

PARISH COUNCIL
Meeting of
Tuesday, December 16, 2025
Bishop Reed Hall
MINUTES

In attendance: Joy Bowerman, Reverend Mary-Cate Garden, Cynthia Greer, Georgia Roberts, Joan Grayer, Mike Duval, Mayowa Ojo, Janis Perkin, Michael Perkin, Regrets: Sophia Chiboka, Joseph Amuah, Gillian Martin, Gillian Morris, John Hancock, Carolyn Findlay

1. Opening the Meeting

- a) The meeting was called to order at 7:07 pm by Reverend Mary-Cate Garden
- b) Reverend Mary-Cate offered a prayer by Bishop Tutu
- c) Approval of the Agenda

Approval of the Agenda was moved by Michael Perkin and seconded by Joan Grayer

CARRIED

2. Approval of the Minutes from the meeting of November 11 2025

Correction to Minutes:

In the Rector's Report, on the first line change "into a Festival Season" to "out of a Festival Season"

As amended, approved by Georgia Roberts and seconded by Mike Duval

3. Business arising from previous meeting(s)

There was no business arising from previous meeting(s)

4. Regular Reports

a) Rector's Report

Printing of the bulletins and selection of music will be ready by the end of the week. The office will be closed during Christmas week, but will be monitored off-site.

There has been steady attendance, averaging 55-65 at 10 am service and 8-10 at the 8 a.m. Last week there was an attendance of 83. There have been new people attending weekly.

The Sunday School has 2 new girls who have attended for 3 weeks straight.

There are 2 new servers, Folami and Folarin Ojo, who will both be serving at the Lessons and Carols service on December 21.

Thank you to all the greeters and sidespersons.

Rev. Mary-Cate is attending Fresh Start and enjoying it (Fresh Start is a program for clergy who are new to a parish, or new to being clergy).

Advent Study has been attended by a small but dedicated group.

The Epiphany Service on the 4th of January will be a “low” service, to keep the work for Altar Guild to a minimum.

Mary-Cate has met with the principal of St Rita’s re parking, and also about the children’s participation in Black History Month.

b) Wardens’ Report

None

c) Property Report

Key Accomplishments

- **Link Doors Repainted**
The interior and exterior link doors have been fully prepped and repainted, improving both appearance and durability. Thanks as well to Russell for his support and contributions to this improvement.
- **Lighting Upgrades (Ongoing)**
New fixtures continue to be added where needed. *Please refer to John’s report for details.*
- **Seasonal Lighting Installed**
Completed on schedule — thank you to Russell for his help in making the church warm and welcoming.
- **Fire & Safety Training – Session 1 Completed**
The first training session provided an overview of current conditions. The wardens will now review findings to determine next steps for compliance.
- **New Maintenance Group Formed**
The first meeting will take place in the new year (TBD).
This group will help organize tasks, set schedules, and assign responsibilities while ensuring we continue to meet safety standards.

Active Projects

- **Backflow Prevention –** Nearing completion. Waiting for city to give approval.
- **HVAC Service Provider Search –** New supplier being evaluated; pending invoice currently under review
- **Carpet Cleaning –** One service credit remains; recommended to book early due to seasonal demand

Looking Ahead to 2026

- Strengthening volunteer coordination for property care
- Scheduling seasonal and preventative maintenance
- Continued improvements to lighting, accessibility, and building systems
- Review of long-term property needs and minor capital priorities

- Formal maintenance group meeting in early 2026 to finalize schedules and responsibilities
-

Wishing each of you a safe, peaceful, and joyful Christmas season.

Warm regards,

Mike Duval
Deputy Warden
St. Mark's Anglican Church

Discussion after: Michael Perkin passed around pictures of ideas for the Link Door. Putting an applique picture on the inside of the door might brighten up the exit as people leave.

d) Treasurer's Report

November was a pretty good month. The collections income was closer to what was budgeted for the month but we are still well behind where we hoped to be and ~\$12,000 lower than last year. On the up side, user fees are up over last year and the bazaar was 40% higher at the end of November than it was last year.

In terms of expenses, our repair and upgrade category looks significantly higher than was budgeted. This is mostly due to the cost of a new lawnmower and trimmer, new fridge and new rugs for the hall. If you look at the Property Maintenance category of directed income you will note that a large portion of these expenses were covered by donations.

Overall, we are in good financial shape although the collections income is a constant source of stress and concern.

The forms have been sent in to reclaim portions of the HST paid for the first 3 quarters of the year. It normally takes 3 - 6 months for them to be processed.

Joy Bowerman

e) Membership Report.

Membership is steady. We have 2 new families, of mothers and children. They are Roman Catholic, and French speaking, so they may eventually find another church. Meanwhile we the teachers are enjoying them. They speak their African Mother tongue, French and English .

There is no church school on Sunday, and it starts up again on January 11th.

There were a couple of newcomers at the 8 a.m., but weather might be putting them off. It shocked a few long time members when I had a name tag for George McGill who had been a parishioner for years. You could see the incomprehension on their faces, as they were thinking, "he can't have come back". No, it's a different one. !

Apparently there was good attendance this past Sunday, but not all stayed for lunch. Those who did had a good time.

Cynthia Greer

Discussion after:

Rev. Mary-Cate expressed thanks to the Mother's Union lunch and to all who brought goodies. We are considering what to do with excess food after our events. Most charities will not accept food from non-commercial establishments. Perhaps we could offer leftovers to our parishioners? Michael Perkin gave some to his daughter who then treated her work at an Ottawa Public Library to a free lunch which was greatly appreciated. Something we should consider at another meeting?

f) Choir report.

There are no changes. It's good to have Alex both as a choir member, and our once a month organist. It's good also when we have Michael Roy.

This coming Sunday is the Carol Service during the regular 10 a.m. time.

Coming up is December 24th Christmas Eve at 7 p.m., and Christmas Day at 10 a.m.

Cynthia Greer

g) Stewardship

Advent/Christmas message for electronic newsletter is prepared and going through final editing for publication this Friday.

Planning a full year of stewardship for 2026. The Anglican Diocese of Ottawa (ADO) is now a member of The Episcopal Network for Stewardship (TENS). This gives us access to a significant level of support for our stewardship efforts. We will be reestablishing a stewardship team in January after we have a draft budget. We will customize a series of stewardship awareness events and articles throughout the year culminating in a full-fledged financial campaign in the fall. I am very excited about utilizing these resources and delivering an inspiring year of stewardship.

Michael Perkin

h) Outreach Report

Stamps are waiting to be delivered to Oxfam. I have tried to set up a meeting with Bill Woodley but he has not yet replied. There are a large number of stamps waiting to be delivered and I hope to do so before Christmas.

I have made 3 deliveries to Debra Dynes and have been pleased with the amount of donations from the church members and the CC and C group.

Debra Dynes Family House is closed from December 24th till January 2. They reopen for deliveries on January 5th. I will make a delivery before December 24th.

Joan Grayer

Discussion after:

We have a large collection of used glasses in the Link. Opticians no longer accept them. Georgia will check with the CNIB for suggestions.

5. New Business

Mayowa Ojo reported on Black History Month. There have been 2 meetings of the committee so far. For the 4th Sunday in February, there will be special food in the Hall after the service. Some new and some old speakers will be part of the 4 services in February.

Mary-Cate reported that she has spoken with the new principal at St. Rita's about the school's participation. Vestry will be moved to March to accommodate Black History Month.

6. Parish Council Highlights for Newsletter:

- Monthly financial update by Joy Bowerman
- Write up a thank-you for the Mother's Union work for the luncheon on Nov. 14th
- Watch for updates on Black History Month

7. Next Meeting

The next meeting will be Tuesday January 13, 2026 at 7 pm.

8. Adjournment/Grace

Joy Bowerman moved to adjourn the meeting.

Carried.

The meeting adjourned at 8:15 pm with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church
Balance Sheet
 As of 30 November 2025

	30 Nov 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	46,712.53
Total Chequing/Savings	46,712.53
Other Current Assets	
Dollar for Dollar	3,375.50
HST Receivable	1,068.72
PST Receivable	2,391.11
Total Other Current Assets	6,835.33
Total Current Assets	53,547.86
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
TOTAL ASSETS	534,817.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	545.00
Funeral Receptions	1,098.68
Capital Projects	13,670.01
Choir Fund	2,505.83
Choir Gowns	810.07
GIFT Funds	4,470.06
Key Deposits	373.59
Memorials	6,558.47
Ministry	7,212.15
Pastoral Care Support Fund	875.00
Rector's Discretionary	191.46
Sunday School	467.17
Tree Care	643.28
Total RESERVE ACCOUNT	39,420.77
Total Other Current Liabilities	39,420.77
Total Current Liabilities	39,420.77
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	520,690.35
Equity	
Accumulated Funds	2,592.98
Net Income	11,534.11
Total Equity	14,127.09
TOTAL LIABILITIES & EQUITY	534,817.44

St Mark's Church
YTD Budget Comparison
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget
Income			
GENERAL			
Collections			
Identifiable Offering	113,964.00	142,410.00	-28,446.00
Open	1,050.05	750.00	300.05
Special Collection	1,140.00	500.00	640.00
Total Collections	116,154.05	143,660.00	-27,505.95
Gain from Assets			
Interest	9.01	0.00	9.01
Investment Income	2,855.20	2,400.00	455.20
Solar Income	9,180.71	9,250.00	-69.29
User fees	28,467.00	22,000.00	6,467.00
Total Gain from Assets	40,511.92	33,650.00	6,861.92
Organizations			
Funerals	1,675.00		
AA	825.00	600.00	225.00
Bazaar	9,212.30	6,000.00	3,212.30
Slim & Trim	400.00	200.00	200.00
We Kicked the Habit	300.00	240.00	60.00
Total Organizations	12,412.30	7,040.00	5,372.30
Total GENERAL	169,078.27	184,350.00	-15,271.73
DIRECTED			
Property Maintenance	6,168.03		
Flowers	670.00		
Forward Day by Day	125.25		
Lenten Outreach			
St George's	450.00		
Belong Ottawa	325.00		
Not specified	1,285.00		
Total Lenten Outreach	2,060.00		
PWR Fund	3,665.00		
Total DIRECTED	12,688.28		
Total Income	181,766.55	184,350.00	-2,583.45
	181,766.55	184,350.00	-2,583.45
Expense			
SALARIES			
Clergy Fill-in	0.00	1,530.00	-1,530.00
Staff	82,740.16	124,210.13	-41,469.97
Total SALARIES	82,740.16	125,740.13	-42,999.97
WORSHIP			
Flowers	267.65		
Music	0.00	300.00	-300.00
Piano/Organ	613.25	1,000.00	-386.75
Service & Altar Supplies	1,455.21	400.00	1,055.21
Total WORSHIP	2,336.11	1,700.00	636.11
PROPORTIONAL PARISH SHARE	25,709.75	25,709.75	0.00
OUTREACH			
St George's College Jerusalem	1,092.50		
Belong Ottawa	967.50		
PWR Fund	3,665.00		
Total OUTREACH	5,725.00		

St Mark's Church
YTD Budget Comparison
 January through November 2025

	Jan - Nov 25	Budget	\$ Over Budget
PROGRAMS			
Black History Month	400.00	500.00	-100.00
AED	448.49	170.00	278.49
Christian Education	0.00	100.00	-100.00
Conferences & Memberships	0.00	500.00	-500.00
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
Synod	314.37	500.00	-185.63
Total PROGRAMS	1,162.86	2,020.00	-857.14
CHURCH			
Cleaning Service	16,433.28	13,933.33	2,499.95
Electricity	4,542.46	4,600.00	-57.54
Heating	4,830.63	5,300.00	-469.37
Operating Supplies	959.06	800.00	159.06
Repair & Upgrade	9,118.39	3,000.00	6,118.39
Security	236.35	250.00	-13.65
Snow Removal	2,453.00	2,667.20	-214.20
Telephone & Internet	889.19	979.00	-89.81
Water	2,718.81	2,500.00	218.81
Total CHURCH	42,181.17	34,029.53	8,151.64
FINANCE			
Bank Charges	350.97	450.00	-99.03
Insurance	8,695.50	8,695.50	0.00
Supplies	0.00	100.00	-100.00
Total FINANCE	9,046.47	9,245.50	-199.03
MISCELLANEOUS			
Forward Day by Day	45.90		
Office Supplies	29.60	100.00	-70.40
Photocopier	1,255.42	1,250.00	5.42
Postage	0.00	600.00	-600.00
Rector's Hospitality	0.00	200.00	-200.00
Wardens' Hospitality	0.00	200.00	-200.00
Total MISCELLANEOUS	1,330.92	2,350.00	-1,019.08
Total Expense	170,232.44	200,794.91	-30,562.47
Net Income	11,534.11	-16,444.91	27,979.02