

Parish Church of St. Luke

MINUTES OF ST. LUKE'S VESTRY MEETING

Tuesday, February 17, 2009

Chairman Susan Tinsley brought the meeting to order at 7:12 pm.

1. Father Harwood-Jones gave the opening prayer.

Rules of Order

The chair noted that this is a new “year” for the vestry, and not only are there quite a number of new members, the vestry is a considerably larger body than it has been. In consequence she asked Father Tony to remind everyone about *Robert's Rules of Order*. Fr. Tony did so, acknowledging that we don't follow *Robert's Rules* strictly, but that there are a number of basics to which we should adhere: The most important item he mentioned was that people are not to speak at the meeting unless they have been acknowledged by the Chair. Another suggestion was that a motion should be written on a piece of paper and handed to the secretary once it has been seconded, making it easier to understand and keep track of the motion during discussion.

Attendance:

Present: Father Tony Harwood-Jones, Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, John Loewen, Marlene McCulloch, Crystal Monteiro, Barbara Rex, Scott Stephen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, Kris Watson.

Regrets: Patricia Holbrow, Marilyn Jackson, Dorothy Privensal, Jen Ruch.

Absent: Bruce Gandier.

Approval of the Agenda

MOTION:

Moved by Barbara Fisher; seconded by Doreen Blackman,
THAT the agenda be approved with the following minor changes.

Carried

Changes to the Agenda:

- Father Tony requested a change of date for the next Vestry meeting from March 17th, as stated on the Agenda, to a different date to be discussed.
- Susan Tinsley added an item to the Agenda proposing that an official *Thank-you* to Fr. Tony & Fr. John be added to the AGM minutes.

A. Introduction of New Vestry Members

Everyone in the group introduced and said a few words about themselves. New members were welcomed to the Vestry. Retiring members were thanked for their service to the group and to the Church. All were invited to stay after the meeting for a Hospitality gathering

hosted by the Wardens.

Vestry Members-at-Large beginning a two year term (until 2011), are:

Elizabeth (Liz) Briggs
Pauline Evison
Patricia Holbrow
Marlene McCulloch
Crystal Monteiro
Barbara Rex
Jen Ruch
Scott Stephen (also St. Luke's Property Manager)
Randy Van Vliet

The remaining Vestry Member-at-Large are:

Barbara Fisher
John Loewen - (also St. Luke's Treasurer)
Kris Watson

The Synod Delegates remain:

Colin Briggs
Doreen Blackman
Marilyn Jackson

The People's Warden is:

Joanne Tapscott - 2010

The Rector's Warden is appointed for another term:

Susan Tinsley - 2011

Deputy Warden and Alternate Synod Delegate is:

Bill Brant - 2011

According to Diocesan Canons, the 3 Synod Delegates and 2 Wardens will be called by the Bishop to form the Canonical Committee, whose task will be to interview candidates for the position of Incumbent.

B-1: MOTION:

Moved by Susan Tinsley; seconded by Joanne Tapscott, THAT an official *Thank-you* on behalf of the Parish, be extended to Father Tony Harwood-Jones and Father John Wortley, and added to the end of the AGM minutes as a separate *Motion of Vestry*. These two gentlemen have come out of retirement to provide invaluable support to St. Luke's in a time of transition and have, "...made it easy to be Wardens." (from Bill Brant, Joanne Tapscott, Susan Tinsley).

Carried

B-2: MOTION:

Moved by Elizabeth Briggs; seconded by John Loewen, THAT the Recording Secretary add to the AGM minutes a list of parishioners who died during the year 2008, in order to pay final respects to dedicated members of St. Luke's Church. *Carried*

Note: A partial list of parishioners who died during 2008 was presented at the AGM, under Agenda Item 14, *Courtesies*. A finalized list will be included in the official record as so moved.

Approval of January 20, 2009 Vestry Minutes

MOTION:

Moved by Colin Briggs; seconded by Barbara Fisher, THAT the minutes be approved. *Carried*

Business Arising from the Minutes

Liz Briggs asked if the Daycare has been approached about paying to have a rack built to hang the play structure on the wall when not in use. Father Tony informed her that a discussion about the play structure had taken place with Daycare representatives, but nothing has yet been finalized.

Financial Reports

John Loewen gave a very brief explanation of our current financial situation.

- The current cash flow is good.
- The investments are worth approximately \$200,000 at this time.
- A savings of \$800 for the cost of insurance will be realized this year because the bill was paid all at once instead of in installments as was the case in 2008, when payment of the insurance bill was distributed over a 12 month period. This was due to cash constraints caused by the cost over-runs from the Accessibility Project.
- In order to authorize the use of monies from the Building Fund and other trust accounts, it is necessary to have a motion put to the congregation at an AGM. The actual cost of the elevator installation was approximately \$290,000, as originally forecast and sufficient money was raised for the immediate project.
- During construction a number of unforeseen issues in this aged building came to light and had to be addressed. These included: previously grand-fathered items which did not meet current fire or electrical codes, issues which posed safety concerns, and changes to the original proposal when it was discovered that some things could not be achieved as planned. These unforeseen expenses totalled approximately \$80,000 in additional costs, but there was no way to determine these factors until the construction was well underway. The additional funds to pay the contractor were borrowed from St. Luke's Trust Funds leaving us in a position of indebtedness to ourselves.
- Use of trust fund money requires a motion at an AGM but one was not made on February 15th, because exact amounts were not available at the meeting. A remedy could be to

convene the congregational gathering that is already planned for March 1st as an official assembly consistent with an AGM, and to put before it a single motion ratifying the past 12 months of trust transfers. The Interim Incumbent has agreed to this, therefore the canonical convening notices will be posted on the doors, and announcements made at both services, Sunday, February 22, 2009. The Treasurer has agreed to prepare an itemized list of all transfers to present at that meeting.

MOTION:

Moved by John Loewen; seconded by Joanne Tapscott, THAT the financial report be received.

Carried

Committee Reports

New Vestry Liaisons were chosen for each of the reporting groups that required a new representative. The new reps are as follows:

Delicious Dishes - Bill Brant
Choir - Pat Holbrow
Columbarium - Barbara Rex
Women's Groups (Altar Guild / Winchester Guild) - Marlene McCulloch

1. Property - Scott Stephen

- The “amazing Butch Blowers,” Church Handyman, is working with Darren Condie, of Condie Plumbing, to determine an intermittent problem currently plaguing the boiler electrical panel which is resulting in *flame-outs*. They are trying to find the most cost-effective way to fix the problem and increase reliability of the boiler.
 - Apologies and thanks were offered to the attendants of the Sunday 8:15 service for patiently enduring uncomfortably low temperatures in the Church when the boiler has accidentally shut off during the night.
- Scott is making overtures to Bridgeman Architects and Boretta Construction to have the final deficiencies of the Accessibility project addressed and the project completed.
- Scott is assessing the work which needs to be done around the building and developing a preliminary action plan to prioritize and achieve goals over the next 5 to 15 years. He hopes to have the plan ready to present at the March 2009 Vestry meeting.
- Bill Brant noted that March 15th is the deadline for 2009 applications to the Province for funding of heritage projects. There are limited provincial funds available for major renovations and upgrades of historical building and we have only 3.5 weeks to prepare an application.
- John Loewen added that our Heritage contact, Gord Menzies, suggested that the next Heritage project at St. Luke's should be preservation of the Last Supper stained glass window over the high altar. The exterior frame of this window is rotting badly.

2. Men of St. Luke - Randy Van Vliet

- The clean-up of the Crypt and the building of a secure workshop space will continue on Saturday, February 21st after a hearty breakfast which will be served at 8:30 a.m.

- The Men of St. Luke are sponsoring the annual Shrove Tuesday Supper on February 24th in the Parish Hall.

3. Delicious Dishes - Doreen Blackman

- The Delicious Dishes are catering the next luncheon (March 1st), and a couple of other events before Summer.
- The question was asked if there was enough money to install a couple of electrical outlets, with separate electrical service, in the kitchen, particularly in light of all the money raised by the D.D.s - and submitted to the parish for Operating Expenses. To be discussed at a later date.

4. Choir - Fr. Tony Harwood-Jones

- A Choral Evensong will be held on March 15 at 4:30 pm.
- The Choir is doing well with good morale and good singers.

5. Columbarium - No Report

6. Daycare - No Report

7. Mission and Outreach - Kris Watson

- The Fair Trade Challenge is being brought to St. Luke's by Susan Roe-Finlay - from mid-February to March 15th.
- Fundraising for Education of the Uganda Orphans will commence with the beginning of Lent.
- The Tuesday Morning Hospitality volunteers are putting on a Shrove Tuesday Pancake Breakfast. The volunteers are preparing and bringing the food.
- A PWRDF event will be held at St. Mary Magdalene on Saturday, February 28th. Anyone wanting to attend should RSVP to Susan Roe-Finlay.
- Susan Tinsley asked how one gets put on the list to bake muffins for Tuesday mornings. Susan Roe-Finlay or Barbara Calder are the contacts for baking muffins.

8. Interim Incumbent - Fr. Tony Harwood-Jones

- Tony has been promoting healthy dialogue about who we are. Tools such as the parish survey have proved useful for determining how to proceed, and to give an idea of what parishioners want. The work on self-identification will take a further step on March 1st, after which the Profile Writing Committee will begin their work on a Parish Profile Book. Tony and the two Wardens are currently attempting to structure the March 1st event, using focus or "break-out" groups, so that everyone can have a chance to be heard. There will be plenty of time to do the project well, particularly as the Bishop does not think the Rector's position should be advertised until the end of 2009 at the earliest.

9. Sunday School - Barbara Fisher

- A Sunday School Fun Night was well attended and very enjoyable.
- Father Tony reported that – because the Superintendent is making use of team teaching – there is a need for more copies of the Sunday School Curriculum. Rather than resorting

photocopying, the Corporation has chosen to order extra copies of the teachers' handbooks at a cost of \$9 each.

10. Synod

- *(information for new Vestry members:)* The recent Synod of the Diocese established 12% as the portion of congregational income payable to the work of the wider church. By motion at the January 20, 2009 meeting of Vestry, and in the budget subsequently passed at the AGM, St. Luke's will increase its portion to 10.25% in 2009, rather than going to 12% all at once.
- Annual Visioning process – Diocesan Synod also requested an annual revisiting of parish Mission, Vision and Values. Visioning training is provided by the Diocese free of charge.

11. Winged Ox

- The Lenten edition of the *Winged Ox* will be available on Sunday, February 22nd.

12. Women's Groups - Marlene McCulloch

- Crystal Monteiro, responding to a comment made at the AGM, and speaking as a member of the Altar Guild, mentioned that the Church used to have a benefactor who bequeathed money for the purchase of live flowers for Sundays. The flowers were then distributed to shut-ins and other members of the Parish unable to attend services due to illness or other infirmity. Since we no longer have such a benefactor, and because live flowers are generally only purchased three times a year through the leaflet campaigns, we currently have no flowers to deliver to people.

13. Scanterbury - Doreen Blackman

- Things are going well at Scanterbury.
- Someone asked if the old Bible in the Library is the antique Bible from Scanterbury. Doreen was not sure where the Scanterbury Bible is being kept, but reported that Myrna Brownlie is seeing to the preservation of the book and is trying to procure a proper stand so that the Bible can be returned to Scanterbury and put on display there.

MOTION:

Moved by Liz Briggs; seconded by Colin Briggs, THAT the reports be approved. *Carried*

Correspondance - Nil

Old Business - Nil

New Business

Elizabeth Briggs gave Notice of Motion for next month with respect to forming a finance committee to address the budget deficit.

Crystal suggested that Bibles be placed in the pews of the Church.¹

Crystal asked if anyone would be interested in the restoring of the Office of Morning Prayer, on occasion, as the main Sunday service.²

Date of Next Meeting

Due to a conflict between the Vestry meeting normally scheduled for March 17th and the Tuesday evening Lenten Lecture series, Fr. Tony asked whether that particular Vestry meeting could be changed to another date.

MOTION:

Moved by Tony Harwood-Jones, seconded by Bill Brant, THAT the March Vestry meeting be moved to Thursday, March 19, 2009.

Carried

Adjournment

MOTION:

Moved by John Loewen, seconded by Joanne Tapscott, THAT the meeting be adjourned.*Carried*

NEXT MEETING

THURSDAY, MARCH 19, 2009

7:00 p.m. IN THE BOARDROOM

¹ This was amended at the March 19th, 2009 meeting of Vestry to read: “Elizabeth Briggs suggested that Bibles be placed in the pews of the Church.”

² This, too, was also amended at the March 19th meeting of Vestry, to read: “Elizabeth Briggs asked if anyone would be interested in the restoring of the Office of Morning Prayer...”