

**ST MARK THE EVANGELIST
PARISH COUNCIL
Meeting of June 14, 2017
7:30 pm, Bishop Reed Hall
DRAFT MINUTES**

In attendance: Janis Perkin, Michael Perkin, Rev Jessica Worden-Bolling, Bruce Lodge, Cynthia Greer, Penny Miller, Maria Padin, Jenny Morphew, Kate Greer-Close, Gillian Morris, Margaret Lodge, Georgia Roberts, Ray Davidson, Laurie Slaughter

1. Opening the meeting

Call to order: Bruce Lodge opened the meeting.

a. Opening Prayer/Reflection: offered by Rev Jessica

b. Reflection Question: "What is your favourite hymn and why?" I heard the voice of Jesus Say, Onward Christian Soldiers, The Lord's My Shepherd (Crimond), Sister Let Me Be Your Servant, Rock of Ages, Jesus Shall Reign, Glorify Thy Name, Here I am Lord, A Mighty Fortress, Love Divine, for Sunday School both Shine Jesus Shine and Lord of the Dance, Lord Enthroned in Heavenly Splendor, Jerusalem, Will Your Anchor Hold, Come and Journey With A Saviour, Let There Be Light, On Eagle's Wings, Little Drops of Water, Little Grains of Sand, I vow to Thee My Country, Nothing Can Trouble/ Nada te turbe (Teresa of Avila)

c. Regrets:

d. Approval of the Agenda

Moved by Laurie Slaughter seconded by Jenny Morphew; carried

2. Approval of the Minutes of the previous meeting

Moved by Jenny Morphew seconded by Laurie Slaughter; carried

3. Business arising from previous meeting

a. Status of GIFT funds/documentation: Michael Perkin spoke to how the funds left over may be used in the future. The Anglican Foundation, Diocesan Innovation Grants and even Trillium Grants are opportunities to increase funds for doing outreach etc. These suggested grant applications can be something to follow up on once a vision is in place. Brainstorming may be a way to get new ideas on what St. Mark's can do. Michael Perkin and Laurie Slaughter will take on the Brainstorming phases. appendix 1

b. Parking Lot- Pot Holes: the City has told us that if either the asphalt or the culvert are gone it is our responsibility to repair it. Elio has given an estimate of \$14,000.00 for the repair of the choir parking area. We are waiting for an estimate of repair which would include replacing the culvert as well.

d. Main Church Sign: We are looking at ways to add a permanent sign with Rev. Jessica's name to the main church sign. The company that made the sign appear to have gone out of business. The wardens will continue to investigate. Lighting the sign would be a good idea, solar powered lights would eliminate the need to run electricity out to the sign.

- e. WiFi/Sound System:** Renters have mentioned that it would help if St. Mark's had a stronger WIFI signal as it needs to be faster to meet their technical needs. We would need a new provider which might be more costly. GIFT could cover the cost under Proclaiming God's Word in the 21st Century. More info is needed on who would do the installation and what would be the final costing. The phone could be looked at after the internet capability has been improved. The sound system has a sound that appears muffled and inconsistent. Replacing the microphones might be an option. Steve Close will talk to Joy Bowerman about doing some research.
- f. Senior's Luncheon:** The Wellness Committee will look at extending out to other seniors beyond St. Mark this fall.

4. Regular Reports

- a. Rector's Report:** Rev. Jessica spoke to some of the items in her report. There is need for a group to take on the organizing of a reception to follow Jessica's Induction on September 27th. Georgia Roberts, Penny Miller, Laurie Slaughter and Gillian Morris have volunteered to do the organizing. West Ottawa Deanery will be presenting at Synod this fall. Margaret Lodge will help find 15 photos which illustrate the ministries exercised by St. Mark's. October 4th is the Feast of St. Francis of Assisi and we will offer a St. Francis-themed service which will include the blessing of the animals. Jenny Morphew has volunteered to help with the planning. There was a discussion about a healing service or weekly laying-on-of-hands being offered. It is something that was done in the past and needs more exploration.

Rector's Report Parish council meeting

Wednesday June 14th, 2017

1. Induction Service is set for Wednesday, September 27th at 7pm. Bishop John Chapman will preside and Archdeacon Chris Dunn will preach. A reception afterwards would be wonderful. Looking for someone from Parish Council to organize the reception details.
2. Three Weeks of Holidays are set for July. Holidays will start on Monday, July 10th through to Sunday, July 30th, 2017.

Rev. Nash Smith is covering the service on Sunday, July 16th.

Rev. Canon Allen Box is covering the service on Sunday, July 23rd.

Fr. John Stopa is covering the service on Sunday, July 30th.

Rev. Joan Riding is taking the services at the Perley for the Fridays I am away.

Archdeacon Chris Dunn and his colleagues at All Saints Westboro are covering any pastoral emergencies during my holidays. Call the All Saints number to find out which one is on call that week. 613-725-9487.

3. The Deanery of Ottawa West will be presenting at Synod this fall. The deanery clergy decided it would be good to present a slide show with pictures of ministry being done at each parish. We have been asked to pick 15 good photos to send to Archdeacon Chris Dunn that represent ways of doing ministry here at St. Mark's. I have asked Margaret Lodge to start collecting photographs and new ones have been taken to add to this selection.
4. The Bishop asked parishes to mark National Aboriginal Day (June 21st) with appropriate prayers on one of the closest Sundays. We will be making Sunday, June 25th a National Aboriginal Day focus.

5. Making local connections

I went for a tour of Debra Dynes Family House with Georgia Roberts a couple of weeks ago. I was very impressed by all of the issues they address and the needs of the community that they are responding to.

I have met with our neighbouring Anglican church, The Church of the Resurrection with Rev. Rick Durrett. I am scheduled to meet with Carleton Memorial United Church's minister next week.

6. Ideas for worship and study

I am hoping to gather feedback and suggestions on what people are interested in regarding Bible Studies and special worship days. I would be open to leading a weekly study for a set amount of weeks this fall. Either on a specific topic or biblical book/theme.

I am wondering if the Parish would be interested in having a St. Francis Themed service and blessing of the animals on Wednesday, October 1st during the daytime.

I am also wondering if there is an interested in holding healing services on specific Sundays or mid-week. Any feedback would be appreciated.

Rev. Jessica Worden-Bolling, Rector

b. Warden's Report: There was some discussion concerning the Parish Nurse Office when the Church Archives are housed at the moment. There is a requirement for some of the files to be kept in a locked file in a locked room. Screening in Faith is an example of this requirement. The Summer Camp which rents the hall during the summer month often stores items there so that the hall appears less crowded. It is time to update the police checks for Screening in Faith. Les Cundell is taking care of this. Michael Perkin has mentioned that for another organization that he volunteered for, CHEO, they issued a Reaffirmation form rather than have police checks done again. He offered to send an example over to Les. Rev. Jessica will check with the Diocese to see if this is something that can be used in this instance.

Warden's report, June 14 2017

The Wardens have had two meetings with the Rector since her arrival in the Parish. The purpose of the meetings was to do whatever we could to help her settle into her new position, to answer questions about parish activities and to offer guidance where appropriate. We were delighted to hear how many parishioners she had already visited in the first few weeks.

Some specific topics have included suggesting a meeting with the servers so she could instruct them as to how she would like them to proceed with their duties, which in turn would help any new servers to follow a set procedure.

There was a discussion about committees, including some which no longer exist (Worship, Education, Memorial, etc.), in case she felt there might be some value in their reconstitution to assist in her Ministry at St. Mark's.

There were several items concerning management of the property which were raised. One matter was development of a new contract for the cleaning service, which seems to be long overdue, and which is becoming rather protracted. The condition of the surface of the parking lot, especially the entrance, continues to give concern. Discussions with the city to

find out who is responsible for what are still under way. The condition of the back steps also gives concern, and efforts are under way to eliminate the hazard.

We discussed the desirability that the room of the former Parish Nurse be made useful for other purposes. At present, there is archival material in locked cabinets in the room. It is felt that as long as the Parish has any responsibility to retain it, then it could equally be just as secure in the loft at the east end of Bishop Reed Hall.

Other topics which came up were a need to look at kitchen renovations, and the possible usefulness of a Rolladex system in the office so there would be a central location of all contacts for servicing etc.

Les Cundell asked to meet with us so that he could implement an updating of the police-checks now required, which he will now undertake.

Finally a list of summer activities for the Corporation has been developed.

Sincerely,

Cynthia and Bruce

c. Treasurer's Report: April ended with the net income in the black. May ended in the red but was not as bad as budgeted. The fundraising figures were low as funds had not yet been received from the Chordettes. There was a larger amount expended for the church due to some upgrades and repairs that needed to be done. The Lenten Outreach monies have been distributed to Ancoura and the Ottawa Mission Hospice. Parish Council wanted to know if our \$50.00 yearly membership to the Anglican Foundation had been paid. Georgia will look into it along with payment for our membership for the Multi-faith Housing initiative.

d. Property Report : We have been looking for volunteers to tend the front gardens of the church. Three people have come forward to take on this duty. Paul Greer has fixed the kitchen fridge by rearranging the gasket which has increased the fridge's efficiency.

Property report for June 2017

The cleanup day provided us with 30 volunteers who tackled most of the jobs on the list. There are areas that still need work.

Entrance to office area is one, and the basement needs a good sweep, then a good floor wash. Choir room.

Almost all the windows were washed inside and out, but a few have lost their seal.

We have people to tend the garden, Joy Bowerman, Pauline Adams and Margaret Blakeney. They tend the front beds.

Connie does the link beds, and Helen the back (office) entry beds

The church (nave) was swept especially round the edges, dusted, and the pews were Murphy's oil-soap washed during the week. They are somewhat dry, and could do with a pledge dusting . I did as much pledging as I had energy for. The can wore out before I did. Parishioners carried all the books out as requested. Notices at the end of service work !!

Hopefully the salt has been dissolved from the carpet, and part of the carpet in the link has been cleaned. The carpet was rewashed and then strongly vacuumed because the salt came to the surface, and solidified. I

Radiators were washed everywhere.

The railing was painted, outside the back entries, and the rusty radiator cover in the ladies' washroom. Didn't check the men's oh no.

Paul washed the fan in the kitchen, and washed and repaired the broken one in the hall, and changed various lights or shades to hide the broken sections from visitors. He washed all the hall fans.

Yesterday Tuesday, while Bruce was doing the carpet cleaning, Paul took out the metal dirt collector at the door to the link entrance, and power-hosed it down.

He did a lot of work outside around the parking lot.

I swept the basement floor thoroughly while the tables were out, and Paul did the stage area. He's intending to wash it all.

He heaved all the cement 'bumpers' in the parking lot back into position, and cleaned out the ditch with some more sawing out huge roots.

He went round to the neighbours and cut down a lot of Manitoba maple/ Chinese elm type trees in our cedar hedge and cut out the vines.

We have repainted signs on the back doors.

We still need a 'church entrance' sign for the link. Does anyone know where it went when it fell off ?

Rev. Jessica's names are up on the outside board.

One of the smoke detectors came on, then malfunctioned and wouldn't go off. It has been replaced, but it is very likely that the others will go any time. They are only guaranteed for 10 years, that is, the new ones are.

Paul replaced a kitchen screen, so the window can now be opened.

He changed the gasket on the fridge so air won't leak out any more.

He's always disappearing off to the church to do something, but I never know what.

Rose, our cleaner polished B.R.H. and the church .

Cynthia Greer

- e. Membership/ Vitality:** It is generally felt that there has been a lot of fun with all of the planned activities. The members feel that they have been stretch a bit thin and so will take a look at the future planning to in light of this.

Membership / Vitality / Communications

Parish Council June 2017

Membership

A number of items will be covered elsewhere, but overall parishioners have been very busy. One very positive note is the way parishioners came out and worked and baked when asked. We do have to be careful of asking for too much in the future.

Past Parish events:

- **May 13 - Capital Chordettes:** this was a new venture for Vitality – over 80 tickets were sold – feed back was that people enjoyed the evening - a successful event for fun and fund. Profit \$1030.
- **May 27 - Parish Spring Clean up:** an amazing day of helpers cleaning the church and grounds. Cynthia Greer was in charge of this project to get the church ready for Doors Open. Many hands did make it lighter work. The church sparkled. Special thanks goes out to Paul Greer for his major clean-up of the grounds.

- **June 3 - Big Give & June 3-4 - Doors Open Ottawa:** a wonderful weekend being in the community, giving away refreshments, plants and books and welcoming everyone during Doors Open. Thanks to Kate Greer-Close who was in charge of both. She attended the opening for Doors Open and St Mark's building fits in perfectly for what they are looking for – environment, originality, nature etc. Doors Open had music/graphics/video / history information leaflet etc. Most of the graphic displays were left for the Seniors' Lunch and parishioners to look at. It was a very well received event with 26 people visiting, and the volunteers enjoyed themselves too, sharing their spiritual home. about 20 people were involved in planning and the actual events. We're ready for next year.
- **June 7 - Seniors' Eucharist and Lunch:** About 50 parishioners and friends attended. The choir entertained with Canadian folk songs and hymns. Many joining in. Thanks to Georgia and the Wellness Committee and the event support group.
- **June 10 - Garage Sale:** a lot of hard work before, and from Thursday to Saturday, thanks to organizers Cynthia and Paul Greer and their team of workers. This is very much a social event as over 30 parishioners helped out. It also turned out to be a good fund-raiser. Over \$1000 and counting. This year there's a trial run with kijiji for 'special' items.

Parish events coming up in the next few weeks:

- **June 18 - Church Picnic**
- **June 24/25 - Canada 150 event 4:30pm** high Canadiana tea with entertainment by our choirs of Howard Cables 'Sea to Sea' led by Barbara Clark, founder of the Ottawa Regional Youth Choir, with accompanist Wesley Warren of St Barnabas.
- **Summer Hours July 2 – September 3 incl – 9am**

Other parish dates:

- **September 10** – back to two services
- **September 17** – Parish Breakfast
- **September 24** – Parish BBQ
- **September 27** – Rev Jessica's Induction Eucharist 7pm
- **October 1** – Songs for the Soul 2
- **October 28** – Fall Concert with the Valleysmen

Vitality

It has been a very busy time trying to pull everything together, with eight events in 3 months. The fund-raising goals were altered due to changes in the type of events, but we seem to be on track for our \$5000 challenge. Fun is still the main part of the fun(d)raising. Summer will be a welcome break.

Communications:

MTW May newsletter is being delivered. Next one will be produced late August for Fall info, followed by the November Advent issue. Please plan ahead.

Margaret Lodge
Membership

f. Stewardship: Michael Perkin thanked Rev. Jessica for the opportunity to speak to the parish in June. His next Sunday talk will be focused on our time and talents.

g. Outreach: Laurie Slaughter spoke about the new ministry initiative. The plan is to continue to explore other opportunities. This will be done over the summer months and will include

talking to agencies in the area with the hope of finding an experienced partner to work with. We realize that we have to take care of our own parishioners very well and then outreach further afield of the parish can begin. The idea is to start small. Laurie also reported that \$270.00 was handed into the Tulipathon this year. Welcoming and Sharing Sunday 2017 is in the planning stages. It is hoped that we might be able to get together for a luncheon with Carleton Memorial United following our respective Sunday services. Rev. Jessica is meeting with their new minister and will talk about our hopes of coming together for this Sunday.

St. Mark's Outreach Report

Parish Council – June 14, 2017

Tulipathon Walk: Tulipathon for the Multi Faith Housing Initiative and its two new projects, took place on May 7 with 15 adults and children walking with our banner on behalf of St. Mark's. The amount donated in our name, which was handed in at the walk, was approximately \$270. 00. Congratulations to those members and friends of St. Mark's who walked as its representatives in this fundraising event.

Welcoming and Sharing Sunday 2017: Last year's special welcoming and sharing event was held on October 16. The displays by all St. Mark's church groups were excellent and made the morning and luncheon a very informative one. This year it has been suggested that the lunch/display event afterwards include Carleton Memorial United Church, one of our community friends and partners. If this is agreeable to all, then Rev. Jessica and I would approach Carleton Memorial and propose that we hold a joint lunch and sharing time following church services (or in the afternoon) with both churches highlighting their activities in the community and their respective churches. A fall date needs to be determined for this sharing activity. At another time, we might consider sharing a joint service, something for our two clergy persons to discuss.

Outreach Projects:

Debra Dynes: St. Mark's volunteers and interested members are invited to a Barbeque to celebrate the Debra Dynes community. It will be held on July 5 from 4:30 to 7:30 at Rideauview Park. Please let Georgia Roberts, a member of the Debra Dynes Board or Barbara Carroll, Director, know if you would like to attend. Information will be posted in the link.

Respectfully submitted,

Laurie Slaughter

New Ministry/Mission Initiative- An update:

Following our community consultations last year and Father Jim's suggestion at January's Parish Council meeting, with the Council's approval, a further exploration initiative specifically geared to the needs of seniors and the elderly, was begun.

Georgia Roberts, Jan Oswald and I met with our former Parish nurses, Janet and Patti in April. They enthusiastically endorsed the idea of exploring this area for both our own members and others in our community. Based on their experience with our seniors and also the agencies that endeavour to provide services in this area, they both highlighted very specific and easy to establish services that might be made available to seniors using our church as a base, should we, as a church body, wish to do so. Our space is well suited to the beginning of a Senior Services Centre in concert with a partner or partners in this field.

Thus we are continuing to explore the opportunities that might suit our particular interest in supporting seniors/elders and our experience in assisting our own senior members. We plan to continue a dialogue with agencies that work in this part of Ottawa in order to further identify what they know is needed and this will take part over the summer and in the fall. The information and feedback that we obtain will be brought to this Council in late fall for discussion.

Presently our committee which was formed in 2016, includes Rev. Jessica, Georgia Roberts, Michael Perkin, Penny Miller and Laurie Slaughter.

Respectfully submitted, Laurie Slaughter

h. Choir

Junior choir is sitting at 6 members. Anabella received her surplice and Jeremy received a ribbon recognising his leadership over the past year +. Jessica joined more recently, so did not receive her surplice at Pentecost, however given her willingness and ability to sing this past Sunday with only two children (her and Anabella), I believe she deserves to be recognised as a full junior chorister.

Junior and Senior choir (and guests) are working hard with Barbara Clark to prepare our Canadian music for June 24 Canadian Tea event. Although this is not a workshop per se, we are fortunate to benefit from Barbara's vast experience with choirs over the years.

Choir rehearsals will finish on June 22 and will resume after Labour Day. There will be a pick-up choir, meeting at 8:30 before the summer 9AM services.

- i. Children and Youth:** Kate Greer-Close reported that \$100.00 was sent to PWRDF. These monies came from the Advent/Christmas activities that the children and their families did. Sunday school will finish for the summer on June 25. We will enjoy some special games and fun on June 18, during our regular lesson time, as befits the Picnic Day. We will also resume after Labour Day.

For the summer, there are always crayons and clipboards with paper/colouring on the lowest book shelf at the back of the church. There are also some toys in the tub in the chapel (for young children).

Kate Greer-Close

5. Other Business

- a. Financial Campaign Fall 2017 for budget 2018:** Bruce Lodge presented the details. It was requested that suggestions for designs of the Talents form be handed in by July 17, 2017. Each parish group could provide a short description of its activities. Interested volunteers would then have an idea of the sort of thing they would be doing.

It is proposed to establish a biennial financial campaign as part of St. Mark's commitment to ongoing stewardship.

Every campaign would be designated for a specific year, starting with 2018.

This requires the campaign to be launched and concluded during the Fall of the preceding year, so that results can be available for setting the budget for the designated year.

The tentative schedule for this Fall is as follows:

Launch, September 17, with encouragement from the pulpit;
Target date for returns, no later than October 8 (Thanksgiving Day);
Collation of returns and forwarding of results to finance committee, no later than Halloween.

Each campaign should have a survey of parishioner's talents. However, this survey should be a separate sheet in the package. This should prevent what happened after the last campaign, where the talent survey was on the back of the pledge forms, which meant it was unavailable immediately for its own collation. The backs of those pledge forms were eventually copied and made available.

The paperwork will be based on that produced for the previous (2016) campaign, with suitable editing. Comments are welcome.

Thank you. Bruce Lodge

b. New Ministry Initiative Report: This report will be a regular report and will come under Regular Reports in the Agenda.

c. Next Meeting: Wednesday September 13, 2017 7:30pm

6. Adjournment: the business being completed the meeting was closed with the grace at 9:45pm

Respectfully submitted by
Janis Perkin
Parish Council Secretary

appendix 1 GIFT

DESCRIPTION OF ACTIVITY	INCOME	EXPENDITURE	BALANCE REMAINING	EXPANDING CARING MINISTRIES	PROCLAIMING THE WORD IN THE 21ST CENTURY	REACHING OUT INTO THE COMMUNITY	SUSTAINABILITY
Transfer from Diocese in 2012	\$33,693.84						
Best Start Storage Box-2012		\$497.97				\$497.97	
Parish Nurse Course for Janet - 2012		\$1,395.00		\$1,395.00			
Transfer to Capital Reserves - 2012		\$800.00					\$800.00
Donation matching - parish BBQ - 2012*		\$247.00				\$247.00	
Transfer from Diocese in 2013	\$11,226.15						
Debra Dynes Family House - 2013		\$5,400.00					
Animate Series - 2013		\$600.00			\$600.00		
Transfer to parish nurse budget - 2013		\$6,300.00		\$6,300.00			
Transfer to Capital Reserves - 2013		\$1,900.00					\$1,900.00
Transfer from Diocese in 2014	\$7,197.50						
Debra Dynes Family House - 2014		\$3,000.00				\$3,000.00	
Animate Series - 2014		\$402.55			\$402.55		
Transfer to parish nurse budget - 2014		\$4,000.00		\$4,000.00			
Transfer from Diocese in 2015	\$7,465.18						
Honorarium for Arts for Healing Workshop		\$200.00		\$200.00			
Transfer to Capital Reserves		\$3,500.00					\$3,500.00
Transfer from Diocese in 2016	\$6,005.05						
Transfer to parish nurse budget-2016		\$6,118.89		\$6,118.89			
Debra Dynes Family House-2016		\$3,000.00				\$3,000.00	
Journey to Iqaluit-2016		\$500.00				\$500.00	
Transfer from Diocese Jan-April 2017	\$1,675.00						
TOTAL	\$67,262.72	\$37,861.41	\$29,401.31	\$18,013.89	\$1,002.55	\$12,644.97	\$6,200.00
% of TOTAL INCOME RECEIVED				27%	1%	19%	9%
Intended % of total in GIFT case				42%	18%	28%	12%
Allocation remaining @ original %				\$10,236.45	\$11,104.74	\$6,188.59	\$1,871.53
* Money went to Threshold Ministries and Suicide Prevention in the Diocese of the Arctic.							
	original est.	% allocation	Actual				
Expanding caring ministries	\$42,000.00	42%	\$28,250.34				
Proclaiming the Word in the 21st Century	\$17,500.00	18%	\$12,107.29				
Reaching out into our community	\$27,500.00	28%	\$18,833.56				
Sustainability	\$12,000.00	12%	\$8,071.53				
TOTAL	\$99,000.00	100%	\$67,262.72				