

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
October 27, 2020  
7:00 pm, Hall  
MINUTES**

**In attendance:** Fr Julian Campbell, Pauline Adams, Bill Barber, Suzanne Bisson, Cynthia Greer, Judy Life, Gillian Martin, Gillian Morris, Michael Perkin, Georgia Roberts.  
(Windows were open, masks and two-meter distance were observed)

**1. Opening the meeting**

- a) **Call-to-order:** Pauline Adams opened the meeting at 7:03 pm
- b) **Opening Prayer:** Offered by Fr Julian
- c) **Welcome:** Pauline welcomed everyone
- d) **Regrets:** Karen Barber, Terry Frederick, Rev Jeff Hall, Janis Perkin
- e) **Approval of the Agenda:** Moved by Michael Perkin, seconded by Cynthia Greer.

**2. Approval of the Minutes of the previous meeting (March 11, 2020):**

Approval was moved by Gillian Morris and seconded by Judy Life.

**3. Business arising from previous meeting**

- **Church Roof.** Pauline reported that half of the roof had been repaired on Friday, October 23. She explained that a rubberize covering was placed over the joints, which needed time to set. Bill will call the roofers to find out when they would return to complete the job.
- **Pandemic Team Report.** Georgia provided a thorough report of the planning and work that the team has done to allow St Mark's to open. Michael further elaborated that the team must work in accordance with the regulations established by the City of Ottawa, Province of Ontario and the Anglican Diocese. (*the report is attached as Appendix A*). It was stressed that the church must ensure that sanitizing is done, especially with the recent increase of Covid cases in Ottawa. The cleaning solutions used by our cleaners are those approved/recommended by Public Health, and windows are open in the church to allow air circulation. Fr Julian stated that registration sheets are shredded after the required time- period. As well he mentioned that one parishioner, who has a compromised immune system attends church and has discussed with her physician the safety measures that St Mark's has implemented and they feel that she is quite safe attending church.
- **Other. i)** Fr Julian stated there are new parishioners: Kathy Woodard; Roxanne McGahey, Elizabeth Van Ossenbruggen and Sandi and Frank Branker. **ii)** Pauline advised PC that Corporation has approved a \$1000 monetary token of our appreciation to Joy Bowerman for all she has taken on during the pandemic.

**4. Regular Reports**

## a) Rector's Report

- **Bishop's Visit – November 1, 2020.** Fr Julian stated that Bishop Shane's visit is an official Episcopal Visitation. Bishop Shane will celebrate the Eucharist and preach; review the Vestry Book; Stephanie will assist the Bishop.
- **Advent Season.** Fr Julian and Stephanie McWatt will organize a four-week teaching series with questions and answers.
- **Postulate.** Stephanie McWatt will be a deacon next year. Fr Julian meets with Stephanie every week regarding spiritual teachings and clerical activities. An advisory team consisting of Fr Julian, Michael Perkin, Pauline Adams and Joy Bowerman will also provide commentary and observations to Stephanie on her progress.
- **Synod.** It was reported that this went very well. Some of the strategic priorities include the closing of some buildings; addressing the effects of racism, etc.
- **Pandemic Team.** Fr Julian thanked the team for all their work in readying the reopening of St Mark's on September 1<sup>st</sup> and their continued support to ensure the safety of parishioners during this pandemic.

## b) Warden's Reports – nil

**c) Treasurer** Georgia Roberts provided several financial reports as well as a commentary regarding St Mark's Financials to the end of September 2020. (*see attached Appendix B*).

**d) Property.** Bill Barber reported that there was a problem with the sump pump's position causing it to malfunction, which he was able to remedy.

**e) Stewardship.** Michael Perkin proposed to amalgamate the remaining G.I.F.T. funds and, subject to Parish Council approval, utilize the funding in support of any of the four Ministry categories, i) expanding caring ministries, ii) Proclaiming the Word in the 21<sup>st</sup> Century, iii) Reaching out into our community, and iv) Sustainability. (*see attached Appendix C*). There was discussion and a general consensus for amalgamating the fund. Michael also mention that a much-needed issue is affordable housing. There is an increase of 20% more people requiring housing in Ottawa.

Gillian Martin proposed livestreaming the Sunday morning service. That way all parishioners who are not comfortable attending church for Sunday services would feel like they're participating with those who do attend. She felt we could consider setting up a camera (someone else suggested a GoPro) so that the actual Sunday service could be livestreamed. Gillian went on to say that the work that is done to put together the Morning Prayer videos is appreciated, but that it is not the same as seeing other people they know worshipping with them at the same time. It also means that those who don't attend on Sunday would not miss out on special services (like tomorrows with the Bishop), sermons, prayers and more.

Gillian also shared that the church that her parents and brother attend in Virginia decided to do this when they reopened for indoor services. During the pandemic, they opted to have a Zoom coffee hour on Sundays throughout the pandemic to support fellowship. People could then participate in other online services like the one at the National Cathedral in Washington, D.C. They've continued to have the Zoom session coffee hour even after reopening their physical church doors as well.

**f) Outreach.** Suzanne Bisson reported that even though St Mark's was closed during August, \$400 was raised for school supplies for Debra Dynes Family House. As well parishioners dropped off backpacks, pens, pencils, book binders, and other items which made for a very successful school supply drive. As of September, weekly food bank donations were received. During the month of October, parishioners generously gave food donations for the Ottawa Food bank and DDFH. Doreen Matweow's son dropped of three large bags of baby items, including blankets, knitted sweaters as well as men's socks, toiletry items, toddlers clothing, etc. Doreen had purchased these items over the winter months.

**5. Other.** Suzanne asked what the process was to fill Parish Council vacancies. It was explained that Pauline Adams, Cynthia Greer and two others would be doing this. There were no other questions.

**6. Adjournment.** Pauline closed the meeting at 820 pm; Fr Julian

said Grace. Respectfully submitted,

Suzanne Bisson, Acting Scribe

Appendix A

October 27, 2020

#### Report of the Pandemic Team to Parish Council

Our eighth in-person Eucharist service is now behind us. And the Pandemic Team is feeling that all the planning and work that has gone into getting us to this point has certainly paid off. There have been some wrinkles of course, such as thinking we could tell people which pew they had to sit in, or forgetting to ask for the furnaces to be turned on, or puzzling about how folks could safely receive the bread during communion, but we think that we have generally come up with acceptable solutions. The feedback that we have received from those attending the services has generally been very positive. Attendees say that they feel safe and welcome.

The Pandemic Team continues to work to find ways that the Diocesan Covid-19 plan can be adapted to the particular needs of St Mark's. We receive the weekly communiqués from the Diocese on any changes that they have made to "the Plan" and we have submitted many questions to the Diocesan C19HelpDesk for clarification and advice on situations that we are not certain about. Also, with 2 epidemiologists on our team, we have an additional source of reliable information. The Team meets by Zoom frequently for discussions and decisions.

Communication with the parishioners of St Mark's is very important. We put out an initial brochure and have followed that with submissions to the weekly newsletter, announcements at in-person and online services, a Q&A column, talking to other parishioners, and keeping in touch with Corporation.

We have been turning more of our attention recently to how and when we could open our building to activities other than Sunday worship. This then brings in more complications to be worked out to ensure that whenever someone enters our facility, "they can trust the staff have made the decisions and taken the actions necessary to maximize safety"\*. An exercise class for seniors is now taking place Monday and Friday mornings, St Mesrob has signed a waiver allowing them to

hold 3 worship services and the Pathfinders are meeting in the parking lot with permission to use the washrooms. At the moment, the Team does not feel that we should allow any other activities until Ottawa is out of Red. In the meantime, we still need to work on our cleaning and sanitization procedure and how we (and renters) will meet public health standards for things like physical distancing, screening and collecting contact information.

The Team encourages and welcomes your comments and questions,

Georgia Roberts and Michael Perkin  
Co-chairs of the Pandemic Team

\*From page 1 of "In This Together" Version 2

## **Appendix B**

### **Comments about Financials at St Mark's to the end of September 2020**

Here are a few things to notice, plus some comments, about the financial data to the end of September 2020

#### Balance Sheet:

1. GIFT funds are lower than last month (and generally have declined each month) due to recording expenditures for the on-line services. As well as payment to Alex for his work, there is monthly fee for the video editor and occasionally expenditures for other equipment, such as, in August, a hdmi cable for the choir microphone.
2. The bank balance is down \$5649 from the end of August due to fact that, year-to-date, expenditures exceeded income by \$13,081 at the end of September, which is about \$5208 more than at the end of August.

#### Income:

1. Collection income in September was approximately \$11,000, giving a year-to-date collection income total of \$107,670, which is \$9661 less than Jan-Sept in 2019, and \$17,645 less than budgeted.
2. Very little income was received from any other source in September. Year to date, we are \$12,700 lower in user fees than what we were at the end of September 2019. But we are still a little ahead of budget and last year in income from organizations.

#### Expenditures:

1. No clergy or organist fill-in expenditures yet this year, but we will have clergy fill-in expenditures in October and November.
2. Staff salary expenditures remain \$16,208 below budget due to the Jubilee gift.
3. Fair Share still \$6387.50 below budget and insurance still \$873.84 below budget, both due to Jubilee gift
4. In September, expenditures in the CHURCH category were \$1849. For Jan-September they were \$5242 below what was budgeted, and \$2330 below what was spent by the end of August in September 2019.

#### Bottom line:

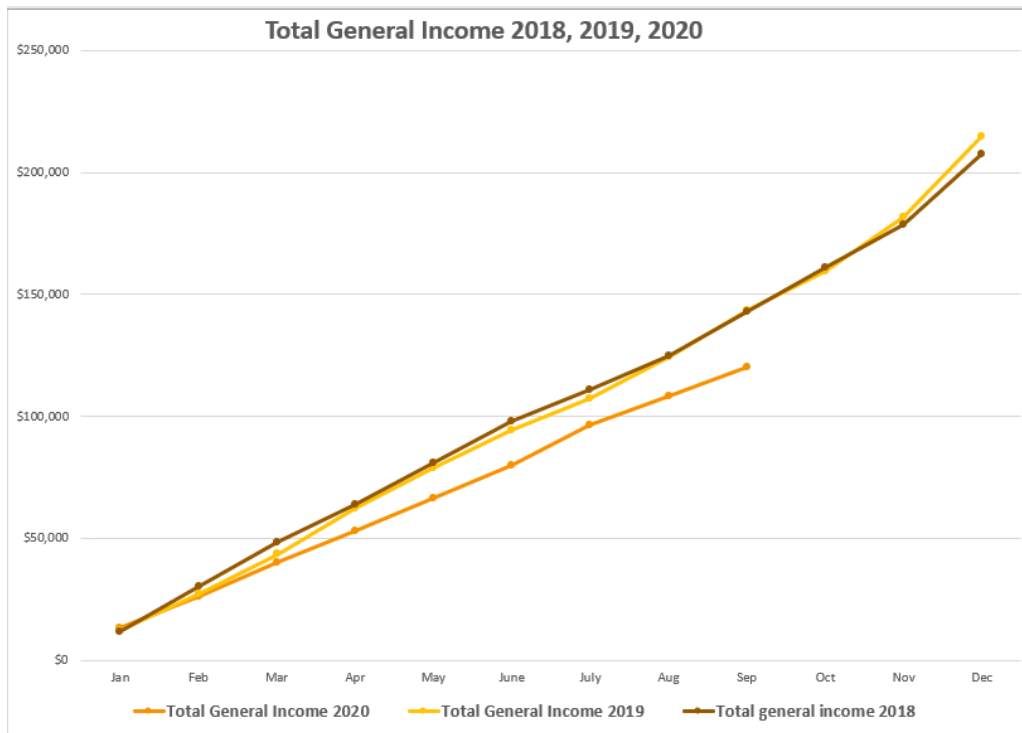
At the end of September we were \$13,081 in the red, which is the largest that it has been since the end of March. However, this is still much better than what we predicted for

this point in time, based on the budget that we passed in February, before the pandemic.

Some other comments:

The weekly newsletter remarks that we are thankful that many parishioners are keeping up their giving by using PAR. In fact, in September, 75.5% of collection income was received remotely, either through PAR or CanadaHelps

Needless to say, 2020 has been a strange year on the finance side. But how strange? I pulled out some figures for 2018 and 2019 to get some idea. Below, you can see the plots of total general income for 2018, 2019 and up to September in 2020. Total general income consists of the sum of collection income, income from assets, fundraising and income from organizations – essentially the income about which we budget. You can see that 2018 and 2019 were quite similar, but that 2020 was lower, beginning in March, the month that the pandemic hit. The lower level of the curve in 2020 is mainly due to lower collection income and income from assets (particularly rentals).

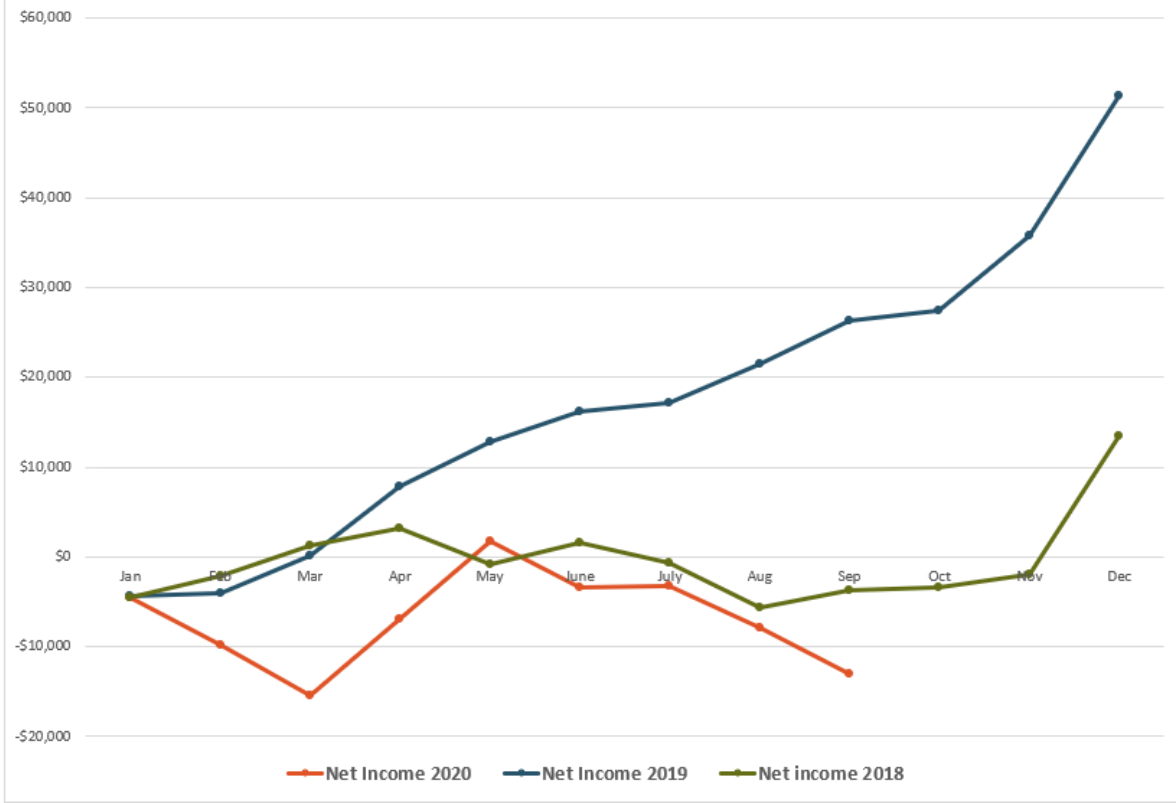


The graph on the next page shows cumulative net income at the end of each month in 2018, 2019 and 2020. Net income is essentially our “bottom line”, showing us whether income is exceeding or is less than expenditures. The pattern of the graphs differs over the 3 years.

The line for 2018 fluctuates around \$0, but ends the year at approximately \$13,500 in the black. This is the sort of pattern that we have often seen in the past at ST Mark’s. In 2019, the first couple of months are below \$0 but then go progressively up to just over \$51,000 in December. The reason for the increase of income over expenditures as the year progressed is mainly due to paying ECOPS for just half-time priestly services and paying no housing allowance for many months of the year.

In 2020, we started the year with 2 months of negative net income, like in 2018 and 2019. But the start of the pandemic in March plunged our net income lower for the January to March period. The upturn in April and May was due to the Jubilee gift from the Diocese for those 2 months. Since then, our net income has declined and been in the red since June.

Net income, 2018, 2019 & 2020



Georgia Robertstreasurer