**St. George’s of Forest Hill**

**Parish Council Minutes for September 19, 2017**

***Present:***

Charlotte Cromarty, Chair Fr. Stephen Hendry Lynne Skanes-Bannon

John Dale, Secretary John Coleman Murray Gamble

Terry McCoy Lesley Burland-Prong April Couzens

Nelson Cuthbert John Shaw MaryLynn Forrest

Connie McCoy Vivian Harris John Ryrie

Reta Risto Katherine MacLean Catherine Carlson

Jack Nahrgang Valerie Cuthbert Cheryl Fox

Jim Fox

***Regrets***: Mike Stredwick, Mary Ann Millar, Anne Taylor

***Absent:*** Matt Brown, Nathaniel Couzens

**1. Call to Order:** At 7.30 p.m., by Charlotte Cromarty.

**2. Attendance/Regrets**. As above.

**3.Devotions**. Charlotte Cromarty.

**4. Approval of Current Agenda**. The following amendments to the Agenda were requested: to add discussion of the Bishop’s Friends’ Dinner as 9(f) (John Ryrie), and to add a reminder about announcements before service as 9(g) (Nelson Cuthbert). **Motion** to accept the Agenda for the September 19th., 2017 meeting as amended: Proposed, John Ryrie; Seconded, Cheryl Fox. **Carried**.

**5. Reading and Acceptance of the August 22nd., 2017 Minutes**: With reference to item 7(e), it was pointed out that the prayer quilt mentioned was for Elizabeth Stuckless, not Elizabeth Steffler. Regarding item 7(b), John Ryrie corrected the mass of food he has taken to the Food Bank to 650 lbs., although it is hoped to achieve 800 lbs. by the end of the year. **Motion** to accept the Minutes of the August 22nd., 2017 meeting as amended: Proposed, John Dale; Seconded, Catherine Carlson. **Carried**.

**6. Business Arising from the Previous Minutes:**

**a)** **Warden Succession Planning**. Some of the wardens will be standing down in January. PC members were asked to approach likely candidates for the vacated posts, as well as to consider taking on these responsibilities themselves. Names of potential candidates are to be emailed to the existing wardens. We were reminded that the warden’s term of office is now 2 years, not 4 years.

**b) September 10th. Start Up Sunday and BBQ**. Valerie Cuthbert thanked all those who helped. Attendance was close to 150, up from last year.

**c) Safety Procedures: Fire Alarm Drill – Follow-up**. Nelson Cuthbert reported that the drill occurred on Sunday September 17th (both for the Sunday School and the main congregations) and generally went well. It became clear that evacuees using walkers should be put in wheelchairs and taken out in order to increase the speed of their exit. Nelson added that he hoped to train about 10 helpers to aid in the evacuation procedure. Catherine Carlson asked that a summary of the evacuation procedure in bullet form should be posted in various locations around the church and given to external users renting the church. Valerie Cuthbert suggested that the first person to exit the church should hold the door for those following. Nelson said that he is working on intruder and tornado reaction procedures and will eventually be documenting all procedures.

**d) Preparation for Induction Service September 28th. 7.00 p.m. Reception to follow**. Fr. Stephen indicated that final details of the service are being worked out. He indicated that all the choir and servers etc. would be fully involved. PC members were asked to attend. He warned us to anticipate about 150 guests, and it was suggested that it might be necessary set up the narthex for a potential overflow. Vivian Harris has posters which she will put up. Charlotte Cromarty and Valerie Cuthbert have the reception staffed and are asking for 2-bite squares to be prepared.

**7. “Fresh Start Programme”.** Fr. Stephen gave a brief introduction to this programme which facilitates personal re-examination of leadership style in the light of present-day requirements and conditions. He pointed out that he expects St. George’s to grow and, as a result, many members of PC will be assuming leadership positions. Handouts facilitating self-examination were distributed and PC members were asked to study them, prior to discussion at the next PC meeting. It was pointed that that leadership is primarily about influence, and that many leadership styles work. There was discussion about the origin of authority and about “technical” and “adaptive” leadership strategies, the former being appropriate in a situation which is capable of being amended, the latter in a situation which must be accepted and adapted to. Co-operation with others to solve problems is a keynote.

**8. Standing Committee Reports:**

**a) Finance.** In the absence ofAnne Taylor it was decided to postpone discussion of finances until the next PC meeting.

**b)** **Outreach.** Reta Risto reported that Jack Nahrgang and Katherine MacLean have joined the Outreach committee. It is the aim of the committee to sponsor a minimum of one activity per month. Starting in October, outerwear will be collected to support the Salvation Army’s ‘Share the Warmth’ campaign, and also ground beef or chicken will be collected for St. John’s Kitchen. From 9-11 on Saturday October 28th a Children’s Community Clothes Closet will be held at St. George’s.

**c) Property.** Murray Gamble said that the installation of the new rectory floor was nearing completion. Quotes are in for the new sign; expenditure is likely to be about $15,000 for a ‘manual’ sign, and $25,000 for a digital sign. An additional $5000 will be required in both cases for permits and electrical work. Options and design boards will be made available to the congregations after the committee has met. One company is interested in addressing the renovations required for the memorial sign—Heritage Stonework. It is estimated that the cost of that project will be about $10,000 plus $2-3000 for electrical work. It was pointed out that $7400 is already in the ‘sign fund’. Quotes (in the region of $5-10,000) have also been received for re-glazing repairs to the front and rose windows of the church. The next meeting of the committee is scheduled for October 6th.

**e) Worship.**

This report was submitted by Fr. Stephen and MaryLynn regarding the last meeting of the committee. Fr. Stephen intends that, in future, the minutes of the Worship Committee meeting should be forwarded to all PC members.

* MaryLynn is going to speak to the youth group about the possibility of some of the youth presenting the Intercessions and/or becoming youth readers.
* There is a multiple baptism, Oct. 1 at 10:00 and the children will be upstairs for the entire service. They will be upfront for the actual baptism, on the stairs behind the font area. Each child will receive a blanket, (cross) and stuffie.
* We are looking at having the children assist with the offertory during the baptismal service, and at other times, depending on their availability.
* We would like to provide a training time for all of our readers, so Cheryl Fox is to contact Bishop Bruce Howe to see if he would be interested in providing some reading sessions for our lectors on how to be better readers.
* Family Services were discussed and the need for more Sunday School teachers. As it stands now, the children’s services will be Christmas Pageant, Stations of the Cross and maybe Pentecost.
* Nov. 12 - Remembrance Day. We are looking at having the children more involved in the service---such as the children being the readers, intercessor.
* Choir is discussing the idea of not wearing robes during regular weekly services, but they will robe for high services; Induction, maybe baptism, Christmas, etc.
* Fr. Stephen and MaryLynn have made 26 home visits to date. Fr. Stephen has left it up to MaryLynn to decide who he should visit first---and we have been visiting our seniors who can’t make it to church, people in retirement homes, people who may have undergone surgery or who will be having surgery in the near future, and some others who for various reasons need to have a visit from their priest. There are still some people who MaryLynn will be visiting with Fr. Stephen and there are others who he will visit on his own. These visits have all been well received. Fr. Stephen intends that 100 visits should have been made by the end of January.
* We are revitalizing our pastoral care team. We have 5 lay people who will be part of this team and we are having our first meeting on Tuesday Oct. 24 at 9:30 am. We will be talking about the importance of the ministry of presence with discussions on active listening and prayer.
* There will be a refresher/training evening on Oct. 5 @ 7:00 pm for our Lay Admins. This will include the importance of health/hygiene, wiping the chalice after each person, how to properly hold the chalice.
* Sanctus Bells will be used during all services---they will be rung at the bread is being elevated and as the wine is being elevated.
* Announcements: we discussed the fact that there are too many announcements and only immediate events need be announced.
* Announcements should only be in the bulletin for a few weeks, then taken out for a while to give those announcements a break.
* Bulletin: We discussed the use of BAS plus bulletin at the 10.00 a.m. service and how confusing it is for new people who may be visiting us or contemplating joining us. Too many inserts and the music or words are so small that they can’t be read. Too much juggling of papers, books. Fr. Stephen has templates for booklets which have the complete order of service (and indeed overheads for visual display, should we eventually go that route). The booklets would consist of 4 pages, 100 copies to be printed per service. A four-month trial of booklets at the 10.00 a.m. service is planned. Valerie Cuthbert pointed out that this proposal is very consistent with the aims of ASCEND in that it makes our services more user-friendly. **Motion** to print an inclusive booklet containing the entire order of service for the 10.00 a.m. service for a trial period of 4 months: Proposed, Nelson Cuthbert; Seconded, Terry McCoy. **Carried**.
* Offertory from Induction service: **Motion** to split the offering from the Induction service equally between Camp Wendake (for people diagnosed with AIDS), and Mission to the North: Proposed, Charlotte Cromarty; Seconded, Terry McCoy. **Carried**.

**f) Atmosphere**. Catherine Carlson indicated that Fr. Stephen has asked that ‘Welcome Bags’ be designed and prepared to be given to new parishioners on his first home visit to them. The bags might contain a mug, brochures appropriate to the situation of the new parishioners, a pen etc. **Motion** to transfer $400 from ASCEND funds to support the preparation of ‘Welcome Bags’ for new attendees at the church: Proposed, Nelson Cuthbert; Seconded, Lesley Burland-Prong. **Carried**. Fr. Stephen also asked to given the names of any ‘occasional attendees’ by any who know of such.

**g)** **RENEW/ASCEND**. There has been no meeting of the committee, but there has been a meeting with Fr. Stephen.

**9. New Business.**

**a**) **Summer Ice Cream Outreach Report**. John Ryrie presented a final report for this summer’s Ice Cream at St. John’s Kitchen project. A number of new volunteers have participated this summer. Donations exceeded outlay by $10 and there will be $193 on hand at the beginning of next summer.

**b) Dead and Dying Trees on Church Property.** John Dale reported that Pinnacle Tree Services advise that the Crab Apple tree just south of the rectory driveway, which appears to be dead, is not in fact dead, but, in common with most crabs this year, has lost all its leaves because of the cold, wet spring. It is expected that it will re-leaf next spring. The large Norway maple behind the memorial stones *is* dying, but will take several years to do so completely. No immediate action is required, but when it is totally dead it will require removal at a cost of approximately $500.

**(c)**. **PC and Parish Communications**. Jim Fox suggested that an effort be made to better explain the function and workings of Parish Council to parishioners in general. Katherine MacLean agreed, and offered to help with this and other intra-church communication improvements.

**(d) Parish Assessment Document**. Fr. Stephen distributed an assessment document which Bishop Linda has asked all parishes to complete and submit to her after their Vestry Meetings. This report is divided into a number of sections; e.g. evangelism (‘Messy Church’ etc.), Service, and Buildings. St. George’s has already done much work towards this report as a result of the preparation of documents for new rector recruitment. In the context of evangelism, Fr. Stephen indicated that he is negotiating with a local radio station to undertake a weekly half-hour talk show which would regularly include mention of St. George’s activities. John Ryrie, Charlotte Cromarty and Lesley Burland-Prong volunteered to help Fr. Stephen with the preparation of the report for the Bishop.

**(e) Website, Facebook, DVD Update**. Fr. Stephen reported that he was negotiating with companies prepared to bid on the update of the website and will present a proposal next month. He also indicated that he will soon be presenting short daily videos on the St. George’s Facebook site. He also hopes to initiate Telecare; a project whereby senor shut-in members of the church will call other parishioners to alert them to upcoming events.

**(f)** **Bishop’s Friends’ Dinner**. John Ryrie urged attendance at the Bishop’s Friends’ Dinner to be held October 17th at Westmount Golf Club. Application forms must be in by September 29th.

**(g) Announcements**. Nelson Cuthbert reminded us that announcements in the bulletin should include adequate contact details, and also asked that verbal ‘plugs’ before the service be limited to 30 seconds.

**10)** **Correspondence.** None.

**11) Other**. None

**12. Upcoming Dates and Events:**

**September 26th**. Deanery Meeting at St. George’s 7.15 p.m.

**September 28th**. Fr. Stephen’s Induction 7.00 p.m.

**October 1st**. Harvest Thanksgiving Services.

**October 8th**. Thanksgiving Services.

**October 14th**. Messy Church 4-6 p.m.

**October 16th. (MONDAY)**. PC Meeting 7.30 p.m.

**October 20th**. Games Night 7.00 p.m.

**October 24th**. Deanery Meeting 7.15 p.m.

**October 28th**. Community Clothes Closet 9.00 a.m. – 12.00 noon.

**13. Next PC Meeting**. **MONDAY**, October 16th.

Chair, Fr. Stephen; Minutes, John Dale; Devotions, Katherine MacLean/Jack Nahrgang; Refreshments, April Couzens.