

Parish Church of St. Luke

MINUTES OF VESTRY

March 19, 2009

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

1. **Fr. Harwood-Jones gave the opening prayer.**

2. **Attendance:**

Present: Father Tony Harwood-Jones, Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Barbara Fisher, Patricia Holbrow, Marilyn Jackson, John Loewen, Marlene McCulloch, Crystal Monteiro, Jen Ruch, Joanne Tapscott, Susan Tinsley, Father John Wortley.

Regrets: Pauline Evison, Barbara Rex, Scott Stephen, Randy Van Vliet, Kris Watson.

At the request of the Chair, all members introduced themselves for the sake of the new Vestry members.

3. **Approval of the Agenda**

MOTION:

Moved by Liz Briggs, seconded by Barbara Fisher,
THAT the agenda be approved.

Carried

4. **Approval of the February 17, 2009 Vestry Minutes**

MOTION:

Moved by Pat Holbrow, seconded by Elizabeth Briggs
THAT the minutes be approved with the following changes:

Carried

Changes to the Minutes:

- The name of the person who suggested the following issues: Section 11 - New Business, Bullet 2: *Bibles in the Pews*, and Bullet 3: *Morning Prayer*, should read "Elizabeth Briggs," not "Crystal Monteiro."

5. **Business arising from the Minutes**

- Pat Holbrow raised some questions about the practice of donating flowers to be put on the altar. After a brief discussion, during which the associated practice of taking such flowers to the sick or shut-in following Sunday worship was also mentioned, the issue was set aside until *New Business*.

6. **Financial Report**

John Loewen introduced a new simplified Revenue and Expenditure Summary report.

- Offering Revenue is down by approximately \$7000 from this time last year.
- Rental and Other Revenue are down from last year.
- Ministry Expenditures are similar to last year.
- Building Expenditures have increased by \$12,000 from the same time last year because the 2009 insurance bill of \$12,102 was paid at one time. In 2008 the insurance was financed over a 12 month period which cost approximately \$600 extra for financing fees.
- Other Expenditures have been minimal this year, \$266.04 in contrast to the \$28,869.83 last year to pay for the Elevator.

Discussion:

- During discussion it was noted that the simplified report as presented at this meeting is designed for publication in the *Winged Ox*. Members requested, however, that the usual detailed line-item report, not submitted this month, should continue to be presented at vestry.
- Considerable discussion followed around ways and means of communicating current financial information to the parish as a whole, including daily expenses vs. daily income, and the attached Tip sheet of ideas to “Slay our Deficit.”
- In response to a query about detailed reports about Trust fund activity, John reminded Vestry that such a report was included in the AGM booklet.

MOTION:

Moved by John Loewen, seconded by Doreen Blackman
 THAT the financial reports be approved.

Carried

6-1 Reactivation of the Finance Committee

Although John has not yet activated a Finance Committee, he thought one might be formed with membership such as: a warden, the rector (interim incumbent), 2 vestry members, and 2 appointed by the Corporation from the general membership.

There was discussion about the terms of reference of such a body. Colin Briggs pointed out that a document of this nature was created around 2003, and suggested we start from there.

ACTION ITEM:

- The Parish Secretary will attempt to locate the Terms of Reference for the Finance Committee.

6-2: Fundraising Discussion:

General discussion followed on the subject of Fund-raising. Some notable points include:

- a question whether the Finance Committee should have responsibility for fund-raising initiatives
- possible projects named by vestry members: Christian entertainment or concert (Steve Bell; Sisters of the Holy Rock, etc.); Fall Supper, Auction, Carnival with jugglers (who are St. Luke’s tenants), unusual dinners such as a fish fry or a sushi dinner, “signature” or gourmet desserts.
- No one person or couple should be asked to shoulder the responsibility for a project alone
- Vestry members were encouraged to think over the suggested projects and come back to next vestry with a preference, or possibly new suggestions
- Fr. Tony stressed that no project should be undertaken that did not generate a broad base of enthusiasm right here in vestry. He was looking for a “twinkle” in people’s eyes.

7. Reports

1) Property Committee - Scott Stephen

- Scott sent regrets and a brief email report (presented by Fr. Tony), that he is still working on his assessment of the building and developing a preliminary action plan to identify and prioritize goals for the next few years.

Some elements of the ensuing discussion:

- Fr. Tony reported that Scott continues to make good connections with all the property and action people in the parish. He is also looking at the lighting refurbishment project.
- No heritage grants were applied for this year, as there are currently no funds available for St. Luke's portion of such projects.
- Colin suggested that the congregation should be approached to raise funds for the fluorescent lighting upgrade project: for example, a *Buy a Ballast* campaign (\$30 per ballast). This idea was informally well received, but no specific action was taken.

2) Men of St. Luke's - Randy Van Vliet

- Randy Van Vliet sent regrets and a brief report presented by John Wortley.
- The Men of St. Luke's, becoming known as the Men at Work, will be meeting on Saturday morning to accomplish tasks in the building.
- Neil Almdal is away until month end.
- John Wortley suggested inviting the Men of St. Luke's to help with a supper or an auction.

3) Delicious Dishes - Bill Brant

The installation of new electrical outlets, at an approximate cost of \$1500, has been requested for the Main Kitchen during the coming Summer season when the Church is quiet. Recently an electrical outlet was discovered inside a cupboard but all the kitchen outlets are on the same circuit.

4) Choir - Pat Holbrow

- Lenten Evensong on March 15 was successful and better attended than hoped.
- Choir is currently preparing for Holy Week Services.

5) Columbarium - Nil

6) Daycare - Nil

7) Mission and Outreach

- Fr. Tony read a report submitted by Susan Roe-Finlay on recent *Mission and Outreach* activities:
 - > Thanks to everyone who participated in the Fair Trade Challenge.
 - > The Uganda Orphan Campaign is underway for which there will be a slide show on March 29th after the 10:30 am service.
 - > At Scantebury the Matriarch of the Hourie Clan will be 75 years old and a birthday celebration is planned.
 - > Myrna Brownlie is organizing the rebinding of the Scantebury Bible.
 - > PWRDF will be the focus of our main Sunday service April 26th in which, it is hoped, the children will participate.
 - > There will be a Habitat Build lunch for August 12/09. Notices will appear in the April and May bulletins asking for support.
 - > Tuesday Morning Hospitality continues to be well attended. Some new helpers are getting

to know the regular visitors.

8) Interim Incumbent Report - Tony Harwood-Jones

- Nave Altar Survey - see attached
- Archives: Although not yet ready to present a report to Vestry, Myrna Brownlie has prepared a preliminary display in the Whale Lounge, including a binder of activities across the years, in readiness for the Whale plaque unveiling on March 29th. The items on display are to be looked at and handled.
The archives project continues, but duplication has been an issue as boxes have many copies of the same documents.
- Profile Writing Committee is formed and has commenced its work.

9) Sunday School - Barbara Fisher

- A letter has been distributed to the Sunday School families describing upcoming events.

10) Synod / Diocese - Marilyn Jackson

- March 22nd is Mothering Sunday. There will be a diocesan service at the Cathedral.
- On April 24, 7-9 pm, at St. Matthews Church there will be a conference on the *missional church* in Rupert's Land. This is also the theme of the Provincial Synod to be held in June.
- A second visit by a large delegation from Central Buganda is being planned (the first one took place around 2003). Billets are now being sought for the visitors.

11) Winged Ox - Marilyn Jackson

- Palm Sunday, April 5th, is the deadline for submissions to the Easter *Winged Ox*.

12) Women's Groups: Altar Guild, Winchester Guild - Marlene McCulloch

- Betty Dejong reported that the Winchester Guild is attempting to get the remaining members together to wrap up the guild. They will disclose the information related to the Guild once it has been wrapped up.
- The Altar Guild is organizing their Easter clean-up of the Church
- There are new members on the Altar Guild including Jen Ruch.

During the Altar Guild discussion, Crystal Monteiro mentioned that a marble-topped stand was damaged at a recent wedding, and recommended that the church assess a refundable damage deposit for events such as weddings that use the church. Considerable discussion followed. Fr. Tony pointed out that weddings and funerals are a "ministry" of the parish – a personal and caring service which we offer to people at an important time of their lives. Bill Brant said that funerals, at the very least, should not involve a damage deposit.

MOTION:

Moved by Crystal Monteiro, seconded by Marilyn Jackson

THAT a refundable damage deposit of \$200 be charged for weddings, concerts and events other than funerals, that are held in the Church.

Carried
9 in favour, 4 opposed

Tony Harwood-Jones 25/3/09 1:34 PM

Comment: If someone knows the correct year, please put it in here!

13) Scanterbury Outreach - Doreen Blackman

- Doreen will buy a card for Helen Hourie's 75th birthday and have it signed by the congregation on Sunday, March 22nd.

MOTION:

Moved by Joanne Tapscott, seconded by Colin Briggs,
THAT the reports be accepted.

Carried

8. Correspondance - Nil

9. Old Business

- (bringing back a matter tabled 20 May, 2008) Notice of Motion for April Vestry: THAT a new parish pictorial directory be prepared prior to the arrival of the new rector.
 - > John Wortley mentioned that an electronic directory may be more useful and flexible.
 - > The directory may be affected by privacy legislation.

10. New Business

- Bible in the Pews: It was decided to ask the greeters to place one Bible at the end of each pew prior to the 10:30 AM service so that people can follow the readings.
- Morning Prayer: Fr Tony reminded the group that, according to Diocesan Canon, matters of worship are not the responsibility of Vestry and no binding motions can be made with respect to liturgical matters. A discussion ensued which including the following items:
 - a quarterly celebration of Matins
 - that the Eucharist be the main feature of a Christian gathering is in fact a direct commandment of the Lord
 - few, if any, clergy in the Anglican Church today would agree to returning Matins as the main service of a Sunday. This includes any potential new Rectors of St. Luke's
 - some parishes use Morning Prayer as a prelude to the Eucharist
- In his capacity as interim Incumbent, Fr. Tony asked for an indication of interest by show of hands. He described two options: A. Morning Prayer at 10:00 AM prior to the Sunday Eucharist; and B. a uniquely designed service consisting of a complete sung Morning Prayer up to the "Third Collect," followed by the Great Thanksgiving, Communion, and dismissal of the Eucharist. There was no interest in option A. Eight members showed hands in favour of option B.
- The discussion about altar flowers (see Item #5, "Business arising..." above) was tabled to the next meeting so that Pat Holbrow (who had to leave early) could be present.

Point of Order:

Prior to the close of the meeting Bill Brant raised a point of order. While commending the excellent chairmanship of the Rector's Warden, he asked that tighter controls be applied to private conversations during the meeting. Such conversations make it difficult to hear and follow the main points being raised.

11. Date of Next Meeting - April 21, 2009

12. Adjournment

MOTION:

Moved by Barbara Fisher THAT the meeting be adjourned.

13. Closing Prayer