**St. George’s of Forest Hill Anglican Church – Kitchener, Ontario**

**Parish Council Minutes**

**Tuesday, October 23, 2018, 7:30 pm**

**Chair:** Fr Stephen **Secretary:** Nelson Cuthbert (temp)

**Refreshments:** Mike Stredwick **Devotions:** Valerie & Nelson Cuthbert

***Present:*** Debra Barclay, Catherine Carlson, April Couzens, Nelson Cuthbert, Valerie Cuthbert, Rev. MaryLynn Forrest, Cheryl Fox, Jim Fox, Vivian Harris, Fr. Stephen Hendry, John MacKellar, Mary Ann Millar, Mike Stredwick, Anne Taylor

***Regrets:*** Leslie Burland-Prong, Charlotte Cromarty, John Dale, Murray Gamble, Connie McCoy, Terry McCoy, Reta Risto, John Ryrie, John Shaw

***Guest:*** Cameron Mott (introduced and welcomed by Nelson Cuthbert)

1. **Welcome & Call to Order**: Chair(7:30)

Fr. Stephen brought Greetings from the Dean of Cathedral and from Bishop Bob Bennett.

1. **Attendance/Regrets** Chair (7:35)

As noted above.

1. **Devotions** Valerie & Nelson (7:40)

“Worthy is the Lamb”. Valerie shared the powerful text from last Sunday’s Anthem as the devotion for the meeting followed by a prayer.

1. **Approval of Current Agenda** Chair (7:45)

BIRT the Agenda for this meeting of Parish Council be accepted as presented/amended.

Moved: Catherine Carlson; Seconded: Anne Taylor PASSED

1. **Reading and Acceptance of Previous Minutes**  Chair (7:50)

Updates: Item #12 in Warden’s Report … not “parking tickets” but “parking warnings” (Valerie Cuthbert)

BIRT the minutes of the Parish Council Meeting dated September 25, 2018 be accepted as amended.

Moved: Cheryl Fox; Seconded: Valerie Cuthbert PASSED

1. **Business From the Minutes** Chair (7:55)
2. Photo Directory Update (Fr. Stephen): It has arrived and distribution is occurring. The picture board has arrived as well.

BIRT: A sincere thankyou be extended to all of the Photo Directory Subcommittee and volunteers on this project. Moved: Mary Ann; Seconded: Valerie Cuthbert PASSED

Jim Fox will craft a thank-you for the bulletin.

1. Stewardship Update (John MacKellar): Two weeks of presentations have occurred with the latest last Sunday at both services to raise awareness of the Nov. 4th Stewardship culmination event. When the cards have been received, a subgroup will process through the cards and summarize the results. This is not a one year project but is a first step in going forward. The bulletin will have a reminder about the important upcoming Stewardship requests and dates. Nelson thanked John on behalf of the PC for his work and effort in this regard.
2. **Survey** – Jim: The Communication Committee has created a survey which appeared this past Sunday and will appear through the next two Sundays as well. The results will be shared at the next PC meeting. Thanks to the Communication Committee for this work.
3. **Warden’s Report –** Mary Ann**:** We are trying to work out a system regarding PC Minutes to cut down on the length of them which involves sharing the minutes from the various committees prior to our PC meeting. In this manner, all can peruse those minutes prior to the PC meeting and come to the PC meeting with only pertinent questions. Nelson commented that the Executive has OK’d the prepayment of the “Salt” portion of the upcoming bill from Snowman to allow us to have enough salt for the next winter as salt will be in short supply this winter from the reports we have received.
4. **Jubilee Grant Application –** Catherine Carlson:We applied last year but were unsuccessful. We have reworked our proposal and have resubmitted again with a significant focus for community outreach on topics like bullying, inclusion, and kindness based on work by Canadian author, Dennis Foon. Hopefully, the shows would be performed in our neighbourhood elementary schools and secondary school. Youth and adults in the community and in the schools would be involved. Workshops after the plays would be a definite possibility. Eventually, we would hope to write and direct our own shows. We will know in about 2 months. Thank you to Catherine for her work.
5. **Christmas Market – Nov. 17th … Valerie Cuthbert**
   1. Need ticket sellers
   2. Need help with Thursday night setup … check lists in the Narthex
   3. Last Sunday’s green sheet “fridge” flyer … promote it among your friends please!
6. **Kitchen Fridge – Valerie Cuthbert**
   1. There is no “kitchen” person … folks need to clean up as they go
   2. No leftovers please … it creates problems later
   3. The fridge in the electrical room is old and inefficient and also has mould in it; the current fridge in the kitchen is older as well.

Motion: BIRT we investigate the purchase of a commercial fridge to replace the two existing refrigerators. Moved: Valerie Cuthbert; Seconded: Cheryl Fox

Discussion: Anne brought forward the following idea: Could the Memorial Fund be used for such expenditure? Fr. Stephen asked Valerie/Cheryl if an amendment can be added as follows … “And investigate if Memorial Funds can be used in this regard.” Valerie and Cheryl agreed to the amendment and the amended motion PASSED. The Executive will work on this and report back at the next PC meeting.

1. **Emergency Plan in case of fire – Mary Ann:** The document has been distributed to all committees, etc. within the Church for active follow-up. Fr. Stephen asked Mary Ann and Jim to work on an announcement for this Sunday’s bulletin. Nelson reviewed the Property Committee’s recent Minutes regarding the subsection on Fire Emergency items. Fr. Stephen requested that Nelson provide a ‘field trip” for PC members at the November PC meeting highlighting pull stations, fire extinguishers, etc. Nelson will do so.
2. **Nomination Committee for Parish Council 2019 – Fr. Stephen:** Fr. Stephen reviewed the rules for PC Council members as stated in Canon 19. It appears from the wording that we are ok with our current numbers. We could have 23 members and we currently have 22. We now need to have a Nomination Committee for PC 2019.

Motion: BIRT we establish a Nominations Committee for Parish Council for 2019. Moved: Catherine Carlson; Seconded: Jim Fox PASSED

Mike Stredwick, Mary Ann Millar, MaryLynn Forrest, and John MacKellar volunteered to assist Fr. Stephen on this Committee which will meet within the next month. Fr. Stephen asked current PC members to communicate with him regarding their intentions for PC for 2019.

1. **Standing Committee Reports (8:40)**
2. Rector’s Report - Fr. Stephen:
3. Thank you to all for their help regarding the Turkey Dinner. It was a good event and we had a full house.
4. Please notice the returning parishioners to our parish some of whom have been absent for a time.
5. Significant Website improvements have occurred and are ongoing. Look at the site and do give us your feedback. Valerie has been trained on doing updates.
6. Your Christian Radio show has been recognized by the Diocese of Huron and will soon be released to a wider audience at the Diocesan level.
7. We continue to offer our services to the Seniors’ Homes. Some are quite crowded!
8. The Reception for Camp this past Sunday went well to celebrate/honour all involved with the Camp.
9. The John Maxwell Leadership programme finished over the last two Saturdays in Woodstock. This programme does work for teenagers and it works for the community. The question arising is … how do we want to make this work here in KW? The Optimists have already talked about sponsoring this event locally. Please talk to Fr. Stephen with your ideas. Fr. Stephen will provide documents to PC members regarding this initiative.
10. Fr. Stephen did attend the annual Clergy Conference in Niagara Falls.
11. Fr. Stephen will preach at the local Roman Catholic Church and the local Lutheran priest will preach here in January, 2018.
12. Mohawk Chapel Tour: Thanks to people coordinating. Very enjoyable day!
13. Next Sunday: two more baptisms! Yes!
14. Announcements: a brief discussion occurred regarding beginning announcements at 9:55 am this Sunday. Agreed.
15. Communications - Jim Fox: On Nov 18th, the Communications Committee will host the Coffee Hours. Graeme Welsford will do presentations at both Coffee Hours regarding the new website.
16. Finance - Anne Taylor (8:50): The donations received thus far this year are up by $10,000 over last year (good news!). However, we are behind in reaching our new budget amount (the 10% increase over last year’s budget passed at Vestry this year). Your Executive is working on a 1 page fiscal summary now to be published in the next week or so to share this situation with the Parish. In terms of expenses, we have the following noted: $1,000 savings in interim rectors over the summer was not needed; our fundraising is above budget; Fr. Stephen was present this summer to do services. Next summer, we could license 3-4 lay readers to preach and currently, we have Deacon MaryLynn who is able to assist. However, there are times wherein the congregation will want Eucharist. More work will occur in this regard. Fr. Stephen extended a big thankyou to Anne for her ongoing work on our fiscal matters and reporting as it is much appreciated!

Motion: BIRT the Finance Report as presented be approved.

Moved by: Anne Taylor; Seconded by: John MacKellar PASSED

1. Outreach - Debra Barclay: Community Clothes Closet occurs this coming Saturday. We still need donations as well as help setting up on Thursday/Friday evening. Please pass the word around! In addition, we are sponsoring the collection of ground beef for St. John’s Soup Kitchen over the next several weeks. Soon the “angel tree” will appear. Jim Fox wondered whether other Anglican Churches are involved either on their own or in company with others regarding the Community Clothes Closet … not to our knowledge. There is an opportunity here. Fr. Stephen encouraged Debra to approach our new Archdeacon Megan Collings-Moore regarding this possibility.
2. Property – Murray: (9:00) Nelson reported in Murray’s absence. He highlighted a couple of items from the Property Minutes just published: updates on the Sign Initiative; Fall Cleanup on Sat. Nov. 10th from 9 am to 11:30 pm; the future painting of Thompson Hall using the current colour; the grand piano reconstruction plan in the New Year.
3. Worship - Fr Stephen (9:10): The next mtg is November 6th at 7:30 pm looking at Remembrance Day Services and Christmas Services. Remembrance Day: The Legion will not be represented this year as those members have duties elsewhere on that day. The Sunday School and Youth will be participating. Christmas: historically we have had 3 services: 4 pm, 7 pm, 10 pm. Fr. Stephen asked for some feedback from us regarding three services. Members expressed a desire to retain the current setup. On a related note, Valerie asked if we could have a neighbourhood carol sing followed by hot chocolate on a different day? That will be taken to the Worship Committee, too. Jim mentioned that he has WW2 and post WW2 display boards at his home which have proved quite successful in other venues. As he will be away on Remembrance Day, Jack Nahrgang would be available to arrange those display boards on Remembrance Day. OK with us!
4. Atmosphere - Catherine Carlson: Catherine thanked Fr. Stephen and Joyce for their work regarding the recent, successful Turkey Supper. We continue to work on Coffee Hour volunteers and are finding it to be more difficult than anticipated. However, we have plans including catchy poems to entice folks to volunteer!
5. Ascend/Renew - Nelson & Valerie (9:20): No report as our next meeting is next Tuesday.
6. Youth Group - April (9:25): We had our social last Thursday and it proved more exciting than anticipated! Scrapbooking is Nov. 3 with setup Nov. 2. This is our start-up venture to bankroll monies for CLAY 2020. In our Sunday Youth programme, we are focusing on relationships. Fr. Stephen is coming down once per month to speak to the youth group.
7. Social Justice – Action Plan - John Ryrie (9:30): Catherine reported for John. One of the things we would like to do is to use one of the bulletin boards in the lower hallway to put up newspaper articles. There would also be copies of the article(s) nearby.

Motion: BIRT we be given permission to use one of the bulletin boards outside Thompson Hall for Social Justice and also be given a small budget for photocopying. Moved by: Catherine Carlson; Seconded by: Anne Taylor. PASSED

1. Ice Cream Project - John Ryrie: Results have been published in Minutes from last month.
2. Refugee Committee - John Ryrie: The Report has been published in Minutes from last month.
3. Website Update - Fr Stephen: This topic was covered earlier in the Rector’s Report.
4. **Correspondence - None**
5. **Upcoming Parish Dates**

* Oct 27 – Children’s Community Closet
* Oct 28 – Baptism
* Nov 3 – Clay Scrapbooking Day
* Nov 10 – Messy Church
* Nov 10 – Fall Clean Up
* Nov 11 – Remembrance Day Service
* Nov 17 – Christmas Market
* Nov 23 – Euchre Night
* Mary Ann reminded all that there is no PC meeting in December
* Anne asked about the date for Vestry … January 20th/Jan 27th? PEX will follow-up.

1. **Next PC Meeting:**

Tuesday, November 27, 2018 @ 7:30 pm

Chair: Fr. Stephen Minutes: John Dale

Devotions: ~~Catherine~~ … Cheryl Fox Refreshments: John D, Catherine

1. **Closing/Adjournment:** occurred at 9:21 pm.

1. **The Grace**

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Rev. Dr. Stephen Hendry: Rector; St. George’s of Forest Hill

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John Dale: Secretary; Parish Council – (Nelson Cuthbert: Temp Secretary)

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Date