

The Parish Church of St Luke

MINUTES OF VESTRY

May 19, 2009

Susan Tinsley brought the meeting to order at 7:00 pm.

1. Father Harwood-Jones led the table in prayer.

2. Attendance

Present: Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, Tony Harwood-Jones, Marilyn Jackson, John Loewen, Marlene McCulloch, Susan Tinsley, Randy Van Vliet, Kris Watson, John Wortley.

Regrets: Patricia Holbrow, Barbara Rex, Jen Ruch, Scott Stephen, Joanne Tapscott

3. Approval of the Revised Agenda

MOTION:

Moved by Elizabeth Briggs, seconded by Marlene McCulloch
THAT the revised agenda be approved.

Carried

4. Approval of Vestry Minutes from April 21, 2009

MOTION:

Moved by Bill Brant, seconded by Barbara Fisher,
THAT the April Vestry Minutes be approved.

Carried

5. Business Arising from the Minutes

Parish Pictorial Directory

Barbara contacted Dom de Santos about the New Parish Directory:

- He is currently booking for Fall sittings.
- Prior to booking, a committee of four persons must be struck to organize the photography session.
- Three persons must be present at the shoot to assist.
- Individual photos will no longer be provided free of charge. People will have to pay an additional amount to purchase copies of their photo.

Joanne Tapscott, unable to attend the meeting, Joanne Tapscott has a list of possible volunteers who could perhaps form a committee.

ACTION ITEM:

Barb Fisher and Doreen Blackman to connect with Joanne Tapscott.

Organization of the directory project will take place at the next meeting.

Fund-raising Projects – ideas submitted in writing (See attached report for details of each project suggestion)

Each suggestion was reviewed and a show of hands was obtained in order to gauge the level of interest. The following are the suggestions which significantly raised group interest.

Goods Auction

- A number of good items have already been collected
- Items will not include clothing
- Hiring of a professional auctioneer for the event is recommended
- The Men of St. Luke have expressed interest in holding an auction.
- Due to current time restraints, and with apologies, Liz Briggs said that she is unable to coordinate an auction at this time. However she is willing to provide advice to the Men of St. Luke if they can do the work.

ACTION ITEM:

John Wortley will discuss holding an auction with the Men of St. Luke.

Vicar and Tarts Ball / Dancing with the Stars

- A fun evening fund-raiser with details yet to be determined
- Tony has offered himself for fun & foolishness but does not feel it is prudent to appear in drag
- Colin said that writing a skit similar to the one presented two years ago would be extremely time consuming/labour intensive
- On-site dancing instruction, perhaps Scottish, and Tango

Branded Items for Sale

- Kris is currently researching a variety of items to sell including coffee cups, t-shirts, sweatshirts and other items
- A local supplier is being sought
- further information will be available for the next meeting
- the issue of developing a gift shop will be discussed later

ACTION ITEM:

Kris will continue to research suppliers of branded items both locally and out of town if necessary.

“Country Blend” musical group

- 300 tickets must be sold in order to make \$4000 (the Church holds 250 people)
- performance fee for the band is \$1700

Steve Bell

- A very popular performer who generally fills large venues, eg. the Concert Hall

ACTION ITEM:

Marilyn will find out if he is willing to perform in a small venue.

Running Book Sale

John Wortley suggested that a book shelf be set up to hold books donated to sell. People can look through the books and purchase those which are interesting.. This is likely not a big money maker but a good opportunity to pass around books while making a few dollars for the Church.

The chair thanked all parties for their work in putting forth ideas and suggestions, including those that did not gain much traction at the meeting.

Finance Committee Terms of Reference (TOR)

John Loewen is currently preparing a new TOR for the Finance Committee because the existing one has not been located. Colin provided John with information to assist in the preparation of the new document. The Finance Committee TOR has been tabled until the June Vestry meeting.

ACTION ITEM:

John Loewen to get in touch with Paul Earl to see if he might have any record of Terms of Reference for the Finance Committee.

6. Financial Report

John sent regrets but submitted a report which was presented by Fr. Tony:

With an adjustment made for the insurance, which was paid in total this year as opposed to monthly payments in 2009, the gap has been closed between budget projections and real income for this year to date. Overall expenses have been slightly lower this year than projected in the budget.

The Revenue and Expenditure Summary Sheet and the monthly Balance Sheet were distributed and are attached to these minutes.

In discussion, Liz Briggs wished to thank those who first raised the possibility of the lighting upgrade and the “Buy a Ballast” programme; Corporation promised to report at the next vestry meeting about the number of ballasts subscribed.

MOTION:

Moved by Tony Harwood-Jones, seconded by Randy Van Vliet
THAT the Financial Reports be approved.

Carried

ACTION ITEM:

Colin asked about the deadline for the Hydro fluorescent light refit grant program expressing concern that the deadline for participation in the program might be the end of May 2009. This will be looked into right away.

7. Reports

1. Property Committee – Scott Stephen

Scott was unhappy to extend regrets but submitted a brief report dealing with the following issues:

This Spring the hedge seems to be growing back after a draconian pruning in Fall. If it fails to thrive Scott has been discussing its replacement with Kevin Webb, grounds keeper.

The Elm trees need trimming. Scott proposed tree pruning be planned on a 5-year cycle to minimize the financial impact at any one time.

Scott and Kevin procured three estimates to replace the sidewalk on the South side of the building. The current sidewalk is broken and slanted, with deep accumulation in wet weather, posing great danger in icy weather.

Scott will meet with Doug Bennett, roofing consultant, to discuss the current state of the church roof. Scott thinks that replacing the roof is the most sensible priority at this time because any other project or major repair is threatened by the continuously leaking roof. A key example of this is the large chunk of plaster which fell off the north wall of the Church during Spring thaw this year.

2. Men of St. Luke – Randy Van Vliet

The Men of St. Luke are having a work party on Saturday, May 23rd. They have a number of small projects on the go and are collecting work on the “job-jar” list on the lower-level bulletin board.

As previously mentioned the MOSL may be interested in holding an auction. Liz Briggs has agreed to provide direction and expertise as long as the Men do the work. Liz apologized, saying that normally she would be happy to undertake such a project herself but she is very busy with other commitments at this time.

3. Delicious Dishes – Bill Brant

Bill reported that the cooking season is almost over.

The Delicious Dishes are developing a Fall schedule and propose several ideas for next season: Each of the following ideas was enthusiastically received by Vestry members.

Once per month Friday Supper

The DDs have proposed a monthly Friday supper with “value meals as a source of fellowship in the parish and an opportunity for fund raising.”

Meals to Go

Plates of food to sell at the monthly D.D. bake sale but offering whole meals prepared and ready to be taken home and reheated.

Doreen raised the issue of food regulations and what impact they may have on the sale of pre-prepared meals from the Church House.

ACTION ITEM:

Randy van Vliet to make a low-key background check into City health regulations to see what applies to prepared meals for purchase.

Prepared Foods for Emergency Situations

A selection of prepared meals could be kept on hand in the deep freeze for distribution to parishioners in a time of need, eg. a death in the family or short term incapacitation.

4. Choir – Pat Holbrow

Pat sent regrets but submitted a brief report presented by Tony:

There will be a Choral Evensong for Pentecost on May 31st.

Pat has been taking recycling home from the church and is planning to phone the City of Winnipeg to inquire about recycling for the church.

Brief discussion followed in which it was noted that an official request of any kind to a public body such as the City, should only be done by Corporation or under Corporation authority; however, basic inquiry and research (eg. telephoning the City's 311 information service) is always a welcome initiative. On the matter of City pickup of recycling, the Corporation understands that City policy is that churches and businesses must currently pay for recycling pickup.

The Parish Secretary also noted that, with respect to recycling of bulletins, she herself takes home unclassified office and church paper to recycle and she shreds confidential or sensitive material. Weekly bulletins are collected during the following week for use in planning, archives and distribution to those who could not attend.

5. Columbarium

A Columbarium meeting is scheduled for Wednesday, May 20th

Neil Almdal has plans for the expansion of the Columbarium. He feels there are members of the congregation who will underwrite the cost of the expansion.

The public profile of the Columbarium was mentioned. Funeral directors in Winnipeg are unaware that St. Luke's has a columbarium. The issue of marketing and public profile will be raised at the Wednesday meeting by Bill Brant who is also a member of the Columbarium committee.

6. Daycare - Corporation

Susan Tinsley and John Loewen will soon meet with Lyla Ready, Daycare coordinator, to negotiate a new lease for the daycare. Liz Briggs asked if any thought had been given to asking Day Care for a damage deposit. The Corporation agreed to consider the matter.

7. Mission and Outreach – Kris Watson

Loretta Martin from St. Mary's, Charleswood, is in possession of a banner which was sent from our companion parish, Lwanga, Central Buganda, in 2006 for presentation to St. Luke's. This person has not been able to get in touch with St. Luke's during the past couple of years.

Tuesday Hospitality will close for the Summer months from May 26th to September 15th.

In response to a question raised at the April Vestry meeting, Fr. Tony explained what was included in the budget item, "Committed Funds." There are five committed funds, the Rector's Discretionary Fund, Choir Fund, Kneeler Fund, Accessibility Fund and the Centennial Anthem Fund. Each fund holds money which is dedicated for a particular purpose.

Rector's Discretionary Fund

- there was a significant shortfall this year to date for the costs of grocery vouchers that are distributed on Tuesday mornings. Within a couple of hours on the very morning the issue was explained to Tony, someone walked in the door with a significant donation of almost the exact amount of the shortfall. It was a divine experience but should not be relied upon to repeat itself.

Because the Tuesday Hospitality grocery chits are an ongoing expense of the Rector's Discretionary Fund, monies must be allocated for this in the budget, in case parishioner donations are insufficient.

In the past the Rector informed the congregation when funds were low and people would donate to keep the fund "fat and happy."

8. Interim Incumbent - Fr. Harwood-Jones

An outline of the emerging Parish Profile document was distributed and is attached to these minutes. Fr. Tony went through this document, noting that some sections are sensitive, and requiring care and consensus within the Profile Writing committee, while other sections are more factual in nature. The committee chair has informed him that the sensitive sections are now complete – a matter of some rejoicing – and that the factual and non-controversial sections will be worked on through the late spring and summer. The final draft of the Profile is expected to be complete by September.

Fr. Tony stressed that he has not read drafts of the Profile document, and that his concern is process. The content belongs to the parish. To that end, he asked Vestry to think carefully about what the best process might be for having the work of the committee become the property of the whole congregation. This would be an important discussion for the June Vestry meeting.

He noted that the committee had worked extremely hard, and that achieving consensus was laborious and time consuming. Membership of the committee itself is a remarkably accurate cross-section of the parish, so the achieved consensus is very likely to be truly representative.

Two extremes to be avoided: 1) that the parish be given no input at all (because the committee's work was so careful and so difficult), and 2) that the parishioners end up doing a complete line-by-line re-edit of the committee's work. What the proper balance between these extremes might be is to be discussed by Vestry in June.

Fr. Tony spoke at some length about the type of ordained candidates available in the church today: how their education, training and experience varies extremely widely. He said that whatever its contents, the Parish Profile must be a "sorting tool" to help locate the appropriate

type of person. Do we want one who has a sense of humour? Then put something funny into the profile and see who laughs. Do we want a theologian? Then put some theological words such as “transcendent” and “immanent” into the Profile and see who knows what they mean. Whatever attributes the parish thinks are desirable ought to be structured into the Profile so that the people with those attributes will say “I want to work with a parish that writes a profile like this.”

How will the completed profile be promulgated to applicants across the church?

- The completed profile will be sent to the bishop.
- Notice of the opportunity will be promulgated through the church via the diocesan office.
- A profile will be sent by the diocesan office to interested candidates.
- with the advice of St. Luke’s churchwardens and two representatives from other parishes, the Bishop will create a short list of candidates
- The Canonical Committee will be formed from the Wardens & Synod Delegates, and will interview the short list.
- The Bishop has committed himself to appoint the person selected by the Canonical Committee.

Parish Email List

110 email addresses have been collected from the congregation.
General Parish Emailings have been well-received.

CanadaHelps.org

A tax-creditable donation button has been added to our homepage which takes one to the CanadaHelps.org website. This government organization provides services to charities including taking donations and providing tax receipts to the donor, providing an easy way for people to make charitable donations to St. Luke’s with minimal administrative requirements.

Absence from the parish

Fr. Tony will be in Toronto, June 4-8, 2009. Fr. Tom Graham has been asked to preside at worship on June 7th with Fr. John Wortley assisting.

It being 9:00 PM, when Vestry normally adjourns, the following motion was put:

MOTION:

Moved by Tony Harwood-Jones, seconded by Marilyn Jackson,
THAT the meeting be extended for an extra 20 minutes.

Carried

9. Sunday School – Barbara Fisher

Sunday School is finished until Fall.

On May 31st the Sunday School children will take part in the 10:30 service.

10. Synod / Diocese – Marilyn Jackson

On June 17th from 2 to 4 pm there will be a special gathering to honour Myrna Brownlie who is retiring from her position as Diocesan Archivist.

A notable Aboriginal Leader within the Anglican community, Agnes Cook, has passed away.

See the attached report for other items.

11. *Winged Ox* – Marilyn Jackson

No *Winged Ox* until the Patronal Festival edition in the Fall.

12. Altar Guild, Women's Groups – Marlene McCulloch

All is quiet with the Altar Guild.

13. Scanterbury Outreach – Doreen Blackman

The Scanterbury ministry is in a state of flux.

Due to lack of interest there may be a reduction in the number Sunday services in Scanterbury.

The Rev. Jim Wolf is currently volunteering there.

It was requested that people pray for the people and the ministry.

MOTION:

Moved by Colin Briggs, seconded by Pauline Evison,
THAT the Reports be approved.

Carried

8. Correspondence

Nil

9. Old Business

Nil

10. New Business

MOTION:

Moved by Elizabeth Briggs, seconded by Marilyn Jackson,
THAT pertinent activities of St. Luke's be examined to determine whether there are areas in which economies can be effected by adjustment of payment.

Carried

Liz Briggs attached the following explanatory remarks to her written motion: "These payments together with documentation or guidelines for organizing social or fund raising activities should be given to individuals when they assume a new volunteer position for the church. The intent is to ensure that benefits, both financial and time saving, could be realised by volunteers when they assume new responsibilities."

Information will be collected on committees, groups, positions and activities within the church, including summaries, reports, planning documents, receipts, contact and supplier lists, and other pertinent information related to each committee and special event.

This would assist with the preservation of corporate memory. Supporting information and best practices could be passed from one regime to the next. Preparation of “guidebooks” would eliminate the need to re-invent the wheel, allow people to benefit from others’ experiences, avoid pitfalls encountered in the past, streamline operations, and save money and time.

12. Date of Next Meeting – June 16, 2009

13. Adjournment

MOTION:

Moved by Bill Brant

THAT the meeting be adjourned.

Carried

14. Closing Prayer