**St. George’s of Forest Hill**

**Parish Council Minutes for January 19, 2016**

***Present:***

Mike Stredwick Chair Murray Gamble Cn. Don Davidson

John Dale, Secretary Nelson Cuthbert Charlotte Cromarty

John Ryrie Mary Shaw Lesley Burland-Prong

MaryLynn Forrest April Couzens Anne Taylor

Valerie Cuthbert Cheryl Fox

Vivian Harris Mary Ann Millar

***Regrets***: Wendy Williston, Reta Risto, Karen Baker, Judy Proctor

***Absent:*** John Shaw

**1. Call to Order:** At 7.30 p.m., by Mike Stredwick.

**2. Devotions:** Mary Ann Millar.

**3. Agenda- Additions or Revisions:** Mike Stredwick requested that the following items be added to the agenda: 9(b) Pancake Supper; 9(c) Dogs in Church; 9(d) Vestry Set-up, and Valerie Cuthbert asked that 9(e) Messy Church Dates be also added. John Ryrie asked that item 9(g) should be a timed item for 8.00 p.m. **Motion** to accept the Agenda as amended: Proposed, John Ryrie; Seconded, Cheryl Fox. **Carried**.

**4. Reading and Acceptance of the November 24th, 2015 Minutes:** John Dale indicated that item 6(i) should be amended to delete indications that Archbishops Hiltz and Francisco and Bishop Saulo were robbed on their way to Belem airport. They were in fact on their way to celebrate communion at a Barrio church. After the robbery they continued to the church and indeed celebrated communion. **Motion** to accept the Minutes of the November 2015 meeting as amended: Proposed, Mary Ann Millar; Seconded, Charlotte Cromarty. **Carried**.

**5. Business Arising from the Minutes:**

**a) Auction and Pub Night January 29th**. Nelson Cuthbert said that 96 tickets were available for this event, of which 52 had already been sold. He had 10-15 donated items for the auction, but over a hundred were needed—a list of needed items is available. He also indicated a need for parishioners to obtain corporate donations—he has an appropriate letter available.

**b) Succession Plans for Parish Council**. Cn. Davidson said that four current PC members were stepping down, but that he had had expressions of intent to join from Terry McCoy, John Coleman, and Matt Brown. PC numbers would thus be still within the requirements of the Canon. Any further requests to join PC would involve nominations from the floor at Vestry on January 24th.

**c)** **Practice Emergency Evacuation of Church**. Nelson Cuthbert said he was working on this and would have something available for the next PC meeting.

**d) CLAY 2016**. April Couzens reported that eight of St. George’s youth and two leaders were committed to attending CLAY, while one youth is still equivocal. Registration material has come out, and registrations are due by the end of February. April said that it remains the Youth Group’s intention to run a different fund-raiser every month. The ‘Toonies for Travel’ initiative had raised approximately $600. John Ryrie suggested that this fact be announced to both congregations before services as an encouragement to further giving.

**e) Sunday School Teachers and Helpers.** Three or four more volunteers have materialized.

**6. Fr. Don’s Report:**

**i)**. Cn. Davidson said that, to support CLAY, he would soon be offering a Superbowl pool ($5 per wager) to both congregations.

**ii)**. He also reported that, last week, the Anglican Communion had come perilously close to splitting irretrievably at the Lambeth Conference of Primates—the African primates threatening to leave over the issue of the blessing of gay marriages. Happily, in the end, a compromise was effected, and all agreed to continue to ‘travel together and keep talking,’ even in the midst of disagreement. However, because of their accepting position on the issue of gay marriage, the Episcopal Church of the U.S. has been sanctioned (they will have no vote on the Council for the next three years) and the Canadian church is threatened with the same if they adopt a stance similar to that of the U.S. church.

**iii)** Cn. Davidson reported that the previous Sunday (17th January) the first of the ‘pulpit swaps’ within the Deanery of Waterloo had occurred, the purpose of these being to encourage greater familiarity and cooperation between the clergy and congregations of the churches of the Deanery, some parishes of which are in deep trouble. Cn. Davidson officiated at Holy Trinity, Kitchener, while the vicar of Holy Trinity conducted services at St. George’s. The process has already borne fruit in that a member of the congregation at Holy Trinity has suggested that Holy Trinity and St. George’s cooperate in the spring to run a fundraising event involving a gospel choir with which the Holy Trinity parishioner is associated—funds to go to the Diocese of Amazonia. Cn. Davidson said that the attendance at Holy Trinity was small (about 30), but he was impressed by Holy Trinity’s audio-visual projection system. This involves pairs of large T.V. screens at the sides of the church—the latter being relatively long and narrow.

**7. Standing Committee Reports:**

**a) Finance.** Anne Taylor presented the final financial statement for 2015 together with the budget for 2016, and commented on the highlights of both as follows. The balance sheet shows that St. George’s ended the year with enough assets and money on hand to cover our designated fund commitments. With respect to the latter there was discussion regarding the Foster Child fund. It seems that the proceeds of the Pancake Supper, which have historically been used to fund the Foster Child commitment, no longer covers these. The commitment is about $900 annually, and the net proceeds from the supper are typically about $600. It was also felt that this line-item would fit most appropriately under the aegis of the Outreach Committee, and that it should be so allocated in future. Once this has been achieved, the Outreach Committee will consider whether St. George’s should continue to support the particular Foster Child organization involved (Anne felt their administrative costs were proportionately very high) or move the funding to something else; perhaps the PWRDF. Bettie Eukranitz has been asked to find out exactly what are our historical commitments to the Foster Child scheme.

Regarding the Income statement, Anne felt that it was disturbing that parishioner donations were budgeted at $230,000, but the actual amount given over 2015 was only $222, 294—a considerable shortfall. However, because of several ‘windfall’ items (the fact that the Altar Guild finances were rolled into the general revenue account, the unexpected rent from the Beckett School, and the fact that the Christmas Bazaar yielded more income than expected), income for the year was only approximately $3500 short of the budgeted figure. Anne pointed out that such windfalls cannot be expected every year, however!

Expenses were less than expected, largely because of a reduction in heating expenses due to the warm fall, a reduction in the amount spent on advertising and a reduction in Sunday School expenses—the Sunday School teachers having done a good job of using up curriculum already on hand. As a result St. George’s actually ended the year with a surplus of approximately $12,000 ($6000 budgeted), which, added to the surplus from the end of 2014 (approximately $7000), gives $19,000 in total. This surplus enabled us to meet the deficit in the ASCEND account, which was depleted by payments for roof repairs, without borrowing money from the line of credit with the bank. Murray Gamble pointed out, however, that St. George’s reserve funds remain woefully short of that which would be expected from a commercial enterprise of similar size.

Anne said that the 2016 budget she had prepared for presentation to Vestry was conservative, but it assumed a 2% increase in parishioner donations and in expenditures. $7000 was budgeted to be available to the Property committee in 2017 for relatively small-scale expenditures; large expenses hopefully being met from ASCEND pledged funds. The 2016 budget has a new line item for Audio-Visual expenditures, which are expected to assume more prominence than previously. **Motion** to accept the final financial statements for 2015 as presented: Proposed, Anne Taylor; Seconded, Murray Gamble. **Carried**. **Motion** to commend to Vestry the 2016 budget Anne has prepared: Proposed, Anne Taylor; Seconded, Murray Gamble. **Carried**.

The Council thanked Anne for her considerable efforts in these matters.

**b)** **Outreach.** The initiative to provide the Salvation Army with socks for the homeless is within 10 pairs of its goal. MaryLynn Forrest reported that the preliminary arrangements for the 2016 Little Dragon Camp would soon begin. Mike Stredwick said that a cheque for $100 had just been sent to PWRDF.

**c) Property.** Murray Gamble indicated that most initiatives are on hold until the start of the warmer weather. The emphases of the committee this year would be work on the new and the existing signs, and on window replacement.

**d) Worship**. Cn. Davidson said that there would be a meeting of the committee next week.

**e) Atmosphere**. Mary Ann Millar indicated that the Family Games Night on January 15th 2016 was a success and was attended by some 16 people. There will be a repeat in the spring. It was decided that a sign-up sheet was unnecessary. The car rally will be on May 14th 2016.

**f)** **RENEW/ASCEND**. Nelson Cuthbert reported that ASCEND/RENEW is one year into a five year initiative. So far there have been 51 pledges of time and money returned, but there are an additional 11 parishioners who have started donating funds although they have not returned pledges. This means that now approximately $76,000 has been pledged under the programme. Other good financial news is that, because some work was undertaken free by The Roofman, the roof repairs cost approximately $46,000; well under the initial estimate. The major emphases for the committee next year will be the active investigation of alternative forms of worship (particularly those attractive to youth and young families) and of audio-visual projection systems, both hopefully involving visits to other churches by parishioners with a view to evaluating their worship and systems. Valerie Cuthbert stressed the importance to the committee of developing leadership potential within the parish; this being particularly appropriate to the off-site investigation and subsequent development of new audio-visual capabilities, and the development and enlargement of the leadership of the Sunday School (particularly important because of its potential to attract new young families to the parish). Lesley Burland-Prong pointed out that there must be a commitment to not only research and acquire audio-visual capacity, but also to maintain it on an ongoing basis and develop expertise in its deployment.

Nelson further indicated that some of St. George’s current projects adhered closely to the six RENEW foci identified by the diocese (for example, we have created an Atmosphere Committee, and our CLAY and Little Dragon initiatives are comprehended within the diocesan focus on ‘Our Camp Life’).

**g) Memorial Garden Committee.** John Ryrie reported that the committee met in late October 2015 and had determined to present to Parish Council the changes to the Memorial Garden By-Laws V and VII detailed below.

**Memorial Garden By-Law Revisions**

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| **Current** | **Proposed** |
| **V FEES**1. The Committee has the vested responsibility to maintain, secure, and preserve the Garden as a self-supporting attribute of St. George’s of Forest Hill Anglican Church.
2. Those who use the Garden will be called upon to provide the necessary funding to permit the maintenance, security and preservation of the Garden through fees and donations. As of Feb. 1, 2012, the fee is $600, pursuant to subsection 5 below. This fee includes at least $300 to cover the cost of the engraving on the memorial pillar. The full fee will apply to a scattering, an engraving on the pillar, or a request for both.
3. Prior to the annual meeting of Vestry, the Committee shall review the fee schedule and make appropriate recommendations regarding the fees and donations from other sources of revenue. No financing arrangements will be provided for the use of the Garden. Full payment of $600 is required at the time of the contractual commitment to the scattering of ashes/ engraving on the memorial pillar.
4. Advance financial arrangements may be made for immediate reservation of space(s), and future engraving on the Memorial Pillar.
5. Should a second trip by the engraver be required to add information to the engraving on the pillar (e.g. year of death) an additional fee will be assessed for this service, at cost.
6. Within 30 days, any individual who has a change of intent and who has paid the fee for inclusion in the garden may cancel the contract and request a full refund, pursuant to a request in writing to the Memorial Garden Committee, and provided an engraving has not taken place. Any refund after 30 days of the contract signing will amount to the original fee, minus a 10% cancellation fee, as prescribed by the Funeral, Burials and Cremation Services Act, 2002. If an engraving has taken place, the Memorial Garden will deemthat the contract is binding andhas been fulfilled, even if ashes are not eventually scattered.
7. No individual may sell or transfer his/her scattering rights or engraving rights to another individual. Any such rights must be returned to the Memorial Garden as per subsection 6 above.
 | **V FEES**1. - same
2. Those who use the Garden will be called upon to provide the necessary funding to **ensure** the maintenance, security and preservation of the Garden through fees and donations.
3. As of Feb. 1, 2012, the fee is $600, pursuant to subsection 5below. The full fee will apply to a scattering, an engraving on the pillar, or a request for both. This fee includes at least $300 to cover the cost of the engraving on **a** memorial pillar. Full payment of $600 is required at the time of the contractual commitment to the scattering of ashes **and/or** engraving on the memorial pillar.
4. Prior to the annual meeting of Vestry, the Committee shall review the fee schedule and make appropriate recommendations regarding **any changes in** the fees **or use of** other sources of revenue **(e.g. donations)**.
5. Should a second trip by the engraver be required to add information to **an initial** engraving on the pillar (e.g. year of death) an additional fee **may** be assessed for this service, at cost..
6. same
7. same
8. **Couples who wish to have their two sets of names and dates engraved next to each other on a Memorial pillar must prepay at the same time.**
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| VII ACCOUNTS1. The Committee shall administer one (1) account referred to as the Operations Account and another account referred to as the Trust Account.
2. The signing officers for the Operations Account shall be one of the Trustees and one of the Churchwardens.
3. All withdrawals shall require two (2) signatures, one of which shall be a Trustee, and the other a Churchwarden.
4. The Committee may withdraw income generated by the Trust Account. While the Committee may recommend the withdrawal of capital from the Trust Account, all such withdrawals will require the approval of Vestry, and not reduce the Trust Account to less than $5,000.
5. All fees, donations, and other revenues shall be placed in the Operations Account. The Churchwardens, on behalf of Vestry, will monitor this trust account. A transfer will be made quarterly or as deemed appropriate by the Committee. Donations and other revenues may be placed in the Trust Account from time to time.
6. The Committee may use monies from the Operations Account to maintain, secure and preserve the Garden and fulfill obligations that arise.
 | **VII ACCOUNTS**1. The Committee shall administer one (1) account referred to as the Operations Account**. All fees, donations, and other revenues shall be placed in the Operations Account.**
2. The Committee may use monies from the Operations Account to maintain, secure and preserve the Garden and fulfill obligations that arise.
3. The signing officers for the Operations Account shall be one of the Trustees and one of the Churchwardens.
4. All withdrawals shall require two (2) signatures, one of which shall be a Trustee, and the other a Churchwarden.
5. The Churchwardens, on behalf of Vestry, will monitor **the Operations A**ccount.
6. **In keeping with Ministry requirements, the Memorial Garden will maintain a Trust Account of at least $5000. This Account will be held to provide perpetuity of the Garden.**
7. A transfer **from the Operations Account to the Trust Account** will be made quarterly or as deemed appropriate by the Committee. Donations. Other revenues may be placed in the Trust Account from time to time.
8. The Committee may withdraw income generated by the Trust Account.
9. While the Committee may recommend the withdrawal of capital from the Trust Account, all such withdrawals will require the approval of Vestry, and not reduce the Trust Account to less than $5,000.
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**Motion**. Be it resolved that Parish Council approve the changes to Memorial Garden By-Laws V and VII, as presented by the Memorial Garden Trustees: Proposed, John Ryrie; Seconded, Mike Stredwick. **Carried**.

John Ryrie also indicated that it was intended, as was done last year, to present a motion to Vestry to transfer $2000 from The Memorial Gardens operating account to the Memorial Gardens trust account (which is held by the diocese).

**8. Old Business:**

**a) Syrian Refugees.** Cn. Davidson said that the Deanery’s first Syrian refugee family (a young couple and their 2 small boys, aged 1 and 2) will arrive within 2 weeks. They have been chosen by UNHCR, and half of the sponsorship costs will be paid for by the Federal Government. An apartment with good access to ESL instruction facilities and a halal store has been rented, and baby equipment, furniture and warm clothing collected. There are enough funds in the refugee account to sponsor a second family, who will not be from Syria.

**9. New Business.**

**a) Fundraising Ideas:** The Three Cantors are disbanding, however, the Rev. Matt Martin, an Elvis Impersonator, will give a concert at St. George’s in the spring—date under discussion between him and Cn. Davidson.

**b)** **Pancake Supper on Tuesday February 9th**. Jim Stirling will organize this, but cannot cook the sausages; Charlotte Cromarty volunteered to do this. She will discuss with Jim how the sausages will be picked up. Mike Stredwick reminded the group that someone should remember to invite the Teachers’ Choir to come down to the supper. There is a Free Will Offering, but it was agreed that there should be a suggested donation amount displayed at the event.

**c) Dogs in Church:** Mary Ann Millar said that one or two participants in one of the exercise groups had started bringing their dogs with them. She had reminded them that, because of potential allergy problems, only service dogs were allowed in church.

**d)** **Vestry Set-up:** It had previously been decided by PC to hold Vestry in the Thomson Hall, but it now appears that this would involve extra expenditure for the rental of a sound system. After discussion, it was agreed that coffee and muffins would be provided in the hall, but afterwards parishioners would return to the Church for Vestry. Valerie Cuthbert volunteered to rent a 100-cup coffee percolator.

**e) Messy Church:** Valerie Cuthbert indicated that the dates for the next Messy Church events would be March 5th and May 7th.

**10. Correspondence.** None.

**11.** **Other:** None

**12. Upcoming Dates and Events:**

- January 23rd. Mens’ Breakfast.

- January 24th, 2016. Vestry Meeting.

- January 29th. Auction and Pub Night.

- February 9th. Pancake Supper.

- February 10th. Ash Wednesday.

- February 13th, 2016. Diocese of Huron Electoral Synod at St. Paul’s London for new Bishop.

- February 14th. Box Lunches.

- February 17th. Deanery Meeting at St. John’s Kitchen.

- February 20th. Mens’ Breakfast.

- February 23rd. PC Meeting. Chair, Wendy Williston. Minutes, John Dale. Devotions, MaryLynn

 Forrest. Refreshments, Cheryl Fox.

- February 26th. Optimists’ Spaghetti Supper.

- March 4th. World Day of Prayer at Westheights Brethren in Christ Church, 82 Westheights.

- March 5th. Messy Church.

- May 7th. Messy Church.

- May 14th, 2016. Car Rally.

- June 12th, 2016. Church Picnic at Mannheim Community Centre.

**13. Adjournment:**

9.23 p.m. Proposed; Cheryl Fox. **Carried.**