

**ST. MARK THE EVANGELIST  
PARISH COUNCIL  
Meeting of  
Tuesday, October 18, 2022  
10:30am, Bishop Reed Hall  
DRAFT MINUTES**

**In attendance:** Rev. Julian Campbell, Georgia Roberts, Judy Life, Suzanne Bisson, Gillian Morris, John Hancock, Joan Hounsell, Joan Grayer, Rob Mellon. Laurie Slaughter, Carolyn Findlay, Cynthia Greer, Michael Perkin

**Opening the Meeting**

**Call to Order**

The meeting was called to order at 10:30 am.

**Opening Prayer**

Prayer was offered by Rev. Julian Campbell

**Regrets**

Pauline Adams, Janis Perkin, Bill Barber

**Approval of the Agenda**

Approval was moved by Laurie Slaughter and seconded by Gillian Morris. *CARRIED*

**Approval of the Minutes from the June 21, 2022 meeting**

Errors and Omissions:

On Page 1 under SPMC, replace with the following - Judy Life is a member of Synod, Pauline Adams is the alternative

On Page 3 under Warden's Report/External Sign replace Shelley Crowley is helping with the organizing with Shelly Crowley will be the keynote speaker on Thursday October 13th.

On Page 5 under Further to the report, the last paragraph should be replaced by It should also be noted that those who use PAR continued to make their donations.

Approval of the minutes was moved by Joan Hounsell and seconded by Cynthia Greer. *CARRIED*

**Regular Reports**

**Rector's Report October 2022**

1. Vacation is set for 15<sup>th</sup> November to 15<sup>th</sup> December. Canon Hillary Murray will be priest-in-charge for the first 3 Sundays followed by Canon Rhondda McKay who will be in charge for the final Sunday. The pastoral affairs of the parish will be administered by Canon George Kwari.

2. The diocese has mandated that all clergy MUST take the bivalent vaccine as soon as practicable to do so. The same must be reported to the diocese as proof of vaccination.
3. The commissioning of the Pastoral Team is history. It was done 10<sup>th</sup> October during the 10 am mass. The team held a team building meeting prior to the commissioning. Additionally, the team is currently undergoing official training by the Ottawa Pastoral Team and has done all police checks.
4. BHM is being headed by Laurie Slaughter-Mellon. They have had one meeting already. Other committee members are: Fr. Julian, Suzanne Bisson, Joan Hounsell, Janis Perkin and Joseph Amuah.
5. The diocese has asked for information about our ministry to the Ukrainian refugees located at Algonquin College. During synod they want to highlight St. Mark's Church's outreach to the refugees in pictures and a blurb.
6. The luncheon on Sunday past was a great time of fellowship. I want to thank the team headed by Ms. Cynthia for organizing the affair.
7. The synod of the diocese will be held Thursday 20 October @ 7pm with a service at Christ Church Cathedral. It continues until Saturday 22<sup>nd</sup> October 2022 @ 1pm with the menu being St. Elias Banquet Centre 750 Ridgewood Avenue.

Candidates are needed to attend the CURSILLO renewal movement conference Nov. 4 to Nov 6. Anyone wishing to sponsor someone, please see Father Julian. He has also paired our movement with the CURSILLO movement in the Bahamas.

Procedural Matters: John should be advised of all property matters. Receipts and invoices should be approved before purchasing items.

### **Wardens' Report**

**External Sign:** The sign has been erected and the sign company has trimmed the branches overhanging the sign. Corporation approved a set of red letters as per requests from Georgia and Laurie. As well, extra A's, E's, O's, S's, etc. letters were ordered as we tend to use these more frequently in our messages. The sign company has dropped off extra bolts and the

appropriate nut driver to use when removing the vinyl covering for the message board. The letters for the messages are currently kept in a box on the shelf going into the women's washroom. The letters are easy to install.

The old sign and the tree branches were put out at the curb Sunday afternoon.

**Facebook:** Joan Hounsell has been posting photos about events at St. Mark's and many people are commenting and liking our church photos including the one of our new sign - comments and likes from Bishop Coffin, Matthew Brown, Philip Greer, Fr. Jim Roberts, Parish of South Carleton, etc. and several members of St. Mark's.

**Piano in the Hall:** The piano, which was donated to us by Myrna Deangelis in memory of her mother and stepfather will be tuned on Wednesday, October 19. I have engaged the tuner who last tuned this piano and was recommended by Myrna. Carl will also attend as he has requested that the tuner assess the piano in the church. The tuner will do this for no extra charge. A small, engraved plaque will be installed on the piano. Many thanks were offered to Margaret Lodge for her assistance in putting together the design and dealing with the engraving company. Coffee Company and Conversation are financing the cost.

**Snow Removal 22-23 season:** The contract with Blue Teal Construction has been signed. The cost is \$2675.00 plus HST payable in 5 monthly payments.

**Property Issues:** a) Garbage is not always put out for pick up - John will address this with Rose; b) External front door is difficult to open - Bill is looking into this; c) Francis HVAC will conduct the maintenance tune-up with boiler/furnaces at the end of October; d) the boiler was still making a squeaky sound and John has re-oiled it. e) the Little Library will be brought in for winter; f) The external door near the boiler room was sticking; the internal link doors were binding at the top - John has adjusted these doors and they are now working fine

Suzanne & John, Wardens

Note: Cynthia Greer recommended taking the Little Library out of its metal box and ensuring the box is covered for the winter to prevent damage to it.

### **Treasurer's Report**

#### **Some comments about September 2022 Financials**

#### **Balance sheet as of 30 September 2022**

As you can see, we have not yet received our HST and PST rebates from the government. A new way of applying for the rebates is being tried.

\$250 was taken from the Ministry Reserve Fund in September for some reimbursements for the Pastoral Care course.

### **Income to the end of September 2022**

At \$13,274, September was the best month for collection income since April. However, while collection income from January to September (\$104,777) was \$8,240 higher than from January to September 2021, it was still approximately \$13,600 lower than what we had budgeted.

Income from our assets from January to September (\$16,287) was both higher than what we budgeted (\$14,100) and much higher than the same period of 2021 (\$10,205).

Income from organizations from January to September (\$3,546) were also much better than what was budgeted and than what we earned for the same period of 2021.

**Total General Income to the end of September 2022 (\$124,760) was \$16,969 higher than in 2021 but \$9,290 lower than what was budgeted.**

Total directed income to the end of September (\$2,082) was quite similar to the amount to the end of September in 2021.

**Total income to the end of September 2022 was \$126,843, which was \$16,928 higher than at the end of September 2021.**

### **Expenditures to the end of September 2022**

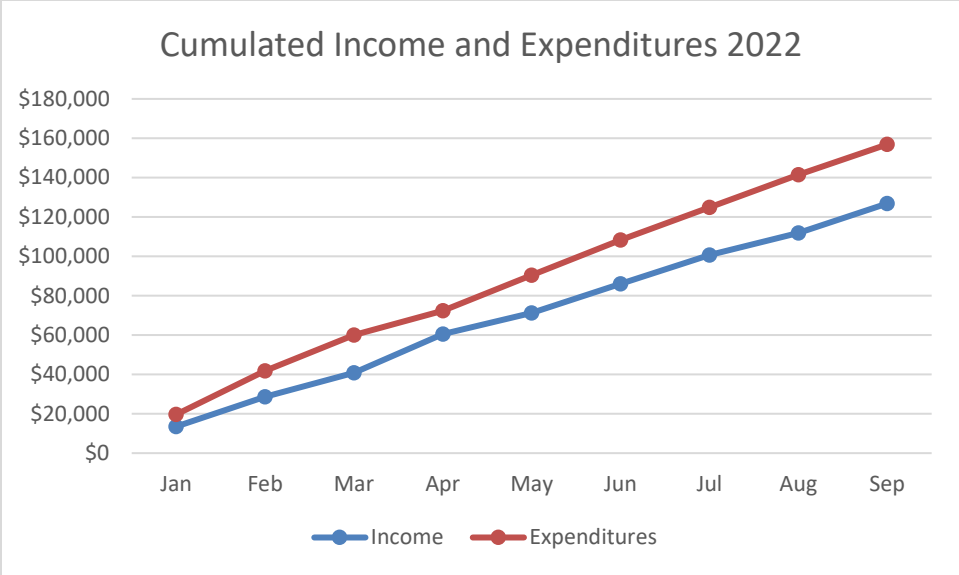
Expenditure in the SALARIES category were \$11,027 less than budgeted for January to September. Two factors contributing to this difference were that we were relieved by the Diocese of the obligation to remit one month of ECOPS (worth \$6,020) and we were paying for an organist fill-in rather than for Ariane in July and August. We also have had less clergy fill-in than anticipated for that period.

Expenditures in the other broad categories were fairly close to what was budgeted for January to September 2022. However, in total, they amounted to considerably more than in 2021, for the reasons given in my August report and higher utility costs in 2022.

**Total expenditures to the end of September (\$156,874) were \$13,024 less than what were budgeted, although \$13,405 more than the same period of 2021.**

### **Bottom line**

**At the end of September 2022, our expenditures for the year exceeded income by \$30,031.**



**Some details about St Mark’s Rectory Trust Fund**

The St Mark’s Rectory Trust Fund was created after the sale of our rectory on Normandy Crescent. It is a fund in the Consolidated Trust Fund (CTF) of the Anglican Diocese of Ottawa. The CTF was established in 1970 to bring together the trust funds held by the Diocese and its parishes for the purpose of providing cost-effective professional investment management for the combined funds. The Investment Policy Statement of the CTF can be found at <https://www.ottawa.anglican.ca/images/F-A/CTF/2021-09-ADO-Investment-Policy-Statement.pdf?type=file>.

The purpose of our Rectory Trust Fund (RTF) is to generate income that will cover a portion of our clergy housing allowance expense each year. Around the end of each year our parish receives a Parish Assessment Statement from the Diocese that lays out what the housing allowance expense will be for the next year and also how much of that expense will be covered by returns from our Rectory Trust Fund. For 2022, where the principal of our Rectory Trust CTF is \$327,787.49, the amount earned by the end of the year will be \$15,205, which is a return of 4.64%. We have counted on the income generated by this fund for many years to help cover housing allowance expenses.

A parish is allowed to either withdraw or borrow from the principal in its RTF. There is a Policy about this but the link to the Policy on the Diocesan website is broken and I have not had a response to my request last week to obtain a copy of the Policy. I will make it available when I receive it.

If a parish makes a withdrawal, the amount withdrawn will not be subject to Parish Fair Share. However, at the time of the withdrawal, an amount equal to 10% of the withdrawal will

be transferred from the parish RTF to the Church Extension Fund (CEF). There are also restrictions on how the money can be spent.

If a parish wishes to borrow from the principal in its RTF, a formal loan and repayment agreement will be set up. There will be no interest charged but there will be an administration fee of \$200 per year on the outstanding balance. When the loan is made, the Diocese sells enough units of the parish's RTF to pay out the loan. This reduces the dividends paid to the parish's housing allowance.

### **Membership Report October 18, 2022**

There is little to report. Sadly, we lost one of our long-time members, Jack Penney last week. We have had 2 new visitors whom I hoped would become permanent, but I haven't seen them for a few weeks.

I was hoping that gradually our regular parishioners would return in September, then October, but nothing has really changed. The lunch on October 16<sup>th</sup>, brought quite an increase into the mid fifties. Let's hope some feel safe enough to continue.

### **Choir Report October 18, 2022**

Our new Director of Music began his time with us on September 26<sup>th</sup>. We are all getting used to each other. He seems to have us sing a cappella much more often than we used to, which is good practice for us.

We have 20 members but are still short on Tenors, which is the concern of all choirs. We are very much enjoying getting back together without masks.

I have had many questions about several services, so hopefully there will be some answers.

### **Stewardship Report**

Starting October 30<sup>th</sup> there will be an insert for the bulletin stressing as follows:

October 30 - Generosity

November 6 - Time and Talents

November 13 - What if we don't/Remembrance

November 20 - Our Legacy (soft approach to legacy pamphlets)

November 27 - there will be a speaker, the topic is Sermon on the Amount.

Each week, the sermon and music will be linked to the topics.

Michael will prepare an overview of St. Mark's 2022 Stewardship Campaign, which will be sent out at the end of October by email to parishioners who have internet and by Canada Post to those without internet.

### **Outreach Report October 2022**

Our main focus this past month has been food collection for Thanksgiving.

As reported in the Newsletters, food collection to support the Food Bank at Debra Dynes is an ongoing St Mark's project. This month we asked for fresh fruits and vegetables which would be used to decorate the church for Thanksgiving Sunday before being gathered up and taken to Debra Dynes.

There were also several monetary donations and non-perishable foods that were delivered together with the fruits and vegetables on Tuesday Oct 11.

For the next few weeks there will be an insert in the newsletter asking for mitts, toques, scarves etc...for Fall.

### **New Business**

#### **Black History Month**

Laurie Slaughter will be leading a team to prepare for Black History Month. So far the team consists of Suzanne Bisson, Joan Hounsell, Joseph Amuah, Ron Lewis, Father Julian (as advisor) and Janis Perkin

#### **Christmas Services:**

2 services are planned. Christmas Eve at 7 p.m. and Christmas day at 10 a.m. These dates and times are still to be finalized.

### **Next Meeting**

The next meeting will be in-person on Wednesday November 9, 2022 at 10:00am.

### **Adjournment**

The meeting adjourned with the saying of the Grace.

Notes taken by Joan Grayer in lieu of Janis's absence. Respectfully submitted by Janis Perkin, Recording Secretary