

Parish Church of St. Luke

MINUTES OF ST. LUKE'S VESTRY MEETING

Tuesday, January 20, 2009

Father Harwood-Jones led the table in Prayer.

1. Chairman Susan Tinsley brought the meeting to order at 7:10 p.m.

2. Attendance:

Present: Father Tony Harwood-Jones, Doreen Blackman, Bill Brant, Colin Briggs, Pauline Evison, Barbara Fisher, Bruce Gandier, Marilyn Jackson, John Loewen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson.

Absent: Dorothy Privensal

3. Approval of the Agenda

MOTION:

Moved by Barbara Fisher; seconded by Randy Van Vliet, THAT the agenda be approved. *Carried*

4. Approval of November 18, 2008 Vestry Minutes

MOTION:

Moved by Marilyn Jackson; seconded by Colin Briggs, THAT the minutes be approved. *Carried*

5. Business Arising from the Minutes

1. Organ Repair

In the absence of Keith Tinsley, Organist and Choir Director, Father Harwood-Jones reported on the status of the organ repair project. The first phase of organ repairs, (ref: Vestry Meeting of October, 2008), has been completed and it has been determined that the large expenditures can be put off for another year. For now the primary problems have been addressed and the others are not as pressing as originally thought. Therefore budgeting for the two further phases at \$5500 each, can be moved forward one year, from the 2009 and 2010 budgets, to the 2010 and 2011 budgets.

2. Day Care Play Structure (Tony Harwood-Jones)

There are continuing concerns in the parish with respect to the play structure in the Parish Hall. In response to discussions with Lyla Ready of the Daycare, the play structure remains in the Parish Hall for sole use by the Daycare. They will manage their own safety concerns, using the structure under their own supervision, at their own risk. When not in use the structure is partially disassembled by the daycare staff and securely stowed under tarpaulins, and a "Stop, do not use" warning sign. We have noticed a difference on Sundays with our little ones not playing on it, which is an improvement. There has been some inconclusive discussion between Fr. Tony and Day Care staff about installing a permanent rack to hang the structure away when not in use.. Butch has an idea how this might be arranged. Payment for such a device would be the responsibility of the Day Care.

Action Item:

6. Financial Report

John Loewen presented two financial reports for December 2008, the *Revenue and Expenditure Summary Sheet*, and the *Balance Sheet*, and gave a synopsis of the financial status of the Church at year-end:

- Overall there is a \$22,883 budget shortfall for 2008 as expenditures, primarily on Building and Property Expenses, exceeded total revenues, in spite of strong performance in particular areas, such as Rental income and grants, notably the Community Places accessibility grant for the Elevator.
- Envelope offerings were strong, and higher than those of 2007, but did not meet the budget projection.
- Our investments portfolio is down following the market instability in Fall 2007.
- The budget for 2009 is almost complete. John will circulate his final draft by email for ratification by vestry members, prior to the AGM. We can expect another deficit budget for 2009.

There was a brief discussion about the trust funds which were used to pay the shortfall on the Elevator, which included the formal procedures for accessing funds from the trusts. The issue of repaying the trusts or writing off the debt against the elevator asset was discussed. The Chancel Guild needs to hold a meeting to approve the transfer of funds from the trust account to cover the shortfall.

MOTION

Moved by John Loewen; seconded by Father Harwood-Jones, THAT the financial reports be approved.
Carried

- A brief discussion was held about the **Suggested Diocesan Pledge**, based on principles passed at the 2008 Synod, including the new standardized amount of 12%. These principles simplify the process and eliminate interpretation or ambiguity in the Diocese. To pay 12% this year would be a significant increase in the amount paid by the Church.

MOTION

Moved by Marilyn Jackson; seconded by Doreen Blackman, THAT in working toward the 12% *Suggested Diocesan Pledge*, we authorize a pledge of 10.25% of parish income, in accordance with the principles established at the 2008 Diocesan Synod.

Carried

7. Reports

1. **Accessibility**

- Colin Briggs raised the issue of acknowledging donors to the Elevator fund, an issue which was tabled for future consideration in Spring 2008. It is important to honor contributors to the Accessibility Fund, at least with a temporary plaque, listing the names of donors alphabetically, until sufficient funds can be found to install an appropriate permanent plaque. It was suggested that perhaps a parishioner may be able to prepare a temporary sign in calligraphy or other ornamental script.

Action Item:

Due to the ease of access to information, the Parish Office will produce a temporary plaque to commemorate donors to the Elevator Accessibility Fund.

2. Back by Popular Demand (Delicious Dishes) – Doreen Blackman

- The Delicious Dishes anticipate a busy season with several events planned in the months ahead.
- The ladies wish to convey their thanks to everyone in the parish who continue to support their efforts.
- At year-end the Delicious Dishes contributed \$1000 in revenues realized from events held during Fall 2008. The money was donated to support the parish as necessary although the committee's original intent was to raise funds to upgrade the parish kitchen, commencing with electrical outlets (ref: May 2008 Vestry Meeting). Significant funds have been contributed without one electrical plug being installed to date revealing the ladies' commitment to the parish as a whole.
- A discussion was held regarding the need for more volunteers to assist with clean-up after parish events. Often the cleaning up is left to a very few people who have already put in significant time preparing and hosting the event. Clean-up assistance for Coffee roster volunteers was also discussed. Father Tony mentioned that 36% of parishioners who responded to the Survey said they would be interested in helping out within the Parish, some of whom might be quite willing to assist in this manner.

Action Item: Susan Tinsley is to contact Susan Roe-Finlay with respect to exploring the possibility of a clean up roster for parish hospitality, luncheons and other parish events.

3. Choir – Nil

4. Columbarium - Nil

5. Day Care - Corporation

- See Day Care Play Structure (above, in Business Arising from the Minutes).

6. Property Committee – Randy Van Vliet

- On December 13 the the Men of St. Luke's held a meeting for the following purposes:
- Scott Stephen, the new Property Manager, was introduced.
- Past projects were discussed.
- A phoning committee was proposed to organize volunteers.
- On February 21st the MOSL will meet at 9 a.m. for breakfast and to complete the clean-up and set up a dedicated workshop in the area under the Crypt.

Action Item: It came to light during the discussion that conflicting events are being planned for Shrove Tuesday by the Delicious Dishes and the Men of St. Luke's. Randy and Joanne will contact the individuals to sort out the double-booked events.

7. Mission and Outreach – Kris Watson

- There will be a meeting of Mission and Outreach (M&O) scheduled for Thursday, January 22nd.
- Heather Baxter-Naughten will be the liaison for St. Matthew, Maryland.
- Sara Sakowski is going to assist Edna Swallow with the Uganda appeal.
- Marilyn Jackson has found a speaker, Sean Carlson, to kick off the Uganda appeal on the first Sunday in Lent.
- Colin reported that over \$800 was raised on Sunday, January 18th in support of Haitian education.

8. Interim Incumbent's Report – Father Harwood-Jones

- There will be no Interim Ministry work done at the coming AGM with the exception of the nomination of Profile Writers for the Parish Profile.

- On March 1st a meeting will be held in the Parish Hall after the 10:30 service. A luncheon will be provided by the Delicious Dishes and arrangements will be made for child care.
- Based on the information gained through the Did Well-Next Time and the Parish Survey, Father Tony will present propositions about what St. Luke's is and is not. Parishioners will have an opportunity to comment on each proposition and then vote on whether each accurately describes St. Luke's or not. Profile Writers, to be chosen at the AGM, will transcribe the outcomes of the proposition poll and use the information to prepare the Parish Profile in readiness to hire a new rector.
- On Sunday, April 26th, the Parish will meet after the 10:30 service to review and approve the Profile Book.
- Upon approval the book will be forwarded to the Diocese, at which point the Bishop will commence the hiring process for a new rector.
- A discussion was held about a Nave Altar, a liturgical layout that has not been used since the building of the Proscenium in 2006/07. A trial run using the Nave Altar was held on Sunday, January 18th and generated much comment. A second occasion using a Nave Altar will include a parishioner response form, which will be collected and tabulated and included in Fr. Tony's reports to the parish.
- Tony also reported discussions he had had with Fr. John Wortley about possible Lenten programmes. The two clergy have agreed to offer (a) a sermon series by Fr. Wortley, and (b) a midweek adult education course on world religions by Fr. Tony. Vestry members informally gave warm approval to this plan for Lent.

- **Action Item:**

Contact Diocese to see if we still have time to include the World Religion class in the upcoming News for the Pews.

9. Sunday School – Barbara Fisher

- Family Fun Night will be held Friday, January 23rd, at 6:00 p.m.

10. Synod / Diocese – Marilyn Jackson

- The Week of Prayer for Christian Unity is coming soon.

11. Winged Ox – Marilyn Jackson

- The next edition of the Winged Ox will be published on February 22nd. The deadline for submissions is February 15, 2009.

12. Women's Groups – Nil

13. Scanterbury – Doreen Blackman

- Communion has been held at Scanterbury on a regular basis throughout the winter.
- There is some discussion that they may move the service to the Seniors' complex.

- **MOTION:**

Moved by John Loewen; seconded by Bill Brant, THAT the Reports be approved.

Carried

8. Correspondence - Nil

9. Old Business

- Bluewater Sound Marilyn Jackson has chosen to permanently table the Hearing Accessibility Upgrade as there is no money currently available and the upgrades which she has seen are not very effective and no better than what we already have.
- The installation of Peepholes to the entry doors is not possible. After a considerable effort, Butch has learned that the proper thickness of peephole to install in this thickness of door is no longer available. Therefore peepholes cannot be installed without significant modification or replacement of the existing doors. It was suggested that security cameras should be installed instead.

10. New Business

- John Loewen ordered 20 copies of the free publication, "A Parent's Guide to Youth Money Management: Making it Count," from the Manitoba Securities Commission, for distribution to interested parents in the Parish.
- An issue as been raised as to how to bridge the gap between Sunday School and full parishioner status to keep our youth excited and involved in the Church. This issue needs further discussion.
- John Loewen suggested that we should collect email addresses from as many congregants as possible to facilitate better communications within the Parish. It would also be useful to publish the use of the website more extensively throughout the Parish.
- Prior to adjournment, an informal thanks was offered to outgoing Vestry members with the promise of a formal thank you at the next Vestry meeting on February 17th.

11. Date of Next Meeting

- The next meeting will be held on February 17, 2009.

12. Adjournment

- MOTION:

Moved by Joanne Tapscott; seconded by Barbara Fisher that the meeting be adjourned.

Carried

13. Closing Prayer

NEXT MEETING

TUESDAY, FEBRUARY 17, 2009

7:00 p.m. IN THE BOARDROOM