

The Parish Church of St Luke

MINUTES OF VESTRY

September 15, 2009

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

1. Father Harwood-Jones led the opening prayers.

2. Attendance

Present: Doreen Blackman, Bill Brant, Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher, Tony Harwood-Jones, Patricia Holbrow, Marilyn Jackson, John Loewen, Marlene McCulloch, Joanne Tapscott, Susan Tinsley.

Regrets: Crystal Monteiro, Jen Ruch, Scott Stephen, Randy Van Vliet, Kris Watson, John Wortley.

Resignation Kris Watson tendered her resignation from Vestry with apologies as important and unforeseen family commitments have arisen which take priority at this time.

3. Approval of the Agenda

MOTION:

Moved by Barbara Fisher, seconded by Marlene McCulloch,
THAT the agenda be approved with the following additions:

1. Patricia Holbrow requested that Recycling be added to "Business Arising from the Minutes;"
2. Marilyn Jackson requested Five Minutes under "New Business"
3. That section 9, "Old Business," be permanently removed from the Agenda, because the same subjects are now covered under the new section 5, "Business Arising from the Minutes."

Carried

4. Approval of Vestry Minutes from June 16, 2009

MOTION:

Moved by Patricia Holbrow, seconded by Tony Harwood-Jones,
THAT the June Vestry Minutes be approved with the addition of Crystal Monteiro in the names of those present:

Carried

5. Business Arising from the Minutes

1) Parish Pictorial Directory – Doreen Blackman

A meeting of the Parish Pictorial Directory Committee was held on Sunday, September 13th during which the following issues were discussed:

1. Directory Photo Sitting Appointments
 - Appointments are available for November 16th, 17th & 18th
 - Appointments will be taken every Sunday from September 20th to November 8th.
 - A notice will be included in every Sunday bulletin until November 8th

2. Photo Sittings

- 90 sittings available in a 3-day period
- the number may need to be increased depending on demand
- the process will move very quickly

3. Directory Format

- in discussion of the eventual format of the Directory, the following points were raised:
 - format should be same as the previous book
 - what personal information will be included?
 - significant Personalization is available like in the previous directory
 - what photos will be used - existing or new? most cost-effective way is preferred
 - Feedback was requested so the Committee could move ahead so by show of hands Vestry indicated its preference for use of most cost-effective method; using existing photos or new; and including Committee Photos like in past directories

The Committee has asked to be informed of anyone who should be in the directory that may not be able to attend actual photo sittings.

2) Recycling Inquiry – Patricia Holbrow

Pat contacted the City of Winnipeg to inquire about Recycling for the Church

A city representative provided the following information about the recycling program:

- Cost: \$140 per quarter
- 2 Wheeled Blue Bins will be provided by the City for collecting recyclable materials
- Bins are wheeled curb side weekly for collection

A discussion followed during which these items were discussed:

- Should a committee be struck to investigate recycling for the church? Pat will look into a committee.
- An article can be included in the Winged Ox on a recycling program for the church.
- Will the cost exceed the original estimate due to additional fees such as transportation and dumping fees, etc.?

6. Financial Report

John presented two reports:

Revenue and Expenditure Summary Sheet

Expenditures:

Expenditures in most areas have been strictly controlled, for example:

- Office expenditures are down for the second consecutive year.
- Building Maintenance Costs are much lower than last year and expenditures on maintenance have reduced costs in other areas.
- Employment costs are down.

Total Operating Expenditures is enjoying an 11.3% reduction overall, prompting John to compliment everyone on the real financial discipline being shown at this time.

Revenues:

Revenues have declined this year in most significant areas including: all types of *Offerings, Festivals, Mission & Outreach* donations and *Rentals*. Total Activity Revenues is experiencing an overall shortfall of 32.6%.

The point was made by the Deputy Warden that costs are pretty much cut to the bone with little fat to trim.

Elizabeth Briggs asked if it is possible to get election polling stations or a Folklorama pavilion at St. Luke's now that the church is accessible.

- according to Community Places the church is eligible for a variety of social events with the installation of the elevator
- John Loewen will investigate

The Corporation decided at its meeting on September 10th that no more projects will be initiated until the necessary funds are in the bank. This will eliminate the problem of shortfalls in project funding which make it necessary to take monies from the trust accounts.

"Buy a Ballast" Florescent Lighting Refit Project

- 60 of the 120 available ballasts have been sold
- All ballasts must be sold before the project can go ahead
- Significant savings will be realized by the conversion
- Although the program will likely continue, the estimates will soon be out of date.

New Security Provider

- Security System savings - much lower monthly cost
- Improved security including cameras
- Ability to open accessibility doors from Parish Office or other indoor location

*Upon completion these projects will realize true savings on a monthly basis for the Church.

MOTION:

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

Carried

MOTION:

Moved by John Loewen, seconded by Joanne Tapscott,
THAT the Vestry approve the transfer of \$25,000 from the Trust Funds to the general account to meet the current budget shortfall, subject to approval by the Chancel Guild.

Carried

The motion was opened to discussion after which a vote was taken. The motion carried with a vote of 11 for to 2 against. Dissenters were Elizabeth Briggs and Marilyn Jackson.

Synopsis of vestry discussion:

John reported on the recent performance of the Trust Accounts:

- Strong performance during the past couple of months has realized a rapid \$6000 gain.

- St. Luke's financial portfolio is broadly diversified and performing well at this time.

In discussion of the trust transfer itself, the following points were made:

- A Trust Fund Transfer is only a short-term solution to a long-term deficit problem.
- Deficit Budgets cannot be approved every year with no plan to replace the capital.
- A proper financial plan is required to ensure the return of monies to the trust accounts.
- This may be an opportunity to look inside the church rather than seeking outside funds.
- Is the church is fully rented or are there more rent revenues to be realized?
 - Currently there is insufficient staff to facilitate renting to new evening clients.

The Wardens are committed to having people speak in church about the current financial shortfall.

- it is thought to be important to let parishioners know as they may be unaware of the church's financial situation.
- concerns were raised that money problems being discussed in church on Sundays might have a negative impact on visitors and new parishioners.
- Many are already giving as much as they can afford
- Bill Brant explained that his speech on finances in church on Sunday, September 13th, was not intended to browbeat others into giving more money but merely to share his own sense of responsibility and expression of stewardship to his spiritual home. What individuals choose to give to the church is between themselves and the Holy Spirit.

Fr. Tony offered the following on church funding:

- the congregation must support its own church.
- parishes which are not sustained by their own congregation generally do not survive
- rentals can kill a church when there is nowhere for parish affairs to take place
- several new young members have been at church lately which is positive
- people are good at identifying and welcoming newcomers, inviting them to coffee and being friendly but not so good at introducing them to other people
- hopefully all members of the congregation will take note and welcome to newcomers

Other observations included:

- People feel connected and continue to financially support St. Luke's even if they no longer attend
- Other parishioners feel disconnected from the church
- Many people are working hard at making this a good parish
- Rates for weddings and daycare are competitive
- Everyone needs to work at it
- Better communication is necessary

The discussion was closed and the question was put, and carried as indicated above.

7. Reports

1. Property Committee – Scott Stephen

Scott Stephen sent regrets due to a conflict. He submitted a brief report about the following topics which was read by Fr. Tony.

- Front Door Wheelchair Ramp and Parish Hall Fire Escape replacement
- New Security Provider
- Lack of progress of Elevator Deficiencies

- Future of the Parish Gardens

2. Men of St. Luke – Randy Van Vliet

Randy Van Vliet sent regrets. A report submitted by Neil Almdal was read by Tony.

- The *Men* are installing a new Counter in the Parish Hall, the full length of the wall, under the serving window to the kitchen. Coffee wagons, urns and other items will be stored at one end and a set of drawers to hold supplies installed at the other.
- The *Men* will hold a Cheese Sale commencing order-taking on September 20th for pickup November 15th. Proceeds of the sale will be used to pay for the new counter in the Parish Hall.
- Liz Briggs asked if there was any word on the *Men* holding an auction this year. No one has heard anything.
- Joanne wished to ensure that the *Men* will reserve the required dates with the Parish Calendar Coordinator.
- It is not certain that there has been any actual meeting of the *Men of St. Luke* in recent months. Most of the activity is being undertaken by Neil Almdal himself, along with individuals whom he invites to work with him on one or another project.

3. Delicious Dishes – Bill Brant

The Delicious Dishes will be catering Barbara Almasy's funeral on Friday, September 18th.

Someone asked about charges associated with funeral functions:

- funerals are always provided free of charge, as a pastoral ministry;
- The Delicious Dishes will charge for catering a funeral (but bereaved families will always pay for catering, whatever organization does the actual work), and income over and above their cost recovery is eventually contributed to the parish in one way or another.

4. Choir – Pat Holbrow

The Choir resumed on Sunday, September 13th

- Coming events:
 - Patronal Festival – October 18th
 - Remembrance Sunday – November 8th
 - Evensong – November 22nd

5. Columbarium

A Columbarium meeting was held September 3, 2009.

- Neil Almdal recently met with James Khonsky, the original Columbarium architect, to consider the expansion of the existing Columbarium and provide a cost estimate for the project.
- Vera Rosolowich will use her calligraphy skills to add names to the military honour roll.
- Chairmanship of the Columbarium Committee was turned over from Neil Almdal to Bill Brant. Susan Stephen is the new Treasurer.
- Another Columbarium meeting will be held shortly to regroup under the new leadership.

- Marketing is a priority consideration. During the meeting in May several ideas were raised and a new marketing strategy is being developed to encourage people to consider the Columbarium for the cremated remains of their loved ones, or of themselves.

- As part of the new marketing strategy a reception for local funeral directors and others is being considered in order to raise the Columbarium profile and promote good relations within the funeral industry.

6. Daycare - Corporation

Susan Tinsley will meet with Lyla Ready, Daycare Coordinator, Wednesday, September 23rd to finalize the leasing issue. Sue wishes also to maintain good relations and raise her profile with Lyla as a point of contact within the Church.

7. Mission and Outreach – Kris Watson

Kris Watson sent regrets as previously mentioned, and the minutes of the recent Mission & Outreach meeting, held Sunday, September 13th. Please see attached.

Colin reported on Haiti:

- The Haiti fund-raising season has commenced.
- Four fund-raising Bring/Buy/Entertainment Sales are planned for the following Sundays:
 - September 20th
 - October 11th
 - November 22nd
 - January 24th
- The November 22nd date includes a speaker, originally from Sudan, who will be here to share his diocesan visit to Haiti.

Marilyn reported on Central Buganda:

- Marilyn has established communication with Patrick **Lubwamma**, pastor of our companion parish of Lwanga, in Central Buganda.
- A large letter to our companion parish is being prepared by Marilyn who is seeking anything parishioners wish to include.
- A folder of all communications will be given to the Parish Office for archival purposes.

Mission and Outreach is now the umbrella committee over the sub-committees of our Companion Parish, PWRDF, Haiti, Scantebury and Tuesday Morning Hospitality, which now meet with “one face.” The recent meeting was successful and a good feeling was shared among participants as they made an effort to work together.

8. Interim Incumbent - Fr. Harwood-Jones

Fr. Tony said that much of what he had to report had been said in the course of the preceding discussions.

The Parish Profile process is well underway, with a congregational ratification due to take place October 18. The only frightening thought would be if the parish meeting declines to ratify the committee’s final draft of the Profile. Should that happen, members of the current profile-writing committee would not wish to continue, and we would have to start from scratch. Early responses to the draft profile suggest that it is being well received on the whole, but the opportunity for input has fifteen more days to run, and something unforeseen may yet happen.

Following ratification of the Profile, Tony's work will no longer be "transition process" but rather the normal work of a parish priest.

His biggest concern about his remaining time in St. Luke's is that he continues to be the parish webmaster. Before the new Incumbent is appointed, this role *must* be passed to someone within the parish.

9. Sunday School – Nil

10. Synod / Diocese – Marilyn Jackson

- Diocesan Picnic
- Faith Horizons will be October 2nd, 3rd and 4th at St. Mary's Academy.
- The Annual Bishop's Dinner will be October 27th.
- Booth College is hosting a seminar on October 31st with author Phyllis Tickle.

See the attached report for further information.

11. Winged Ox – Marilyn Jackson

The next Winged Ox will be the Patronal Festival edition available October 18th.
The deadline for submissions is October 11th.

12. Women's Groups, Altar Guild, Winchester Guild – Nil

13. Scanterbury Outreach – Nil

MOTION:

Moved by _____, seconded by _____
THAT the Reports be approved.

Carried

8. Correspondence

Nil

9. New Business

Nil

10. Date of Next Meeting – October 20, 2009

11. Adjournment

MOTION:

Moved by Doreen Blackman
THAT the meeting be adjourned.

Carried

12. Closing Prayer