**St. George’s of Forest Hill**

**Parish Council Minutes for March 27th., 2018**

***Present:***

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

John Dale, Secretary Murray Gamble Vivian Harris

Terry McCoy Catherine Carlson Mike Stredwick

Mary Ann Millar Jim Fox Connie McCoy

Cheryl Fox John Ryrie April Couzens

John MacKellar Debra Barclay Lesley Burland-Prong

Reta Risto Anne Taylor Nelson Cuthbert

Valerie Cuthbert John Shaw

Visitor: The Reverend Br. Mark

Not Present: Nathaniel Couzens,

**1. Call to Order:** At 7.32 p.m., by Fr. Stephen Hendry.

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

**3. Devotions**. Terry and Connie McCoy.

**4. Video**. A video produced by Dr. John Kotter concerning an eight-step Leadership for Change process was shown and PC was invited to consider its relevance to St. George’s situation. The video demonstrated how change can be successfully managed if properly planned and executed with good communications and buy-in from all. John Shaw pointed out that, in an increasingly insecure society, the Anglican Church might position itself as a destination for those forced into a change process.

**5. Approval of Current Agenda**. Nelson Cuthbert asked that discussion of Community Service Hours for high school students be included as item 9(xiii); Catherine Carlson pointed out that the name of the Outreach event taking place on April 28th. has been changed to the Children’s Community Closet from the Children’s Community Clothes Closet because more than clothes are to be on offer. She also said that the performance by students from Cambridge High School in Uganda on May 4th should be included in #12 (Upcoming events), as should May 25th (Euchre Night). Jim Fox asked that discussion of the Parish Committee Organization chart and of a proposed Communication Committee be included in item 9.

**Motion** to accept the Agenda for the March 27rd, 2018 meeting as presented: Proposed, Nelson Cuthbert; Seconded, Mary Ann Millar. **Carried**.

**6. Reading and Acceptance of the February 27th., 2018 Minutes**:

**Motion** to accept the minutes of the February 27th., 2018 meeting as presented. Proposed, John Ryrie; Seconded, Cheryl Fox. **Carried**.

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

**a) Social Justice Committee Proposal (Review)**.

Mary Ann Millar reported that, after discussions with John Ryrie, it had been decided to select an appropriate Saturday morning and put a notice in the bulletin inviting all interested to come to the church and discuss issues of social justice in which they are interested. She re-iterated that there had never been any intention that this committee should generate and send letters/petitions on behalf of the church as a whole.

**b) Stewardship Task Force.**

John MacKellar indicated that, because the use of a pre-existing die is possible, the printing costs of the ‘Step Up’ packages for parishioners has been reduced by $300. The packages should be printed in April and mailed in May. Associated pre-existing bulletin inserts have been sourced from a Lutheran church in Alberta.

**c) Photo Directory Update.**

Cheryl Fox reported that, due to a larger than expected response, Fran Rothenberg has scheduled two extra days for photos (Thursday and Friday, May 17 and 18th.). Bulletin inserts regarding the photo directory will be available for the Easter Services, and a booth will be manned between services on Easter Sunday.

**d) Auction Update.**  Nelson Cuthbert confirmed that Saturday April 21st is the date for this event. He requested that all PC members advertise it by word of mouth since it is a major fund-raising opportunity for the church that occurs only once every 2 years. 10% of the proceeds go to Outreach, the rest to the general church budget. Items for auction are requested; some, such as needlepoint and Stratford Festival tickets, have already been donated. The number of tickets is limited to 94, since that is all the Frank Thompson hall can hold. Jim Fox has arranged a liquor license, and Ken Martineau from Cambridge has once again volunteered his services as auctioneer. Valerie Cuthbert said that the food provided would be shepherds’ pie, vegetarian chili and dessert. Sign-up sheets for volunteers for set-up and clear-up will be put up shortly. Lesley Burland-Prong volunteered to put up posters for the event at refreshment stations at Manulife.

**8. Wardens’ Report.**

Mary Ann Millar circulated a list on which all PC members could enter their names, telephone numbers and email addresses. This was completed and will be circulated by email. Mary Ann pointed out that, during Holy Week, there will be no announcements at services and emphasized once again that, in general, announcements at services for new events should be scripted, brief, concise, and contain the name of a contact person, and that there should be a follow-up bulletin item. Nelson Cuthbert re-iterated the importance of early use of the master event calendar in the church office.

**9)** **Standing Committee Reports.**

**i) Communications**. Jim Fox circulated an updated Parish Committee and Sub-group structure chart. PC members are asked to consider and correct this and it will be re-considered at our next meeting. Heads of committees in particular are requested to modify the chart to include any sub-groups that fall under their auspices. Jim emphasized that it is important for parishioners to understand the management structure of the church.

Jim also proposed the establishment of a Communications committee to oversee and co-ordinate communications within the church and with outside stakeholders. Nelson Cuthbert pointed out that the committee would not want *all* communications channeled through them, since this would result in the communication process becoming totally bogged down in a pointless bureaucratic process. Jim said that the main concern would be with newly-established communication processes, and that channels that already existed, such as the Dragon Flyer, would likely be undisturbed. He indicated that this aspect of the proposal would have to be clarified. **Motion** to establish a Communication committee under the umbrella of our Parish Organization for the purpose of initiating and monitoring communication to members of our parish family and external stakeholders, using strategies which include: pastoral letters, flyers, Face Book, static and/or electronic signage, emails, broadcast announcements, bulletin boards, seasonal letters, the Dragon Flyer, mailboxes, community posters, etc. Proposed, Jim Fox; Seconded, Catherine Carlson. **Carried**. A team of six will be needed to refine the terms of reference of this committee. Fr. Stephen and Jim Fox will be included, and John Shaw and Catherine Carlson also volunteered. Two others will be recruited from outside of PC.

**ii)** **Rector’s Report**. Fr. Stephen welcomed Debra Barclay to P.C. and then presented the report of his activities during March to council. He also indicated that the graduates from the first communion class would be presented on the morning of Easter Day and that a confirmation class was under way (confirmation to be held at Holy Trinity church, Cambridge on April 15th). **Motion** to accept this month’s Rector’s Report as presented. Proposed, John Shaw; Seconded, Lesley Burland-Prong. **Carried**.

**iii) Finance**. Anne Taylor presented that financial statement for the end of February which showed a deficit in Parishioner donations of about $2000, but also lower than expected expenses, and higher income than expected from other sources, so that the revenue/expense ration was about as budgeted. The situation will be clearer after Easter. **Motion** to accept the February Financial statement as presented. Proposed, Anne Taylor; Seconded John MacKellar. **Carried**.

**iv)** **Outreach**. Reta Risto said that 455 lbs. of potatoes (plus assorted Easter treats) had been delivered to St. Johns Kitchen. The next Outreach event is the Children’s Community Closet on Saturday April 28th. Debra Barclay explained that this event had been renamed since no only clothing was available, but also other items for children, such as toys, books, and car seats. This time the putting-out of items will be staggered to avoid the swift clearing of the tables which has happened before, and participants would be given clear bags rather than black garbage bags to carry away their items. Debra emphasized that there was a great need for diapers. She will need help setting up on the Thursday and Friday prior to the event.

MaryLynn Forrest and Vivian Harris explained that interviews for camp staff have been held and selections made. Offers will be made first to the two co-directors, and then to the rest of the selected staff. The staff group is quite young this year, so more adult presence than usual will be required during camp. **Motion** to accept this month’s report for the Outreach committee. Proposed, Valerie Cuthbert; Seconded, Connie McCoy. **Carried**.

**v)** **Property**. Murray Gamble said there will be a sign committee meeting next week and a Property committee meeting the week after and that therefore the pace of work will pick up. There are a number of exterior items to attend to as spring gets closer (for example, the re-painting of the lines in the parking lot). Spring clean-up is scheduled for Saturday May 26th before the arrival of the food trucks. Jim Fox asked that an interior clean-up of the church be included; Murray replied that attendance at the clean-up was underwhelming and that the most critical items would be addressed first. John Shaw suggested that the church youth be asked to help. **Motion** to accept this month’s report of the Property Committee. Proposed, Murray Gamble; Seconded, Terry McCoy. **Carried.**

**vi) Worship.** Fr. Stephen said that Holy Week would involve 8 liturgies, including the Easter Vigil, which is a Bishop’s liturgy. Fr. Stephen also circulated a positioning plan for the sanctuary for the Vigil, and indicated that he still needs help from 2 additional lay eucharist administrants. There will be a wine and cheese event in the Thompson Hall after the Easter vigil.

A need was recognized for the printing of more bulletins for the Sunday services.

Valerie Cuthbert reported that the March Messy Church had been a success and said that the next Messy Church will be April 14th.

**Motion** to accept this month’s Worship committee report as presented. Proposed, Cheryl Fox; Seconded, Lesley Burland-Prong. **Carried**.

**vii) Atmosphere**. Catherine Carlson reported that, at their last meeting, the Atmosphere committee had endeavoured to clarify their mandate and had agreed that it was to originate and encourage welcoming activities. In Brief, the Car Rally is May 5th., the Food Truck event May 26th, and the Church Picnic June 10th. **Motion** to accept this month’s report of the Atmosphere committee as presented. Proposed, Catherine Carlson; Seconded, Connie McCoy. **Carried**.

**viii) Ascend/Renew**. Nelson and Valerie Cuthbert deferred their report.

**ix) Youth Group.** April Couzens said that a social was held on Tuesday which 6 youth attended. There will be a fund-raising crepe breakfast between services and after the second service on April 29th. **Motion** to accept this month’s report of the Youth group as presented. Proposed, April Couzens; Seconded, Debra Barclay. **Carried**.

**x) Children’s Community Closet**. See item (iv).

**xi) Parish Picnic (June 10th)**. Catherine Carlson re-iterated that this will be at Mannheim and details will follow. John Ryrie said that it was important to make sure that participants from all congregations involved knew exactly what would occur and what would be provided. Mary Ann Millar said that St. George’s would be providing hot dogs and hamburgers for everyone. Jim Fox emphasized that decisions were needed as to the scale of the event.

**xii) Car Rally**. Jim Fox said that the route was being planned and that more details would be available in early April.

**xiii) Community Service Hours**. Nelson Cuthbert indicated that all Ontario high school students had to complete these in order to graduate and that a number of church events would qualify as events which could provide these hours. He also pointed out that certain parameters and rules had to be observed, i.e. 2 adults need to be in attendance for the entire event, the students can’t use power equipment or cleaning solvents, and the activity can’t replace paid employment for someone else. Nelson can provide advice as necessary.

**10. Correspondence.** None

**11. Other.** None

**12. Upcoming Dates and Events:**

**April 9th. to 14th.** Photo Directory.

**April 14th**. Messy Church

**April 21st. (Saturday)**. Auction

**April 28th**. Children’s Community Closet.

**April 29th**. Crepe Breakfast (Youth Group).

**May 4th**. Performance by students from Cambridge High School, Uganda.

**May 5th. (Saturday)**. Car Rally.

**May 12th**. Messy Church.

**May 25th**. Euchre Night.

**May 26th. (Saturday)**. Spring Clean-up and Food Trucks.

**June 10th**. Picnic.

**13. Next PC Meeting**. Tuesday, April 24th., 2018. 7.30 p.m.

Chair, Fr. Stephen; Minutes, John Dale; Devotions, Catherine Carlson; Refreshments, John Ryrie.

**14. Adjournment**. 9.29 p.m. Proposed Catherine Carlson; **Carried**.

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 Of Forest Hill

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