

PARISH COUNCIL
Meeting of
Tuesday, January 13, 2026
Bishop Reed Hall
MINUTES

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

Regrets: Sophia Chiboka, Joy Bowerman, Cynthia Greer

1. Opening the Meeting

a) The meeting was called to order at 7:04 pm by Joseph Amuah

b) Reverend Mary-Cate offered a prayer

c) Approval of the Agenda

Approval of the Agenda was moved by Joan Grayer and seconded by Gillian Martin

CARRIED

2. Approval of the Minutes from the meeting of December 16, 2025

Approval of the minutes was moved by Michael Duval and seconded by Michael Perkin

3. Business arising from previous meeting(s)

None

4. Regular Reports

a) Rector's Report

There was steady church attendance since the last Parish Council meeting with 70 on Christmas Eve and 39 on Christmas Day. On average, there has been a low of 55 and highs of 60 to 70 people attending church on Sundays.

Reverend Mary-Cate made several home visits before and after Christmas which gave her the opportunity to meet people she hasn't met before and to set up regular home visits. Tomorrow she plans to see Joan Hounsell. She expressed thanks to all the pastoral team.

The 2 new servers, Folami and Folarin Ojo, are very keen. There are also new sides people and new people to help with property management.

Black History Month committee is planning a great feast on February 22nd and having speakers every week.

Mary-Cate handed out a rough “draft” of what may be coming up. This year two services are planned for Ash Wednesday, one at 7 pm to follow the pancake supper and another in the morning for those who do not like to come in the evening.

Vestry will be March 8.

Mike Duval moved to approve the Vestry date and it was seconded by Michael Perkin.

Carried

Wardens’ Reports

Janis Perkin was advised by St. Mark’s cleaner, Rose, that some renters have not been recycling correctly. Also there have been problems with the back door not latching correctly, causing a call to Gillian Martin one night due to the wind blowing it open.

Janis will be contacting St. Rita’s school to find out if they will be joining us or not for Black History Month. She will also be providing a list of books of interest to the newsletter. The books will cover a broad spectrum of African interests.

Joseph Amuah reported that planning for Black History Month is progressing, with 4 speakers contacted, two having accepted. There will be African and Caribbean music. The committee will need help from volunteers to support the events. This will include setup and tear down, food and drinks.

On February 8th there will be a short fashion show and Show and Tell of African and Caribbean Games and various mementos of various people’s travel experiences that reflect black history.

List of Black History Month Committee members:

Joseph Amuah
Mayowa Ojo
Sophia Chiboka
Femi Omotayo
Janis Perkin
Rev Mary-Cate

c) Property & Maintenance Report

Lighting – Link Area

The lighting in the link has been successfully replaced by John Hancock. Illumination levels are improved and the area is now fully functional. The next step will be cosmetic work, including painting the ceiling and walls, to complete this upgrade.

Sacristy – Ongoing Leak Investigation

There is an ongoing leak in the sacristy that is currently under investigation. While the exact source has not yet been definitively identified, the issue has a known history. Continued monitoring and further inspection are underway to determine whether the cause is related to weather conditions, roof penetration, or condensation.

Door Restoration – Exit to parking

The door restoration near the nurse's office was completed last weekend. The door is now closing and latching properly, restoring normal operation and improving security and accessibility in that area. Weather stripping will have to be replaced at some point.

Mechanical Room Door

The door adjacent to the mechanical room continues to require attention, as it remains difficult to open. Further repairs will be needed to address functionality and ensure ease of access.

Front Door Locking Issue

An issue was identified with locking and unlocking the front door. To improve usability, the chain for the key will be replaced, making the locking mechanism easier to operate for staff and volunteers.

Maintenance Planning – 2026

A maintenance meeting is scheduled for **January 17th** to discuss overall maintenance ideology and develop a game plan for the 2026 calendar year. This meeting will help establish priorities, planning frameworks, and long-term maintenance objectives.

Carbon dioxide inspectors are expected to pay a visit this week.

Respectfully submitted,

Mike Duval

Deputy Warden

d) Treasurer's Report

As expected, the year 2025 ended with our income exceeding our expenses. This was due to part-

time clergy for almost 9 months. Our collections income was significantly below what was expected. As a result, the collections income has been decreased for 2026. Our user fees and the bazaar were significantly above the budgeted amount and those expectations have been raised slightly for next year. If you look at our expenses for 2025, you will note that the repair and upgrade is significantly above the budgeted amount. Because of the decreased salary expenses, several property projects were undertaken. Notice also that part of the repair and upgrade expenses have been offset by directed giving ("Property Maintenance").

The HST refunds have been received for the first three quarters of 2025 and the last quarter has been applied for. The values for the CTF funds at the end of 2025 have not yet been received.

The budget for 2026 is again a deficit budget. While the deficit can be covered by accumulated funds, it is not sustainable in the long term. If the collections income had not been decreased for the next budget year, the deficit would be less than \$10,000 and would have given us a good chance at a balanced budget at the end of the year.

Joy Bowerman

Discussion after: Approval of budget is to be discussed at next Parish Council meeting.

e) Membership Report and f) Choir Report

There are no changes from the last months' reports, so there are no reports this time.

If you have any concerns or questions regarding either choir or membership, please email or call me.

Also, I don't know who would be responsible for this, but I did request it in November: Could we please have a list of the email address you would prefer us to use for P.C business, and a phone number which you prefer us to use for any church business.

Cynthia Greer

g) Stewardship

St. Mark's

Parish Council

Stewardship

Jan 2026



January

- Budget review and dialogue
 - Once Parish Council has finalized a budget will analyse best way forward:
 - if balanced budget what do we need to look at from volunteer involvement, dedicated pledges for items not included in budget,
 - if deficit budget what fund raising is required, pledge campaign based upon a theme...
- Newsletter article and vestry report



February

- Reminder about Lenten giving (charities identified by parish council)
- Lent Madness
- Vestry short presentation on A Year of Living Generously
- Newsletter article
- Black History - stewardship traditions and generosity stories

Remainder of the year we will explore various aspects of living generously such as scarcity vs abundance thinking, generosity not just giving of treasure, practicing abundance and generosity and culminating in the fall with a Financial Stewardship Campaign.

Michael Perkin

h) Outreach Report

I made 3 trips to Debra Dynes with generous amounts over Christmas (supplemented a bit from items from the Advent tree, thank you to everyone who passed things to DDFH).

On my last delivery to DDFH I finally met Ray Eskritt. She was very appreciative of our large donation of egg cartons as they were down to almost none.

I have put something in the newsletter weekly, about DDFH and last week I included the message we got from DDFH which highlighted how much our support helps them to do.

It was suggested that I get a clear bin for the donations so people notice it more. I will try to find one at a reasonable price. If I do this, I hope someone will find a use for the blue bin.

Bill Woodley will try to meet me this Wednesday to pick up all our stamps.

There are lots of milk bags and eye glasses in the link. Joy is going to take care of them soon.

Joan Grayer

5. New Business

Mike Duval had a complaint that Parish Council minutes are not up to date on the website. Joan Grayer will put up October, November and December's as soon as possible.

Mary-Cate asked which members of Parish Council have up to date police record checks. She suggested that a list be started as to who needs them and a copy of each should be filed in the office. Gillian Morris added that a copy was filed away by Leslie Cundell.

6. Parish Council Highlights for Newsletter:

- Notice of Vestry
- Pancake supper
- Updates on Black History month
- Financial Update
- Stewardship Updates

7. Next Meeting

The next meeting will be Tuesday February 10, 2026 at 7 pm.

8. Adjournment/Grace

Joan Grayer moved to adjourn the meeting.

Carried.

The meeting adjourned at 8:20 pm with the saying of the Grace.

Respectfully submitted by Joan Grayer

St Mark's Church
Balance Sheet
 As of 31 December 2025

	31 Dec 25
ASSETS	
Current Assets	
Chequing/Savings	
TD BANK	53,353.11
Total Chequing/Savings	53,353.11
Other Current Assets	
Dollar for Dollar	2,975.50
HST Receivable	405.39
PST Receivable	962.79
Total Other Current Assets	4,343.68
Total Current Assets	57,696.79
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	538,966.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
RESERVE ACCOUNT	
Seniors Outreach	245.00
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	39,120.77
Total Other Current Liabilities	39,120.77
Total Current Liabilities	39,120.77
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	520,390.35
Equity	
Accumulated Funds	2,945.63
Net Income	15,630.39
Total Equity	18,576.02
TOTAL LIABILITIES & EQUITY	538,966.37

St Mark's Church Draft Budget 2025

		Actual 2025	Budget 2025	Budget 2026	Actual 2024
	Income				
	GENERAL				
	Collections				
	Identifiable Offerings	130,890	158,000	148,000	145,038
	Open	1,285	1,000	1,000	1,505
	Special Offerings	2,055	1,000	1,000	4,225
	Total Collections	134,230	160,000	150,000	150,768
	Gain from Assets				
	CTF Dividends	1267	1,220	1,250	4775
	Interest	9	0	0	7
	Investment Income	2,855	2,400	2,600	2,639
	Solar Income	10,116	10,000	10,000	9,547
	User fees	31,912	24,000	26,000	27,790
	Total Gain from Assets	46,159	37,620	39,850	44,759
	Organizations				
	AA	825	900	900	1,100
	Bazaar	11,381	7,000	8,000	8,988
	Funerals	1,675			
	Slim & Trim	400	200	200	200
	We kicked the Habit	300	240	240	240
	Total Organizations	14,581	8,340	9,340	10,528
	Other General Income				25
	Total GENERAL	194,970	205,960	199,190	206,081
	DIRECTED				
	Black History Month				1,670
	75th Anniversary				1,503
	Flowers	1,320			715
	Forward Day by Day	125			126
	Lenten Outreach				
	Not specified	1,285			1,125
	St George's, Jerusalem	450			
	Belong Ottawa	325			
	Alongside Hope				25
	Total Lenten Outreach	2,060			1,150
	Property Maintenance	6,168			452
	Alongside Hope	4,865			3,160
	Total DIRECTED	14,538			8,776
	Total Income	209,508	205,960	199,190	214,857

St Mark's Church
Draft Budget
 2025

						Actual 2025	Budget 2025	Budget 2026	Actual 2024
					Water	3,205	3,000	3,000	2,989
					Total CHURCH	50,785	37,652	38,052	39,125
					FINANCE				
					Bank Charges	371	500	500	557
					Insurance	9,486	9,486	9,960	9,486
					Supplies	107	100	100	96
					Total FINANCE	9,965	10,086	10,560	10,139
					MISCELLANEOUS				
					Forward Day by Day	115			69
					Office Supplies	30	300	300	335
					Photocopier	1,255	1,500	1,500	1,135
					Postage		600	400	38
					Rector's Hospitality		200	200	32
					Wardens' Discretionary		200	200	
					Total MISCELLANEOUS	1,400	2,800	2,600	1,609
					Total Expense	193,878	219,786	215,406	223,201
					Net Income	15,630	-13,826	-16,216	-8,344