

**PARISH COUNCIL**  
**Meeting of**  
**Tuesday, December 12, 2023**  
**Bishop Reed Hall**  
**MINUTES**

**In attendance:** Suzanne Bisson, John Hancock, Joan Hounsell, Cynthia Greer, Pauline Adams, Joan Grayer, Rev. Julian Campbell, Joy Bowerman, Georgia Roberts, Carolyn Findlay, Gillian Morris

**Regrets**

Janis Perkin, Michael Perkin, Bill Barber

**Opening the Meeting**

The meeting was called to order at 10:05 a.m.

Father Julian offered a prayer.

**Approval of the Agenda**

Approval was moved by Joan Hounsell and seconded by Georgia Roberts *CARRIED*

**Business Arising From Previous Meeting**

1. Keys and locking up issues will be addressed by Penny and Joy in the New Year
2. Sunday School still needs one other instructor. Janis and Carolyn will have a plan in place in January. Sunday School is still expected to be two Sundays a month.

**Correction to the Minutes from the October 31, 2023 meeting**

Under Property Report, Section 6, instead of Francis Fuels, it should read Francis HVAC Fuels

**Approval of the Minutes from the October 31, 2023 meeting**

Approval of the minutes was moved by Pauline Adams and seconded by John Hancock *CARRIED*

**Regular Reports**

**Rector's Report**

Rector's Report 12th December 2023

1. Advent Devotions are currently being held via Zoom @ 6: 30 pm on Sundays for the first 3 Sundays of Advent. They are being facilitated by Fr. Julian (Hope and Peace), Keith Wilkins (Joy) and Michael Perkin (Love).
2. The Ojo children will be baptised in January 2024 and friends of Anne Matthews have also requested Baptism.
3. Bishops Michele and Coffin have been giving positive feedbacks to our page, regarding the Advent Wreath lighting by children.

4. Christ and Lisa's wedding has been rescheduled for last Saturday of January 2024.
5. Pastoral care ministry is still functioning. Some members are taking initiative providing communion and reaching out to various people in need.
6. Thanks to Cynthia and team for putting on a great time of fellowship with the parish luncheon. The chillies and soups were great. Many people stayed behind and fellowshiped for an extended time.
7. From the Diocese: On Sundays and Principal Holy Days parishes are expected to use liturgical texts authorised by the General Synod of the Anglican Church of Canada or those authorised in writing by the Bishop of Ottawa.
8. Parishes are permitted to replace the Creed with Hymn #44 or #46 in Common Praise. Parishes are also permitted to use inclusive versions from the English Language Liturgical Consultation.
9. Check-out' the new Clergy Development Check-in! The process to develop this form begins next year and our Deanery is being used as starter deanery.

### **Rector Warden Report December 12, 2023**

The Financial Advisory Committee will meet in early January.

Suzanne received an email from Rose that she found the doors not properly locked and closed a few times. The alarm can be set without closing the door properly.

When contacting the Alarm system company (false alarm), Gillian reached a recording of music only. Suzanne will contact them for clarification. Perhaps we could leave a message?

### **Property Report December 12, 2023**

The Fall service of the furnaces and boiler room equipment was completed in November.

A sticking hot water flow control valve in Bishop Reed Hall was freed up by the furnace technician from Francis HVAC. He also replaced the broken thermostat in the basement.

Joy checked the building thermostats to set up the daily programming to supply heat when needed.

Lighting:

Two burnt-out spotlights in the choir area were replaced with help from Russell Wilkins and Trevor Dee. In addition, brighter LED bulbs were installed in several of the overhead hanging lights.

Attached to his report was a photo of a Schlage code lock valued at \$189.89.

*Following the report:*

John will review the cost of a higher quality Schlage code lock for the link door, as this door gets the most usage. The lock must agree with the current style lock for the keys to also work. The Schlage lock is the same type of lock our doors have now. He will also find out from the Corporation how much he can spend.

John would like to install a motion detector lamp outside the Choir entrance, priced at \$42.45. In the meantime, he will check to see if there are any replacement bulbs for the current lamp.

### **Treasurer's Report**

#### **October 2023 Financial Summary Notes**

Financial Report

Our financial position has improved since the report at the end of September. While we are still below the expected collections income, we are not as far behind as we were at the end of September. We are also almost \$10,000 ahead in collections income compared to where we were last year. Any contributions that seemed to be in response to the Stewardship campaigns were put under Special Collections. This explains the large increase in the Special Collections income. We have also received almost \$10,000 more in User Fees than was budgeted. The bank balance has increased due to both the increased donations response to the Stewardship campaign and due to the Bazaar income. There is still income being received for the bazaar and the final total will not be reached until the end of December. While Expenses have exceeded our income by almost \$20,000, this amount is less than the \$26,000 predicted and \$27,000 reported at the end of September.

*Following the report:*

St. Marks had received an additional donation of 2,000 dollars to add to the income amount.

### **Membership report December 2023**

We have seen several new visitors in the last few weeks, and some have come several times.

Quite a few newish members attended the Advent lunch on Sunday, which indicates that they are comfortable joining us for more than polite conversation.

There were approximately 50 people at the lunch, which is the same as usual post Covid.

Thank you to all who prepared the food and worked hard on Sunday.

Please wear your name tag because we do have new people, and encourage members you know well to wear theirs.

New people are happy to wear a disposable name tag, until they have decided to stay with us, so please accept that. I

have been busy on Sundays since the bazaar, so haven't had a chance to speak with everyone.

The Advent tree has received a lot of gifts, although because of concerts in the church I have removed them.

There is also as part of this, a poster in the Link from Belong Ottawa, asking for gently used items.

I will put a container out for that after Advent, so as not to confuse the issue.

Cynthia Greer

### **Stewardship Report December 2023**

Joy read the email from Michael Perkin

"Greetings from Vienna

The following is an update I received from Karen regarding the information she had compiled on the results of our stewardship efforts effective November 23.

We received 24 forms. Eleven (11) contained commitments to be paid by cash, cheque or e-transfer. Thirteen (13) were from parishioners who made commitments to be fulfilled via PAR, including two people signing on to PAR for the first time and seven people increasing their PAR donation amount for 2024. The increase in PAR donations from those increasing their contribution represents an increase of \$440/month (\$5280/year).

Overall (from all forms) pledges for **additional donations for 2023** totalled \$11,380.

Overall (from all forms) **commitments for 2024** totalled \$64,520, of which, \$33,420 were from PAR donors (old and new... totalled based on the 'increased' amount for 2024). An additional \$13,000 in pledges for 2024 were from 'new' parishioners who (I'd say) joined St. Marks within the last 2ish years, who indicated that they would be fulfilling their commitment by cash/cheque.

Michael Perkin

*Following the report:*

Joy concluded by saying it was a successful stewardship campaign. Father Julian especially liked the weekly speakers,

saying he learned a lot from them.

## **Outreach Report**

### **Outreach Report December 2023**

1. Since our last meeting in October, at least a dozen Welcome Kits have been handed out to guests on Sundays. All recipients were surprised and thrilled with their gift bags.
2. As we move forward the gifts may be changed. Currently each bag has a pen, notepad, CCC information card and a listing of church-related phone numbers, email addresses and social media information. Everything is in a lovely colourful gift bag.
3. 2) A generous, anonymous parishioner funded a large bag of knitted winter scarves and hats from the Bazaar. I delivered the bag on the Monday after the Bazaar along with food from the blue bin to DDFH.
4. 3) Food deliveries continue to be made weekly to Debra Dynes Family House.
5. 4) Milk bags were delivered to Grace in Greely by Anne Kirby who sang in the choir on Remembrance Sunday and is a friend of Grace.
6. 5) Stamps (thank you Mani) were delivered to Oxfam in November.

Joan Hounsell, Outreach.

*Following the report:*

Joy offered to deliver the milk bags when she meets Grace for lunch.

### **Choir report December 2023**

Presently we have a much smaller choir, in part because people have had unavoidable absences, holidays, or colds and stayed home as generally requested these days.

Glenn is back, except for the 24<sup>th</sup> pm, 25<sup>th</sup>, 31<sup>st</sup> and 7<sup>th</sup>. Those days will be filled by organists who have played in the Fall.

Glenn is well received because he is personable, pleasant and positive, all of which makes choir a more enjoyable experience. We thank Joy, for stepping in when needed.

It is very difficult to get into any rhythm with changing choir directors, and therefore not preparing for the future, but people seem able to adjust to this at present.

Cynthia Greer

## **New Business**

### **Keys and Locking Up**

Our renters have been reporting problems with keys not working while unlocking and locking doors at the church. Penny Miller and Joy Bowerman will review and produce new procedures for using the alarm system. Joy Bowerman suggested that the property team look at costings etc. for installing an outside keypad for the link door.

### **Next Meeting**

The next meeting date will be Tuesday January 16<sup>th</sup> at 10 am

### **Adjournment**

The meeting adjourned at 11:33am with the saying of the Grace.

Respectfully submitted by Joan Grayer