

**ST. MARK THE EVANGELIST
PARISH COUNCIL
Meeting of January 9, 2019
7:00 pm, Choir Room
DRAFT MINUTES**

In attendance: Bishop Peter Coffin (Interim P-in-C), Cynthia Greer, Pauline Adams, Bruce Lodge, Georgia Roberts, Gillian Morris, Jenny Morphew, Judy Life, Karen Barber, Margaret Lodge, Kate Greer-Close, Suzanne Bisson, Michael Perkin,

1. Opening the meeting

Call to order: Pauline Adams opened the meeting at 7:05 pm

a. Opening Prayer: offered by Bishop Peter

b. Regrets: None

c. Approval of the Agenda:

Moved by Jenny Morphew seconded by Pauline Adams carried

2. Approval of the Minutes of the previous meeting:

November 14, 2018 minutes

Moved by Georgia Roberts seconded by Karen Barber carried

December 12, 2018 minutes

Page 2 under Expenses should read Fair not fare

Page 2 under Expenses remove the day (2) from the January 2019

Moved by Kate Greer-Close seconded by Bruce Lodge carried

3. Business arising from previous meetingaaaa;

Kitchen Renovations- Pauline Adams gave an update. One quote had been received but it was too high. The costing was for replacing cabinets; countertops, sinks and making room for a larger fridge. It did not include new appliances, demolition or electrical or plumbing needs. The working group will meet with another person on January 14, 2019 to get a 2nd bid.

4. Regular Reports

a. Rector's Report

This will be my final report to Parish Council. I only expected to be with you for October but by the time I leave it will have been four months. While I am sorry for the circumstances (and we all wish Jessica well and pray for her healing), I am very happy to have had the opportunity to be with you. I am grateful to the Bishop and the Archdeacon for having asked me to minister with you. My mandate was simply to 'fill in' in Jessica's absence so we have continued with the normal routine.

So I want to reflect on the Advent and Christmas season as it told me a great deal about the parish along with the Gospel message which is universal.

While the church is always called to be open to new possibilities and responses to the Good News there are often good traditions upon which to build. You have many here at St. Mark's.

I just had to show up and all seemed to fall into place for a glorious Holy Season. Joy Bowerman advised on liturgical practice, the Wardens and myself having had planning conversations. She produced numerous bulletins, lectionary texts for carol services, and so much more, like who does what: reads, serves, does sidesperson's duties. That is a huge relief to the priest. She moved the crèche figures and the banner figures (of her artistry I believe). She helped me locate people to be visited and keep me apprised of the phone messages that I needed to hear – the pastoral contacts.

Ariane and the choir provided us with music that was of the highest quality and I heard things that were new to me. And even on the Sunday after Christmas, when little happens in most churches, we had more fine music and a wonderful post service gathering. Those gatherings have been

excellent and abundant every Sunday and are of great community value. We are grateful to those who arrange such treats for us.

As always, the Altar Guild does exemplary ministry. The seemingly most mundane tasks are in fact Holy ones when for the beauty of the Sanctuary. And there were decorations. And when I came by at night I saw lights outside and suspect Paul's ubiquitous hand as in so many handy ways. And on Sundays there are greeters and sidespeople. Everything offered to God is sacred which is why I love this poem so much:

"The Elixer" (George Herbert – 1633)

Teach me, my God and King,
In all things thee to see,
And what I do in any thing,
To do it as for thee:

A servant with this clause
Makes drudgerie divine:
Who sweeps a room, as for thy laws,
Makes that and th' action fine.

And Kate and the children. The pageant is a well-loved tradition as is the presence of youth in our community life. It is really nice to see a Sunday School. And I love Janis' children's talks which are for adults as well. At baptism we are asked: "Will you by your prayers and witness help (these children) to grow into the full stature of Christ?" And so we must! And do!

I have done some visiting of seniors and I know that others do so as well. It is so important that those who cannot be with us here know that they are indeed with us still and we with them. This is obviously true of every parish and certainly of St. Mark's. I am so glad to have been here for the beginning of the 'Coffee and Conversation' programme. May it flourish and do so well into the community for we exist, amongst other things, to serve the neighbourhood. It is good to hear that 'Outreach' is seeking how we might best support the 'Deborah Dynes' project and other things as well. Asking how we might help is a question that Jesus asks many times: "What do you want me to do for you?" (*Mark 10:51 / John 1:38*)

I am impressed with communications. They are professional, colorful and informative and I love that they are on Facebook. Also 'EPrayer'. That is a new one for me! It means that all of us, whether we can gather for prayer or not can be a part of the ministry. Well done! Margaret.

And through all of this the Wardens, Georgia and Joy who oversee in an exemplary way our finances, and all of you committed to oversight and leadership of this part of the church – all of you continue in a long tradition of care for the ministry that gives me hope for a church often in troubled times.

We ought never to rest on our laurels, for that would be the end because the Kingdom in its yet. However, we ought to rejoice and give thanks for what we have and are and to live thankful lives. That is a Gospel attitude and imperative.

In three weeks The Venerable Rob Davis will arrive and be with you half time. (Sunday and one other day of the week is fine for a while but it is not enough for vital leadership.) He is a highly competent and gifted priest and very much a pastor. We are so fortunate that he is available and he will be able to help you discover where you need and want to go next as Jessica recovers. His spouse Kathy is also a highly gifted priest so we will be greatly blessed by having them with us.

And that is about it. I know that in the limited time that I have been with you there is much that I have not yet seen and the people doing what needs to be done but 'Thank You'. We ought always to give thanks for each other and to God who supplies us with all that we need for the mission to which we are called.

I am deeply grateful for having been with you for a while.

+Peter

b. Treasurer's Report - Georgia Roberts

The balance sheets and draft 2019 budget are at the end of the minutes

Some considerations about the 2019 Budget-

Solar Income- council wondered if the projected amount might be reduced to \$9,000.00 due to the

past 2 years earnings. Is there a change in the amounts payed out by government? Perhaps Trevor Dee could investigate. Corporation will contact him.

Kick the Habit- amount budgeted is \$720.00. Their amount has been under for the past year. Corporation will contact Penny Miller to get some more information.

Slim and Trim- The amount budgeted is given by Jenny Morphew. It should be noted that since it is a weekly fee and the numbers participating can change from week to week the monies can be over or under any given year.

Under Worship- Music is budgeted at \$150.00 as requested by Ariane Dind. This is to cover the purchase of The St. James Music Press. It should be noted that the cost is actually \$150.00 US.

Council is suggesting \$200.00 to cover the exchange rate.

It was noted that the amount for Cleaning may need to be increased.

The following motion was made by Georgia Roberts:

It is moved that the draft 2019 Budget, subject to minor modifications as discussed at the January 9, 2019 Parish Council be presented to Vestry on February 24, 2019.

Seconded by Cynthia Greer

carried

C. Wardens' Report

A very informal meeting was held yesterday.

The only financial item covered related to changes because of our different status.

The Ven. Rob Davis will be our Interim-priest- in- charge, half time.

Bishop Peter has been a 2 per diems Interim-priest-in-charge, which is a different state.

Our costs have changed to reflect this.

We will not be paying Rev. Jessica as we have been doing.

There will still be our share of the diocesan ECOPS assessment, which helps poorer parishes, not related to the specific priest.

There will be the part of COPS (cost of priestly services) related to Ven. Rob's half time status.

We do not pay for the priest we have, experience-wise, but rather it is averaged out with one of their special formulae, which means that there is no reason for a parish in dire financial straits to have to refuse an experienced priest. (it's more complex than that I expect.)

There will be no housing allowance.

These changes will be in place while the current status of half time continues.

Bruce and Georgia will discuss this.

There was a short discussion of the kitchen renovations. Pauline will speak to that.

We discussed the elections at Vestry on February 24th.

Bruce will speak to that.

We wish to remind you all that the ecumenical service with Madonna Della Risurrezione and the Dormition of the Virgin Mary Greek church takes place on January 20th at 4:30 p.m.

We are asked to bring some kind of food for the reception, as they did last year to ours. Finger foods are the easiest, although I'm sure they will provide some hot lasagna. !

c. Property Report

Furnaces

We called in Francis HVAC in mid- December because there was no heating in the link. We had changed batteries and fiddled around. Apparently something worked and there was heat when Andre arrived. The next day there wasn't heat. Called them in again, and Andre and Paul worked for an hour and a half, they fixed it so that the water now runs through and heats the Link.

However, they couldn't find the connection wire to the fuses so couldn't actually fix the problem. When the hall is being heated the Link is also being heated. The thermostat in the Link doesn't work.

Lighting

Putting up the Christmas lights we discovered that the plugs near the floor in the Link don't work either. And there seems to be some strangeness in which circuits do what.

Paul has blocked off one fuse, so that it doesn't work and doesn't get touched.

He put all the decorations up, (and took them down at Epiphany because it was warm enough to pull cords etc. out of the snow and ice.) and stored them up above the conference room in the attic.

We bought salt for the path because there wasn't any outside, but Elio filled the big box the next day, so there is salt at the front and the back doors.

Paul roams around doing little jobs all the time, so I don't know of those, and Steven Close does set up and clean up in the hall after coffee frequently, and changes light bulbs, and generally helps.

Roof

The roof was fine until this past weekend. So, Paul cleared as much snow as he could off the roof, (very carefully.)

The roofer came in in December and tried to fix it and caulked the joints. He came in again last week, but so much depends on the weather. The result is buckets in the Sacristy and near where the Christmas tree was. The rest of the year it doesn't leak.

Front Door

A lot of draft comes in through the front door, although it appears to be a tight fit i.e. hard to open and close. It needs weather stripping / draft excluder. It needs to be fixed, and is easy enough for anyone to offer help.. The mail box in the door lets in cold. That will be covered up.

Upcoming project is windows in the offices, and then replacing the chancel /sanctuary floor.

d. Membership

Membership / Vitality / Communications

Membership: since December new members: 1 death: 1

Vitality Group:

We have not met to discuss events for 2019. Kate Greer-Close has already received notification for the Doors Open Ottawa registration (March) for June 1&2 weekend held in conjunction with the Big Give.

Past Parish events: all were well attended

December 13 Coffee, Company & Conversation – the last for 2018

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

January 6, 2019 Creche Sunday – we had quite a display of nativities from around the world.

Up-coming Parish events:

January 13 Parish Breakfast - 8.45am

Baptism - 10am service

January 20 Week of Prayer – Madonna Della Risurrezione - 4pm

January 31 Coffee, Company and Conversation restarts at 10am

Communications:

Newsletter: Next issue is for Lent. February 13 printing for distribution with Tax Receipts. This issue always works around Vestry printing and final tax mailing February 28. Deadline January 27, 2019.

Web design: There is still nothing to report – the old site is being maintained

Margaret Lodge

Membership

e. Stewardship

2019 is a Financial Stewardship Year. Michael Perkin reported that it would be done in the fall and that he will be approaching people to form a planning committee. Bruce Lodge mentioned that he was already thinking about this endeavor.

Gift Fund Proposal for Funding

December 10, 2018

To: Michael Perkin – Gift Fund Committee

From: Laurie Slaughter – Community Outreach Group called Coffee, Company and Conversation)

Proposal for Funding:

In keeping with the "Outreach into the Community" focus as outlined in the Gift Fund for St. Mark's Anglican Church, we are requesting money for tables and cloths to support the Coffee,

Company and Conversation initiative that operates on Thursday mornings from 10:00 am to 12:00 pm.

This is a new Ministry that began in late September 2018 as a Pilot and which has run for 13 weeks to date. The name Coffee, Company and Conversation (or CCC) was chosen to make clear its intent as a mission to serve seniors in the community. Its purpose is to address the social isolation of seniors and to provide a welcoming place for sharing. 24 to 38 people have attended each of the morning coffee gatherings. We have found that a round table set up has been preferable and more appealing for interaction. Thus the Committee would like to have round table seating for six to replace the high wooden rectangular tables currently being used. As mentioned, smaller round tables would enhance socialization.

The estimated cost of 6– 48” tables is: \$1000.00

The estimated cost for cloths is \$100.00

With thanks for your consideration,
CCC Committee (Georgia Roberts, Suzanne Bisson, Penny Miller and Laurie Slaughter)

Motion

It is moved by Michael Perkin

And seconded by Suzanne Bisson.

That \$1,100 be released from GIFT funding line item Proclaiming the Word in the 21st Century for the purchase of 6 round tables and table cloths in support of the new ministry initiative Coffee, Company and Conversation.

Parish Council asked that the section of GIFT funding that the monies would come from be changed to “Reaching out into our community” rather than “Proclaiming the Word in the 21st Century”. With this change the motion carried.

f. Outreach

St. Mark’s Outreach Activities

Apart from the Debra Dynes School Supplies in late August, and the donation of Mother Day gifts for Debra, the outreach initiative also include the year-round collection of goods for the food banks. I plan to meet with Barbara Carroll of Debra Dynes Family House (DDFH) to review how St. Mark’s can continue to help them. There are various ways that we can get more involved, but it is important that we identify what DDFH’s needs are and how we can contribute. Perhaps quarterly food drives would be better suited rather than weekly donations.

Coffee, Company & Conversation

The Seniors’ Coffee, Company and Conversation initiative will resume on January 31. The committee, which consists of Laurie Slaughter, Georgia Roberts, Penny Miller and Suzanne Bisson will meet on Jan 10 to plan the advertising strategy and the proposed outline of speakers and events.

Suzanne Bisson outreach Co-ordinator

g. Choir

Choir Report 9 January 2019

The junior and senior choirs both participated in a very successful Nine Lessons and Carols Service on 16 December 2018. The service was recorded by Chris Dicks, and is available for listening pleasure if requested. Once again this year, the Junior Choir led the early Christmas Eve Service and the Senior Choir the later service. Attendance was evenly divided between the two Christmas Eve Services and together with the Christmas Day Service totalled 208.

Karen M. Barber

Choir Representative

h. AED

AED Report 9 January 2019

The CPR-C/AED training is scheduled for 18 January 2019, from 1 to 5 p.m. Nineteen individuals have expressed interest in taking the training. These have been asked to confirm their attendance as there are limits to class sizes (1 instructor/16 individuals). Final numbers will be available this week. Karen M. Barber AED Contact Person

i. Little Free Library

Little Free Library Report 9 January 2019

Meetings and discussions will be scheduled later this month.

Karen M. Barber

j. Children and Youth

Well, it was really a whirlwind this year with only one regular Sunday school during were fine to remain in church, while some of the younger ones did go into the chapel or nursery at times.

Advent. Advent 1 was the Advent Carol Service, Advent 3 was 9 Lessons and Carols and Advent 4 was the pageant. This means that we only had SS on Advent 2! The older children

This reduced SS worked because we began our cards before Advent began, as well as our songs for the pageant. Special thanks to the Junior choir who coloured extra cards during their break times. The pageant was again designed to make use of songs we knew well and to be flexible enough for anyone and everyone to participate.

The pageant on December 23 at 10AM worked well and involved 13 children (and youth!) of our parish. We had another youth doing the Advent wreath reading. The children and youth, with their families, were responsible for the lighting of the Advent wreath readings for the 4 Sundays of Advent and Christmas Eve (early service). I asked another family to read at the late service.

The Junior choir, augmented by Sarah and Alex Dee, and Jessica Robinson, ably led the early service on Christmas Eve, at 4:30pm.

Sunday school did not meet on the Sunday between Christmas and Epiphany, but resumed on Sunday, January 6 for Epiphany. We participated in creche Sunday by making stars and dressing up as wise men to go to see the creches (we sang the refrain of We 3 Kings during coffee hour). We watched a great movie called the Very First Noel during coffee hour.

We have not yet discussed where to direct the funds that we raised. We will begin our considerations this Sunday.

Kate

k. Nominating Committee

Bruce Lodge reported on the committee's work so far. There are two people interested in the People's Warden position. With our status at the moment as regards having an interim priest in charge the Wardens will continue in their positions meaning that Cynthia Greer will continue for an extra year. Pauline Adams will be entering her second year. The two interested in the People's Warden position will become unassigned deputy wardens in preparation of them taking on fulltime roles in the future.

5. Adjournment

The Agenda being completed the meeting adjourned at 9:20 pm. Closing prayer was offered by Bishop Peter Coffin.

Next Meeting

Wednesday, February 6, 2019 7:00pm. Choir Room

Respectfully submitted by Janis Perkin Recording Secretary

St Mark's Church
Balance Sheet
 As of 31 December 2018

	<u>31 Dec 18</u>
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	79,366.18
Total Chequing/Savings	<u>79,366.18</u>
Accounts Receivable	
Accounts Receivable	5,721.00
Total Accounts Receivable	<u>5,721.00</u>
Other Current Assets	
Dollar for Dollar	13,334.01
HST Receivable	1,266.87
PST Receivable	3,149.79
Total Other Current Assets	<u>17,750.67</u>
Total Current Assets	<u>102,837.85</u>
Other Assets	
Investments	
Gladys O'Ray CTF 2654	14,000.00
Judy Corbishley CTF	6,000.00
Memorials CTF 2534	5,804.37
Rectory Trust CTF 4053	327,787.49
Total Investments	<u>353,591.86</u>
Total Other Assets	<u>353,591.86</u>
TOTAL ASSETS	<u><u>456,429.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	500.00
Flo Clarke Bequest	5,000.00
Funeral Receptions	133.43
Capital Projects	7,874.75
Choir Fund	2,326.05
Choir Gowns	810.07
GIFT Funds	29,629.06
Joan Knight - Kitchen	19,644.00
Key Deposits	412.04
Memorials	9,344.36
Ministry	8,633.35
Pastoral Care Support Fund	875.00
Rector's Discretionary	126.48
Sunday School	356.89
Tree Care	900.00
Total RESERVE ACCOUNT	<u>86,565.48</u>
Total Other Current Liabilities	<u>86,565.48</u>
Total Current Liabilities	<u>86,565.48</u>
Long Term Liabilities	
Gladys O'Ray Bequest	14,000.00
Judy Corbishley Bequest	6,000.00
Rectory Trust	327,787.49
Total Long Term Liabilities	<u>347,787.49</u>
Total Liabilities	<u>434,352.97</u>

	<u>Actual 2018</u>	<u>Budget 2018</u>	<u>Budget 2019</u>	
Income				
GENERAL				
Collections				
Envelope	153,341	157,000	157,000	
Identifiable Open	11,155	8,000	8,000	
Open	1,994			
Special Collection	<u>2,327</u>	<u>3,000</u>	<u>3,000</u>	
Total Collections	168,816	168,000	168,000	a
Fundraising	2,895	2,000	0	
Gain from Assets				
CTF Dividends	1,072	1,200	1,000	
Dollar for Dollar	930	1,200	1,200	
Investment Income	1,553	1,200	1,200	
Solar Income	9,027	11,000	10,000	
User fees	<u>14,370</u>	<u>10,000</u>	<u>13,000</u>	
Total Gain from Assets	26,953	24,600	26,400	
Organizations				
Bazaar	6,584	6,000	6,000	
Breakfasts	320	300	300	
Pancake Supper	935	800	800	
Slim & Trim	700	400	400	
We Kicked the Habit	<u>470</u>	<u>720</u>	<u>720</u>	
Total Organizations	9,009	8,220	8,220	
Other General Income	600			
Weddings	<u>600</u>			
Total GENERAL	208,872	202,820	202,620	
DIRECTED				
Cornerstone	2,278			
Debra-Dynes	310			
Flowers	2,647			
Forward Day by Day	79			
Hymn & Service Books	360			
Lenten Outreach				
Cornerstone	1,775			
Not specified	1,490			
Total Lenten Outreach	3,265			
Music	140			
Office	50			
Paving	2,150			
PWR Fund	<u>1,615</u>			
Total DIRECTED	12,894			
INCOME FROM RESERVES				
Capital Projects	15,000	1,000	1,000	d
Previous Year Surplus	<u>7,909</u>			
Total INCOME FROM RESERVES	22,909	1,000	1,000	
Total Income	<u>244,675</u>	<u>203,820</u>	<u>203,620</u>	

Expense**SALARIES**

Clergy Fill-in	2,048	1,272	1,314	b
Organist Fill-in	425	600	600	
Staff	117,506	122,827	126,912	c
Total SALARIES	119,979	124,699	128,826	

WORSHIP

Flowers	1,339			
Hymn & Service Books	328			
Music	301	150	300	
Piano/Organ	135	1,000	1,000	
Service & Altar Supplies	1,333	1,000	1,000	
Total WORSHIP	3,435	2,150	2,300	
FAIR SHARE	32,509	32,509	33,421	

OUTREACH

Cornerstone	5,543			
Debra-Dynes	310			
PWR Fund	1,615			
Total OUTREACH	7,468	0	0	

PROGRAMS

AED			370	
Christian Education		250	250	
Church School	35	100	100	
Coffee, Company & Conversation			900	
Conferences & Memberships	469	500	900	
Library			150	
Membership		150	150	
Outreach Coordination	211	300	125	
Prayer Shawl		50	50	
Publicity		200	200	
Synod	273	450	450	
Wellness - Seniors' Hospitality	206	350	350	
Wellness - AED	125	370		
Total PROGRAMS	1,319	2,720	3,995	

CHURCH

Cleaning Service	15,453	15,200	15,200	
Electricity	4,043	5,500	5,500	
Heating	3,920	4,000	4,000	
Operating Supplies	960	1,000	1,000	
Repair & Upgrade	2,843	f 5,000	5,000	
Security	224	250	250	
Snow Removal	2,291	2,450	2,565	
Special Projects	25,059	e 1,000	1,000	d
Telephone	1,191	1,300	1,300	
Waste Collection		90		
Water	1,021	1,100	1,100	
Total CHURCH	57,005	36,890	36,915	

FINANCE			
Bank Charges	359	350	350
Insurance	5,048	5,048	5,048
Supplies	116	200	600
Total FINANCE	5,524	5,598	5,998
MISCELLANEOUS			
Computer & Internet	958	800	800
Forward Day by Day	226		
Office Supplies	268	500	200
Other Miscellaneous	399		
Photocopier	1,456	1,500	1,500
Postage	512	600	600
Rector's Hospitality		200	200
Wardens' Discretionary	138	200	200
Total MISCELLANEOUS	3,957	3,800	3,500
Total Expense	231,196	208,366	214,955
Net Income	13,479	-4,546	-11,335

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.

e: In 2018, only special project was paving.

f: In 2018, costs for painting of Link were included in Repair and Upgrade.