

**PARISH COUNCIL**  
**Meeting of**  
**Tuesday, April 9, 2024**  
**Bishop Reed Hall**  
**MINUTES**

**In attendance:** John Hancock, Joan Hounsell, Pauline Adams, Joy Bowerman, Georgia Roberts, Carolyn Findlay, Gillian Morris, Janis Perkin, Michael Perkin, Bill Barber, Rev. Julian Campbell, Mike Duval, Joseph Amuah, Suzanne Bisson

**Regrets:**

Cynthia Greer

**1. Opening the Meeting**

- a) The meeting was called to order at 7:06 p.m. by Suzanne Bisson
- a) Father Julian Campbell offered a prayer
- b) Regrets: Cynthia Greer
- c) Approval of the Agenda  
Approval of the agenda was moved by Pauline Adams and seconded by Gillian Morris  
*CARRIED*

**2. Approval of the Minutes from the previous meeting of March 12, 2024**

Correction to the minutes:

Amend to add Suzanne to the list of attendees

Approval of the minutes as amended was moved by Joan Hounsell and seconded by Georgia Roberts  
*CARRIED*

**3. Business arising from previous meetings**

The Lenten Outreach Initiatives were communicated in several newsletters. Since Lent is now finished, we will not be dining anything more about them. Georgia suggested that the early Easter may have been partly responsible for the low level of contributions.

**4. Regular Reports**

**a) Rector's Report**

- 1. Most people who required home communion received as of Easter
- 2. The kick off service for the 75<sup>th</sup> will be 21st April which will also be observed as St. Mark's Patronal Festival.
- 3. "Check-out" the new Clergy Development Check-in! The process to develop this form begins January 2024. Our Deanery is being used as a starter deanery. I had a productive meeting with Archdeacon Kathryn Otley Thursday 4<sup>th</sup> April 2024. Within 2 weeks I have to compile all

the information and send it off to Bishop Shane. He signs off and a follow up visit will be held in 6 months.

4. My on-call ended 31<sup>st</sup> March. I'm now on call the following dates: April 8 to 14, April 29 to May 5, May 20 to May 26 and June 10 to June 16 2024.
5. Baptism was held April 7th. The Chibokas send their gratitude for the support received. One of the Godparents, Ife Arowolo who lives in Sudbury stated that whenever he is in Ottawa, St. Mark's will be his church. This was an impressive baptismal party by way of their knowledge of church doctrine and the responsibilities of Godparents.
6. Gratitude is extended to everyone who came out during the services of Holy Week. However, I must highlight the reflections given by Michael Perkin and Keith Wilkins. They both did a great job.
7. Sheila Pitt's Viewmont home requested services in June.
8. The following is a note from Archdeacon Linda Hill: "I am happy to announce two in-person training dates for churchwardens, treasurers, and clergy. The first will be held on Saturday, April 13: 'Property & Finance'. It will be held at Christ Church Bells Corners. We will gather at 9 am for coffee and then start at 9:30 am, finishing before lunch."
9. The second training session will be held on Saturday, May 4: 'Governance & Human Resources'. It will be held at St. Aidan's Ottawa. Again, we will gather at 9 am for coffee and then start at 9:30 am, finishing before lunch.

## **Diocese**

10. With understanding and support, Bishop Shane has accepted the resignation of the Reverend Kerri Brennan as the Incumbent of St. James Manotick, effective June 9, 2024. Kerri remains a priest in good standing under the jurisdiction of the Bishop of Ottawa and will continue to chair our Parish Development Subcommittee.
11. The Reverend Canon Kevin Flynn: titular (half-time) of the parish of St-Bernard de Clairvaux, from May 1, 2024.

Liana Gallant: Pastoral Associate (diaconal) at St. James Perth, effective May 30, 2024.

Karen McBride: Deacon-in-Charge of the parish of Julian of Norwich, effective May 30, 2024.

The Reverend John Holgate: Incumbent of the parish of St. James Manotick, effective July 30, 2024.

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

### **Signing Authorities.**

The TD Bank have changed the process for small organizations to update their signing authorities. Rather than having to attend the bank in a group, Corporation had individual telephone calls with the

small business department of the TD bank and we were able to sign electronically. Joseph Amuah was added, and Janis, John and I were reconfirmed. Laurie Slaughter's name was removed.

#### Contract - Music Director

Elaine Graham & Corporation have signed an independent contractor's agreement for a one-year term with the option of extending it by mutual agreement. As an independent contractor Elaine is not entitled to holidays nor deductions. She is paid directly from St. Mark's coffers for the full month and is responsible for paying and finding a substitute organist for any of her absences. Her official start date is April 25, 2024.

At this time we thank Glenn Keefe for filling in until we were able to find a permanent music director. Glenn's jovial and friendly disposition was exactly what St. Mark needed after Carl left.

#### Property and Finance training session.

On Saturday April 13, there is an in-person training session from 9 am to noon at Christ Church Bells Corners for Fr. Julian, the wardens and the treasurer.

#### Garbage and Recycling

Unfortunately this is not being dealt with as of late. Both the blue and black bins were filled to capacity with plastic/bottles recycling as they were not put on the curb on garbage day.

#### Deputy Rector's Warden

Starting in May and June, Joseph will send out the parish council agendas and will chair the meetings. Fr. Julian will decide and announce when Joseph officially takes over as Rector's Warden.

#### *Comments following report:*

It was suggested by Joy Bowerman that the Slim N Trim members of Parish Council put out the kitchen recycling bins on Monday mornings before 9 a.m. if this has not been done already.

#### **c) Property Report**

John Hancock reported that there were no major items other than a leaky toilet in the men's bathroom which he hopes will be fixed after this meeting. There will still be a few people having problems with the keys.

#### **d) Treasurer's Report**

##### **April Financial Summary Notes**

Overall, we had a pretty good month. Although our collections income is a little lower than budgeted, our user fees exceeded expectation. Expenses were close to budgeted. Our expenses exceeded our income by about \$1,400 which is about \$4,000 ahead of predicted.

Joy Bowerman

#### **e) Membership Report**

As Joy has said in the newsletter, the directory is on its way, but waiting for us to manage to get together to go over things. There are some people who are on the parish list, but may not have filled in the form to become a member. This is important because there is a place on that form that specifically says that the new member wishes to be on the list for the directory, and agrees that their

name, phone email etc will be seen by others who have also agreed to have their information in the directory. You can say 'no,' which means that you cannot receive the directory. The full parish list is only given out if there is need for a person to have it, and reluctantly. then. This happened about 12 years ago when 'privacy' suddenly became in vogue.

The Sunday numbers have increased slightly at the 8 a.m., and are in general steady at the 10 a.m. The exception which thrilled all who were there was that on Easter Sunday there were possibly almost twice the usual number.

Cynthia Greer

#### **f) Stewardship Report**

Michael Perkin reported that an article about stewardship will be put in a May and a June newsletter.

#### **g) Outreach Report**

1. St Mark's Spring Campaign is focused on the nutritional health of the children living in the Debra Dynes community. The Family House is currently making lunches daily for 50 plus children and giving out supper to 25 children. I have posted in the link a list of nourishing suggestions that I received from Barbara Carroll.  
Last week I delivered 3 large bags of food and 3 monetary donations which were gratefully received
2. Stamps were dropped off on Thursday to Bob from Oxfam.
3. 6 new Welcome Kits are ready. I have made up 30 to date, 21 of which have been handed out.

Joan Hounsell,  
Outreach Co-ordinator.

#### **Our Community Outreach at St. Mark's**

The CCC winter season from January 11 to March 28, ended on a "busy" note with Julianne Labreche, President of the Ottawa Horticultural Society, presenting a fascinating talk with slides on eco gardening and the role of bees in our gardens and eco system. It was a very appropriate way to welcome spring with 48 people in attendance.

As mentioned in previous reports, our numbers continue to rise, with new people coming each week. Advertising in the NROCRC weekly e- newsletter has brought a number of new people.

The spring schedule poster is out in circulation with an interesting "line up" of guests on mornings alternating with our regular cards (bridge) and games, or just coffee and conversation mornings.

On April 11, Mark Van Dusen, a journalist, broadcaster and media relations manager, one of the well-known Van Dusen journalism family, will be the presenter.

April 18, CCC members will be "showing and sharing" their hobbies, interests, talents and skills.

In May, on the 16th, Meg Stikl, a fitness expert, who is known from her program on Rogers TV, will be talking and demonstrating fitness and healthy ageing, followed on the 30th by the musical group PLAID, headed by Leslie Worden.

June's guest on April 13 is well known crime writer, Brenda Chapman, a member of the Ottawa Crime Writers group and Crime Writers of Canada. The 20th of June is the End of Season (and Year) Celebration Lunch before a well-deserved rest is taken by all the CCC organizers and helpers. Many thanks to all the St. Mark's parishioners who make this community outreach happen.

Respectfully submitted,  
Laurie Slaughter

#### **h) Choir Report**

The organist / choir director is still keeping us on our toes with this guess who's coming to choir practice( not dinner) tonight.

People have been amazingly good humoured about it, but we will be glad when we see the same face every time. or, maybe we will find it too normal, and miss all the guessing.

What we thought was a permanent temporary in September with Glenn, turned out somewhat different since he has had to do regular work things leading up to his retirement from the Armed forces.

Unless things have changed in the last few days, April 21st will be Glenn's last Sunday, and Elaine Graham will become our really permanent organist the next week, April 25th, Thursday.

As you likely all know, Elaine's dad had a 'dizzy spell' and suddenly Elaine rushed out of the choir just before service. 911 was called, and off she and her parents went to the Civic. We thought it was the end of the Hallelujah chorus, as we wondered also what was happening. Towards the end of the service Elaine reappeared calmly in her organist mode, to play the Chorus, as if nothing had happened to stress her out. That's dedication and unbelievable responsibility to her profession while under stress.

Thank you Elaine

Cynthia Greer

#### **5. New Business**

##### **Update on 75<sup>th</sup> Anniversary planning for April parish council meeting**

Events for celebrating St Mark's 75<sup>th</sup> anniversary are now being firmed up. Definitely going forward are the following:

**Sunday April 21:** The kickoff for our celebrations takes place after the 10 a.m. service, with a light lunch and a 75<sup>th</sup> birthday cake for St Mark's Day. There will also be a display of St Mark's historical material and Bill Barber will make a brief presentation about the architecture of the church. (There will be an opportunity for donations to help cover costs.)

**Sunday, mid to late May:** There will be a tree planting on the front lawn. The tree will be purchased from a nursery such as Knipples using money from the Tree Care reserve fund.

**Saturday June 22:** A Strawberry Social, organized by the Mother's Union, will begin at 2 p.m. To cover costs, tickets will be sold in advance (\$14.75 for individual and a family price yet to be decided). The aim is to serve up to 60 people.

**Saturday September 28:** At 2 p.m. there will be a concert in the church by Aged in Harmony. This will be followed by refreshments in Bishop Reid Hall. (No charge for the concert. There will be an opportunity for donations to help cover costs of the refreshments.)

**Sunday October 6:** This will be the windup celebration of the anniversary. There will be a special 10 a.m. church service, including confirmation, with our Bishop in attendance. This will be followed by lunch in Bishop Reid Hall. (There will be an opportunity for donations to help cover the cost of the lunch.)

Georgia Roberts  
Chair, 75<sup>th</sup> Anniversary Planning Committee

*Comments following report:*

Georgia will schedule a meeting with Joy to discuss the specifics of web exposure for the upcoming events.

The Rector's Warden will make "Updates on 75<sup>th</sup> Anniversary Planning" as a regular report, rather than New Business

**The Church Gardens**

Bill Barber raised the need for more help with the church gardens. Mike Duval will be a new volunteer. Joan Grayer and Mike will meet to set up a plan so that others will have a better idea on how and when they can help with the gardening.

**Next Meeting**

*The next meeting date will be Tuesday, May 14th at 7 pm.*

**Adjournment**

The meeting adjourned at 8:00 p.m. with the saying of the Grace.

*Respectfully submitted by Joan Grayer*

# St Mark's Church

## Balance Sheet

As of 30 April 2025

	30 Apr 25
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
TD BANK	23,454.24
Total Chequing/Savings	23,454.24
Other Current Assets	
Dollar for Dollar	4,875.50
HST Receivable	433.66
PST Receivable	1,000.97
Total Other Current Assets	6,310.13
Total Current Assets	29,764.37
Other Assets	
Investments	
Gladys O'Ray CTF 2654	25,972.07
Judy Corbishley CTF	8,729.72
Rectory Trust CTF 4053	446,567.79
Total Investments	481,269.58
Total Other Assets	481,269.58
<b>TOTAL ASSETS</b>	<b>511,033.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	245.00
Funeral Receptions	993.68
Capital Projects	3,670.01
Choir Fund	2,405.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	6,322.83
Ministry	7,119.75
Pastoral Care Support Fund	875.00
Rector's Discretionary	216.46
Sunday School	467.17
Tree Care	643.28
Total RESERVE ACCOUNT	28,612.73
Total Other Current Liabilities	28,612.73
Total Current Liabilities	28,612.73
Long Term Liabilities	
Gladys O'Ray Bequest	25,972.07
Judy Corbishley Bequest	8,729.72
Rectory Trust	446,567.79
Total Long Term Liabilities	481,269.58
Total Liabilities	509,882.31
Equity	
Accumulated Funds	2,592.98
Net Income	-1,441.34
Total Equity	1,151.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>511,033.95</b>

# St Mark's Church

## YTD Budget Comparison

### January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget
<b>Income</b>			
<b>GENERAL</b>			
<b>Collections</b>			
Identifiable Offering	43,133.00	50,988.00	-7,855.00
Open	331.00	400.00	-69.00
Special Collection	740.00	200.00	540.00
<b>Total Collections</b>	44,204.00	51,588.00	-7,384.00
<b>Gain from Assets</b>			
Interest	9.01	0.00	9.01
Investment Income	1,394.40	1,200.00	194.40
Solar Income	1,859.45	2,000.00	-140.55
User fees	10,055.00	8,000.00	2,055.00
<b>Total Gain from Assets</b>	13,317.86	11,200.00	2,117.86
<b>Organizations</b>			
AA	225.00	300.00	-75.00
Bazaar	2,272.00	2,000.00	272.00
Slim & Trim	100.00	100.00	0.00
We Kicked the Habit	300.00	120.00	180.00
<b>Total Organizations</b>	2,897.00	2,520.00	377.00
<b>Total GENERAL</b>	60,418.86	65,308.00	-4,889.14
<b>DIRECTED</b>			
Property Maintenance	70.10		
Flowers	230.00		
Forward Day by Day	28.55		
Lenten Outreach			
St George's	450.00		
Belong Ottawa	325.00		
Not specified	1,285.00		
<b>Total Lenten Outreach</b>	2,060.00		
PWR Fund	1,540.00		
<b>Total DIRECTED</b>	3,928.65		
<b>Total Income</b>	64,347.51	65,308.00	-960.49
	64,347.51	65,308.00	-960.49
<b>Expense</b>			
<b>SALARIES</b>			
Clergy Fill-in	0.00	255.00	-255.00
Staff	30,462.61	45,167.32	-14,704.71
<b>Total SALARIES</b>	30,462.61	45,422.32	-14,959.71
<b>WORSHIP</b>			
Flowers	243.97		
Piano/Organ	613.25	500.00	113.25
Service & Altar Supplies	720.83	100.00	620.83
<b>Total WORSHIP</b>	1,578.05	600.00	978.05
<b>PROPORTIONAL PARISH SHARE</b>	9,349.00	9,349.00	0.00
<b>OUTREACH</b>			
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	1,540.00		
<b>Total OUTREACH</b>	3,600.00		



9:02 PM

2025-05-05

Accrual Basis

**St Mark's Church**  
**YTD Budget Comparison**  
 January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget
<b>PROGRAMS</b>			
Black History Month	400.00	500.00	-100.00
AED	285.83	170.00	115.83
Conferences & Memberships	0.00	250.00	-250.00
Library	0.00	50.00	-50.00
Membership	0.00	50.00	-50.00
Outreach Coordinator	0.00	50.00	-50.00
Publicity	0.00	100.00	-100.00
<b>Total PROGRAMS</b>	<b>685.83</b>	<b>1,170.00</b>	<b>-484.17</b>
<b>CHURCH</b>			
Cleaning Service	5,332.92	5,066.64	266.28
Electricity	2,054.22	2,300.00	-245.78
Heating	3,540.10	3,500.00	40.10
Operating Supplies	0.00	400.00	-400.00
Repair & Upgrade	1,307.56	1,500.00	-192.44
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	268.35	356.00	-87.65
Water	1,049.59	1,000.00	49.59
<b>Total CHURCH</b>	<b>16,005.74</b>	<b>16,789.84</b>	<b>-784.10</b>
<b>FINANCE</b>			
Bank Charges	120.11	125.00	-4.89
Insurance	3,162.00	3,162.00	0.00
<b>Total FINANCE</b>	<b>3,282.11</b>	<b>3,287.00</b>	<b>-4.89</b>
<b>MISCELLANEOUS</b>			
Forward Day by Day	45.90		
Office Supplies	0.00	100.00	-100.00
Photocopier	779.61	500.00	279.61
Postage	0.00	300.00	-300.00
Rector's Hospitality	0.00	200.00	-200.00
Wardens' Hospitality	0.00	200.00	-200.00
<b>Total MISCELLANEOUS</b>	<b>825.51</b>	<b>1,300.00</b>	<b>-474.49</b>
<b>Total Expense</b>	<b>65,788.85</b>	<b>77,918.16</b>	<b>-12,129.31</b>
<b>Net Income</b>	<b>-1,441.34</b>	<b>-12,610.16</b>	<b>11,168.82</b>