**DRAFT**

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

**Parish Council Agenda**

**Tuesday, November 24, 2020 @ 7:00 pm**

**Via Zoom**

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

**Present:** Tim Goodison, Greg Butler, Allan Lee, Mary Lynn Forrest, Nelson Cuthbert, John Shaw, Catherine Carlson, MaryLynn Forrest, Susan Hipperson, Debra Barclay, Jim Fox, Cheryl Fox, Murray Gamble, Cameron Olmsted, John Dale, Terry McCoy, Connie McCoy

**Regrets:** Mary Ann Millar, Anne Taylor, Linda Dancey

**Absent**: Charlotte Cromarty, Adriana Cronin, Cindy Kellett, George Mudry

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

1. **Approval of Current Agenda**: Tim

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

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

**Guest Speaker**: Aboriginal Ministry in our Community Archdeacon Rosalyn Elm

Some comments from the discussion tonight:

* Bishop Todd has spoken in his charge that we need to be a learning church, a just church and a diverse church
* When we interact with one another, we need to do our best to not pass judgements based on race, colour, sex or physical differences (appearances).
* Some of the things that we don’t see when interacting with one another is people’s experiences. Instead of guessing or passing judgement, we should be asking a more rounded question like the example Archdeacon Rosalyn Elm provided:
  + Where is the clay that you’re made of from?
  + Where’s the dirt under your feet from?
* How do we as a church work on building bridges instead of tearing them down. We need to not only worry about the now, but worry about the future and willing to accept those that may be “different” from who we are.
* How do you find your voice amongst the diversity?
  + We have to continue to have our ears open to hear those voices. We need to have courage and bravery to listen and ask questions.
* The Dioceses of Huron hosts the largest indigenous communities in Canada and also some of the smallest.
  + We have a handful of people of colour who are employed
  + We have a handful of people that are differently abled / disabled who are employed
  + We have a handful of people that are part of the LGBTQ who are employed
  + We have a handful of clergy under the age of 40

1. **Acceptance of Previous Minutes**  Tim

BIRT the minutes of the Parish Council Meeting dated October 27, 2020 be accepted as presented/amended.

**Moved**: Susan Hipperson **Seconded**: Cheryl Fox

1. **Financial Report**  Anne Taylor

As of the end of October, donations for the year are about $6,000 better than budget, but after considering reduced fundraising and rent, total revenue is about $500 below budget.  In November and December, we will continue to miss fundraising, which had been budgeted to be $5,000.  Travel, office, stewardship and Synod expenses have been better than budget   Worship expenses have also been better than budget, with most of the gain being from no flower expenses for several months.  However, the offsetting flower donations are also missing.  We have postposed most capital repairs (rectory deck, repair of back cement steps) until at least spring.    
We received a wage subsidy of $14,658 for the two-month period of March and April, 2020.  We are fortunate to have those funds on hand, especially since we are not sure if donations will be on budget in December.  In the past, we have received donations in December in an amount more than double a regular month.  We are aware that not all parishioners may be in a position to make an extra donation at Christmas, and have conserved our cash resources to help offset any shortfall in donations and the fundraising we are unable to do.    
As we approach year end and start the budgeting process, we are very fortunate to be in a healthy financial position, and are very thankful for the continued support of our parishioners.  
For specifics, please refer to the financial attachments sent by Anne Taylor

**Question(s):**

Question: Nelson Cuthbert

We should send out a thank you to our parish because we are very close to where we should be with our budget. Can this be done in the Dragon Flyer?

Answer: Catherine Carlson

It has not gone to print yet, they are still working on layout, so something could possibly be done here

1. **Wardens’ Reports** – Organization and Administration

1. Pause in Onsite Services:

* Difficult decision by Parish Executive but we must err on the side of caution with the health and safety of parishioners foremost in decision-making
* Livestreaming of services on Wednesdays and Sundays will continue with an enhancement of the musical components within the broadcast

2. Employee Contracts:

* Parish Executive will initiate a review of employee contracts next month and build in an opportunity to reflect on the past year and discuss expectations for 2021. Budget considerations due to COVID will impact upon the timing of formal agreements until likely January 2021

3. Evaluation Process for Fr. Stephen:

* Fr. Stephen has requested that Parish Executive undertake a comprehensive evaluation of his performance as Rector of our parish. This is an annual Diocesan requirement which has not been fully completed in the past couple of years
* The evaluation process will involve at least the following tools:
* Self-Evaluation using the form provided by the Diocese of Huron
* A Warden's Evaluation Summary using the form provided by the Diocese of Huron
* A Reference to the key expectations for our new Parish Priest as summarized by our search committee in 2017. This tool will help to determine the congruency between those expectations and present status
* 5 Goals (expectations) for our Parish Priest during 2021 shared by members of the 2020 Parish Council (including the Wardens) by written submission - these could be classified under general headings such as Pastoral Care, Spiritual Leadership, etc. *Watch for a request via email for this input in the coming weeks*
* A listing (with context) of up to 5 key goals for 2021 from the perspective of Fr. Stephen himself

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

**Nothing has been done over the past number of months. Until we get through COVID-19, we are just dealing with minor maintenance items.**

* 1. **Outreach Debra**

**Contributed roughly $4,000 (in monetary donations) outreach to the following charities:**

**St. John’s Kitchen, Monica Place, YWCA (they have changed their name to YWKW), Ray of Hope, the food bank, Council of the North, CMHA Waterloo Wellington, Refuge Committee, Grand River & St. Mary’s Hospital front line workers**

**Angel tree (Nov 16 – Dec 6):**

**Focus on financial donations; cash, cheque, gift cards. Information has gone out on how they can accept those donations. Just to re-iterate, we are not accepting any physical items.**

**Share the warmth - Salvation Army:**

**The Share the Warmth program is being run by the Salvation Army directly. They are accepting clothing, but not through the traditional programs they’ve done in previous years. Parishioners are welcome to work directly with the Salvation Army if they wish to participate.**

**Children’s winter wear - Waterloo Regional Police Service:**

**They are looking for new winter clothing (snow pants, jackets, toques, gloves/mittens, scarves, etc.) for children. Parishioners are to work directly with Waterloo Regional Police. This is being run until November 30th.**

**St. John’s Kitchen:**

**We are not participating in this activity this year. Generally, would do a New Year’s lunch support and cannot do that this year. Food is prepared off-site. We are in dialogue with them to see how we can continue to support this. It could turn into a financial donation after Angel Tree campaign has completed to avoid confusion with the parish.**

**Sock it to the homeless:**

**The Salvation Army is trying to determine whether they will do the program this year. We are trying to figure out how we could participate**

**YWKW:**

**This agency is in need of gently used and new items. To see how you can provide support, please phone them at 519 576 8856 Ext. 0 or email them at** [general@ywkw.ca](mailto:general@ywkw.ca)**.**

**Food Bank drive:**

**It is still going on. We still have the donation box and when we have food, John Ryrie is still delivering the food.**

**Mental Health:**

**Meeting in January to start figuring things out.**

* 1. **Communications Committee Jim**

1. The use of the following tools for promotion of Advent and Christmas Services

* Facebook postings re service times, etc.
* Website announcements with a devoted page for Christmas
* updates on our Electronic sign
* bulletin announcements and e-blasts to alert parishioners of changes
* Dragon Flyer articles
* a poster to highlight service times which can also be used for livestreaming
* a Christmas hard copy mailing to all parish families which will include:
  + Fr. Stephen's pastoral letter
  + a Christmas greeting card signed by our clergy
  + a givings envelope
* direct phone calls to all new families added to our parish list in the last 2 years

2. Survey Monkey will be used to solicit information from parishioners as to their likelihood of attending one of the Christmas Eve services as well as services scheduled for Christmas Day and on Sunday, December 27th. This survey should appear early in December

3. There was considerable discussion on strategies needed to upgrade our website

4. We are implementing plans to use additional social platforms such as Instagram

5. Facebook has become very popular. Mary Ann Millar oversees the posting to this social media. The CC is investigating the uploading of livestreamed services by a Youtube link. This has been apparently done by other parishes in the Diocese.

6. The Dragon Flyer is scheduled for distribution in early December and the CC is investigating building in links to Youtube to make the Dragon Flyer more interactive

**Catherine Carlson:**

**Dragon Flyer is being finalized. Final proofing on layout and content needs to be completed. Should be ready for e-blast on December 11th.**

* 1. **Nominations Committee for Parish Council John D / Fr. Stephen**

**John Dale:**

**A large number of people are returning. An email was sent out today to the congregation looking for people interested in joining Parish Council.**

**Fr. Stephen:**

**Fr. Stephen still trying to decide on his half of the nominations for Parish Council.**

* 1. **Re-structuring in Parish Council when a Warden departs Fr. Stephen**

**When a Warden is ready to depart from the responsibility, we have no way of passing that experience and wisdom onto the in-coming Warden. Fr. Stephen would like to propose a restructure to Parish Council which would introduce the position of a Senator. A Senator is a retiring/departing Warden who would continue for one additional year as an advisor and participant in the Parish Executive. The responsibilities would be consulting, advising, sitting on the board and sitting on the Executive as this bridge.**

**Comment(s) on the proposed Senator Role:**

**John Shaw: He thinks it’s a good idea. He understands that there are a lot of complexities to the roles and responsibilities of Wardens. If there is a way to continue the knowledge / wisdom, it makes sense.**

**MaryLynn Forrest: Thinks it’s a great idea. In her experience when she was a Warden, didn’t have a clue what was going on in her first year. If you can have a guiding hand to help you out, it’s great!**

**Tim Goodison: He concurs with the thoughts of John and MaryLynn. Being the newest Warden this year, just having to wrap his head around everything that needs to be done. If it wasn’t for the existing Wardens he would have been lost.**

**Nelson Cuthbert: He thinks it’s a good idea. It should be a function of the exiting / departing Warden to continue to participate at that level. This may mean a partial attendance of meetings so that they can still provide their expertise, but not significant as they once did.**

**Jim Fox:**

**This concept is common in many organizations. It’s defined where the past President is there to add council, mentoring and so on. When he joined the board, he was grateful for people like Nelson to help him through all the processes.**

**Question(s):**

**Question: Terry McCoy**

**Do we have anything in writing that will help people who are considering the job of Warden?**

**Answer: Tim Goodison:**

**No, there is nothing in place right now.**

**Question: Allan Lee**

**Is there any precedence for this kind of position or is this unique to St. George’s?**

**Answer: Fr. Stephen**

**Fr. Stephen has used this method before. He used it when three churches were clustering together and one individual had been part of the Parish Council for 35 years and had been a Warden on previous occasions. Due to his age (he in his 80’s), thought that it may be a good time for him to move on. The only problem was that he had all the information. This role was introduced so that he could attend the meetings that he wanted to while still having a vote / say while continuing to provide support.**

**Question: Cheryl Fox**

**In the event of multiple retiring Wardens, how will it be determined which Warden is to work in this new role?**

**Answer: Fr. Stephen**

**It is Fr. Stephen’s hope that one of the departing Wardens would be willing to stay on for the extra year in this Senator role.**

**Question: Jim Fox**

**Does this have to go to vestry?**

**Answer: Fr. Stephen**

**Fr. Stephen feels that it will be something that will be appointed by him with support of Council**

**To Do / Action Plan:**

**Fr. Stephen will continue to work on laying the ground work for this role. In addition to that, he will work with the individual on defining what this will be for them. Hopefully by the next Parish Council meeting, he will be able to talk more specifically about the role and who’s going to fill it.**

**Moved**: John Shaw; **Seconded**: Nelson Cuthbert

1. **Rector’s Report**

The following is the rector’s report for Parish council for November 2020. I will do this in bulletin point form. Please don’t hesitate to contact my office for further information.

* 43 personal cards mailed
* 35 pastoral phone calls
* Facilitated bible studies on Wednesday evenings and Thursday afternoons
* Clergy check in zoom calls weekly with deanery clergy
* PEX executive meetings
* Facilitated Education for Ministry course
* Meeting with music ministry team
* Celebrated eucharist on Wednesdays and Sundays
* Homilies preached at all liturgies
* Clericus meeting
* Dragon Flyer letter
* Parish council nominations committee meeting
* Lay reader in training individual meetings
* Worship committee meeting
* Diocesan continuing education zoom meeting
* Marriage preparation meetings (2)
* Parish council meeting

1. Life in the Parish

* Groups which were having in person meetings will be refocused. Fr. Stephen needs to figure out what to do with groups like Bible Study and so on.

1. Worship

* A task team will be put together to start looking at what will happen if we go into full lockdown.
  + Susan Hipperson, Debra Barclay, Terry and Connie McCoy and the Wardens will start to investigate further.

1. Current status of “live” worship

* We will be continuing online services Sunday mornings @ 9:30AM until further notice. The congregation will be contacted by email, Facebook, etc. in the event of a change.
* With our return to virtual services last week our viewer numbers were as high as 110 viewers (which may comprise of one or more people)

**Questions / Comments:**

Question: Connie McCoy:

How close to December 24th can we announce whether services will be in person?

Answer: Fr. Stephen:

We can do that right up to 72 hours before. If we are to go ahead with this (in person services) a variety of methods will be used to get the message out (email, Facebook, phone calls, etc.). We do however have to plan for the other scenario(s) where there will not be in person services.

1. **Next PC Meeting: Tuesday, January 19th @ 7PM (In person hopefully)**

Chair: Fr. Stephen Minutes: Greg Butler

Devotions: Fr Stephen

**Note:** Typically, we do not have a Parish Council meeting in December, but given the situation that we’re in, we may hold a brief one. Fr. Stephen would like the flexibility of the membership, that if he needs to call one due to an emergency, he can. The potential date, would be Tuesday, December 22nd. This will not be about service, but about return in the New Year.

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