and cloakroom</b> , which I'm having trouble finding a price on. \$400 ? <i>They need replacing</i>
	<b>Sprucing up of the bathrooms</b> , if we could see a real way of increasing the area. That would have to be a bathrooms guy so high cost.
<\$4000 ( from Memorial reserves?)	The <b>back entry steps</b> need doing, which would be up to \$4,000, but this could come out of Memorials.
Money in reserve	The <b>kitchen</b> , which has its own money.
	New <b>windows in the office.</b> <i>They need replacing</i>
	Replace <b>floor in Sanctuary/Chancel</b> area
	Replace <b>floor in the Nave.</b> <i>Concern there might be asbestos</i>
	Within the next few years we might have to replace the <b>upholstered chairs..</b>
	Facia back roof needs repairing <i>Roofer or parish project ?</i>

In the current draft budget, the special project of lowering and capping the chimney has been repeated since there was no action in 2018. While \$1000 is shown as the amount, this repair has not actually been priced. For this project, money is budgeted to come from the capital reserve fund.