

# The Parish Church of St Luke

## MINUTES OF VESTRY

June 16, 2009

**Bill Brant brought the meeting to order at 7:00 pm.**

**1. Father Harwood-Jones led the opening prayer.**

**2. Attendance**

**Present:** Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Barbara Fisher, Tony Harwood-Jones, Patricia Holbrow, Marilyn Jackson, John Loewen, Scott Stephen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet.

**Regrets:** Pauline Evison, Marlene McCulloch, Jen Ruch, Kris Watson, John Wortley.

Barbara Rex has tendered her resignation from Vestry as she does not have sufficient time to fully participate.

**3. Approval of the Agenda**

MOTION:

Moved by Pat Holbrow, seconded by Colin Briggs  
THAT the agenda be approved.

*Carried*

**4. Approval of Vestry Minutes from May 19, 2009**

MOTION:

Moved by Tony Harwood-Jones, seconded by Marilyn Jackson,  
THAT the May Vestry Minutes be approved.

*Carried*

With a couple of items to be noted:

1. Pat Holbrow clarified that she has been taking home the recycling produced by the choir for a couple of years and has been removing the bulletins from the church after Sunday services since Christmas time. She is still making an effort to research recycling services for the church.
2. Elizabeth Briggs clarified a point about the Goods Auction suggestion on page 2. She stated that she was not suggesting that a professional auctioneer should be hired. Instead a professional auctioneer, such as Terry Wachniak, should be approached to donate their time. Terry has generously done so in the past.

**5. Business Arising from the Minutes**

**Parish Profile - Adoption by the congregation:**

Fr. Tony presented a “proposal for a process wherein the Congregation may adopt a Parish Profile Book, with opportunity for everyone’s input but minimal difficulty,” which covered the following points:

1. Upon completion the book will go to the Bishop for review.
2. The profile will be distributed to the parish by email. Arrangements will be made to provide a hard copy for those who are interested but do not have email.
3. Comments are to be submitted to the Profile Writing Committee by September 30<sup>th</sup>. This will give the Committee time to review the suggestions to determine if they can be used in the profile.
4. The congregation will meet on or about the Patronal Festival, October 18<sup>th</sup>, in order to vote on a motion that say, “That the Parish Profile booklet, as submitted to this meeting, be approved for distribution to the wider Church.”

A discussion ensued during which each of these points were discussed.

With respect to distribution of the draft profile, it was agreed that there will be a communiqué with the parish, probably through a mailer, inviting people to order a profile by email, mail, pick-up, etc. Profiles could be distributed in a variety of mediums, for example email an electronic version to whomever has email, or charge \$2.50 to mail out a paper copy. There were suggestions to add additional parish information in the mailer to maximize the use of postage. The question was raised of who is going to do the work associated with the mailer as the parish secretary already has a full work load. Pat Holbrow has volunteered to help with the mailer. John Loewen has offered to make phone calls. Randy Van Vliet will look into the cost of printing. Joanne suggested some could be delivered.

#### MOTION

Moved by Tony Harwood-Jones, seconded by Elizabeth Briggs,  
THAT the document, “Proposal for a process...,” dated June 10, 2009, be the method for distributing and gaining acceptance of the parish profile with the addition of a general parish mailing to invite requests for purchasing printed copies. *Carried*

Paul Earl, Chair of the Profile Committee, gave a brief presentation on the progress of the profile to date:

- Weekly meetings have been held by the committee.
- Samples provided by the Diocese of Rupert’s Land were used as a starting point.
- Custom Headings were developed.
- The book is comprised of two types of information - factual and subjective:
  - Factual information includes history, finances and committees.
  - Subjective content required in-depth discussion, and took 13 weeks to achieve consensus about controversial issues in the parish and how they should be described.
- There is a meeting scheduled for August.
- The factual reports will be added as they are completed.

- The body of the document will make reference to a large appendix of reports and other data at the end.
- The profile is 40 pages long and the committee feels the issues have been dealt with comprehensively.

Upon completion the Profile will be sent to the bishop who will read it and perhaps make comments. It is unlikely that he will ask for changes to be made as the work is done by the parish about the parish.

The Wardens and Deputy Warden have has met with the Bishop and were pleased by his complimentary comments about the parish and clergy during this time of transition. He asked relevant questions and was very gracious.

### **Parish Pictorial Directory**

Barbara Fisher contacted Dom de Santos and booked a sitting for the New Parish Directory on November 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>.

Joanne Tapscott feels the directory is an important aspect of preparation for a new Rector. A committee has been gathered to coordinate the directory including Stella Douglas, Joanne Abbott, Mike and Gillian Thompson, and Madeline and Jeff Brown.

It has yet to be decided what information will be included in the directory, such as phone numbers and email addresses, in order to comply with Privacy laws.

A meeting of the Directory Committee will be held on June 24<sup>th</sup> to get organized in preparation for the photo sitting and directory compilation.

### **Fund-raising Projects – a follow-up to May Vestry**

#### **Branded Items for Sale:**

Kris Watson was sick but sent the results of her research on branded items for presentation by Mary Smith, Parish Secretary.

- A local supplier has been located.
- The supplier suggested keeping it simple offering only a few items for sale.
- In order to roll out the branded items at the Patronal Festival, October 18<sup>th</sup>, the artwork should be submitted by end-June and the initial order should be in by the end of August. Otherwise there is a risk of being caught in the back-to-school glut which occurs every year in September.
- The items discussed were two sizes of coffee cup, a canvas shopping bag, and t-shirts (men's & ladies). A pen from a different supplier is being evaluated as well.
- the red and gold Winged Ox graphic from the web site was presented at the meeting to determine the origin and gauge approval. The graphic has been in use for years and no-one knows the source, but apparently it is free from copyright issues. This graphic will be used.

- Some prices were discussed, including the cost of set-up fees for silk-screening or embroidered items.
- There are basic lot sizes - different for each type of item.
- If clothing will be available people will be asked to pre-pay when they order.
- Barbara Fisher mentioned that there are 4 people willing to invest their own funds to cover the initial start-up. They will be reimbursed upon the sale of items.
- A key issue is whether this is a fund-raising idea or church mementos for sale.

A number of issues were raised in the ensuing discussion:

- what is the current status of church items already for sale (e.g. hasty notes / history books)?
- parishioners have been reticent to purchase items in the past and may not buy anything.
- how will this be funded?
- John mentioned there is some money in the fund-raising budget.
- Colin suggested that some organizations only place orders once there are enough prepaid to cover the whole lot.

The suggestion to change the South-side Church vestibule into a gift-shop has been left for another discussion.

It was decided that the discussion should be ended since Kris was absent from the meeting and could neither answer questions nor benefit from the discussion.

#### MOTION

Moved by John Loewen, seconded by Marilyn Jackson,  
 THAT the people who wish to invest their own funds may proceed at their own cost to acquire St. Luke's branded merchandise during the Summer to be available by the Patronal Festival.

*Carried*

### Finance Committee Terms of Reference (TOR)

Using the information supplied by Colin Briggs from the old finance committee, John Loewen is preparing a TOR for the new Finance Committee. The scope of the old committee was focused on investments and John feels the new committee needs to be more broad-based and comprehensive.

## **6. Financial Report**

John Loewen presented two documents.

### 1. Balance Sheet:

There has been an addition to the monthly balance sheet to provide clarity about investments. The new line is called "Market Value of Investments" and includes "Unrealized Loss" to show approximately how the investments are doing at the time of the report.

### 2. Revenue & Expenditure Summary Sheet:

- The financials are very close to budget at this time.
- The offerings are less than projected, and down quite significantly from last year.
- Expenses are down from this time last year.
- Rental income is lower than last year.
- There has been an increase in activity income.
- Music expenses are over budget but there have been significant repairs to the organ. Spending on repairs was approved in advance and are now complete.
- In financial areas where there is direct control the church is managing well at this time.

A discussion on rentals included the following points:

- Rentals need to be organized.
- There needs to be an evening staff person on the premises if the rentals are to expand.

Use of the Internet to promote the parish is just beginning, as is use of the online donation system. Our Remembrance Day celebrations, including our important Battle of Vimy Ridge artifacts, could be promoted.

MOTION:

Moved by John Loewen, seconded by Scott Stephen,  
 THAT the Financial Reports be approved.

*Carried*

**7. Reports**

**1. Property Committee – Scott Stephen**

Property Manager Availability: Scott will be available during July and August and is encouraging people to bring their questions and concerns about the property to him.

Sidewalk Replacement: Scott and Kevin are gathering quotes to replace the sidewalk and will bring the results to the Corporation.

Wheelchair Ramp: Scott and Butch are preparing a recommendation about the wheelchair ramp for presentation to the Corporation.

Father Bob’s Garden: The Interim Incumbent is not a gardener so if no-one else is interested in working that spot the Rector’s Garden will be grassed over.

**2. Men of St. Luke – Randy Van Vliet**

The Men of St. Luke are offering to share the closet behind the stage in the Parish Hall with the Delicious Dishes. This announcement raised discussion about usage of rooms. Scott had not been informed of the plan for the MOSL to share the space with the Delicious Dishes. Proper protocol for usage can be addressed during the Summer. A policy for room usage should be developed.

A suggestion has been made to put a counter under the pass-through window in the Parish Hall. It was noted that the spot in question may have been planned for ladder storage.

The Men of St. Luke are having a work party on Saturday, June 27<sup>th</sup>.

### **3. Delicious Dishes – Nil**

### **4. Choir – Patricia Holbrow**

The Choir is off for the Summer.

Patricia will look into recycling over the Summer. Randy Van Vliet referred her to the City Water & Waste Department.

A thank-you was extended to Pat for her work on recycling.

### **5. Columbarium**

A Columbarium meeting was held on Wednesday, May 20<sup>th</sup>.

A new and bigger Columbarium ad will be placed in the Rupert's Land News at a cost of \$160 per issue or \$960 per year.

There are 21 certificates of ownership signed by Bob Brownlie, for distribution to those who have purchased a niche.

To cover cleaning of the Columbarium a \$300 honorarium has been given to the Parish Office to pay the cleaner. This system was started last year.

Neil Almdal has plans for the expansion of the Columbarium at no cost to the Church. He has a number of interested persons who may underwrite the cost of the expansion.

### **6. Daycare - Corporation**

Susan Tinsley and John Loewen met with Lyla Ready, Daycare coordinator, to negotiate a new lease for the Daycare.

The new lease will cover a two year period with no increase to the actual rent but there will be two increases in utility payments, at the beginning of the lease and again at a set time during the contract. The government sets daycare rates so there is not much flex in how much they can pay.

No damage deposit will be requested as there have been no problems to date. There is no benefit to requesting a deposit but it may have a negative impact on a good, long-standing relationship.

Lyla has expressed concerns about window sealing and air flow in parts of the daycare.

## **7. Mission and Outreach – Kris Watson**

St. Luke's will provide a luncheon for the Habitat for Humanity builders on August 12<sup>th</sup>. Parishioners have signed up to help and to provide slices and dainties for dessert.

On June 28<sup>th</sup> there will be a graduation ceremony during the 9:30 service for Vivien Isfeld, an Education for Ministry (EFM) graduate who is also a parishioner of St. Luke's. Mission & Outreach is sponsoring a coffee after the service to celebrate Vivien's success.

Elizabeth Briggs wishes to hold fund-raisers for Haiti on September 20<sup>th</sup>, October 11<sup>th</sup>, November 22<sup>nd</sup> and January 24<sup>th</sup>. She will email Susan Roe-Finlay, M&O Chairperson, to confirm the arrangements.

It being 9:00 pm when Vestry normally adjourns, permission was given by participants to finish the meeting without a motion.

## **8. Interim Incumbent - Tony Harwood-Jones**

The Interim incumbent will be away for the month of July although he may have to alter the timing of his vacation somewhat due to some Pastoral Care concerns.

Pastoral Care:

There are many people in the parish who are seriously ill or shut in, requiring pastoral care and other attention.

Website:

The website is bringing in compliments but Tony is becoming quite concerned about who will be webmaster once he leaves next year. He feels we need someone technologically savvy who exists at the centre of the congregation so they will know what to post.

It may be possible to change Internet providers to one that requires less technical skill to maintain a website.

## **9. Sunday School – Barbara Fisher**

The Sunday School children took part in the 10:30 service for the Feast of Pentecost on May 31<sup>st</sup>. Their participation was very well received.

## **10. Synod / Diocese – Marilyn Jackson**

A new Metropolitan for the Diocese of Rupert's Land, David Ashdown, was selected on June 11<sup>th</sup> at the provincial Synod.

A special Synod meeting will be held on June 20<sup>th</sup> to decide how to address the current financial issues facing the Diocese at this time.

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

On October 2<sup>nd</sup> and 3<sup>rd</sup> the diocese is holding Faith Horizons, a diocesan educational event.

#### **11. *Winged Ox* – Marilyn Jackson**

The next *Winged Ox* will be the Patronal Festival edition. Deadlines for submission to the October 18<sup>th</sup> edition will be October 11<sup>th</sup>.

#### **12. Altar Guild, Women's Groups – Nil**

#### **13. Scanterbury Outreach – Nil**

#### MOTION:

Moved by John Loewen, seconded by Elizabeth Briggs,  
THAT the Reports be approved.

*Carried*

#### **8. Correspondence**

Nil

#### **9. Old Business**

##### Guidebooks

The preparation of guidebooks to facilitate holding events or job hand-overs perhaps should be done yearly. It was suggested that there should be a mechanism to prompt updates. It was noted that since the guidebooks are related to certain events or position-changes, updates would be prompted by these events.

#### **10. New Business**

Nil

#### **12. Date of Next Meeting – September 15, 2009**

#### **13. Adjournment**

MOTION:

Moved by Colin Briggs  
THAT the meeting be adjourned.

*Carried*

**14. Closing Prayer**