**St. George’s of Forest Hill**

**Parish Council Minutes for January 24, 2017**

***Present:***

Mike Stredwick, Chair April Couzens Lynne Skanes-Bannon

John Dale, Secretary John Coleman Valerie Cuthbert

Mary Ann Millar Anne Taylor Charlotte Cromarty

Matt Brown Lesley Burland-Prong MaryLynn Forrest

Nelson Cuthbert Vivian Harris John Ryrie

Reta Risto Cheryl Fox

***Regrets***: Murray Gamble, Terry McCoy, Connie McCoy

**1) Call to Order:** At 7.30 p.m., by Mike Stredwick. **Devotions:** Mary Ann Millar; Parish Council subsequently paused to remember in prayer two of its members who have been lost to illness this year; Wendy Williston and Mary Shaw.

**2 Agenda- Additions or Revisions:** Mike Stredwick said that item 7(a) should be expanded to indicate that, at Vestry, Nathaniel Couzens will be proposed for election as a youth delegate to Deanery Council; he may also attend Parish Council as a youth representative, and can, furthermore, stand for election as a delegate to Synod if so elected. Also, the Spaghetti Supper on February 24th needs to be included in item 10, the list of upcoming Parish Events. **Motion** to accept the Agenda for the January 24th, 2017 meeting as amended: Proposed, John Ryrie; Seconded, Matt Brown. **Carried**.

**3. Reading and Acceptance of the November 22nd, 2016 Minutes:** **Motion** to accept the Minutes of the November 22nd, 2016 meeting as presented: Proposed, Mary Ann Millar; Seconded, Charlotte Cromarty. **Carried**.

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

**i)** **Livestream Update**. Nelson Cuthbert reported that no-one has come forward to help Reta, in spite of the fact that he has personally approached some individuals. We need a team of about 4 people to help with Livestream and, eventually, to operate the projection equipment that will be acquired using ASCEND funds. Nelson will make an appeal at Vestry for technically-oriented people to offer their services.

**ii) Change to Dates of PC Meetings because of conflict with the Deanery Meeting on Feb. 21st**. Mary Ann Millar announced that our next PC meeting has been postponed until 7.30 p.m. February 28th, after the Pancake Supper (which starts at 5.00 p.m.)

**5. Standing Committee Reports:**

**a) Finance.** Anne Taylor presented the financial statements for 2016. The year-end balance sheet shows $81,781.34 in current funds held in the bank; this mostly represents monies held to cover payments to designated funds. A new item on the balance sheet this year is the line ‘Rectory Repair and Maintenance Fund,’ which currently has a value of $18,000. Anne explained that this is an allocated fund containing monies which have been set aside recently and which we can spend on necessary renovations to the rectory before the new rector moves in (or if we decide as a vestry to sell the building). The $18,000 in this fund represents the amount we saved by paying temporary priests rather than a full-time rector, and it is expensed in the Personnel Expenses in the Revenue and Expense statements. As a result, the personnel expenses on the 2016 year-end statement are not misleadingly minimized and represent the true personnel costs which we will incur again when we have a full-time minister. Anne’s notes for Vestry indicate that “For the 2017 budget, we continued with this method to again show a meaningful amount as personnel expenses. The 2017 budget includes cost for a rector, interim priests, and transfer to Rectory Fund, the total of which is the same as if we had a rector for the whole year. In the event that we have payroll savings that exceed what is needed for the rectory, those funds will be allocated to other purposes. The payroll budget for 2017 is $128,543 which included modest increases for our lay personnel.”

The $6,225 in the sign fund on the 2016 year-end balance sheet represents what was left over from STARS fundraising and additional monies received since STARS, and this will be combined with the funds raised as part of the RENEW campaign for the new sign.

The RENEW Cash Flow position at the end of 2016 was $10,034.29, notwithstanding the fact that sums were withdrawn to help pay for the new roof.

There is a retained surplus on the balance sheet for year-end 2016 of $20,958.24, which is the sum of $19,257.19 retained surplus from the beginning of 2016 and the $1,701.05 which remains from this year’s surplus after the $18,000 has been transferred to the Rectory Repair and Maintenance Fund.

Anne then addressed the Revenue and Expenses statement for 2016. With respect to Revenue, a heroic response by parishioners to appeals in the fall (approximately $6,000 above what was already a very aggressive budgeted figure) reduced an $18,000 shortfall in parishioner donations at the end of November to a $12,000 shortfall at the end of December. Moreover, successful fundraising and rental, and wedding income that was above that expected, meant that we ended the year with a revenue figure only about $8,500 less than that budgeted. Regarding Expenses, a warmer fall than usual resulted in lower than expected utility bills, and the Sunday School continued to avoid purchasing new curriculum. The Altar Guild expenses were higher than budgeted owing to the fact that 13 months of expenses had to be included. There were some unexpected expenses (2 new microphones had to be purchased), but in general considerable savings were made, and total expenses for the year were nearly $9,000 less than budget. As a result, we ended 2016 with a small surplus of revenue over expenses of $1,701. As previously explained, this, together with the surplus at the beginning of the year, means that we ended 2016 with a total retained surplus of $20, 958.24.

**Motion** to accept the 2016 final financial statement as presented: Proposed, Anne Taylor; Seconded, Mike Stredwick. **Carried**.

Anne then spoke to the 2017 budget which will be presented at Vestry. $233,000 in parishioner donations is budgeted for 2017, in spite of the fact that only $218,945.62 was given in 2016 (it is thought that the lack of a regular minister acted as a disincentive to giving). In fact, $233,000 represents only a 1.3% increase on the budgeted figure for 2016 for donations. Anne will appeal at Vestry (and gained the agreement of PC that she should do so) for all parishioners to increase their giving (preferably by pre-authorized debit) by $10 per month (about $7 after tax credits), if they are in any way able. She will point out that, although we have managed to break even this year and last, this was mainly because expenditures were fiercely reined in, and this cannot continue—we have some large expenditures coming which will have to be addressed.

Anne also pointed out that although we will begin 2017 with a retained surplus of $20,954, the budget calls for an excess of expenditures over revenue of $6,707 to allow for essential repairs to church windows. As a result, the budgeted surplus for the end of 2017 is only $14,256.

Other points of interest from the 2017 budget are the following. Faithlife have informed us that, in 2017, their matching donations will be reduced to $300 per event. The projected cost of utilities has been reduced slightly, but church maintenance costs have been increased to allow for urgent repairs to windows, particularly the rose window and the Sacristy west window.

**Motion** to accept the 2017 budget as presented: Proposed, Anne Taylor; Seconded, Matt Brown. **Carried**.

**b)** **Outreach.** Reta reported that she has delivered 182 pairs of socks for the homeless to the Salvation Army (her goal was 200 pairs). Outreach is planning a special collection in June in memory of Mary Shaw; proceeds will be given to Innisfree House Hospice. Mary’s Place and St. John’s Kitchen have a need for extra dishes and mugs. A collection box has been set out to collect extras from parishioners, and surplus items from the church kitchen have already been placed in it. Frames holding clear plastic collection bags have also been purchased for camp.

**c) Property.** There will be a meeting of the committee soon.

**d) Worship.** At the committee meeting last week a number of issues were discussed. The next Messy Church will be held on February 11th. It was decided that we will make no special arrangements to look after children during Vestry, since normally few or no children attend. The committee has been considering which Easter services we would retain for St. George’s and which we would be willing to have take place (possibly elsewhere) as shared services for all 4 Kitchener churches. For the latter, we would be willing to offer the evening service on Ash Wednesday and the Monday and Tuesday services during Holy Week. With respect to the Maundy Thursday and Good Friday services and the Vigil held at St. George’s, we will issue invitations to other churches to join us. The 10 o’clock service on March 5th will be a ‘contemporary service.’ Bishop Bob will be visiting us on April 23rd (St. George’s Day). There will be one service at 10.00 a.m.

**Motion:** Be it resolved that on April 23rd there will be one service at 10.00 a.m.: Proposed, Mary Ann Millar; Seconded, Lesley Burland-Prong. **Carried**.

**Motion.** Be it resolved that, for future Sundays, the Youth group and the Nursery will exchange rooms: Proposed, John Ryrie; Seconded, Matt Brown. **Carried**.

**e) Atmosphere**. Mary Ann Millar indicated that the Atmosphere Committee is essentially no longer active. While individuals have sponsored some highly successful events such as the Food Truck event and the Car Rally, she, as Chair, had found it impossible to get the committee members to act as a body in undertaking events. She felt that there should in future be no agenda item for Atmosphere. Input to Dragon-flyer will henceforth be looked after by the office, and material for the Huron Church News will be forwarded by Catherine Carlson. Leslie Burland-Prong pointed out that the demise of the committee and its work was regrettable since it (or its individual members) had initiated many of the ‘fun’ activities (car rally, games night) which were probably the ‘hook’ which have drawn some parishioners (particularly, perhaps, the younger ones) to St. George’s. She suggested that we make an appeal at Vestry for sponsors to undertake the planning of some of these activities.

**f)** **RENEW/ASCEND**. Nelson Cuthbert reported that the website has been updated, and that there will be a celebration of ASCEND/RENEW and its work at the April 23rd service when Bishop Bob visits. Messy Church has been planned for February 11th, and, as mentioned previously, Nelson will appeal at Vestry for volunteers to work with him on the acquisition and operation of a projection system for the church. There has also been work on updating our Welcome Pamphlets. Nelson indicated that $17,000 had been donated to ASCEND in 2016.

Valerie Cuthbert commented that the Narthex display board, while successful in attracting volunteers for the Garden Guild, had failed to generate any new teachers for the Sunday School. She suggested replacing it with a ‘job tree’, similar to the angel tree.

**g) Selection Committee**. John Ryrie said that about 125 completed Parish Surveys have been received and that tabulation and analysis of them will begin at the Selection Committee meeting on January 25th. An analysis of the survey must be forwarded to the Bishop, together with the Parish Profile, to assist her in determining who to approach with respect to filling our vacancy. John stressed the need for confidentiality as the committee moves forward.

**6. Old Business:**

**a) Rectory.** Some repairs (basement windows, some electrical work, some plumbing work) have been completed, but much remains to be done, and a new refrigerator, stove, washer, and dryer will have to be purchased. Quotes for re-roofing and for new flooring have been received.The work needed before a new rector moves in, or the building is sold, will likely cost $25,000 or more as the rectory has had very little work over the past decade. If the rectory is sold, a severance will be required and the proceeds would be invested by the Diocese. The interest from the investment would then be available to the parish to pay the rector’s housing allowance (which equals 40% of his/her stipend). The “Rectory” decision must wait until a new rector is secured and his/her wishes are known. If the PC makes the recommendation to sell it, then a special Vestry will likely need to be called and close work with the Diocesan Office must occur. Currently, the rectory is being checked daily by Valerie during the week and by Wardens on the weekend, the heating has been set lower than a normal temperature, and the water has been shut off at the meter.

**7. New Business.**

**a) Vestry, January 29th 2017.** Executive Archdeacon Tanya Phibbs will chair Vestry after a 9.00 a.m. service. She will be the “guest” celebrant at the service. At Vestry, Nathaniel Couzens will be proposed as a delegate from St. George’s to the Deanery Youth Council (See item 2(a)). Several PC members offered to bring refreshments for Vestry; 60-70 people are expected. Vestry must occur in the church because of the sound system, but refreshments will be served in the hall. Valerie and Nelson will look after the setup.

**b) Vestry Reports.** All in now.

**c) Curbside Waste.** As of March 17th, the Region of Waterloo is changing their procedures for waste disposal significantly. As a church (which is classed, for waste Management purposes, as a residence, in spite of Nelson Cuthbert’s appeal to the Regional Waste Authority), we will only be allowed 4 bags of garbage every 2 weeks. This has forced us to rethink our waste procedures. Any excess over 4 bags biweekly must be tagged (purchased at the rate of $2/tag). Discussion occurred regarding such ideas as suggesting that people take their garbage home with them if a party has occurred, urging parents to take their own young folks’ diapers home with them, etc. More thought will have to go into such ideas. Fortunately, green and blue bins (unlimited#) will be collected weekly; garden waste will still be bi-weekly from March to November. Much of our waste in washrooms is from paper towels; 4 green bins will be placed in the washrooms to collect waste towels (and the current primary waste containers will be removed). Installation of hand dryers with the accompanying electrical circuitry required would be an expensive solution and not viable at this time.

**d) Foster Children**. As noted in previous minutes, we will continue to sponsor them.

**e) Meeting for the 4 Kitchener Anglican churches at St George’s February 1st.** This meeting is for clergy and wardens only. Volunteers are needed for refreshments and set-up.

**f) Notice to parishioners regarding work needing volunteers**. See item 5(f).

**g) Bible Study Groups.** Only the Thursday group functioning currently.

**h) Bishop Bob’s visit on April 23rd**. See item 5(d).

**i) Games Night**. We need a sponsor; see item 5(e). Discussion tabled until next PC meeting.

**j) Envelope Holder in Pews for Visitors**. These seem to have gone astray. Lynne Skanes-Bannon commented that the Visitors’ Book that we already have should be given more prominence by the greeters, and it was suggested that we have a large Welcome Table with one of the two greeters stationed by the Visitors’ Book. Some work will occur on this idea.

**k) Projection System.** See items 4(i) and 5(f).

**l) Bishop Linda’s pastoral Letter.** It will be included in the Vestry Packages that are handed out prior to Vestry.

**m) Bishop Linda’s suggested motion on the UN Declaration on the Rights of Indigenous Peoples.** Nelson Cuthbert informed us that this will be brought forward at Vestry.

**n) Pancake Supper February 28th.** Jim Stirling will run this.

**o) World Day of Prayer, March 3rd at Highland Baptist Church, 135 Highland Rd., Kitchener.** Linda Stredwick will chair this, Catherine Carlson and Jan Melega will assist.

**8)** **Correspondence.** None.

**9) Other**. John Ryrie asked for an extra volunteer to act as a counter at 10 a.m. services. Lesley Burland-Prong asked P.C.’s permission for the Scout Group to hold a fundraiser March 30th to raise money so they can attend Jamboree. Permission was given, and Lesley was asked to put this on the office calendar. Any garbage from the event needs to be taken home. Valerie Cuthbert said that Thelma Barnes has donated a new coffee-maker for the kitchen in memory of her daughter. This has been purchased and installed and will be recognized in the book in the narthex.

**10. Upcoming Dates and Events:**

**January 29th (Sunday)**. Vestry after 9.00 a.m. service. Chair will be Archdeacon Tanya Phibbs, who will also be the celebrant. Minutes, John Ryrie.

**February 1st**. Meeting at St. George’s for clergy and wardens from 4 Kitchener churches.

**February 11th**. Messy Church

**February 21st.** Deanery Meeting.

**February 24th.** Spaghetti Supper.

**February 26th.** Soup Luncheon.

**February 28th.** Pancake Supper then PC meeting.

**March 3rd.** World Day of Prayer; Highland Baptist Church, Kitchener.

**March 5th.** Contemporary Service at 10.00 a.m.

**March 19th.** St. Patrick’s Day Stew.

**March 30th.** Scout Fundraiser.

**April 23rd.** St. George’s Day. Bishop Bob’s visit; 1 service at 10.00 a.m. Ploughman’s Lunch.

**April 29th.** Community Clothes Closet.

**11. Next PC Meeting**. February 28th, 2017 (Tuesday) after Pancake Supper. Chair, Mike Stredwick; Minutes, John Dale; Devotions, MaryLynn Forrest; Refreshments, Lynne Skanes-Bannon.

**12 Vestry**. See item 10.

**13. Adjournment.** Proposed 9:39 p.m. by Mary Ann Millar. **Carried.**