

**ST MARK THE EVANGELIST
PARISH COUNCIL
Meeting of 11 May 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, Jenny Morphew, Janis Perkin, Penny Miller, Heather Simpson Laurie Slaughter, Gillian Martin

1. Opening the meeting

- a. Call to order – 7:05 p.m. by Suzanne Wilkins
- b. Opening Prayer/Reflection was offered by Fr. Brian Kauk – A celtic prayer-New Moon
- c. Regrets : Michael Perkin, Gillian Morris, Sharon Walter
- d. Approval of the Agenda
Moved by Gillian Martin, seconded Laurie Slaughter, carried.

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

- Corrections in Annex D – the amount of \$450.00 should read \$500.00. In the first Paragraph Julia should be identified as an Alto and Tammy as a Soprano. As a side note Tammy is unable to continue with the choir due to work scheduling.
- Motion to approve amended minutes: moved by Kate Greer-Close ; seconded by Cynthia Greer; approved.

3. Business arising from Annual Vestry

a. Four Initiatives:

- Fundraising:
Father Brian asked if there would be a firm financial number for the year in fundraising that could be taken to the June Financial Vestry.
- User Fees and Marketing
Kate Greer-Close reported the following to Parish Council:
Kate has completed the measurements and descriptions of all spaces deemed suitable for rentals and there are also photos of all of the spaces. Basement storage seems to be a need and if these units were created they then could be rented. Research is going on to find out about rates and costings to build the units.
David Young has made the suggestion that St. Mark's could be part of Doors Open Ottawa for 2017. Applications for 2017 will need to be in by February 2017.
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
Father Brian reported on behalf of the co-chairs Sharon Walter and Bruce Lodge. They are working on the report but already have considered the campaign a success. By the end of the campaign 47 had been turned in.
- New Ministry Exploration
Fr. Brian reported that the consultation visits will not be complete by the June Financial Vestry. An interim report will be given.
One idea that has come out of the surveys is the Cool Kids Choir Camp that would be offered to the whole community.

4. Business arising from previous meeting

-None

5. Regular Reports

a. Rector

- ANNEX A Rector's Report
- ANNEX B Health Committee Report

b. Wardens (including Property)

In Property it was noted that some lights have burnt out and have been that way for at least a month.

c. Treasurer

- *See attached financial reports (Annex C)*

d. Membership

- Margaret Lodge shared a combined Membership / Vitality report (See Annex D)

e. Stewardship

No report

f. Outreach

- *See attached report (Annex E).*

g. Choir

- *See attached report (Annex F).*

6. Parish Council set the date for the June Financial Vestry as June 12, 2016

Next Parish Council Meeting, June 8, 2016

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

ANNEX A

Rector's Report - 2016 05 Corporation and Council

The MDR Community Festival procession on May 29 begins at 11:30 am, if we want to join with them. I was hoping the children would lead us with the banner. Perhaps an announcement should be made encouraging people to participate and bring "comfortable shoes".

Cerian Morris is looking for a baptism in the fall for Oliver. What do we think of a baptism on the same Sunday as the parish BBQ?

Assuming we will move to 9 am for the summer, it would be from July 3 to September 4 inclusive. Feedback is consistently positive, and the results are encouraging (community building, good quality and fulsome liturgies).

I was notified by Mike Fanous, Treasurer at SMSM, that they have secured a 6 month lease for the former St Matthias, after which they will be renting there month to month. They are making arrangements to move the bread oven soon, but will pay us for the whole of the current month.

Health Committee meeting on April 27, 2016 was dedicated to wrapping up the Parish Nursing Ministry, planning the celebration for May 22, and laying the groundwork for ongoing ministry, notably the bi-annual Seniors Service and Luncheon. A copy of the notes are attached to my report so that details are preserved in the Council record of proceedings, notably the disposition of records. A date for vestry needs to be set, preferably at this Council meeting. See Annex B

ANNEX B

St Mark's Health Committee Notes

Wednesday April 27, 2016

Present: Janet Helmer, Fr Brian Kauk, Jane Delroy, Gillian Morris, Georgia Roberts,
Chair: Judy Darling
Recorder: Margaret Lodge

Absent: Jackie Sorfleet, Carol Dicks

1 Welcome - Judy

2 Agenda – accepted

3 Wrapping up Parish Nursing Ministry

- **Follow-up with clients:** Fr Brian has a list for any follow-up that is needed
- **Resource list:** Fr Brian has an electronic master list, suggested a hard copy made available
- **Filing of PN records:** Janet is legal custodian of her personal files on all clients. She will have the files boxed and sealed and held for 10 years as legally required. Only individual clients are allowed access to their files.
- **AED:** Suzanne Wilkins to continue as church contact with the City of Ottawa. Check list of city is kept in the AED box
- **First Aid Kit:** new kit has been purchased and ready to be installed in the link
- **Cards:** we still need someone to take on the job of sending get well / healing cards. Janet still has supply. Janet will check with Connie Bowerman. Donna Evans was another suggestion, or Sheila Young.
- **Health & Safety Officer:** Fr Brian to look into this, someone to oversee risk management – personal / building etc
- **Friendly Visitors:** this is still a work in progress

4 Seniors' Eucharist & Lunch:

- Georgia has contact for St Rita's childrens choir that will be entertaining
- Georgia has invites, will send to office for printing, plus mailing labels from seniors' list
- May 9 > Gillian will mail when on office duty
- May 22 > clip board in church link for drivers and those needing drives
- May 25 meeting to finalise workers / food producers etc
 - ham / coleslaw salad / potato salad / devilled eggs / rolls
 - dessert squares (Costco) plus fruit sticks (Margaret)
- May 25 > phone follow-up, Georgia and Cynthia, for non-responding parishioners and for drives
- November Seniors' Lunch: booked date November 16 – suggestion that we go with 'dinner' rather than soup/sandwich - possibly tourtiere

5 Parish Nurse Ministry Celebration May 22:

- bulletin announcement informing the parish

- regular Sunday services with small reception to follow 10am service
- Fr Brian to ask Patti Robillard and Janet Helmer to read the lessons
- Fr Brian to talk about ministry in service
- Margaret contact choir that congregation be asked to follow the choir procession into the hall
- Gillian to order cake from Costco “St Mark’s Parish Nursing Ministry 2004 – 2016”
- Jane and group are on coffee will provide regular ‘content’
- Georgia to purchase gift for Janet – possibly rose or shrub
- Fr Brian to ask Janis Perkin to do a card
- Brenda Zanin will prepare a ditty on PN ministry – Margaret to gather details
- reception presentation:
 - few words (Georgia/Judy) about Patti/Janet the ministry etc
 - gift presentation (Georgia/Judy)
 - Brenda’s ditty
 - Patti and Janet cut the cake

6 Health Committee Future:

It was suggested to keep the group together for the time being, meeting as needed. Then with Fr Brian decide guidelines for the future, a mandate – will it be a seniors’ resource committee? - including the Eucharist / lunch and other things related to seniors.

Next meeting: **Wednesday May 25 - 3.30pm**

Margaret Lodge

May 2, 2016

addendum:

Filing of PN records: *These Notes and an official record in May Parish Council Minutes are all that are legally required for noting that Janet Helmer is official custodian and holding sealed files.*

ANNEX C

Financial report from Treasurer

11:51 PM

2016-05-09

Accrual Basis

St Mark's Church
Balance Sheet
 As of 30 April 2016

	30 Apr 16
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	30,282.37
Total Chequing/Savings	30,282.37
Other Current Assets	
Dollar for Dollar	8,243.73
HST Receivable	3,439.34
PST Receivable	7,000.80
Total Other Current Assets	18,683.87
Total Current Assets	48,966.24
Other Assets	
Investments	
Gladys O'Ray CTF 2654	29,000.00
Judy Corbishley CTF	6,000.00
Memorials CTF 2534	5,804.37
Rectory Trust CTF 4053	327,787.49
Total Investments	368,591.86
Total Other Assets	368,591.86
TOTAL ASSETS	417,558.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Capital Projects	7,874.75
Choir Fund	1,587.63
Choir Gowns	810.07
GIFT Funds	26,487.77
Joan Knight - Kitchen	19,644.00
Key Deposits	455.69
Memorials	6,339.36
Ministry	8,603.35
Pastoral Care Support Fund	875.00
Rector's Discretionary	510.74
Sunday School	70.00
Tree Care	900.00
Total RESERVE ACCOUNT	74,158.36
Total Other Current Liabilities	74,158.36
Total Current Liabilities	74,158.36
Long Term Liabilities	
Gladys O'Ray Bequest	29,000.00
Judy Corbishley Bequest	6,000.00
Rectory Trust	327,787.49
Total Long Term Liabilities	362,787.49
Total Liabilities	436,945.85
Equity	
Internal Loan	-10,289.78
Retained Earnings	7,168.95
Net Income	-16,266.92
Total Equity	-19,387.75
TOTAL LIABILITIES & EQUITY	417,558.10

11:55 PM

May 9, 2016

Accrual Basis

St Mark's Church
Budget Comparison
 January through April 2016

	Jan - Apr 16	Budget	\$ Over Budget
Income			
DIRECTED			
Flowers	690		
Forward Day by Day	23		
Lenten Outreach			
Cornerstone	100		
Not specified	1,293		
Refugees	25		
	<u>1,418</u>		
Total Lenten Outreach	1,418		
Other Directed Income	116		
PWR Fund	765		
	<u>765</u>		
Total DIRECTED	3,012		
GENERAL			
Collections			
Advent 2015	120		
Envelope	41,638	40,866	772
Identifiable Open	1,025	2,700	-1,675
Open	676		
Special Collection	580	1,375	-795
	<u>44,038</u>	<u>44,941</u>	<u>-902</u>
Total Collections	44,038	44,941	-902
Fundraising	1,092		
Gain from Assets			
CTF Interest	0	0	0
Investment Income	647	0	647
Solar Income	1,097	5,500	-4,403
User fees	4,510	5,140	-630
	<u>6,254</u>	<u>10,640</u>	<u>-4,386</u>
Total Gain from Assets	6,254	10,640	-4,386
Organizations			
Pancake Supper	0		
Slim & Trim	100	100	0
We Kicked the Habit	195	240	-45
	<u>295</u>	<u>340</u>	<u>-45</u>
Total Organizations	295	340	-45
Total GENERAL	51,680	55,921	-4,241
INCOME FROM RESERVES			
GIFT Funds	6,120	6,859	-739
Parish Nurse	739	370	369
	<u>6,859</u>	<u>7,229</u>	<u>-370</u>
Total INCOME FROM RESERVES	6,859	7,229	-370
Total Income	61,551	63,149	-1,598
Gross Profit	61,551	63,149	-1,598
Expense			
CHURCH			
Cleaning Service	4,917	5,067	-150
Electricity	2,508	2,167	341
Heating	1,929	3,350	-1,421
Operating Supplies	186	400	-214
Repair & Upgrade	1,010	150	860
Security	0	250	-250
Snow Removal	1,717	1,867	-150
Special Projects	0	0	0
Telephone	397	433	-36
Water	281	290	-9
	<u>12,946</u>	<u>13,973</u>	<u>-1,028</u>
Total CHURCH	12,946	13,973	-1,028

11:55 PM

May 9, 2016

Accrual Basis

St Mark's Church
Budget Comparison
 January through April 2016

	Jan - Apr 16	Budget	\$ Over Budget
FINANCE			
Bank Charges	110	133	-23
Insurance	1,683	1,683	0
Supplies	0	175	-175
Total FINANCE	1,793	1,991	-198
MISCELLANEOUS			
Computer & Internet	235	240	-5
Office Supplies	164	200	-36
Photocopier	342	400	-58
Postage	141	150	-9
Rector's Hospitality	71	0	71
Wardens' Hospitality	0	0	0
Total MISCELLANEOUS	953	990	-37
OUTREACH			
Cornerstone	674		
Debra-Dynes	0	200	-200
Fair Share	12,911	12,911	0
Other Outreach	0	100	-100
PWR Fund	765		
Total OUTREACH	14,350	13,211	1,139
PARISH NURSING MINISTRY			
Parish Nurse Services	6,859	6,859	0
Program Expenses	48	370	-322
Total PARISH NURSING MINISTRY	6,906	7,229	-322
PROGRAMS			
Christian Education	31	125	-94
Church School	0	50	-50
Conferences & Memberships	0	225	-225
Membership	0	75	-75
Synod	0	0	0
Total PROGRAMS	31	475	-444
SALARIES			
Clergy Fill-in	768	500	268
Organist Fill-in	0	200	-200
Staff	39,276	39,276	0
Total SALARIES	40,044	39,976	68
WORSHIP			
Flowers	62		
Hymn & Service Books	0	0	0
Music	39	0	39
Piano/Organ	160	500	-340
Service & Altar Supplies	534	700	-166
Total WORSHIP	795	1,200	-405
Total Expense	77,818	79,045	-1,228
Net Income	-16,267	-15,896	-371

11:52 PM

2016-05-09

Accrual Basis

St Mark's Church
Profit & Loss
April 2016

	Apr 16	Apr 15	\$ Change	Jan - Apr 16
Income				
DIRECTED				
Flowers	75	230	-155	690
Forward Day by Day	6	0	6	23
Lenten Outreach				
Cornerstone	0	0	0	100
Diocese of Jerusalem	0	50	-50	0
Not specified	145	225	-80	1,293
Refugees	0	0	0	25
Total Lenten Outreach	145	275	-130	1,418
Other Directed Income	0	0	0	116
PWR Fund	255	130	125	765
Total DIRECTED	481	635	-154	3,012
GENERAL				
Collections				
Advent 2015	0	0	0	120
Envelope	12,246	9,026	3,220	41,638
Identifiable Open	45	120	-75	1,025
Open	75	234	-159	676
Special Collection	20	750	-730	580
Total Collections	12,386	10,130	2,256	44,038
Fundraising	1,092	0	1,092	1,092
Gain from Assets				
Bank Interest	0	9	-9	0
Investment Income	324	299	25	647
Solar Income	723	0	723	1,097
User fees	1,060	315	745	4,510
Total Gain from Assets	2,106	623	1,483	6,254
Organizations				
Pancake Supper	0	0	0	0
Slim & Trim	0	0	0	100
We Kicked the Habit	60	60	0	195
Total Organizations	60	60	0	295
Total GENERAL	15,644	10,813	4,831	51,680
INCOME FROM RESERVES				
GIFT Funds	976	0	976	6,120
Parish Nurse	739	0	739	739
Total INCOME FROM RESERVES	1,715	0	1,715	6,859
Total Income	17,840	11,448	6,392	61,551
Gross Profit	17,840	11,448	6,392	61,551
Expense				
CHURCH				
Cleaning Service	1,229	1,229	0	4,917
Electricity	589	758	-169	2,508
Heating	518	789	-271	1,929
Operating Supplies	70	248	-178	186
Repair & Upgrade	40	942	-902	1,010
Security	0	224	-224	0
Snow Removal	429	417	12	1,717
Telephone	203	95	108	397
Water	0	0	0	281
Total CHURCH	3,078	4,701	-1,623	12,946

11:52 PM

St Mark's Church
Profit & Loss
April 2016

2016-05-09

Accrual Basis

	Apr 16	Apr 15	\$ Change	Jan - Apr 16
FINANCE				
Bank Charges	25	28	-4	110
Insurance	421	421	0	1,683
Total FINANCE	445	449	-4	1,793
MISCELLANEOUS				
Computer & Internet	60	57	3	235
Office Supplies	0	0	0	164
Photocopier	0	0	0	342
Postage	88	0	88	141
Rector's Hospitality	0	46	-46	71
Wardens' Hospitality	0	114	-114	0
Total MISCELLANEOUS	149	218	-69	953
OUTREACH				
Cornerstone	0	0	0	674
Diocese of Jerusalem	0	468	-468	0
Fair Share	3,228	2,992	236	12,911
PWR Fund	255	130	125	765
Total OUTREACH	3,483	3,590	-107	14,350
PARISH NURSING MINISTRY				
Parish Nurse Services	1,715	1,717	-2	6,859
Program Expenses	0	0	0	48
Total PARISH NURSING MINISTRY	1,715	1,717	-2	6,906
PROGRAMS				
Christian Education	0	0	0	31
Prayer Shawl	0	21	-21	0
Publicity	0	296	-296	0
Total PROGRAMS	0	317	-317	31
SALARIES				
Clergy Fill-in	281	0	281	768
Staff	9,819	9,503	316	39,276
Total SALARIES	10,100	9,503	597	40,044
WORSHIP				
Flowers	0	250	-250	62
Music	0	0	0	39
Piano/Organ	0	0	0	160
Service & Altar Supplies	358	361	-4	534
Total WORSHIP	358	611	-254	795
Total Expense	19,327	21,106	-1,779	77,818
Net Income	-1,488	-9,658	8,170	-16,267

ANNEX D

Membership Report Parish Council May 11, 2016

New members since January 1, 2016 include :

- 9 family units (4 singles)
- 11 adults
- 10 children

We will be inviting these families; plus 3 others who have become members since the last New Members breakfast in November 2014, to the annual picnic June 26

Pew Leaflets/Membership cards: We are in the process of making new flyers and membership cards

Margaret Lodge Membership

Parish Vitality Working Group Report to the Membership Chair and Parish Council May 9, 2016

1. Dinner and Music Event

Wow! What a great event! A sold-out crowd of 120 attended our celebration of the Queen's 90th birthday on April 23rd. There was a roast beef dinner and music performed by Garth Hampson who kept the audience entertained and laughing. Terry Frederick did a great job as our Master of Ceremonies. The silent auction raised \$602 while the raffle raised \$216. The total profit from the evening (almost \$2,000) will be donated to the church. We had lots of feedback from people from the St. Mark's community who had a great time. Many people from outside our church community experienced the warmth and hospitality of our parish.

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. Tickets are now on sale and the event has been advertised both within and outside St. Mark's. The performers take 30% of revenues with the rest going to St. Mark's. People attending the dinner and music event on April 23rd were given a flyer to advertise the Tales and Tunes event.

3. The Big Give

The Big Give involves many churches in Ottawa giving away anything and everything on their lawns, in their parking lots or facilities on the same day. This year, the event takes place on Saturday June 4th and St. Mark's will be providing treats and beverages to passersby on the front lawn as we did last year.

4. Music for the Soul

This event is a choral workshop, under the direction of Roxanne Goodman, for the whole parish. It will take place on Sunday, May 15th from noon to 1:30 p.m. There will be a free will offering to cover expenses.

5. Other Events

- We have supported the idea of 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.

Summary prepared by
Brian Harrison

ANNEX E

Parish Council Outreach Report – May 11, 2016

MHI (Multi Faith Housing Initiative) Walk

An increased message this year through the bulletin and morning announcements, resulted in nine St. Mark's adults and eight St. Mark's children and youth walking in the TULIPATHON Walk for affordable housing. Our team donated over \$700.00 which was given in support by parishioners and others. Who could refuse the Sunday school group, following church, at coffee hours!

A new vinyl St. Mark's banner, replicating the original, won first prize in the banner competition judged by Mayor Jim Watson, who said that its tulip garlands caught his eye. The colourful garlands, attached on either side of the banner, added to its appeal. Thanks once more to Penny Miller for her initiative and work to make the waterproof banner happen. Next year we will be even more of a presence.

Proposed Dates for Events

ALZHEIMER "Coffee Break" – Contact and other information has been obtained for this possible event which could have a speaker. The rationale for hosting an Alzheimer's information session at St. Mark's is that there are members dealing with dementia in their families. In our community there are families and friends who are trying to be supportive as well. Thus, with good advertising, it might well be a St. Mark's hosted event that would appeal to a number of people in other churches and neighbourhood organizations.

This type of event could be a coffee break, possibly after church; a tea in the afternoon; a wine and cheese; a Parish Breakfast dedicated to this topic. Such an educational event, would depend upon a small group willing to work on it.

Proposed date: September 16, 2016

WELCOMING and SHARING Sunday – Outreach and Vitality have agreed to coordinate a special Sunday whereby all parishioners hopefully would bring a person to church. This would, of course, require a fair bit of publicity among church goers beforehand and an especially welcoming and sharing coffee hour afterwards on that day.

Proposed date: October 16, 2016

Donations

Bales for the North – after May 17, all donations will be delivered by Jenny Morpew for packing.

Carlinton Chaplaincy – a great many sewing items have been donated, with some going to Debra Dynes, particularly fabric.

Debra Dynes – donations of household items continue to be given for new Syrian families in our community. Through D.D. these items are distributed to them.

Donations Bins – Clear bins were purchased and labelled for these concurrent donation drives and will be stored for future use specifically for donations

Respectfully submitted,

Laurie Slaughter

ANNEX F

Report to Parish Council– May 11, 2016

In view of the success of the fun night of April 23rd and in my conversation with Garth Hampson on Monday of this week, he expressed his enjoyment being with the people of St. Mark's so much so that he would be willing to visit again some time in November.

He suggested that it not be a dinner or fund raiser, but a time for celebrating the memory of the veterans who helped build this parish and the community of Carleton Heights.

There would be no cost to us for him, the piano player and he also mentioned that he might even be able to convince his three daughters to come along and present some skits of the war years.

Some light snacks that go along with beer (wine) might be the order of the day...

Ray Davidson