**St. George’s of Forest Hill**

**Parish Council Minutes for Tuesday, August 18, 2020**

**Present:**

|  |  |  |
| --- | --- | --- |
| Fr. Stephen Hendry, Chair | Greg Butler - Secretary | John MacKellar |
| Cindy Kellet | Cameron Olmsted | Terry McCoy |
| John Dale | Mary Ann Millar | Connie McCoy |
| Susan Hipperson | Catherine Carlson | Debra Barclay |
| Jim Fox | Cheryl Fox | Anne Taylor |
| MaryLynn Forrest |  |  |

**Regrets:**

|  |  |  |
| --- | --- | --- |
| Nelson Cuthbert | Murray Gamble | Adrianna Cronin |
| Linda Dancey |  |  |

**Not Present:**

|  |  |  |
| --- | --- | --- |
| Charlotte Cromarty | Tim Goodison | George Mudry |
| John Shaw |  |  |

**1) Welcome and Call to Order:**

7:05 PM, by Fr. Stephen. There were some technical hurdles / glitches with the Zoom meeting that we had to overcome and it took at few extra minutes for things to straighten themselves out.

**2) Attendance / Regrets:**   
As noted above

**3) Approval of Current Agenda:**

An overview of the evening’s agenda was given. The motion to accept the agenda was offered.

**Moved:** Catherine Carlson, **Seconded:** Connie McCoy, **Carried**

**4) Acceptance of Previous Minutes:**

During this time, it was noted that there a couple items to discuss.

**Item 1, Rector’s Report:**

Relating to the retention of attendance records, it was noted in the Rector’s Report section that attendance would be kept for 30 days after each service. The requirement from the diocesan is that records are kept for 3 years. The recommended solution was to amend this clarification to the previous minutes.

**Item 2, Next Parish Council meeting date:**

In the last meeting it was noted that the next date would be Tuesday, September 22, 2020. Fr. Stephen mentioned that this was a draft date and we would discuss later on in the meeting.

**Moved:** Cheryl Fox, **Seconded:** Mary Ann Millar, **Carried**

**5) Financial Report:**

* **fluctuations in month to month.**
* **Overall, down $8000**
* **Expense up $5000**
* **Net income $3000 behind budget**
* **Potential subsidy… maybe $1000 a month**
* **Better off than we thought we would be given the length of the pandemic**

**PLEASE REFER TO THE FINANCIALS ATTACHMENTS**

**Moved:** Anne Taylor, **Seconded:** Terry McCoy, **Carried**

**6) Survey Data Report:**

**a) Goals and objective from Survey:**

The overarching goal from the survey was to gather as much information as possible from our parishioners. This would provide us information for a “snapshot in time” of what we can expect as we move forward with our Return to Worship.

**b) Survey Concept and Results:**

Fr. Stephen indicated that we will have four services to start. The services are as follows:

* Wednesday @ 10 AM – Current parishioner count – 22
* Sunday @ 8:15 AM – Current parishioner count – 41
  + This service is considered full
* Sunday @ 11 AM – Current parishioner count – 75
  + As is described below, this service is beyond capacity and we need to look for ways to reduce the count by roughly 30 people to meet the requirement of roughly 45 people attending the service.
* Sunday @ 7 PM – Current parishioner count – 12
  + It is likely that we will need to move people from the 11 AM service to this server. Again, ideas and recommendations will be mentioned below

**c) Survey Monkey Approach:**

Overall, the feedback for the Survey Monkey approach was hit and miss. For those surveys that were completed, enough information was gathered to make decisions for the services. There was some confusion about numbering schemes used where parishioners mixed up the scale from 1 – 6 and vice versa. We may need to consider a different measurement scale for future surveys. There were also some general comments mentioned relating to people not receiving surveys through email.

**d) Survey Reopening Strategies:**

The following strategies are being put in place in preparation for our Return to Worship:

* Attendance will be taken at each service. Parishioners that are not scheduled to be at a given service may be asked to leave if we are at capacity.
* Parishioners that attend the service, will need to be respective of the new practices:
  + Wearing a mask (unless there is a medical condition which prohibits this). If this situation arises, various team leads and the office / Fr. Stephen need to be made aware.
  + Social distancing when entering the building, during the service and departure of the service need to be respected.
  + Proper sanitization practices need to be followed when entering the build, before / after communion and during departure of the building.
  + Parishioners need to follow the outlined seating plan that has been established. This again will help with proper social distancing requirements.
  + Outside greeters will be present to help those arriving. If there are parishioners with special needs, these greeters will work closely with the inside greeters / ushers to ensure save passage.
  + The only washroom that will be available is in the narthex. The washrooms in the lower floor will be inaccessible to the public.
  + Church sanitization will be required in between each service.
  + Entry into the building should be done through the front doors which face out onto Fischer-Hallman road, and exiting the service, should be done through the main doors which face the parking lot.
* Fr. Stephen would be sending out communications to start preparing the parish for what to expect in the Return to Worship

**e) Survey Interpretation:**

**John MacKellar:**

The Sunday @ 11 AM service is over-subscribed. What’s challenging about this service is that many people who filled the survey out, only filled out one choice; What does it mean if we cannot accommodate their first choice… Will they be willing to attend a different service, will they stop attending altogether, will they be willing to live-stream?

**John Dale:**

40 parishioners are not coming back at this point in time. That equates to roughly 20% of our church population. While we have some good numbers, this isn’t the whole story.

**FINAL RECOMMENDATAIONS:**

After much fruitful discussion on the survey and how to deal with the 11 AM parishioner problem, Parish Council made the following recommendations to deal with the situation fairly.

**Recommendation 1:**

The 11 AM service on Sunday, parishioners with young families should be given priority to this service over those parishioners who do not or are flexible / able to attend worship during the evening hours

**Recommendation 2:**

The remainder of the 11 AM parishioner base, they will be split into two groups. Group A will attend the Sunday worship @ 11 AM and Group B will attend the Sunday worship @ 7 PM. The following week, Group A will attend the Sunday worship @ 7PM and Group B would attend the Sunday worship @ 11 AM. This method would allow everyone to enjoy the benefits of both services and be the fairest solution.

**7)** **Report from the Task Teams:**

**Outside Greeters:**

**Leads:** John Dale and Debra Barclay

They have enough people to form the team. They are looking to come up with a rotation that is fair for everyone involved. They are also waiting on feedback from the youth group to see if there are any volunteers to assist in their team.

**Inside Greeters / Ushers:**

**Leads:** John MacKellar and Greg Butler

We are looking to form a team of 3 people for each service; 1 Inside Greeter, 2 Users / Sides-people, John and/or Greg as a backup / extra resource when needed. They have been in contact with the existing Greeters / Sides-people to get volunteers. At present, we have about 14 people. We are looking for roughly another 10 people to join to try to provide a fair rotation where people will not have to be on call every week.

Next steps for John and Greg are to reach out to members to try to get these last 10. Fr. Stephen will try to procure a list of attendees for each service so that John and Greg will be able to begin calling to get these people.

**8) Final Decision about numbers per Service and number of Services.**

See FINAL RECOMMENDATIONS in section 6.

**9) Training Session for Task Teams:**

**John MacKellar:**

* Task Team 1, fairly soon, but no specific date given
* Task Team 2, The idea is to split times due to scheduling

**Jim Fox:**

* Cleaning / Sanitization: Allan will layout recommendations / expectations / guidelines to assist this team in their work

**10) Wardens’ Report:**

**Jim Fox:**

Allan Lee will be putting an extra 2 coats of wax on the floors in Thompson Hall. The hope is that by doing this it will provide extra “life” to the floor. If we’re lucky we may not have to wax for another few years.

**John Dale:**

We currently have a bat problem and are working to figure out where it is and how to deal with it.

**11) Rector’s Report:**

**Phone Calls:**

* Fr. Stephen has met with the Altar Guild to discuss the back to worship plans. About half the existing members with be returning
* He will be meeting with the choir on Friday, August 21, 2020 @ 7 PM to discuss the plan going forward for them
  + Pre-recorded solos, duets and trios

**Home Visitations:**

* At present, there are 26 responses from parishioners that are not planning on return for the time being. Home visitations (by means of “backyard” visits will be held for those to keep connected to the church

During this time, a question was asked relating to the purchase of a thermometer to measuring peoples’ temperatures before entering the build. Something that we will need to do is figure out who will be responsible for the administration of temperature readings. A vote was taken to purchase the device and passed unanimously

**12) Committee Reports:**

**Communications:**

Dragon flyer to go out in next Friday (August 28th, 2020). The plan with this flyer is to move towards a digital distribution (sent through email). This should help save money from printing and mailing. There will be a small number of flyers printed and sent to those parishioners who are new to the parish or those who do not have access to email / computer

**Coffee Hour – Zoom meetings:**

Fr. Stephen mentioned that further discussions are needed with external partners to iron out the details.

**13) Upcoming Parish Dates:**

* Everything is tentative

**14) Next PC Meeting:**

Tuesday, September 22, 2020 @ 7PM (in person)

Refreshments: ?

**15) Closing/Adjournment/The Grace:** 8:39 PM