

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
Sept 25, 2019  
7:00 pm, Choir Room  
DRAFT MINUTES**

**In attendance:** Rev Rob Davis (Interim P-in-C), Cynthia Greer, Georgia Roberts, Karen Barber, Margaret Lodge, Bill Barber, Suzanne Bisson, Gillian Morris

**1. Opening the meeting**

**Call-to-order:** Father Rob opened the meeting at 7:05 pm

**a) Opening Prayer:** Offered by Rev Rob Davis

**b) Regrets:** Julia Fogg, Janice Perkin, Michael Perkin, Pauline Adams, Judy Life, Kate Greer-Close

**c) Approval of the Agenda:** Approval was moved by Gillian and seconded by Karen.

**2. Approval of the Minutes of the previous meeting:** Approval was moved by Suzanne and seconded by Georgia.

**3. Business arising from previous meeting**

**a) Parish Breakfast:** The parish breakfast on September 15 was coordinated by Cynthia; Georgia purchased muffins, etc., and Bill and Karen set up and others helped. The next breakfast is scheduled for November 17, 2019.

**b) Automatic Door Openers:** Georgia reported that she asked to have both set of exterior doors costed. The material alone was estimated at \$16,000. The glass would be extra, and the installation would have to be done by a separate company. Georgia will continue to look into this. Michael Perkin had previously said he would assist Georgia in getting grants to offset the cost of the doors.

**c) Perley:** More people are needed to continue. Two volunteers are planning to quiet. There was discussion as to our options: whether we should continue until Christmas or perhaps to attend the Perley once a month.

**d) Jobs:** We should have a listing of who can do small jobs.

**4. Regular Reports**

**a) Rector's Report**

Rectors Report, Sept 2019

Father Rob stated that Rev Jessica will not be returning as our priest; and that there was still no word from the Bishop as to a replacement of a full-time priest.

There was a discussion concerning the Advent Carols and Lessons, Christmas Eve and Christmas Day Services. Father Rob will speak with Kate. The processes are pending further discussions.

It was also mentioned that the Ecumenical Christian Unity Service would be held at the Dormition of the Virgin Mary Greek Orthodox Church. St. Mark's and the Madonna Della Risurrezione would participate. The date is **Sunday, January 19, 2020 at 430 pm.**

## **b) Warden's Report**

Here is my brief report.

Many of the wardens' responsibilities are shared between People's and Rector's. Since People's includes many property issues, some of which we share, Cynthia will report on those, and I will on the others.

### **The Perley**

A small group of us go to the Perley with Rob every second Friday to organize a Communion service for about 10 – 15 patients. On a day when we are all able to go, we are fine. But there are times when one or two are not able, and it becomes difficult to get the patients from their rooms, and back after the service. We really need several more people to join us. During the summers, we have had several student volunteers who came, to fulfill their high school volunteer requirement, but in school time, they are not available. This ministry has been going for decades, and we really want it to continue ... HELP!!

### **Light Lunch on October 6th**

Close to this date it is the 70th anniversary of the first Anglican Communion service at Carleton Heights Elementary School, which later became St. Marks. After the 10 am service on October 6th, a light lunch is being planned. As always, we at St. Marks do very well with preparing and enjoying food together! So – plan to stay after church that day to help celebrate this milestone.

### **The Kitchen**

Is finished and is in full use, and everyone seems to be quite pleased with the result. On Sunday the 29th, Rev. Rob will officially open and bless the kitchen, and cut the ribbon, after the 10 am service.

### **Christmas Season**

It pains to think of Christmas, as it comes with thoughts of snow and cold, but think we must. The Christmas activities of the church are already in the early planning stage, and will gradually be organized.

### **Miscellaneous**

At the Corporation meeting held earlier this week, we discussed the physical condition of St. Marks building; there are a few issues which need to be followed, and some which require attention. I offered to look into finding someone to "look over" our building and make suggestions about what might need to be done soon and in the future.

Respectfully submitted,

Pauline Adams, Rector's Warden

## **c) Treasurer's Report**

Georgia presented the financial reports.

## **d) Property Report**

Property report to parish Council for September 25<sup>th</sup>.

You may think the wardens have won the lottery, but eventually money has to be spent, so hold on tight.

### **1. Windows**

The large windows in the office and the priest's office need to be replaced.

The new ones will open. Work to be done at end of October.

Price \$3150.80

### **2. Snow clearing**

Trying to get a contract from Elio ( son Stefano) for snow clearing. Last year it was \$2,565.10.

### **3. Link carpet**

An attempt will be made to turn it around, so the worn part isn't so noticeable.

### **4. Paint touch up.**

The link to hall door had a lot of sticky tape on it this summer. This resulted in the paint coming off. This needs to be probably removed where possible, and a coat of sealer-primer put on. ( This is not a new problem). Any offers? See Pauline or me.

**5. Outside office/choir room steps.**

This is still on our to-do list and could cost up to \$5,000.

**6. Hall furnace.**

The serviceman from H.VAC suggested that we should fix the corroded pipes of the supply pipe to the boiler, not done when the boiler was replaced.

Cost Approx \$700.00. Approval was moved by Cynthia and seconded by Georgia.

**7. Roofing**

Go Pro Roofing came out last spring and cleared off the roof in an attempt to stop the leaking. It worked as a stop-gap method.

We called them in this week , and he walked all round the flat roofs, and feels they should all be done, but the office sacristy in particular since it leaked all winter. The south side flat roof of the church also needs to be completely re done because the insulation is going mushy. It doesn't leak, but is wet underneath.Go Pro is expensive, but if he gets to the bottom of the matter, then it is what we need. I have asked if we can have a quote to do the necessary, along with a quote for all the flat roofs, probably at least \$15,000.

We have 2 other companies to ask.

Georgia searched through old vestry reports and emails etc, and found information on the roofs, but not really on that south roof. Thank you Georgia.

**8. Little library and shed.**

Bill and Paul along with Larry Last, the builder of the little library, have erected it beside the front walk way. Lawrence Peever and Bill Barber finished the clearing out of the shed. Bill is going to call Rose and ask her to remove things they don't need e.g. 10 red plastic gas/oil cans, and also to come and strip and polish the floors in Bishop Reed Hall, and the church. This will give the wardens a name and email address while I'm away.

**Note:** Karen said that she would include the sheds fire extinguisher in her listing as it should also be regularly inspected.

**9. Other things**

Over the summer the biggest happening was the kitchen, and the saga of the fridge. All is well.

Paul replaced the outer (plain) window of the front door. We think it accidentally was cracked by the handle of the snow shovel hitting against it.

Paul also had several calls to fix the flushing toilet, mainly downstairs.

I need to find out where Narcotics Anonymous put their coffee grounds.

Bill has asked Paul to write down where to find anything he and others will need to know, such as electricity panels, or water shut offs, etc.

If you think of things you have had trouble finding in an emergency please let me know.

Cynthia Greer

**Membership / Vitality / Communications**

**Parish Council September 25, 2019**

- e) **Membership:** since June  
3 new family memberships      1 marriage      2 deaths

**Name Tags** The old style name tag is not available at a reasonable cost. New name tags are being done using pin-on badge holders and card purchased at Staples and printed in-house at \$1+ each as opposed to \$15 – the old ones were about \$5 to \$7 each.

f) **Vitality:**

**October 6 – First Anglican Service Celebration:** The group met during the summer to plan the 70<sup>th</sup> Anniversary of the first official Anglican service in what would become the Parish of St Mark's. This will

be held on October 6. The format was changed from a Saturday evening pot-luck and Sunday Church service to a Sunday service followed by parish lunch. In consultation with Fr Rob, the service will be using the old BCP Eucharist with the Merbecke liturgical setting which was the norm for that era. Parish Council, Mothers' Union and Vitality have been asked to prepare the lunch items.

### **g) Communications:**

**Newsletter:** The Fall issue was produced late August and sent out early September. Next issue will be for Advent through to Lent.

**Web:** There is still nothing to report. The old site is still being maintained. I feel at this time that we need to get outside help to push this through. I propose this be done via GIFT funds.

#### **Past Parish events:**

June 23 Parish Picnic \*  
September 15 Parish Breakfast  
September 22 Parish BBQ.\*

\* The combine proceeds of \$445 (\$300 barbecue and \$145 picnic) are to go to refurbishing Carleton Heights playground – the school where our church started 70 years ago

#### **Up-coming Parish events:**

September 26 Coffee, Company and Conversation – start of a new session  
October 6 70<sup>th</sup> Anniversary Service and lunch  
October 23 New study session through to December 4  
November 2 Church Bazaar

### **New Business:**

**Outdoor Signs:** The need to change the present signs to include Fr Rob was discussed at the summer Vitality meeting. Graphics for new temporary signs for the office and the outdoor sign were produced in August for printing and laminating. They have not been posted yet. We have now been informed of Rev Jessica's leaving and need to prepare for the next stage.

The present outdoor sign (both sides) needs to be 'adjusted' by removing the embossed name of Fr Brian, and repainted. It was looked at after he left, but we couldn't find the original sign-maker. We looked at new digital signs which were out of our price range, so went with temporary signs for Fr Jim and Rev Jessica.

We need to find a 'wood' person who can 'shave' off the embossed part, and come up with a method of installing new names. Paint touch up should be easy enough.

**Pew Leaflets:** These are being updated with Fr Rob as P-in-C, and will be reprinted as needed until we have a new priest.

### **Margaret Lodge**

### **h) Outreach**

#### **OUTREACH REPORT - Sept 2019**

**The Coffee, Company and Conversation initiative** starts its second year this Thursday, September 26. Lots of activities are planned for the fall season and the outreach committee (Georgia Roberts, Laurie Slaughter, Penny Miller and Suzanne Bisson) have posted our CCC adverts in the community at churches, senior residences, libraries, etc. Many thanks to Margaret Lodge for designing our fall posters and to Joy Bowerman for printing. Much thanks also goes to the St. Mark's folks who provide baked goods and for helping with the weekly sessions.

**Debra Dynes Family House.** St. Mark's once again donated generously to the DDFH school supplies initiatives. 152 families were registered this year. In total 338 school supplies were given out this year. Over the summer, food donations were down.

**St. Luke's Table.** St Luke's Table is a ministry of the Anglican Diocese of Ottawa Community Ministries, and provides a community service for the homeless or those at risk of homelessness and people living in rooming houses. (There was discussion of perhaps having a drive in the spring)

**Leprosy Mission of Canada.** Doreen Matweow oversees the collection and submission of used stamps and donates them to the Leprosy Mission. This donation contributed to the \$7000 Canada-wide in 2018. Stamp wholesalers pay \$10 per pound and all stamps have to be trimmed, leaving no less than 1/4 inch and no more than 1/2 inch paper border.

Suzanne Bisson      Outreach Community

**i) Children and Youth - Kate Greer-Close**

Here are notes on children and youth.

Sunday school resumed on Sunday, September 8 with 12 children. We are generally following the lectionary but also working in the season of creation. We have a wide range of ages, some weeks going from 2 to 16 years old. We are going to try returning to the main service at the end of the Offertory hymn so as to participate fully in the preparation for the Eucharist. We will still come in singing a song - just after the Offertory Hymn.

Kate Greer-Close

**j) AED Report 19 June 2019**

**AED Report 25 September 2019** There is nothing to report at this time.

Karen M. Barber

**k) Fire Extinguishers and Emergency Lighting**

**Safety Checks 25 September 2019**

Routine inspections of the fire extinguishers and emergency lighting continue.

Karen M. Barber

**l) Little Free Library Report 19 June 2019**

Larry Last is to come Wednesday, 25 September, to complete installation of the Little Free Library. Many thanks to Steve Close who prepared the ground by hammering home the stake required to support the library and for shortening the pole on which it is to stand.

Karen M. Barber

**m) Choir**

**Senior Choir**

The first full choral service with the senior choir after the summer break was 8 September 2019. Choir practices for both senior and junior choirs resumed 12 September 2019, with both choirs participating in services regularly thereafter.

Karen M. Barber, Choir Representative

**5) Other Business**

**The next meeting** will be October 16 at 7 pm

**6) Adjournment**

Respectfully submitted by Suzanne Bisson acting for Janis Perkin, Recording Secretary