

**ST MARK THE EVANGELIST
PARISH COUNCIL
Meeting of 9 March 2016
7:00 pm, Bishop Reed Hall**

DRAFT MINUTES

In attendance: Rev. Brian Kauk, Margaret Lodge, Laurie Slaughter, Cynthia Greer, Suzanne Wilkins, Ray Davidson, Kate Greer-Close, Gillian Morris, Penny Miller, Gillian Martin, Sharon Walter, Jenny Morphew

1. Opening the meeting

- a. Call to order – 7:05 p.m. by Rev. Brian Kauk
- b. Opening Prayer/Reflection
 - Jeremiah 29:4-7
 - Matthew 25:31-46
- c. Regrets
 - Janis Perkin, Michael Perkin, Heather Simpson
- d. Approval of the Agenda
 - Propose that we move regular reports to between #7 & #8
 - Ensure reports are available ahead of time so that they can be read
 - Motion to approve with amendment
 - Moved by Gillian Martin, seconded by Laurie Slaughter, carried.

2. Election of Chair

- Nomination: Co-Chairs of Sharon Walter and Suzanne Wilkins. Moved by Cynthia Greer and seconded by Penny Miller.
- Outgoing warden is a good approach.
- Motion to close by Kate Greer-Close and Laurie Slaughter seconded.
- New co-chairs are Sharon Walter and Suzanne Wilkins.

3. Election of Recording Secretary

- Nomination of Janis Perkin by Kate Greer-Close and Sharon Walter.
- Motion to close moved by Margaret Lodge and seconded by Sharon Walter.
- Carried.
- *Gillian Martin secretary for this week in Janis' absence.

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

- Item 8: Amend to remove "attendance of Bishop John Chapman"
 - 8 Next Meeting: Wednesday, March 9, 2016 7pm. ~~With Bishop John Chapman~~
- Item 2: Amend statement to say "would like to have their funeral at St. Mark's."
 - It was pointed out that one of the reasons not to amalgamate was that the oldest parishioners ~~wanted to be buried from St. Marks~~ would like to have their funeral at St. Mark's.
- Motion to approve amended minutes: moved by Rev. Brian Kauk; seconded by Sharon Walter; approved.

5. Business arising from Annual Vestry

- a. Four Initiatives:
 - Fundraising:
 - Jackie Sorfleet – Card Party (Bridge) → expect \$1000
 - Brian Harrison – Vitality Group → already established committee
 - Cynthia Greer -- Corporation

- User Fees and Marketing
 - Kate Greer-Close, Penny Miller, James Kelly, David Young (?), Georgia Roberts (?)
 - → what is commercial rent rate in this community
 - Bring in realtor for estimate in current place or after “spruce up”
 - Check with Serbian Hall (?)
 - Nepean Choir is interested in this place
 - Explore Costs for advertising, etc.
 - Stewardship Campaign
 - Bruce Lodge & Sharon Walter as co-chairs, Michael Perkin, Karen Roberts (?), Terry Frederick (?)
 - Clearly needed for quite some time
 - Launch April 1 through Sundays in month
 - April 3 is Launch Sunday
 - May 1 is Celebration Sunday
 - Need to do lead-up
 - Narrative Budget
 - Some visitation?
 - Ask people to pledge – how much more can be given?
 - Info about financial situation/treasurer after?
 - Assist with better financial planning for future
 - Follow-up campaign after (in fall?)
 - Notes in the bulletins; vitality update their survey?
 - New Ministry Exploration
 - Georgia Roberts, Laurie Slaughter, Rev. Brian Kauk, Suzanne and Keith Wilkins, Jan Oswald, Carol and Glen Russell (?)
 - Include music as factor?
 - Tithing?
 - We need an answer from these groups in April so that this can be reviewed and taken to the Financial Advisory Committee before a budget that is presented in June.
 - St. Mark’s future 3-part:
 - 1) Go out and speak to community to find out what is needed – resource for surveys and groups to contact/consult in March
 - a. Agencies, (Debra Dynes; Pinecrest Queensway Health; NROC)
 - b. Churches (Madonna, Bethel, etc.)
 - c. Businesses: Minto, Farmer’s Pick, Tim Hortons
 - d. Conversations in the community: speak to neighbourhood parishioners
 - e. Conversations in the Parish: choir, different groups
 - 2) Take that research and analyse in April
 - 3) In May, deliver reports to Corporation and Financial Advisory Committee for decision on what to take to the congregation
- b. Memorial re part-time priestly services
- Rev. Brian Kauk read the memorial to the Parish Council.
 - We’ve cut where we can, but can’t see where we can cut anymore. What else can we do other than cut to part-time priestly services.
 - Information in minutes from meetings and in Mark This Word seem to provide long-term look from the Bishop rather than short-term assistance.
 - Part-time ministry does not mean half-time priest, it means just Sundays.
 - Diocese states that a parish must pay a certain amount.
 - What happens if a church doesn’t pay their Parish Fair Share, ECOPS, etc.
 - In the past there was apportionment and XXXX; that is no longer the case.
 - All is now due.
 - If we don’t pay, what happens? We go into debt with Diocese.

- There are the funds for the kitchen that could be used elsewhere.
- When churches amalgamate, they must pay all of the dues (double-amount).
- If one church stops paying, we'd lose the rest.
- We cannot have a sustainable church without a full-time priest.
- Bishop's statement that we are a sustainable community.
- We did a 6-month budget to take the time to create a vision and go back to Vestry in June with a budget to carry us through the end-of-year.
- What we are doing now should be the focus – this is what we need to do before we start cutting everywhere when we haven't really explored what is meant when we lose different services.
- The Memorial was that we discuss it at parish council, not that we must go to part-time service
 - Explore how we can live the 5 marks of mission
 - New way of being a Christian community
 - Explore user fees
 - Look at and revisit partnering with another church
 - Part-time priestly services is palliative and not on the table in an urban parish
 - You would get a retired priest for about 5 hours per week while to church winds down
- In other countries they are switching to part-time priests
- What do we actually get for the different services and areas of the church
 - We had a full-time priest with 400 families (often had additional priestly support); we are at 200 families now so why one full-time priest
 - What do we get from organist
 - Want dollar figures about exactly what the funding goes to
 - Staff includes ECOPS, Housing Allowance, Organist and Office Administrator
 - When we sold rectory, housing allowance doubled but only receive ~\$10,000; why can't we use principal amount as well
- Bishop will not do part-time priests at this time
- If we have a plan, we can take it to the bishop
 - There is \$100,000 available that the Bishop to help parishes shift gears and find new ways to do ministry to help us bridge between the current state of affairs and a future minister program
- We are mortgage-free
- He spoke about seeding another ministry → take all the valuable things that they have and are and seed it in another place
 - All Saints Sandy Hill – could not maintain their building; moved to St Margaret's Vanier and help nurture a ministry there
- A narrative budget should be scheduled for the fall, but it can't be assembled right now.
- Members want to understand how Fair Share and ECOPS works.
- There is an option to borrow from CTF funds, but must have a plan in place to pay those funds back. If you must do that, are you at the end of the parish? What is the responsible thing to do?
- Julian of Norwich are exploring disposing of former St. Michaels and former St. Richards buildings. Hoping to keep some of those proceeds in the parish.
- Feel we are spending too much on ourselves instead of on the ministries. Can we lower administrative burden.
- We have consulted with Bishop and he told us that we need to explore new ministries. We are not at a place to shut-down.
- Can we go ahead with plan to investigate the options for new ministry, funding?
- In June, we can revisit the request to speak with the Bishop again.
- Parish Council has discussed the memorial.
- We don't know what is happening with SMSM.
- Recent studies by Anglican Church of Canada and we don't know whether policies will change.
- Nothing will stop us from discussing it again.
- Are we really committed to exploring the new ministries? All are committed to this.

6. Business arising from previous meeting(s)

a. SMSM relationship:

- Buildings and Finances working group report
 - If SMSM kids are downstairs for Sunday School, we need a place for our kids to run around during fellowship time.
 - We are not really represented in the report; it's about how SMSM would could do things.
 - Storage is missing as well.
 - Item #13: Where do we stand right now? We are on a month-to-month.
 - We don't know if we want to modify user fees or create a partnership agreement. Without that, we don't have a basis to sign a clear contract with SMSM.
 - If SMSM use the Hall, we won't have opportunities for other outreach: breakfasts, lunches, Slim and Trim, etc.
 - For a trial basis, 3-6 months. Need to be careful about how things would fall-out if the decision is made that we don't want to pursue a partnership.
 - Do we need go back to the congregation before we try?
 - Key concerns: Coffee hour for 2nd service; church school and use of basement; breakfasts, barbecues, etc.
 - We have "bigger fish to fry"; right now we carry on a month-to-month basis. We could ask them to give us at least one-month notice before leaving. We can't rely on this to get us over the edge. Should we request a retainer fee?
 - #4: downstairs oven should be assessed officially that it is classed as a kitchen, not fire and health hazard and meets building codes. → Corporation will follow-up.
 - We're not holding SMSM back right now; their Bishop is away and have no direction right now.
- Congregational Life and Mission working group

b. Carleton Memorial day care user fees

c. Notes from Pre-Vestry Budget meeting

- Notes taken by Janis and compiled by Gillian Morris
 - Report
 - Recommendation to proceed/not proceed

7. Regular Reports

a. Rector

- *See attached report (Annex A).*

b. Wardens (including Property)

- Group management for Property going forward
- Four individuals have volunteered

c. Treasurer

- *See attached financial reports; note that revised reports are attached, as per decision to continue reporting Staff costs that are decreased by the Rectory Consolidated Trust Fund (CTF) interest.*
- Will confirm with Corporation regarding how to indicate Rectory CTF interest

d. Membership

- Margaret Lodge shared Vitality report (See Annex B)
- Taken over as Membership chair
- Will be discussing fundraising as special project

e. Stewardship

- *See attached report (Annex C).*

f. Choir

- *No report.*

g. Outreach

- *See attached report (Annex D).*

Motion to thank Les Cundell for his assistance as chair and always setting up and taking down the tables/chairs for Parish Council.

8. Other business

a. Parking lot issues

- Concern about using the parking space and causing problems for funerals, choir practices, etc.
- St. Rita's has been informed that this is private parking lot.
- Parents have double-parked.
- The Principal implied that there was an arrangement in place.
- Has been discussed many times at Corporation.
- Charge for parking
- Put up a chain?

b. Parish Council Notes for the bulletin

- Discussion about the Bishop
- 4-part plan for investigating new ministries
- Received reports from committees looking at SMSM; status quo

c. Additional notes: Thanks to all for being willing to speak and share their opinions.

d. Confirm next meeting: 13 April at 7:00 pm

9. Adjournment at 9:40 p.m. with the Grace

ANNEX A

Rector's report 2016 03

Wednesday, March 9, 2016

1. I received a very nice letter from the Shepherds of Good Hope, thanking us for the generous gift of clothing. A copy is posted on the bulletin board in the Link, but I'd like to take this opportunity to draw it to your attention.
2. Thanks to everyone who participated in the Evensong held on February 28th. (Vestry Sunday!). It was not only a wonderful celebration of the life and ministry of George Herbert, but also the beautiful liturgical heritage we enjoy, and the gifts that are present among us at St Mark's.
3. I will be away from the parish from April 20-24 attending the Assessment Committee on Postulants for Ordination (ACPO) as an Assessor for the Diocese of Ottawa. ON Sunday April 24th (St Mark's Day), the Rev'd Canon Christine Piper will be covering 8:00 am and 10:00 am services.
4. Remember the Congregational Resource Day coming up on Saturday, May 7 at St Paul University. All are welcome to attend, but I would especially encourage members of Council, most especially new members, to consider this as basic training for church leaders. NEW THIS YEAR: 5th registration from the same parish is FREE!! (Must register before April 4th).
5. A number of us at St Mark's are considering putting together a table to attend this year's Friends of the Bishop Dinner on May 10. Tickets are \$125, with a portion of the proceeds as donation with a tax-receipt. Those interested in attending should speak to the Rector or a Churchwarden.

ANNEX B

**Parish Vitality Working Group
Report to the Membership Chair and Parish Council
March 8, 2016**

1. Dinner and Music Event

This event will take place on Saturday, April 23rd. It will consist of a roast beef dinner followed by a concert (Garth Hampson). The Queen's 90th birthday is on April 21st and celebration of this special birthday will be our theme and also the theme of the music (A Musical Review of the Queen's 90 Years). The cost is a very reasonable \$30. We will be advertising within St. Mark's, in the Ottawa diocese and in the broader community.

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.

3. Movie Night

We continue to participate in the All Saints Westboro movie night, held once each month. So far, the degree of participation does not warrant setting up a separate movie night at St. Mark's.

4. Survey of Parishioners

We are making revisions to the survey, which will be reviewed at the next meeting of the Vitality Working Group.

5. Other Possible Events

-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.

ANNEX C

Stewardship Report St. Mark's

We recognize we need to be better stewards of our resources both personal and corporate.

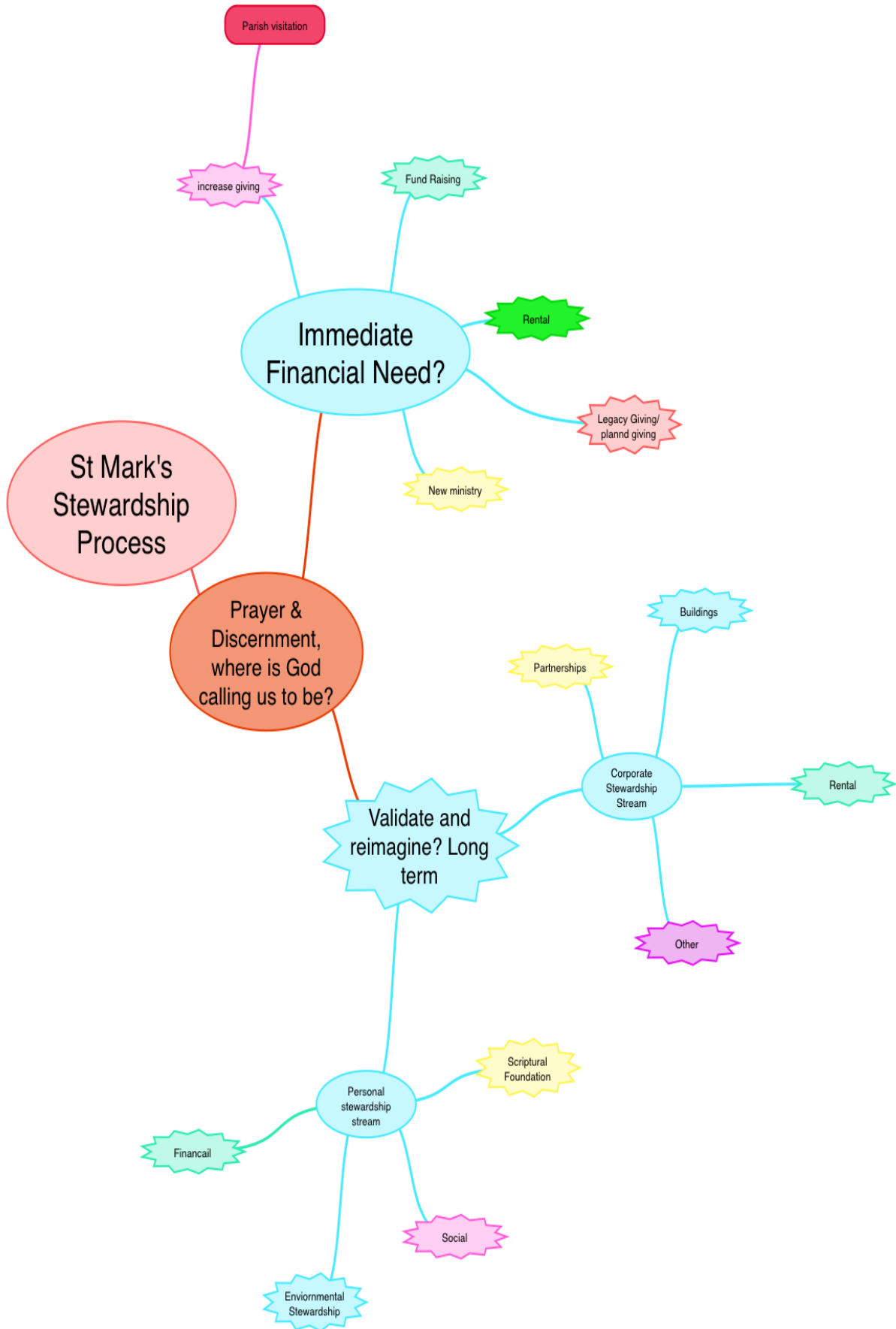
Over the years we have experienced both times of abundance and struggled with the lack of that same abundance. We find ourselves at a juncture in our journey, our abundance is on the wane and we are struggling to balance our budget and yet continue our faith journey together.

We will be embarking on a new and hopefully exciting journey as we explore the opportunities together; discovering new directions, new ministries and new opportunities.

Stewardship Financial Campaign 40% (Based on 2016 shortfall and forward planning)

- Increased Giving
 - Short term team effort Bruce Lodge/Sharon Walter co-chairs and Stewardship Chair as consult.
 - Develop and run campaign
 - Work with existing stewardship resources/personnel
 - Identify potential initiative for March implementation
 - Letter to identifiable givers, requesting a prayerful review of regular contributions and consider increasing regular donation, if not on PAR join, feedback ministry at St. Mark's
 - Additional letter to remainder of parish list same ask different wording
 - April full launch of campaign
 - Consider having some increased pledges already underway
 - Close campaign end of April
 - Information/communication of need, status, thanks...
 - Visual representation of campaign thermometer colour coded to reflect where 40% increase is being generated from
 - Visitations?
 - Small group consultation
 - Follow-on recommendations
- Establish Rental Committee
 - Group to review current rates and usage,
 - Explore new opportunities
 - How can we be more entrepreneurial, do we want to be more entrepreneurial?
 - What do we need to do to be more appealing
 - Upgrades
 - Advertising
 - Other...
- Fund Raising
 - Vitality Committee/Parish Council
 - Identify opportunities and implement fund raising events
- Ongoing ministry discernment, marry with letter/parish consultation/community consultation

- Stewardship program post campaign focus on potential new ministries, education regarding broader stewardship topics. Focus on personal stewardship and corporate stewardship.



ANNEX D

**St. Mark's Parish Council Meeting
March 9, 2016
Outreach Report**

1. Donations: Many thanks to Lawrence Peever, who not only does our deliveries to the D.D. Food Bank every week, but also has been delivering our donations of clothing to the Salvation Army and our donations of household items to Debra Dynes for newly arrived Syrian refugees. We are generously meeting the requests for these needed items as part of our Outreach to the community.
2. Proposed Outreach activities/events for 2016 are "on hold" until the fall, given the current situation that is engaging many of our parishioners. They are: an Alzheimer's Coffee (or other activity, such as a Tea) Break; an Open Table at Trinity Anglican church for Carleton U. students, possibly in the fall; the Welcoming and Sharing Sunday (to be planned with the Vitality committee) in the fall. Please see previous Outreach reports.
3. Planning for the MFHI Tulipathon Walk to increase the profile of St. Mark's.
4. Sharing in initial discussions regarding how we may carry out our mission in our community in accordance with the Anglican Church and the diocese's commitment to the Five Marks of Mission.

Respectfully submitted,

Laurie Slaughter