**St. George’s of Forest Hill Anglican Church**

**Kitchener, Ontario**

**Parish Council Agenda**

**Tuesday, September 29, 2020 @ 7:00 pm**

**Live meeting in the Parish Hall**

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

**Present:** Cindy Kellet, Cameron Olmsted, John Dale, Mary Ann Millar, Susan Hipperson, Catherine Carlson, Debra Barclay, Jim Fox, Cheryl Fox, Anne Taylor

**Regrets:** Rev MaryLynn, George Mudry, Terry McCoy, Connie McCoy

**Not Present:** Charlotte Cromarty, John MacKellar

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

1. **Approval of Current Agenda** Chair

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

**Moved**: Tim Goodison; **Seconded**: Catherine Carlson; **Carried**

1. **Acceptance of Previous Minutes**  Chair

BIRT the minutes of the Parish Council Meeting dated August 18, 2020 be accepted as presented/amended.

**Moved**: Cameron Olmsted; **Seconded**: John Dale; **Carried**

1. **Financial Report**  Anne

It is good news that parishioners continue to provide support for our operations.  YTD August donations are $3.5k behind budget, and total revenue is $5.5k behind budget.  However, savings in worship, stewardship and other expenses substantially offset the revenue shortfall.  Before considering the March/April wage subsidy, net income is only $0.5k below budget.  After the $14.5k subsidy, net income is $14k better than budget.  It is important to be in a good financial position as we head into the final months of the year when we know that the substantial fundraising, we had planned will not take place.  We had budgeted for $4k revenue from an auction in October, $4k from the Christmas market in November, and another $1k of concert revenue.  Without these sources of revenue, we will rely on parishioner donations and the wage subsidy received for March/April to carry us through.

For specifics, please refer to the financial attachments sent by Anne Taylor

**Questions / Answers:**

1. Question:

The primary maintenance expense for the year the painting of the sanctuary, was this reflected in the number from document “p2-4 Stmt of Revenue & Exp Aug 2020.pdf“, line 83?

Answer:

Yes, mainly the painting of the sanctuary plus additional fees like the hazardous materials handling / disposal

1. Question:

There were some questions revolving around the dates listed on the handouts for the financials. It turns out it was only a problem with the handouts and not the document that Anne sent through email.

**Moved**: Anne Taylor; **Seconded**: John Shaw; **Carried**

1. **Survey Data Report: We are sending out a new survey to gather data about times of service from Thanksgiving, Oct 11 forward, to sometime in the future.**
   1. Goals and objectives from Survey Tim

Background:

With the Sunday services, we have had success with the two morning services (8:15 AM and 11 AM), but limited success with the 7PM evening service. Since the start of the back to worship, we started out strong, but have seen dwindling numbers over the last few weeks. Another thing to keep in mind is that as we approach fall / winter seasons we’ve received feedback from parishioners that they will not be driving at night or in bad weather.

Proposal:

What is being proposed by the executive is that we move to three services on Sunday morning. The propose times would be as follows:

1. 8:00 AM
2. 9:30 AM
3. 11:15 AM

The service that people choose will be their home for an extended period of time (at least the next 6 months).

Ideas / Challenges with this concept:

* How do we adapt to provide the best service to our parishioners?
* Will we have enough time in between the services to adequately clean / sanitise?
* Is there enough time to move everyone through the services?
  1. Survey Concept and Results Tim

This survey was sent out to 165 people or families based on email addresses that are registered to the office.

At the time of the Parish Council meeting, Tim had a total of 68 responses (roughly one third).

* 30 individuals
* 28 couples
* 10 families of 3 or more

Service breakdown based on responses:

* 12 for 8:00 AM
* 15 for 9:30 AM
* 18 for 11:15 AM
* 23 responses for not returning
  1. Survey Reopening Strategies Update Jim

We’ve had some minor challenges around attendance and people showing up for the 11 AM / 7 PM service when they were not supposed to be there (either forgetting which service they were supposed to show up at or not calling ahead to the office to indicate whether they were attending).

What we’ve learned so far based on the 12 services:

* Average service length has been 50 minutes
* It takes 5 to 7 minutes to get congregation out the door. This may be a challenge between the 8:00 AM and 9:30 AM services. To help get through this challenge, we’d need to ensure that we have 5 or 6 (or more) individuals to help with cleaning in between these services. We need to ensure that we have our volunteers handling all aspects of the cleaning; meaning that a group is working on the sanctuary, an individual is working on the narthex area and one in the washroom. By doing this, we should be able to finish the cleaning activities in a timely fashion (10 minutes or less) and we cover all required sanitization requirements.

We need to continue to take attendance for contact tracing requirements.

Jim is wrestling with a seating plan at present and wondering about permanent seating arrangements. This will alleviate the challenges of having to come up with a seating chart for each service.

1. **Report from the Task Teams** (Recruiting of Members)

Inside Greeters – Greg Butler:

Initial thoughts on this group was that we would need 3 people as part of the team. Experience has shown that we’ve been able to do this with 2 people and if we really had to, only require 1 person. Parishioners have been very accepting of the practices that we ask on entry; wearing a mask, sanitizing their hands, waiting to be seated. Everyone has accepted the fact that they have pre-arranged seating and need to wait to be seated. Carrying forward from earlier discussion, the idea of pre-assigned seating will simplify everyone overall and help speed things along as long as people continue to respect what’s required with social distancing, hand sanitizing and waring of face masks.

Communion has been a challenge. We are trying to move everyone through in a timely manner while trying to keep everyone safe. We’ve tried a few different variations on the practice. We are working to find the best solution.

Once the services are complete, we are again, looking for the best approach to clearing out the parishioners in a timely fashion. We continue to work on this as well.

Cleaning process / protocols – Susan Hipperson:

They have been overwhelmed with people wanting to help which is fantastic. The challenge with it is that the numbers are different every Sunday. What Susan (and Allan Lee) are looking for is for a “head or lead” of the team which will be responsible for overseeing the cleaning team.

One thing that helps speeding up the cleaning process has been to put pylons on the unused pews as well as putting the kneelers down to speed up the spraying / cleaning process.

Something that will require further discussion is whether we can use the greeter to lead / oversee the cleaning group to ensure that the sanitization meets the required guidelines

Live Stream / Facebook – Fr. Stephen, Nelson Cuthbert, Mary Ann Millar:

Fr. Stephen:

At present, there are more than 25% of our parishioners not returning at present. Due to the number, we need to make some recommendations on how often should we provide this service as well as do we offer other service types, BCP, BAS, etc.?

Nelson Cuthbert:

We want to maintain as much of our base as we can with minimal cost. We need to look at also getting the Wednesday morning service broadcasting again. This would represent the BCP service. Starting on September 30th, 2020, we will be Live Streaming this service in addition to one of the Sunday services; 9:30 AM or 11:15 AM. At present, Nelson is leaning towards the 9:30 AM service but is still considering.

Live Stream numbers have dropped by about the same number of people that are showing up at services on Sunday, but still believes that the numbers are maintaining themselves.

Mary Ann Millar (Facebook results):

Stats were taken from July up to last night. Unfortunately, we cannot tell whether people watched it to completion, stayed for a while and left part of the way through or just touched it, but the numbers are as follows:

* July – 4041 hits
* August – 4527 hits
* September – 3874 hits

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* Total hits – 12,442

**Questions / Answers:**

Question:

For special events (baptisms, special guests / speakers, bazars, etc.) is there a possibility to offer Live Streaming for these events?

Answer:

Fr. Stephen – Yes, we are planning on this, but this comes down to a staffing (volunteers needed for this other than Nelson) requirement for this.

Question:

The Zoom coffee hour, are you still planning the coffee hour after the 11:15 AM service?

Answer:

Fr. Stephen – Yes, he is planning to continue this after the 11:15 AM service from his office. He is setup (all the equipment) in there to host this. The hope is that we will see this continue to grow. The coffee hour will run for an hour or less. There will be specific topics up for discussion.

At the end of the day, we are trying to establish some face to face discussion and allow / return to some form of normalcy.

Question:

Is there a BCP option for the live stream

Answer:

Fr. Stephen – Effective tomorrow (Wednesday, September 30th, 2020).

1. **Final Decision about numbers per Service and numbers of Services** Fr Stephen

Motion:

We replace the present array of services with Sunday services at 8:00 AM, 9:30 AM and 11:15 AM as of Sunday, October 11th, 2020.

**Comments:**

Fr. Stephen – His hope is to leave this as is based on what is decided tonight and in effect for the next 6 months.

**Outcome – Passed unanimously**

**Moved**: John Dale; **Seconded**: John Shaw; **Carried**

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

John MacKellar is no longer on Parish Council and is no longer a warden in the parish. John continues his duties / responsibilities as co-chair of stewardship and envelop secretary. This was a mutual decision made by John and the executive.

In order to replace John, a vestry meeting would be required in October. After a long conversation with the executive, it was decided that it wasn’t prudent given that a vote is forth-coming in January.

John Dale:

We’ve had some problems with people doing donuts in the parking lot at night. The potential solution is to place a barrier to prevent entry when the church isn’t being used. One challenge that arises is the responsibility of locking / unlocking the barrier before and after use.

Another problem that we’ve had is aggressive trespassers in the parking lot at the 10 AM service. Police have been called

Renters have come and gone. AA has ceased their meetings, Cubs, Sparks, Brownies, Optimists were interested and signed compliance and addendum papers, but have since decided based on the previous weeks COVID numbers.

Jim Fox:

We’ve spent time cleaning up. Adding additional coats of wax, dealing with issues in multiple rooms within the church and under the stairwell, cleaning and tidying of the narthex and so on. We’ve taken advantage of the down time. The hallway down by the fireside room needs some work/attention as it’s used by a number of the groups/organizations.

We will continue to use the narthex washroom and the handy capped washroom to ease our cleaning and sanitization efforts at present. The other washrooms (Men and Women’s) continue to be out of service for the time being.

Tim Goodison:

Tim wanted to share his gratitude for us getting restarted again. We will have a good picture of what the three services will look like by the end of the week. The expectation is that we will be working on assigning everyone to specific services. This should help with the seating assignment to ensure that we make the job easier on Jim.

Zoom meetings have been a big success. Most of the executive meetings have been done through Zoom and have been successful.

**Moved**: Susan Hipperson; **Seconded**: Mary Ann Millar; **Carried**

1. **Rector’s Report**
2. Sunday worships (number of services so far, 12)
3. Preparation of homilies
4. Sending of pastoral cards
5. Lunch with Deacon
6. Bible studies (Wednesday evenings @ 7 PM and Thursday afternoon’s @ 1:30 PM)
7. Funeral preparations
8. Meetings with individual lay readers
9. Deanery executive and Zoom meetings
10. Parish council
11. Clericus via Zoom
12. EfM class
    1. Fr. Stephen has resigned from the EfM leadership for the dioceses. Susan MacKellar will take on these responsibilities following Christmas.
13. Lay reader supervision
14. Pastoral letters
15. 2 baptisms (September 13th and 26th)
16. Prayer group meetings
17. Interment (Gladys Grant)
18. Wedding (August)
19. Executive meetings

**Comments:**

We should be proud of the hard work that everyone has poured into our efforts of re-opening the church. From the information that’s been gathered, we are a shining example of how to do things right.

Fr. Stephen:

Appreciation to everyone, is important and deserved. This church as supplied posters, banners, shields for all the churches in the deanery, our staff distributed those.

The arch-deacon has been in to review, tour our facility and ensure that we are following through with the protocols that have been put in place.

**Questions / Answers:**

Question:

Where are we going with the variations on communion?

Answer:

Greg Butler:

Some minor mistakes occurred and we are trying to address them the best that we can, which is why we have been experimenting over the last few weeks.

Fr. Stephen:

We are trying to work it out. There are some who would like us to use tongs, but it didn’t work. It would add extra time. If his finger touch anyone’s hand, he (or others) would be required re-sanitize.

We are still trying to figure out how to move people along with two people at the front presenting the bread. We are faced with timelines, so this is part of the challenge that we’re trying to work within.

Question:

How do we deal with people not willing to respect the protocols?

Answer:

Keep lines of communication open and ensure that we are trying to keep a safe place for everyone. If they choose not to, bring it to the Wardens right away so that we can deal with it in an appropriate way.

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

Murray Gamble:

* Murray’s team has been doing bare minimum maintenance.
  + Cleaning around the building
  + Hanging / putting up shelving
* They have been very conscious of the budget and trying to keep their costs down.
* Murray’s been concerned with having too many people in one space and trying to manage that.

**Comments:**

**People are happy with the paint colour and has not heard any negative feedback on the colour that was chosen.**

* 1. **Outreach**

**Debra Barclay:**

**Some events had to be cancelled:**

* **St. John’s Kitchen, ice cream during the summer**
* **Children’s Community Closet has been canceled for this year and likely cancellation for spring.**
* **Bells of Christmas is tied heavily to the senior homes and due to the COVID is off limits right now. These places are not accepting anything from the outside.**

**Continuing efforts:**

* **Foster children that we support, we are about to send in the funds for that. Will be topped up with funds from outreach as we fell a little short of our goals.**
* **Food Bank: We are still collecting food and donating it.**
* **Mental Health: There will be a mental health committee meeting occurring to try to determine what we can do in the New Year to provide services externally and internally.**

**Investigations in progress:**

* **St. John’s kitchen – Ground Beef drive: Are we able to continue to participate?**
  + **Any other alternatives that we can replace / participate in?**
* **Share the warmth: We are unsure whether the Salvation army is still taking donations of warm clothing.** 
  + **Looking for a different way of handling the collection of times**
* **Angel Tree: We are investigating what this will look like this year. It won’t be items or stuff. Instead, it will likely be the collection of dollars and gift cards to provide to the family.** 
  + **How do we handle with donations and such…? This is still a work in progress.**
* **Sock it to the homeless: Investigations are in progress to see whether this is something that’s still running**

**At the upcoming meeting in November, they will be looking at disbursement of funds. This information was published in the Dragon Flyer back in the spring as to where the monies would be disbursed at the beginning of COVID.**

* 1. **New Business:**

**Communications committee - Jim Fox:**

**Next meeting is planned for Monday October 26th, 2020. This meeting will either be a Zoom meeting or in person meeting. They will be discussing what will show up in the November / December Dragon Flyer issue.**

Equity, Diversity and Inclusion - Murray Gamble:

How do we improve our equity, diversity and inclusion issues with minority groups?

We in this leadership group and the congregation as a whole may benefit immensely from something like this.

**Questions / Answers:**

Question:

Can people purchase grocery vouchers and use them for programs like the Angel Tree?

Answer:

Fr. Stephen:

That question should go to the next Outreach committee meeting and facilitate that discussion with that group.

**Debra Barclay:**

**Those type of ideas should be on the docket**

**Question:**

**For programs like Bells of Christmas, what happens if we are willing to donate cash?**

**Answer:**

**Debra Barclay:**

**Unfortunately, seniors’ homes are not taking any donations at all. There may be a spring event, but everything’s up in the air.**

**Question:**

**There was a CLAY event scheduled for this year. Is it safe to assume that it’s been cancelled and if so, what are we going to do with the monies raised?**

**Answer:**

Cameron Olmsted:

There has been very little conversation about this due to the start up of school and jobs. The idea was to keep it for whenever CLAY happens next. If the next one gets cancelled, then we’ll go from there.

Fr. Stephen:

**Once the internal leadership of the youth group gets settled in their new roles, they will need to have a conversation with the executive and recommendations will be brought back to council.**

**Comments:**

**Given all the information that’s been discussed (relating to outreach), could Fr. Stephen look at outlining this in one of his pastoral letters (when the time is appropriate)?**

**Debra Barclay:**

**Look for the “News Bites” piece to be in the bulletins shortly. This will help summarize some of these ministries.**

**Jim Fox:**

**At present, we are still selling grocery vouchers and continue to have a good amount of money coming in each month. We should consider emphasising this information to t he parish to continue to raise money in this fashion**

1. **Upcoming Parish Dates**

* Everything is Tentative

1. **Next PC Meeting:** Tuesday, October 27, 2020 (in person)

Chair: Fr. Stephen Minutes: Greg Butler

Devotions: Fr Stephen

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