**St. George’s of Forest Hill**

**Parish Council Minutes for August 28th., 2018**

***Present:***

Fr. Stephen Hendry, Chair Charlotte Cromarty The Reverend MaryLynn Forrest

John Dale, Secretary Murray Gamble Catherine Carlson

Mary Ann Millar Jim Fox Cheryl Fox

John Ryrie Mike Stredwick Valerie Cuthbert

John MacKellar Nelson Cuthbert Anne Taylor

Reta Risto Debra Barclay

***Regrets***: Vivian Harris, Terry McCoy, Connie McCoy, Lesley Burland-Prong, April Couzens, John Shaw.

***Visitor:*** Jim Stirling

**1.Call to Order** at 7.30 p.m., by Fr. Stephen Hendry.

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

**3. Devotions**. Charlotte Cromarty.

**4. Approval of Current Agenda**. Fr. Stephen indicated that item 10.1 (‘Rector’s Report’) on the current agenda should be replaced with a report from the Deanery Refugee Committee, to be given by Jim Stirling.

**Motion** to accept the Agenda for the August 28th., 2018 meeting as amended: Proposed, Mary Ann Millar; Seconded, Cheryl Fox. **Carried**.

**5. Leadership Seminar - Evangelism.** Fr. Stephen asked for volunteers to attend a Leadership and Stewardship Seminar in London on Saturday September 22nd. Catherine Carlson, Jim Fox, Nelson Cuthbert, Cheryl Fox, John MacKellar and Valerie Cuthbert responded by volunteering to attend.

**6. Reading and Acceptance of the Tuesday May 22nd., 2018 Minutes**:

John Dale reported that the minutes for the May meeting had been amended to spell Graeme Welsford’s name correctly in item 1, correct the identity of the Scout Group and the date of their presentation in item 9, correct the amount still required by the Youth Group to pay for attendance at CLAY in item 12, and to add a note concerning the P.C. evote taken on June 7th to authorize expenditure on church garden maintenance.

**Motion** to accept the minutes of the May 22nd., 2018 meeting as presented. Proposed, John MacKellar; Seconded, John Dale. **Carried**.

John Dale proposed that, going forward, in order to save time at P.C. meetings, chairs of Standing Committees should submit minutes of their latest committee meetings, or summaries of their proceedings, to him in advance of a meeting, and he would incorporate these into the minutes of the meeting. Only contentious items, or items requiring decisions regarding the standing committees, should be discussed during the meeting itself.

**Motion**. BIRT that Chairpersons of Standing Committees would henceforth submit minutes of their latest meetings, or summaries of their current activities, to the Secretary in advance of a P.C. meeting, and these would then be incorporated into the minutes for that meeting. Only contentious issues, or those requiring a decision, would be discussed at the meeting itself: Proposed, John Dale; Seconded, Mary Ann Millar. **Carried**.

**7. Business from the Previous Minutes:**

**a) Photo Directory Update.** Fr. Stephen reported that the draft of the directory had been received, reviewed and returned and that publication was expected in a few weeks. Approximately 115 photos are included this time, as opposed to 122 in the last directory.

**b) Camp Update**. MaryLynn Forrest reported that the number of campers was down slightly this summer; 152 spots were occupied—27 new campers and 125 returnees. It was a difficult summer: There were student issues (parents had to be asked to withdraw one camper due to persistent harmful behaviours to himself and others), and there were some staff issues.

Interim financial reporting shows total income for the camp as $53,885 (this incudes a payment of $13,156.00 from the St. George’s Camp Stabilization Fund) and total expenses of $44,500. Without the contribution from the Stabilization Fund, the camp would have lost money. A final financial report should be available at the next P.C. meeting. Fr. Stephen’s daily attendance at the camp was much appreciated. Valerie Cuthbert thanked MaryLynn and Reta and the entire Camp Committee for all their efforts.

**Motion** to accept the report of the Camp Committee as presented: Proposed, Jim Fox; Seconded, Debra Barclay. **Carried**.

**c) Stewardship Update**. John MacKellar said that, since the last P.C. meeting, 2 sessions had been held to introduce the ‘Step Up’ campaign and to distribute packages to attendees; one at the church attended by approximately 50-60 people, and one attended by approximately 20 people at Mary Ann Millar’s house. Another meeting is to be held at the Rectory on September 29th. Pledges are to be returned to the collection plate on Sunday September 30th. John will make announcements to this effect in advance at both services on several occasions.

**Motion** to accept the Stewardship report as presented: Proposed, Valerie Cuthbert; Seconded, Catherine Carlson. **Carried**.

**8. Sign Decision**.

Murray Gamble distributed a report on the deliberations and recommendations of the Sign Committee and led council through it. He outlined the very thorough process which has led to the recommendations made therein.

Only Heritage Stoneworks were interested in renovating the existing ‘memorial’. Designs for the new sign by Signs by Jukes and Signs Galore were considered. The former was more traditional, and higher rather than long; the latter was more modern in appearance and was longer rather than tall. Both designs are for fairly large signs. Consultation with the congregations over the summer had indicated that: a) there was a clear preference for the more traditional design by Signs by Jukes; b) there was a very clear preference for a stone base for the sign (which is achievable within the budget approved at Vestry for the design by Signs by Jukes, but beyond the budget approved by Vestry for the design by Signs Galore); c) there was also a very strong preference for a digital sign. The costs of both designs (including estimates for electrical work, permitting and HST) were approximately $32,000. To add a masonry base to the design by Signs by Jukes added $6550.00 to give a total of $38,608.00. Murray further noted that some of the HST is recoverable, and that the digital display is almost infinitely programmable in terms of running or static displays, character size and on/off times. With either design, only 3 lines of digital display are possible within the budget authorized at Vestry. Agreement from Kitchener Council (which will involve consultations with neighbours, and which will probably take about 2 months) is necessary before construction (which will itself likely take 3-4 weeks) can start, and the contractor will require a sizeable deposit (50%) before work is begun. It is also hoped to move the signs rather closer to the road, which will also require council agreement to a variance. Fr. Stephen read out input from 2 Council members who were not present. John Shaw felt the more traditional design by Signs by Jukes is too staid (“looks like a gravestone”), and is incompatible with the concept of a flexible, forward-looking church. Lesley Burland-Prong also preferred the more modern design and, above all, preferred a digital sign.

**Motion**. BIRT Heritage Stoneworks be awarded the contract to reconstruct the existing church sign into a memorial monument at a price of $12,830.00 (HST and electrical extra). The award would be contingent upon receiving prior municipal approvals for construction of the new digital sign: Proposed, John Ryrie; Seconded, Cheryl Fox. **Carried**.

**Motion**. BIRT Signs by Jukes be awarded the contract to construct a new digital display sign in general accordance with Option 1 -3C rendering, at a price of $28,470.00 (permitting, electrical and HST extra). This option would include a digital message board and simulated stone base: Proposed, John Ryrie; Seconded, Mary Ann Millar. **Carried**.

Anne Taylor asked for details regarding how these projects were to be funded. Murray said that about $9000 was in the sign account, and that he thought that some of the ASCEND funds would be devoted to the sign projects. He was fairly confident of being able to raise the balance required from individual donors within the congregations (some have already approached him informally).

It was agreed that:

1. There would shortly be an ASCEND committee meeting at which amounts of the ASCEND fund to be devoted to the sign would be decided.
2. The funding of the sign would then be discussed at an Executive meeting on September 11th.
3. The outcome of the Executive discussions being favourable to the project going forward, Murray would inform Heritage Stoneworks and Signs by Jukes of their success in the contract competition and start the process of obtaining the necessary Municipal approvals.

**9. Wardens’ Report.** Mary Ann Millar indicated that she has circulated a new Facilities Use Agreement that specifies more clearly the responsibilities of those using the church premises. This should be discussed at meetings of all the standing committees. Jim Fox reported that he was working on a final draft of the Laity Leadership Chart; a copy should be available at the next P.C. meeting.

**Motion** to accept the Wardens’ Report as presented: Proposed, Catherine Carlson; Seconded, Charlotte Cromarty. **Carried**.

**10.Standing Committee Reports.**

**i) Refugee Committee.** Jim Stirling reported that the Deanery Refugee Committee was evaluating the possibility of sponsoring a sixth refugee family. Some funds were still available to the committee from the initial appeal, plus some Government funding and funding from the Shapiro Foundation. However, there remains a funding shortfall and each of the 13 churches involved in the committee are being asked to consider if they could provide $600-$1000 of additional funding for this 6th. sponsorship.

**Motion.** BIRT St. George’s supports the sponsorship of a 6th. refugee family with a pledge of up to $1000. Proposed, Murray Gamble; Seconded, Mary Ann Millar. **Carried**.

Jim further indicated that the list of refugee families wanting sponsorships to enable them to come to Canada was now 14 pages long. MaryLynn Forrest said that, in the Fall, the Outreach Committee could begin using coffee hour to raise funds for the sponsorship.

**ii) Communications**. Jim Fox presented the following report.

Communication Committee Report August 28th - Parish Council

Key Action Items to Report

* Fall Dragon Flyer - printed and will be distributed in the Narthex on Sept. 2nd and 9th ... 30 copies to be mailed to shut-ins + extra copies for promotion i.e. Retirement Homes were Anglican services available
* September Calendar of Events ... will be included with the Sept. 9th bulletin ... concept is a form which can be put on a bulletin board at home or by fridge magnet, etc.
* review social media platforms including investigating the use of Instagram
* promotional stickers have been designed by Melanie Mitchell - these will be used during the blessing of backpacks on September 9th as well as for community promotion, brochures, etc.
* we have been in contact with community centres, the KPL and are making an effort to contact retirement homes asking that we be allowed to put up event posters for things like our Thanksgiving Supper, the Tia and Tommy concert, etc.
* Catherine has done some preliminary work on the design and securing of a retractable banner that can be used for promotion in the community (i.e. St. John's Kitchen, or for off-site youth events, etc.
* members of the Communication Committee have been charged with the responsibility of contacting Christian Youth groups at our post secondary institutions to see if there are some joint events we might stage together
* Allan Lee has done some spade work on a Live Streaming upgrade and will be making a presentation to Parish Council later this fall.

**Motion** to accept the Communications Committee Report as presented: Proposed, Jim Fox; Seconded, Murray Gamble. **Carried**.

**iii) Finance**. Anne Taylor presented the financial report as of the end of July 2018. Parishioner donations are up on last year in absolute terms, but, because of the 10% increase in donations budgeted for at Vestry, are $8000 behind budget (in other words only half of the increase budgeted for has actually been realized). Fundraising realized $2000 more than budgeted for, and Personnel expenses were $1000 less than budgeted. Property expenses, however, were greater than budget (e.g. landscaping, rectory garage doors, snow clearance). As a result, the overall revenue/expense ratio is currently $7000 below budget. This can be accommodated within the cushion carried over from the last financial year, but Anne stressed that it will be important not to over-allocate this cushion. **Motion** to accept the July Financial statement as presented. Proposed, Anne Taylor; Seconded, Murray Gamble. **Carried**.

**iv)** **Outreach**. Reta Risto said that the letter from the Foster Child Agency which would enable the committee to decide how many children could be supported this year has not yet been received. Valerie Cuthbert reported that the Habitat for Humanity lunch took place successfully on 9th August. Debra Barclay indicated that the next Community Clothes closet would be held on Saturday October 27th.

**Motion** to accept the Outreach Committee report as presented. Proposed, Reta Risto; Seconded, Nelson Cuthbert. **Carried**

**v)** **Property**. No report apart from agenda item 8.

**vi) Worship.** Fr. Stephen said that the committee has endorsed the concept of holding a monthly healing service (at which anointing would occur, if desired) at 10.00 a.m. on Sundays. The congregation has been so informed, and the Bishop’s consent obtained. MaryLynn Forrest will soon be licensed to participate, and eventually lay members of the congregation will be involved.

**Motion** to accept the Worship Committee’s report as presented: Proposed, Murray Gamble; Seconded, John MacKellar. **Carried**

**vii) Atmosphere**. Catherine Carlson reported that the Atmosphere Committee will continue to fulfill its mandate of fostering positive communication amongst the congregation by such means as name-tags, welcome bags, the Good News board and the insertion of an inspirational line in the bulletin. Furthermore, the Atmosphere Committee has taken on the responsibility for set-up and tear-down at the Turkey Supper on October 2nd. It has also been decided to proactively involve the various standing committees in sponsoring future coffee hours.

**Motion** to accept the report of the Atmosphere Committee as presented: Proposed, Catherine Carlson; Seconded, Cheryl Fox. **Carried**.

**viii) Ascend/Renew**. No report. A meeting of the committee will occur soon.

**ix) Youth Group.** April Couzens being absent, the report was deferred until next P.C. meeting. However, it was noted that the Youth Group will be presenting their experiences at CLAY at the 10.00 a.m. service on September 30th.

**x) Social Justice**. John Ryrie presented a tentative roadmap for the activities of the social Justice committee, as outlined below.

St. George’s – Social Justice Provisional Action Plan

as of August 25, 2018

Promotion of Committee:

* Paragraph in the Sunday bulletin – Sept. 2, 9, and 16
* Brief announcement before Sunday 10 a.m. service – Sept. 16

Initial meetings:

* Saturday Sept. 22 10 – 11:30 a.m. - Thompson Hall
* Saturday Oct. 13 10 - 11:30 a.m. – Fireside Room
* Saturday Nov. 3 10 – 11:30 a.m. – Fireside Room
* Saturday Dec. 1 10 – 11:30 a.m. – Fireside Room
* (meeting times Oct. – Dec. subject to change, depending on first meeting)

Some Tentative Goals

* Determine parish interest (3 people? 10 people? More than 10?)
* Identify who might be willing to keep basic minutes of the meeting(s); alternate chair?
* Record e-mail addresses and phone numbers, so as to keep in contact
* Determine areas or topics committee members would like to pursue
* Explore background and experience of committee members in pursuing social justice concerns
* Determine what the committee might like to achieve – short term and long term

Further plans

* Provide an oral or written report for Parish Council
* Provide feedback to the congregation, via the bulletin or e-mail ‘blast’, as deemed helpful or appropriate

**Motion**. BIRT Parish Council endorses the proposed Action Plan for the Social Justice committee as presented: Proposed, John Ryrie; Seconded, Jim Fox. **Carried**

**11. Correspondence & 12. Other.** None

**13. Upcoming Dates and Events:**

**Sept. 9th**. Back-to-Church worship and BBQ**.**

**Sept 22nd.** Initial meeting of Social Justice committee, 10.00 a.m. Thompson Hall. Leadership and Stewardship seminar in London.

**Sept 23rd**. Parish breakfast; Free Will offering.

**Sept 30th**. Youth group presentation on CLAY at 10.00 a.m.

**Oct. 2nd**. Turkey Dinner.

**Oct. 13th**. Tia and Tommy concert. Allocation of proceeds to be determined.

**Oct. 27th**. Community Clothes Closet.

**14. Next PC Meeting**. Tuesday, September 25th., 2018. 7.30 p.m.

Chair: Fr. Stephen. Minutes: John Dale. Devotions: Fr. Stephen. Refreshments: April.

Nelson Cuthbert noted that there will be a Red Cross refresher demonstration on the use of the AED device at the next P.C. meeting

**15 & 16. Adjournment and Grace**. 9.35 pm. Proposed, Fr. Stephen; **Carried**.

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 Of Forest Hill

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_John Dale: Secretary; Parish Council.