

**ST MARK THE EVANGELIST
PARISH COUNCIL
Meeting of May 9, 2018
7:00 pm, Choir Room
DRAFT MINUTES**

In attendance: Rev Jessica Worden-Bolling, Bruce Lodge, Cynthia Greer, Pauline Adams, Georgia Roberts, Jenny Morphew, Margaret Lodge, Kate Greer-Close, Karen Barber, Judy Life

1. Opening the meeting

Call to order: Bruce Lodge called the meeting to order

a. Opening Prayer/Reflection: offered by Rev Jessica

b. Reflection Question: "Of the material and ideas that came out of the visioning day, what do you hope St. Mark's will get working on by this Fall 2018?"

c. Regrets: Michael Perkin, Laurie Slaughter, Gillian Morris, Suzanne Bisson and Janis Perkin

d. Approval of the Agenda

Other Business: to add AED and Little Library information – Karen Barber

Moved by Jenny Morphew seconded by Karen Barber; carried

2. Approval of the Minutes of the previous meeting

Moved by Pauline Adams seconded by Cynthia Greer; carried

3. Business arising from previous meeting

a. Signs Up-date: Cynthia Greer and Kate Greer-Close reported

- SignFX had been in touch and estimated \$20-30k for a new programable LED sign.
- Lighting and wiring was over and above this
- It was felt that this was beyond our finances at this time
- We need to reassess our needs
- Lighting is very important as is visibility – with present position sit-line is blocked by trees and posts on St Rita's lot as well as some of our own trees blocking the building.
- Look at solar powered flood light as an option
- White sign (moveable sign) makes the main sign more visible
- Buy new inserts for white sign
- Look at new City By-laws for positioning – distance from road etc

b. Web page Up-date: *see 4e Membership - Communications report*

4. Regular Reports

a. Rector's Report

St. Mark's Patronal Feast on Sunday, April 22nd went very well. I heard a lot of positive comments about having the children with us for the whole service. Planning more inter-generational services is a great idea. Perhaps quarterly or when appropriate dates come up.

Making our Mark – Digging Deeper, Saturday, April 28th. About 37 people came out for the ministry planning session with the Rev. Monique Stone. Together, we came up with 7 categories of ministry to focus on. Some of these will be easy to go ahead and implement and other topics needs a lot more details. Follow up on this day will be planned so that some actions are in place for September. Thank you to the Parish council members for making sandwiches and providing food. Thanks to Georgia Roberts for organizing the food and to all who helped with the day. The visioning leadership team met on Thursday, May 3rd to go over the content that came out of the day with Rev. Monique.

Indigenous Reconciliation Workshop: Moving Forward with Reconciliation, Sat. May 26th at Christ Church Bells Corners, organized by the All My Relations Working Group. 9am to 3:30pm, \$20 per person. Registration deadline is May 16th. The Bishop is asking for each parish to send 2 representatives. Speak to Rev. Jessica if you are interested.

"The goal of the workshop in the context of the TRC's Calls to Action and the ACC's journey toward reconciliation and healing, is to provide ideas, resources and examples of actions (from across Canada and within the Diocese) that participants can share and undertake with their parishes. The workshop will be an opportunity to build capacity, ideas, enthusiasm and commitment to the reconciliation journey."

Bishop's Gala, Dinner and Silent Auction, Thursday, May 24th, 2018, Cocktail reception at 6 p.m., Dinner at 7pm. Tickets can be bought online for \$135 each or by mail for \$125. Picatic.com/BishopsGala2018. Rev. Jessica and Jenny Morphew are planning to attend.

Summer services: starting Sunday, July 1st we will have our summer combined service at 9am, from Sunday, July 1st through to Sunday, September 2nd. Then we will return to our regular 8am and 10am services on Sunday, September 9th.

Diocesan and Anglican Church of Canada leadership positions: The Diocese is accepting nominations for members of Diocesan Council, Advisory Panel on the Termination of Clerical Appointments, Trinity College Corporation and General Synod Representatives (must be members of Diocesan Synod). Deadline is June 4th, 2018. All the information can be found on the diocesan website <https://ottawa.anglican.ca/synod/> as well as information on the Diocesan committees or subgroups for those interested in getting involved. <https://ottawa.anglican.ca/governance/>.

Ordination: Wednesday, May 30th, 7pm at the Cathedral. Jarrett Carty will be ordained a Vocational Deacon, Michael Gibbons and Susan Lewis will be ordained Transitional Deacons.

Submitted by:
Rev. Jessica Worden-Bolling

Comments:

Summer Services: That the joint service lean more towards the non-musical 8am and that what music is used be simple and hymns be well known. There had been concerns in the past.

b. Wardens' Report - Cynthia Greer

1. Employees contracts need to be re written using new Diocesan model.
2. Work on the cleaners' contract.
3. Landscaping outside office and choir doors.
4. Paving front part of parking lot link path
5. Roof repairs/ check.
6. Bank signatures.
7. Entrance sign – Georgia will speak with Russ and her brother.
8. No parking signs need to be fixed in place.
9. Feed back from Kiwanis.
10. New renters 3 days a week. Exercise and social.

Comments:

3. **Landscaping:** Interlock paving and wood edging needs repairing and/or replacing. Cynthia is getting quotes on both options.
4. **Paving Parking lot:** Cynthia is getting quotes for this. The pot-holes at the entrance have been filled in by the city, but the rest of them are too big and too deep to patch anymore. An article with pictures will be done for the next newsletter to inform the parish.
7. **Entrance Sign:** this is a new wooden sign from the parking lot to the link / hall.

8. **No Parking signs:** parking by St Rita's parents is still causing a problem, especially with how they park. Issue recently with a special school assembly. The lot was full, and the school had not informed the church. Church users were unable to use the lot. Parents assume they are able to park. There needs to be more communication with/to/from the school. Parents have to be informed there is no parking.
Check with City By-law about 'church designated' by-law officer for the church – eg office staff that is designated to issue tickets for illegal parking
9. **Kiwanis:** feedback was that the organizers were happy with the set-up etc. Rental leaflets were produced in time for this event.

c. Treasurer's Report - Georgia Roberts

Georgia presented the financial reports, noting that we are nearly on budget and that our Lenten outreach plus funds from the Patronal lunch and Art Show has raised over \$5000 for our Cornerstone-Princeton project.

d. Property Report - Cynthia Greer

- Had a lot of help with the gardens and raking. Most of the branches etc. went out on Monday
- Paul cleared out the gutters.
- He unplugged the women's bathroom sink.
- He will go up on the roof when we get the roofer in.
- Paul or Russ will cut back the 'dead' tree at the link entrance, and make it a level seat.
- Had a lot more work done on the lawns and gardens.
- Ant traps put out.
- Lawn mower prepared for use using high test gas.
- More garden work. Paul puts the containers at the road, and fills any of ours from home, since pails are easier than paper bags.
- Had good helpers on Sunday.
- Sign out for help with Clean the church day. May 26th.

e. Membership / Vitality / Communications Report - Margaret Lodge

Membership

Patronal Day - the Intergenerational service and lunch went very well and we are encouraged to have more such services. It is a good feeling to be carrying into the next few months and years.

Visioning Day produced a number of ideas – some more adventurous than others. The seeds have been planted and plans are already underway – let's keep nurturing those seeds! Literally, seeds were planted and will be part of the Big Give on June 2.

From the very positive comments made following both the Patronal Day and the Visioning Day – St Mark's is "growing together into our future".

Church Events/Activities report presented in April does need to be looked at. Concerns have been raised that we are exhausting ourselves, that we might be trying to do too much, that we might need to declutter, that we might need to refocus. This in part was done via the Visioning Day. It was also noted that some things might need to continue if only as a 'social' need and could continue as that.

Each item/event needs to be looked at – along with the people involved – to see just how much overlap of personnel there is (fear of exhaustion), and to determine what might/could/should be dropped and why. As mentioned before, we do not want to lose the 'widows mite' (the mite being time, talent or treasure) along the way.

This needs a lot more discussion.

Past Parish events:

- April 7 Art Show – 50th Anniversary – Georgia Roberts - a celebration, including new artisan section
April 22 St Mark's Sunday – Intergenerational service and lunch for the parish family – a great parish event. Thanks to all to participated. \$500 raised for St Mark's room project for Cornerstone-Princeton Housing for Women
April 28 St Mark's Visioning Day – with Rev Monique Stone – a very positive, well run, well led, well attended (about 37 parishioners) workshop, which produced some very positive options.

Up-coming Parish events:

- May 16 Seniors' Eucharist and lunch
May 26 Parish Clean-up day
May 27 Madonna Festival parade / Multifaith Tulipathon
June 2 Big Give – sharing our abundance (plants, baking etc) in the community
June 2 & 3 Doors Open Ottawa – literally opening the doors of our architectural space for the community

Communications:

Newsletter: Next MTW will be Summer Issue. Deadline May 25, for mid-June printing.

Web: The present web set up is outdated and not compatible with the diocese. It has not been changed for a number of years, only maintained and updated as needed. "We" are in the process of looking at updating / linking a new web provider with the old domain and from there a new web page which will still be at www.stmarksottawa.ca .

- There was discussion in the past of using outside design/production and maintenance of a site. It is costly. This stalled a few years ago.
- There has been no recent discussion that I am aware of to focus on using that route
- Joy Bowerman and I have been asked to look at a simple system that is easy to set up and easy to maintain, that virtually "anybody" with access can update, and is cost effective
- Joy has done Wordpress / I have done Wix – both are compatible with the diocese and both cost effective as they only require the present domain name and cost to be transferred to the chosen site provider
- Joy and I are to get together with Arnold and Emanuel Elite who are parishioners and both IT people (we asked them to wait until after Easter and after the patronal and visioning) they are the same parishioners Kate etc is getting together with re the main outdoor sign

set-up / design / content / maintenance – who decides ?

- who will set up the site ? this is where A & E Elite will be able to help
- who will design the web ?
- who will decide what is on the web ?
- who will maintain it ?

what information is needed ?

- a lot on our present site has been there since Lorne Bowerman started it in 1996
- a lot has been added as archival interest - people actually do use it for that purpose or I direct them to it when asked
- not many of our own people use the web or facebook or the blog etc etc for information
- but we do need to be a presence if only for others to find us

who decides content and how ?

- make a list / questionnaire of what is presently on the web and ask for input ?
- make a list / questionnaire of what people would want on the web and ask for input ?
- people don't tend to do questionnaires - as seen in the past – and they can be very slanted
- maybe PC could be asked to come prepared with topics in June
- maybe one of the members at large could do some work in this regard

Meanwhile – the old version is still active and is formatted for cell phone vertical viewing!

Margaret Lodge
Membership

Comments:

Margaret noted the following two items were looked at over 3 years ago and still not resolved

- **Church Events/Activities:** It was decided that Membership/Mothers' Union will look at the list and report back in June
- **St Mark's Web:** Margaret and Joy will get in touch with Arnold and Emanuel Elite to set a meeting, and report back in June.
- **Parish E-mail and Blog site:** Joy to be asked to let parish know how to access blog or be on the email list. Can be part of newsletter too.

f. Stewardship Report - Michael Perkin

No report

g. Outreach - Laurie Slaughter

Spring outreach events are all being advertised and announced through April and May.

1. Mother's Day gifts for Debra Dynes Family House children – two bins have been in the link to receive small gifts for the children of the Debra Dynes community to purchase with change and give to their mothers. The bins were filled with a variety of items that were then delivered this week by Lawrence Peever on our behalf.
2. Bales for the North announcements and lists of needed items on the boards in the link have resulted in a generous contribution from St. Mark's to be taken in late May to St. Columba's by Jenny Morphew to be packed for shipping. The packing day is May 30.

For both the above donation drives, bins were purchased and labelled to be used for these specific purposes. Following their use this year, they will be taken and stored at home for next year.

3. The "Tulipathon Walk" organized by The Multi Faith Housing Initiative (MFHI) of Ottawa takes place on the afternoon of May 27. St. Mark's members are now being encouraged to walk in the group that represents our church among many other churches and faith groups in the walk. Brian Harrison and I organize the group and collect donations from our congregation to contribute to the money raised in the Walk that this year will go towards the latest housing project, Veterans' House on the old Rockcliffe Base. A sheet for sign up is on the table in the link and it is hoped that we will have a good number walking in support of this cause. It is a fun walk and for the last two years, our banner of St. Mark representing our church, has won first prize. Any and all members of Parish Council would be a great addition to our walking group.

h. New Ministry Initiative - Laurie Slaughter

While it may seem to be taking some time, any initiative of this importance and need must be thoroughly investigated through consultations in the community and with our own members after information has been gleaned and considered. After receiving from Parish Council last year the approval to pursue the possibility and feasibility of a seniors' outreach ministry as suggested by Father Jim, the committee has looked at what is being done in our local community. We have visited with groups doing seniors' outreach and consulted those professionals and volunteers who have established drop in centres.

On April 13 we met with John Johnson, a retired lawyer and former Chair of the Council on Aging. He had spoken at our last Parish breakfast and was quite interested in what we were developing as a parish proposal in this area of community outreach. The committee found him to be an extremely good source of information in this field. He strongly supported any effort to reach out to seniors who are isolated and in need of both social interaction and small services. He is willing to help and provide some resources as we move ahead with a clear proposal to present to our church members. Visioning day gave us a further perspective.

Our next step is to consult in the near future with a group of seniors at St. Mark's to discover what their experience and observation is with respect to the needs for social, health and intellectual opportunities for older adults in our local community.

Laurie Slaughter

i. Choir Report - Karen Barber

Following Holy Week, the Junior and Senior choirs returned to their normal schedule of rehearsals and services.

At the St. Mark's Day Service on 22 April 2018, the Junior Choir awards were presented:

Jeremy Close: awarded the rank of Intermediate Chorister, Leader

Madeline Close: awarded the rank of Intermediate Chorister

Penelope Close: awarded the rank of Intermediate Chorister

Patrick Findlay: awarded the rank of Junior Chorister

Congratulations to all!

Respectfully submitted,
Karen M. Barber,
Choir Representative

Comments:

Junior Choir Plaques:

The three recognition plaques should be presented on June 24.

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

The children of the Sunday School sang for our patronal feast - one song during the service (He's got the whole world in his hands) and also 5 songs about the Marks of Mission (one each) and with help from the Senior Choir sang "The Cool of the Day" in honour of Earth Day and the Marks of Mission.

We were lucky to have some of our youth able to help out at the luncheon - notably Margaret Williamson's granddaughters, Ella and Lauren, in the kitchen, as well as our children/youth within the Sunday school who read and served and helped with sides duty during the service. We did not have Sunday school on St Mark's Day as that was an inter-generational service, and that appeared to be a success.

We are following the lectionary again (after our digression into prophets and Marks of Mission) but I will be looking for more opportunities to study prophets and the Old Testament stories.

Looking ahead, Cynthia Greer and I will both be away at Pentecost so there may not be Sunday School on May 20 (long weekend).

We also have the Madonna Festival and Tulipathon both taking place on Sunday May 27. In the past, children from the Sunday school have participated in the walk with Madonna, and also the Tulipathon walk. Hopefully we will do so again this year.

Thanks to Cynthia and Margaret Lodge for taking on Sunday school last week while I was away (and another week back in April).

Kate Greer-Close

5. Other Business

a. Notes for the Bulletin: Cornerstone-Princeton funds / Kiwanis

b. AED Report Karen M. Barber – AED Contact

The responsibility for the AED unit has been transferred from Georgia Roberts to Karen Barber. The PAD Program Coordinator, Derek Marriner has acknowledged this transfer. In addition, a set of paediatric pads has been ordered and will be delivered the week of 7-11 May 2018.

Supplemental report:

The paediatric pads were delivered Wednesday, 9 March, 2018. The church will receive an invoice for payment.

A 9V battery will be purchased for the unit's door alarm as the present one is dead. This alarm provides notice that the unit has been accessed. It is not transmitted to any outside agency, only informs those in the building of access.

To arrange certification in AED use, contact CPR/rcr@ottawa.ca. With 10 people to be trained, a course in house can probably be arranged. As part of the PAD program, there would be a discount (the paramedic who brought the paediatric pads thought this would be 10%). It would be worthwhile contacting the groups using the church to see if any of their members would like to be certified. AED training requires certification every year. CPR training includes AED training and is required only every 3 years.

It was noted that Church liability rests only with the AED unit itself. If it is properly checked, complete (pads, etc.), and in good working order our responsibility is fulfilled. Liability for anyone who uses the unit is covered by the PAD program or the city, not us.

The contact paramedic also suggested that more signs should be posted with better direction to the location of the unit.

c. Little Library Karen M. Barber

While searching on line for information about "little libraries," I found the organization Little Free Libraries (www.littlefreelibrary.org). There is a wealth of information on this site to help anyone plan, build, stock, and maintain such a library. There are tips about every aspect of the project from those of greater (where to place it [avoiding underground utilities] and meeting local regulations) to lesser (how to prevent condensation inside) impact.

Of course, they offer the option of purchasing all that is required, but I think that with the information they provide and our local resources we should be able to create and build our own unique "library."

As a starting place, perhaps we could consider a replica of the church as the little library "building."

Comments: this project falls under the Making our Mark – Outdoor Space group led by Joy Bowerman. Karen Barber and Judy Life to be part of a working group for this project.

6. Adjournment

The Agenda being completed the meeting adjourned at 8.45pm with the Grace.

Next meeting: Wednesday June 13, 2018 – 7:00pm in the Choir Room

- this will be the last official meeting until September
- Pauline Adams will take over as Chair
- Please bring refreshments.

Respectfully submitted by
Margaret Lodge
Acting Parish Council Secretary