**DRAFT**

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

**Parish Council Minutes**

**Tuesday, January 19, 2021 @ 7:00 pm**

**Via Zoom**

**Chair:** Fr. Stephen **Secretary:** Greg Butler

Present: Greg Butler, Tim Goodison, Susan Hipperson, Jim Fox, Cheryl Fox, Cameron Olmsted, Anne Taylor, Stephen Hendry, Catherine Carlson, Linda Dancy, Mary Ann Millar, Adrianna Cronin, Debra Barclay, Nelson Cuthbert, Terry McCoy, Connie McCoy, John Shaw, Cindy Kellett, John Dale, Murray Gamble,

**Not Present:** MaryLynn Forrest

**Regrets:** None

1. **Prayer & Call to Order**: Stephen
2. **Attendance/Regrets** Stephen

1. **Approval of Current Agenda** Stephen

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

**Moved:** Catherine Carlson **Seconded:** John Shaw **Carried**

1. **Acceptance of Previous Minutes**  Tim

BIRT the minutes of the Parish Council Meeting dated November 24, 2020 be accepted as presented/amended.

**Moved:** Tim Goodison **Seconded:** Susan Hipperson **Carried**

1. **Financial Report and budget for 2021** Anne

For a detailed description, please refer to the 2020 Actual and 2021 Budget, pages 7 through 11.

First motion, 2020 budget approval:

**Moved:** Anne Taylor **Seconded:** Nelson Cuthbert **Carried**

2021 Budget Question(s):

Question: Murray Gamble

We are going ahead with the second phase of the sign project, but I don’t see it in the budget. Is that because it’s coming out of the designated fund and it’s just going to flow from that?

Answer: Anne Taylor

Yes, it is on the balance sheet, the 31150 - Sign Fund

Question: Catherine Carlson

I would think our snow removal would not be terribly expensive until we’re open. January, we haven’t had much snow. February, we may not be open, so do we have a lot to plow?

Answer(s):

Answer: Anne Taylor

We have a contract that we’ve signed, and so those are committed expenses. We pay a monthly amount. It is the only way to get the snow service in the tight time schedule that we require.

We did save money in 2020 because we often need extraordinary services that are above our contract. For instance, if we have a lot of snow and they have to come and truck some away, so this year, we said do not do any extraordinary measures.

Comment: Catherine Carlson

Salt is also very expensive too.

Answer: Anne Taylor

It continues to be $6,000 to $7,000 dollars a year. When I first was treasurer, I looked up the amount that we spend on snow clearing and it blew my mind, but given the safety requirements, we’re doing the right thing.

This is a very good point Catherine. It is one of those things that we are contractually obligated for.

Comments: Nelson Cuthbert

We stockpile salt and spent over $5,000 in September to get our share of salt. If this year goes on as it is, we may have some left over, so we may realize some saving next year as result.

Question: Nelson Cuthbert

With the new insurance firm, is the deductible still $2,500 or $3,000 or is it more or less, do we know?

Answer: Anne Taylor

I don’t know. We haven’t been provided any other details other than a 95% increase. I’m not even sure how they divide the premiums among all the different churches and whether it will be 95% evenly across the board or how that will be. We will have to wait for that information.

Question: Nelson Cuthbert

Have we heard anything about any extraordinary funding for wage subsidies and so on into the future?

Answer: Anne Taylor

As I have realized, our church individually has very little control over whether we get any of the subsidy. We experienced a reduction in revenue in March, April and May. The diocese as a whole, only qualified for March and April. They divided up the subsidy amongst everybody. The diocese as a whole didn’t qualify for May. Then for the rest of the year, our donations were ahead of last year’s. The diocese qualified for a little bit, but then in November, because we didn’t have our fundraising, I thought that we would qualify for some. Our revenue as a whole was below last year’s revenue, however, the diocese said we don’t get anything. They may be looking at the whole year added up together to determine whether we qualify

Comment: Murray Gamble

The wage subsidy is based on the employer, in this case the diocese is the employer and not the church. That’s why it’s taken on the entire cumulative revenue of the diocese. The wage subsidy also changed substantially at the end of summer when it went to a sliding scale subsidy.

Question: Greg Butler

It relates to the wage subsidy. How do we as a church, calculate the salary increases?

Answer: Anne Taylor

Do you mean, how do we calculate the percentage?

Greg Butler:

Yes,

Anne Taylor:

Every year, the diocese gives us a recommendation and they look at inflation. This year, they recommended a 0% increase and the diocesan staff were given a 0%. In past years, we’ve given the amount that the diocesan has recommended to us. This year we felt that our support from our parishioners continued to been strong, so we would give 1%. That is certainly an issue that the executive has discussed and that’s how we came up with the amount.

Comment: John Shaw

This year, we haven’t had congregations in the church. The people putting on the services have spent way more time than they did when they were in church. For instance, with Rob (the choir director), for every 1 minute of music, he had to spent 4 to 5 hours of his time because he had to spend time getting together individuals with each small group of people to record their singing, then blend everyone’s recordings together.

Comment: Anne Taylor

That was the message that we wanted to convey. We wanted to give what we could, but trying to stay fiscally responsible in a year that we were already budgeting for a deficit.

Second motion, 2021 budget be accepted as present:

**Moved:** Anne Taylor **Seconded:** Murray Gamble **Carried**

1. **Wardens’ Reports** – Presentation of the slate of proposed Parish Council for 2021

John Dale:

One of the most important things that vestry does is to elect or approve a new slate of officers; 2 Wardens, 2 Deputy Wardens, 2 Lay Delegates to synod, 6 members of parish council nominated by the rector and 6 nominated by the parish. The nomination committee had its input, the rector had his input. A list was put together and emailed out to the parish last week. The reason that we emailed it out was to see if there was anybody that was on the list that didn’t want to be on the list or anyone not on the list, had the opportunity to speak up. John mentioned that he hasn’t had any feedback on either context.

Regarding the Parish Council nominations, you will notice that for both the People and the Rector’s nominations, there are in fact 8 nominees. Historically, St. George’s has had more than the 6 that the Canons indicate and according to the Archdeacon, this is fine. The list as presented will be sent.

Fr. Stephen Hendry:

We have one specialty area that we began conversations on and a document has been sent out to all of you in regards to the Senator role. Hopefully everyone has had a chance to review the revised document explaining the Senator’s role. In most social clubs, it’s not uncommon for the outgoing president to stay on the Executive or the board in an advisory capacity. As you can see, there is a proposed outline for that. Jim Fox would function in two roles; first as an appointment of the rector as a board member and secondly, as a specialty role in the appointment of a senator. It would be good for us to discuss that entire package at this point in time; the Senator role and the entire appointment of the council.

Comment: Catherine Carlson

I think it’s great use of previously learned expertise, particularly when somebody is leaving a role. They have this wealth of information and there’s no binder printed for the new oncoming Wardens. For me it’s a safety cushion and I really appreciate it.

Comment: Fr. Stephen

In addition, it would be helpful to note that John Ryrie has agreed to be the Vestry clerk and that Valerie Clarke will be the new Parish Council secretary. At Vestry, the Lay Delegates would be elected, the treasurer would be elected as a voting member of the board. We could confirm the Vestry clerk and the Parish Council secretary. The rest would be the slate that you see before you, if you’re in agreement tonight

**Moved:** Tim Goodison **Seconded** Nelson Cuthbert **Carried**

Tim Goodison:

As we are getting very comfortable with Zoom meetings, our Vestry meeting this year will be a Zoom meeting. We can have within this account up to 300 participants. We should have more than enough room for the entire parish to attend. How we are going to handle voting within the Vestry meeting for situations where we need to vote? There is a voting function within Zoom that we will be adding. When we enter those situations, a poll will open, the question will come up on the screen and you will have the option of voting for or against. The votes will then be tallied. It will be too hard to take into account dozens upon dozens of people joining the call and getting an accurate vote. For things like the budget, other reports, we will attempt to break them down into PowerPoint slides to be presented during the meeting.

This coming weekend, we are hoping to get a trial run this coming Sunday (January, 24th, 2021) to test out the sharing and polling/voting functionality. This information will be sent out to everyone in Parish Council Friday afternoon.

Question / Answers:

Question: John Dale

Is there a difference between a practice with 8 people and potentially 80 people from the entire Vestry?

Answer: Tim Goodison

No, the meeting capacity regularly has meeting with large attendance lists.

Question: Debra Barclay

Besides Zoom, for those who do not have computer access, how can they participate?

Answer: Tim Goodison

Yes, we will be sending out the Zoom dial-in numbers.

Question: Anne Taylor

Tim, can you please ensure people know which number to use when dialing in?

Answer: Tim Goodison

Yes, I will go through the meeting invite and ensure that we only include the Canadian numbers. My invites provide numbers for global connections.

Question: Cheryl Fox

Tim, what happens with households that have more than one person voting?

For instance, what happens if Jim wants to vote one way and I want to vote the other way?

Answer: Anne Taylor

In the past, we have never had anyone vote in this type of situation. The amount of effort that it may take to support this feature that may not be used, is probably not worth the effort of figuring out.

Answer: Tim Goodison

In that situation, if you have access to multiple devices that can connect to the Zoon meeting, have each person connect, and each person cast their individual vote.

Comment: Jim Fox

We do have a number of parishioners that will be tuning in and representing a couple or representing a family, such as the Cuthbert’s, McCoy’s, Fox’s and so on, so we will have to assume that you have one vote per household unless you have multiple devices that can be used for each individual. We should make this a point to explain ahead of time to ensure everyone understands.

Comment: Tim Goodison

This might be tough, but hopefully we only have to go through this particular process once!

Question: Debra Barclay

I have a question regarding attendance. How will attendance be logged because we have to keep a record for attendees. How do we plan on keeping track of this?

Answer: Tim Goodison

We must ensure that people are identifying themselves correctly and for those with multiple representatives, listing it appropriately to be easily identifiable.

Comment: Anne Taylor

We may want to have a conversation with John Ryrie to prepare for an attendance call prior to the meeting commencement. We should also be cognisant that this will take longer than normal.

Comment: Fr. Stephen

Yes, calling a role would be a great idea

Comment: Tim Goodison

Calling a role will work because we will also have participants on the phone as well.

Comment: Jim Fox

Unless I misread Canon 18 on Vestry meetings, there is something mentioned that attendance has to be recorded. We tend to do it in our parish, to circulate a list, but I don’t see anything that necessitated anything for that to happen.

Comment: Fr. Stephen

There are other guidelines in the diocese that strongly recommend that you take attendance because every once and a while, you have a major issue. Sometimes, people you never met show up at a Vestry meeting because they don’t want something to happen at the church. Based on past experiences, I have found it necessary and appropriate to take attendance.

Question: Nelson Cuthbert

Is there nothing in Zoom that allows you to get a printout of the people that are in attendance and utilize it that way?

Answer: Tim Goodison

I have a list of everyone who’s on the call. At a certain point, I can capture that list and print it to a file.

Comment: Anne Taylor

I think we need to encourage everybody to change their name to reflect who is present and attending.

Comment: Fr. Stephen

I believe this is the point that someone brought up a few minutes ago. The name on the screen is not always reflective of the person that you’re dealing with.

Question: Fr. Stephen

What date will the notification go out for Vestry?

Answer: Tim Goodison

The notification for Vestry will go out on Thursday, January 28th, 2021 and a reminder on Saturday, January 30th, 2021. This is to ensure that the Zoom meeting doesn’t get buried in their inbox.

Comment: Anne Taylor

You could always send out an email on Monday informing people that the Zoom invite will be sent out on Thursday which will contain the meeting details.

Comment: Fr. Stephen

That exactly what Valerie will do from the church office on Monday

Comment: Tim Goodison

I will forward the Zoom information to Valerie so that she can send it in the email that she sends out.

Question: Nelson Cuthbert

We’ve only got roughly 125 people on the roster for emails. We have more parishioners than that. Can we do anything about those that do not have an email account or computer.

Answer: Fr. Stephen

I think it’s important enough that they receive a telephone call from the office that provides that phone-in information. An effort will be put forward on Thursday to get the information in their hands and that should cover it. If people receive these calls directly from the office, this will hopefully help them to understand that their participation is important and valued.

Comment: Fr. Stephen

For those that have expressed some level of concern that zoom is the preference, let me assure you that it’s not. I don’t believe that there is anyone here or beyond that thinks this is a great idea or that we prefer this.

Jim Fox:

Yesterday, an email was sent through Valerie (in the office), a request to be part of Fr. Stephen’s evaluation. He has requested that this be done on an annual basis. There were three questions that were posed as part of that memo that was sent out. It’s my hope that each and every one of you would take some time to fill it out. If there are any questions, please don’t hesitate to ask.

Comment: Fr. Stephen

We are really hoping to gather information about the sense of priorities of this ministry in the next year. That’s what we’re asking in one of these questions directly. It has the potential to redirect my energy, time and talent to attempt to respond to the recommendation of council.

1. **Committee Reports (if necessary)**
   1. **Property Murray**

**Three major things: Second phase of the sign project, rectory deck, rear steps. The rear steps may evolve into something different. We are looking at different options there. I would caution everyone’s expectation on how quickly things will happen over the next little while. With the new COVID restrictions, this wouldn’t qualify as essential construction. It’s also challenging to get people to attend sites and provide quotes right now.**

**Additionally, for the second phase of the sign project, the main issue is going to be getting the stone from the mines. There are two mines where we can obtain the stone and they are both producing minimum output. We will do everything that we can to put everything in place and move as fast as we can.**

**Lastly, we will be reacting to any maintenance issues that arise during the year.**

**Moved: Murray Gamble Seconded: Connie McCoy Carried**

* 1. **Outreach Debra**

**Nothing to report as of yet. There is a pending meeting this Thursday (January, 21, 2021)**

* 1. **Communications Committee Jim Fox / Mary Anne Millar**

**Jim Fox:**

There was a summary report sent out yesterday. Buried inside, there was a note that mentioned that a sub-committee was struck as part of communications to help co-ordinate all of our social media.

Mary Anne Millar  
We are going to continue what we already do. Michael DuBoulay records the sermons and sends them up to the office and then they go onto the website. Mary Ann will be putting them up on Facebook. Graeme Welsford is doing updates to the website. Nelson Cuthbert and Allan Lee will be meeting to discuss strategies for improving the YouTube live programming. Overall, we are looking for ways to improve our communications.

Discussion Items

* Reflection on the Preparation for Christmas Services
  + the communication strategies that were implemented accomplished the goal, re sharing the date and timing of services even though late protocols required changes to the schedule
  + committee members were thanked for their role in formulating the attendance survey, Christmas postcards, posters, Facebook and e-blast postings, etc.
  + some of the planning for Christmas may be relevant for Easter planning
* Preparation for Vestry - January 31st
  + Fr. Stephen shared plans for this year's Vestry which will be conducted by ZOOM and highlighted the key discussion topics
* Feedback on the Livestreaming of Services
  + lots of positive feedback on the livestreaming services including the service of Lessons and Carols
  + a few suggestions were made that will be passed on to the production team

Updates

* Facebook
  + statistics confirmed in excess of 45,000 views during the year **-** views include the streaming of services and additional posts on parish events, etc. **-** in December there were 9,700+ views
  + posting of services (especially homilies) to the website will further our reach to the community
  + there should be dialogue on the process of linking postings to YouTube
* Instagram
  + Facebook postings are being uploaded to our Instagram account
  + how do we engage the youth? Info will be sought through the Youth Group
  + we must be careful with the use of social media as 'false news' spreads quickly - we also must be mindful of identification of youth on social media which can be dangerous
* Twitter
  + St. George's has an account which has not been active for some time
* Website
  + fixes were made in the past couple of months to ease some of the posting challenges **-** there have been some cosmetic changes to the website as well
  + adding audio postings will also increase the appeal of the website
  + providing linkage among all our social platforms to broaden the reach is something to work towards **NOTE**: A subcommittee has been struck to investigate and coordinate the use of social media (all platforms) as part of our communications strategies
* DragonFlyer
  + planning for the spring issue will begin soon **-** the release date will be mid March
  + distribution will continue to be mainly by PDF e-blast
  + 50 hard copies are produced - 30 mailed to those that are not on the e-blast list
* World Day of Prayer
  + scheduled for March 5th via ZOOM
  + challenges exist re coordination of the event, downloading the program for the day, the numbers which may be involved, etc. **-** an evening service may be built into the program
  + since this will not be a 'live' event, donations to offset costs and provide monies for world programs may be an issue
  + the Communications Committee will support postings to our parish

**Moved: Jim Fox Seconded: Debra Barclay Carried**

* 1. **Proposal of “senator” role on Parish Council**

1. **Rector’s Report**

* 40 personal cards mailed
* 40 pastoral phone calls
* Wrote Christmas letter
* Signed Christmas cards
* Facilitated bible studies on Wednesday evenings and Thursday afternoons
* Clergy check in zoom calls weekly with deanery clergy
* PEX executive meetings
* Celebrated Morning Prayer on Wednesdays and Sundays –Livestream
* Homilies preached at most liturgies
* Clericus meeting with the Bishop
* Dragon Flyer letter
* Wrote several pastoral letters
* Lay reader in training individual meetings
* Diocesan continuing education zoom meeting
* Marriage preparation meeting (1)
* Staff contract meetings
* Diocesan council meeting
* Taped message for website
* Funeral for Ian Masters
* Delivered fruit baskets to parishioners
* Congregational coaching
* Weekly reading in preparation for homilies and future seminars

I am deeply grateful that some of you have been asking, “How are you”. I assure you that Joyce makes sure that I go for regular long walks in the snow and we have recently engaged in the practice of yoga. I continue to remain healthy, happy and delighted to be able to serve as your priest.

I take the preparation for bible studies and sermons seriously. Therefore, they occupy some time each week to sufficiently prepare myself. Recently that has taken a full day each week.

Valerie and I work on the administration together and so that represents about 6 hours a week as well. I am always open to discussing expectations and priorities for ministry in the parish. Your input is valuable.

1. Worship
2. Current status of “live” worship Fr. Stephen / Nelson Cuthbert

Fr. Stephen

When reaching out and interacting with parishioners, many have talked about the success of the liveStream. Several people describe it as their spiritual lifeline and that for them, it was an answer to prayer to stay connected. They wanted to extend their thanks and gratitude to everyone involved in the LiveStream.

Nelson Cuthbert

We saw numbers generally rise throughout the year, culminating with the Christmas services. For the Sunday before Christmas, we had 150 people watching and for the Lessons and Carols, we had 211 attend via LiveStream. Over the subsequent weeks, we had an additional 50+ tuning in. We also need to consider that while the +1 view occurs, this could represent 1 or more people tuning into the service and watching.

Since the year began, we have the following:

* January 3rd: 128 views
* January 10th: 165 views
* January 17th: 135 views

Compared to the spring and fall last year, we are up substantially where we typically saw 20 – 45 range

Comment: Catherine Carlson

I would just like to say that I appreciate the fact that Nelson was given the go-ahead to purchase the new switcher that you got. Last Sunday, I loved the picture in picture when MaryLynn was reading and we could see her reading and the text to follow along with all at the same time. Everything that you and your team have done has been about improving the experience. Kudos to you and your team!

Comment: Debra Barclay

The whole presentation comes across as very professional. I’m so impressed in how we come off. Everything that is put together to make everything incredible; the music, the presentation, everyone’s passion. Kudos and well done!

Comment: Fr. Stephen

There are two other thoughts here. First, I have been in contact with Adriana Cronin who’s taken some responsibility in regards to Sunday school. She along with others, are looking at putting together a LiveStream children’s program that may be monthly and would be similar to the children’s Christmas Eve program.

Question: Fr. Stephen

Nelson, the final count on the children’s Christmas Eve program was?

Answer: Nelson Cuthbert

I believe it is 68, after about a week and a half.

Comment: Catherine Carlson

Adriana, tell me how I can help!

Comment: Murray Gamble

I don’t think that we should be concerned if we have to invest a little more for obtaining the right equipment. I would be willing to bet that our surplus would be 0 or less if we had not been doing the LiveStreaming at the level that we have been. We have to keep in mind that this is an investment and it helps to pay to support it.

Comment: Fr. Stephen

I agree totally. This has been the lifeline as people have described it. The team of 10 – 15 people, deserve a incredible debt of our gratitude.

Comment Nelson Cuthbert

I just checked the numbers on the children’s Christmas Eve services and our total is at 78 now.

Comment: Fr. Stephen

This talks to the validity of making that happen

Comment: Fr. Stephen

Relating to my second thought, as we look to the future, we need to be able to explore how Mission and Ministry is going to come together. All of you should receive an updated package on the Mission and Ministry next week. A team did come together today to begin to look at this. Your input and involvement are always appreciated

Question(s):

Question: Catherine Carlson

Was Murray Gamble’s comment/suggestion that we make sure that we provide Nelson the money he needs or was that motion or a general guideline?

Answer: Murray Gamble

No, it was more of a comment along the lines of, I don’t think that we should be preventing the LiveStreaming.

Comment: Jim Fox

I just wanted to emphasise that Parish Executive has been very supportive of the requests that Nelson and his team have made. We haven’t given him a carte blanche, but we’ve tried to be as supportive as possible. We should continue to support that.

Comment: Fr. Stephen

I wanted to take a moment to thank everyone for serving on council this year. Your time, talent and energies have been greatly appreciated. I sent out a note to most of you in the last couple of days. It is important for each of you to know that you’re appreciated, valued and that your input means a great deal to myself and the congregation. For those of you that are continuing on into the next year, we will engage each other again in one month’s time. If anyone has feedback or concerns about anything, please let us know!

Question: Nelson Cuthbert

At the bottom of the agenda, there is a note that states “Need motion to grant the Treasurer voting rights at Parish Council”

Answer: Fr. Stephen

That will happen at Vestry

1. **Next PC Meeting: February 23, 2021**

Chair: Fr. Stephen Minutes: Valerie Clarke

Devotions: Fr Stephen

1. **Closing/Adjournment/The Grace** Chair