

The Parish Church of St Luke

MINUTES OF VESTRY

October 20, 2009

Bill Brant 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, Tony Harwood-Jones, Patricia Holbrow, Marilyn Jackson, John Loewen, Marlene McCulloch, Crystal Monteiro, Jen Ruch, Scott Stephen, Joanne Tapscott, Susan Tinsley, Randy Van Vliet, John Wortley.

Regrets: Colin Briggs, Elizabeth Briggs, Pauline Evison, Barbara Fisher.

3. Approval of the Agenda

MOTION:

Moved by Marilyn Jackson, seconded by Marlene McCulloch,
THAT the agenda be approved.

Carried

4. Approval of Vestry Minutes from September 15, 2009

MOTION:

Moved by Patricia Holbrow, seconded by John Loewen,
THAT the minutes of the meeting of September 15, 2009 be approved, including confirmation that reports were properly accepted at that meeting, even though the draft minutes do not contain the names of a mover or seconder of the enabling motion.

Carried

5. Business Arising from the Minutes

1) Recycling Inquiry – Patricia Holbrow

Pat provided an update of her work on a recycling program for the church.

An announcement was placed in the Winged Ox.

Pat has requested volunteers to assist with a home-grown recycle program.

A number of Blue Boxes have been provided.

A Recycling Team will be assembled and a roster prepared so that participants can take turns collecting the on-site recycling and take it home for collection.

6. Financial Report

Prior to presenting his financial reports John discussed the recent financial crisis:

The chronic Summer dip in Church finances reached its lowest this year.

- problem for accountant to juggle funds and pay the bills
- the message was shared with the congregation both in church and in the Winged Ox. People have responded to the call, making a significant impact on the budget deficit for the 2009 year.
- requesting a 12% increase from each parishioner during this year's Stewardship drive.

Revenue and Expenditure Summary Sheet

The report shows that operating revenues and expenditures are below the budgeted amount. Both are close to the 2009 budget prediction.

Balance Sheet:

An increase in the market during August had a favourable impact on St. Luke's investment profile.

During the recent \$25,000 transfer from the trusts to the general account, John asked Maurice Bohemier, the financial advisor, if he would donate his commission on the transaction to St. Luke's. John asked for \$500 which was rapidly agreed upon by Maurice.

John extended a thank-you to everyone for their support of the St. Luke ministry. People have come together and responded to this crisis.

MOTION:

Moved by John Loewen, seconded by Marlene McCulloch,
THAT the Financial Reports be approved.

Carried

WHEELCHAIR RAMP:

Corporation brought forward the following Committee Motion. Their reason for doing so was that in the minutes of September 15, Corporation had expressly stated that "no more projects will be initiated until the necessary funds are in the bank." The wheelchair ramp is deteriorating to such an extent that it is becoming a safety hazard, so Corporation believes that action must be taken before winter arrives, whether or not "funds are in the bank." Corporation also noted that \$1,500.00 has come in from various parishioners specifically earmarked for the ramp, so that the net charge to the parish's operating funds will be much lower than the actual cost of material and labour.

COMMITTEE MOTION:

THAT Edward (Butch) Blowers should proceed immediately with the proposed replacement of the Wheelchair Ramp at the front entrance to the Church because the ramp is deteriorating and poses a danger to users and it is very important for the church to maintain accessibility.

Carried unanimously

Corporation reported that there are three projects currently in the works, of which the wheelchair ramp is the first. Given current financial concerns, they will be dealt with as follows:

1. Wheelchair Ramp Replacement: approved at this meeting. This will take place as soon as Butch is available. The construction will be of higher quality than the current installation, with a plank surface rather than plywood (better drainage), and a non-skid finish.
2. Security System Replacement: to commence at year-end so the expense will be realized in the 2010 budget year.
3. Hydro Ballast Replacement: to go ahead as soon as the amount for all ballasts has been pledged and prepaid by parishioners. Approximately 80 ballasts have been funded to date.

7. Reports

1. Property Committee – Scott Stephen

Scott reported briefly on three main points which were covered earlier discussion:
Security / Ballasts / Wheelchair Ramp

Scott emphasized that the next important repair should be the replacement of the Church House Fire Escape which is in the same state of disrepair as the Wheelchair Ramp.

Crystal Monteiro raised a concern about plaster falling near the entrance to the Rector's Office. Fr. Tony noted that this was due to chronic roof leaks. As there are many leaks in both church and Church House, further discussion resulted in Bill Brant offering to seek estimates for roof repair, as a project that will be eligible for federal and provincial grants.

Another project that must be attended to in the near future: the wooden stairs which provide emergency exit to the back lane from the Church House (the exit door is near to the women's washroom). The landing and steps are badly deteriorated and must be replaced.

Pat Holbrow mentioned lights that are not working on the Stradbroke Street entry near the Rector's Office. The halogen floodlight is out, and the small light over the door itself doesn't work. This creates a serious safety concern for people, such as choir members and EFM, arriving and leaving after dark. Fr. Tony said that matters such as these should go on Butch's job list. He himself would follow up with Butch in the morning.

2. Men of St. Luke – Randy Van Vliet

- The Men are in the process building the cabinets and counter across the end wall of the Church House under the Kitchen Service window.

3. Delicious Dishes – Bill Brant

- The Delicious Dishes have requested the garburator be fixed or replaced, and that the kitchen be rewired to prevent the constant tripping of circuit breakers currently being experienced.

MOTION:

Moved by Pat Holbrow, seconded by Marilyn Jackson,
THAT Edward Butch Blowers, St. Luke's Handyman, be authorized to seek three quotes
from licensed electricians to rewire the Kitchen in the Church House. *Carried*

ACTION ITEM:

Butch will be asked to look into the Garburator issue, repair or replacement, and seek three estimates by electricians to rewire the kitchen.

- The question was asked if there is still a donor willing to help with the Kitchen Refit? An effort will be made to determine who had made the offer and if the offer still stands.

4. Columbarium – Bill Brant

- As the new Columbarium Chairperson Bill Brant has been sitting back to let Neil Almdal wind up his business as the outgoing Chair.

- At a recent Columbarium meeting it was determined that Marketing is the Number One priority for the Columbarium at this time. Plans are being made to promote the Columbarium as a desirable, Anglican place of rest. Marketing efforts include:

Preparation of a new brochure.

- a request for volunteers to develop a new marketing brochure has been placed in the Sunday bulletin.

- Randy Van Vliet has volunteered to start the brochure project.

An Open House to promote the Columbarium to local funeral directors and other related associates will be hosted by the Men of St. Luke in the New Year.

- Conceptual work has been done on the Columbarium Expansion Proposal by the original architect, James **Khonsky (wrong! check spelling)**, but the project is a long way off.

5. Choir – Pat Holbrow

November 8th is Remembrance Sunday.

November 22nd is Evensong.

December 20th is the annual *Carols & Lessons* Christmas Service at 4:30 pm.

6. Daycare - Corporation

Nil

7. Mission and Outreach (no Contact Person)

- Crystal Monteiro volunteered to be the new Vestry contact for Mission and Outreach.

Fr. Harwood-Jones gave some Mission & Outreach current information:

- November 22nd a well-travelled African Clergy will be a Guest Speaker at St. Luke's telling of his experiences in Haiti.

- Grands'N'More will be holding a fundraiser at St. Luke's in December.
- A Lutheran organist will hold a fundraising musical event in the New Year.
- Gravity Still Works:
 - The Funtastic Fundraiser event was successful and really enjoyable although the attendance could have been better.
 - The group was able to supply three wheelchairs for people in a Uganda village.
 - St. Luke's received \$335 as our share of the funds raised.
 - During set-up of the circus inflatables the electrical circuits were over-taxed and fuses were blown. Neil Almdal immediately purchased many glass fuses and Malcolm Tinsley rented a generator for the day.
 - The troupe provides great family oriented fun and would be a welcome inclusion in parish events. They could perform as buskers or be paid from event proceeds.

8. Interim Incumbent - Fr. Harwood-Jones

Parish Profile Meeting:

- The Parish Profile meeting on Sunday was a great success.
- The Interim Incumbent senses a positive mood amongst parishioners. mutual criticism seems to have been replaced by mutual encouragement.

A small cloud on the horizon

The Interim Incumbent noted that almost everyone who is committed to St. Luke's is now contributing considerable amounts of time and talent. St. Luke's is therefore a community which is "working" very well, but there is a risk that if even one person were to step aside from their current role – for whatever reason – there are few people available to take their place in that role.

Elections Canada and Folklorama:

- Tony contacted both agencies to inquire about becoming a polling station during elections.
- Elections Canada will put the proposal on file.
- The Folklorama Representative was informative:
 - St. Luke's is a small venue.
 - The Kitchen is outdated and lacks sufficient refrigeration space.
 - Some small pavilions cater their own pavilions.
 - Nine days rental for a pavilion is \$3000.

Stewardship:

The Stewardship drive for the 2010 budget year will be small.

A mail-out is being prepared with Labels, Letters and Pledge Cards underway.

Lay Administrants:

Lay Administrants are required for the 8:15 service.

MOTION:

Moved by Fr. Harwood-Jones, seconded by Doreen Blackman,

THAT this Vestry request the Bishop of Rupert's Land to license Manasah Mkhabela and Patricia Philpott as Lay Administrants of the Holy Communion. *Carried*

Tony extended a public thank you to Doreen Blackman for the way she has taken on Pastoral Care, visiting and bringing Communion to those parishioners who are unable to attend church. She is generally accompanied by Barbara Fisher or Jenn Ruch.

Doreen asked to be informed if anyone knows of a parishioner who is in the hospital or would like a visit at home.

9. Sunday School – Nil

In response to a request from our companion parish in Lwanga, Central Buganda, to stay in touch, Marilyn is putting together a large envelope of interesting things to send along with a card at Christmas. Joy Loewen is coordinating the Sunday School children to write letters to be included in the mailer. Everyone is encouraged to participate.

Between 2 and 5 pm on October 25th the Sunday School is holding the annual field trip to Amaze in Corn for an afternoon of fun and a barbeque.

10. Synod / Diocese – Marilyn Jackson

- The Bishop's Annual Dinner with the Primate and his wife as guest speaker will be held October 27th.

- The Diocese is sponsoring a seminar with author Phyllis Tickle, on how Christianity is changing and why, on Saturday October 31st.

- December 4,5 & 6th is the Annual Carol Service at St. Peter's Dynevor.

- Due to the resignation of an elected lay delegate to General Synod in June 2010, Marilyn will now become a delegate, since she is first on the list of Alternates.

- The 2009 Faith Horizons was a success with good speakers.

11. Winged Ox – Marilyn Jackson

- The next Winged Ox will be the Christmas edition available December 20th.

- The deadline for submissions is December 13th.

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

-The Altar Guild met on Saturday, October 10th to clean and decorate the church for Thanksgiving.

-There will be another work party to prepare for Christmas.

John Wortley extended his thanks to the Altar Guild for their excellent work and attention to detail, stating what a pleasure it is to have everything perfectly laid out week after week.

13. Scanterbury Outreach – Doreen Blackman

- The frequency of Sunday services during the winter months is being discussed.
- A counsellor is making use of the church building to meet with clients.

14. Pictorial Directory – Doreen Blackman

- The new Parish Directory is being put together using the old Directory and the Parish List.
- It is a priority with the committee to include everyone in the new directory which will be an important tool for the new rector.
- Note from Tony to request that all new Church members be approached to make sure they are included.
- The next meeting of the Directory Committee will be held on November 3rd
- The number of participants will not be known until November 8th which is the deadline for booking photo sittings.

MOTION:

Moved by Randy Van Vliet, seconded by Doreen Blackman,
THAT the Reports be approved.

Carried

8. Correspondence

Manito Ahbee sent letter addressed to Rev. Canon Harwood-Jones, Interim Incumbent, St. Luke's Church. In an effort to reach out and involve the wider Christian community, the letter made a direct appeal to Tony to bring interested members of the Church community to attend Pow Wow Days. Although individual vestry members expressed some curiosity, no formal attendance was planned.

9. New Business

Nil

10. Date of Next Meeting – November 17, 2009

Regrets: Colin and Elizabeth Briggs

11. Adjournment

MOTION:

Moved by Marilyn Jackson
THAT the meeting be adjourned.

Carried

12. Closing Prayer