

**Church of Saint John the Divine  
Parish Council Meeting  
April 25, 2017 7:00 PM  
Denson Lounge**

**ADOPTED MINUTES**

Attendees: Joan Huzar (chair), Alastair McCollum, Duane Lecky, Penny Holt, Michael Zenger, Sherrie Allen, Tom Clements, Patrick Sibley, Catherine Small, Graeme Brown (parish clerk)

Regrets: Gillian Hoyer, Carol Ann Harper, Trevor Elton, Heather Lee, Doug Sheepwash, Rhoda Brodie-Smith

Guests: Andrew Gates, Chuck Neilson, David Stratkauskas

Meeting called to order at 7:02pm.

**WELCOME & INTRODUCTIONS**

The chair welcomed guests.

**ADOPTION OF THE AGENDA**

- Moved by Alastair that the agenda be adopted.
- Seconded by Tom
- Carried

**ADOPTION OF THE MINUTES OF MARCH 21, 2017**

- Moved by Tom that the minutes as amended be adopted.
- Seconded by Michael
- Carried

**REPORTS**

Action by

**Ministry Report – Alastair**

- Visioning – Rhoda Brodie-Smith, Penny Holt and Kate McCabe have volunteered to assist Alastair organise a visioning day for the parish in September or October at which the Bishop will be invited to join us. The intention is to have a strategy plan completed by Advent.
- The Liturgy Group will meet to debrief on the Lent, Holy Week and Easter services looking at the structure and pattern of services.
- Gillian is representing the Anglican Church of Canada at a conference at Lambeth Palace.
- Alastair thanked the honorary priests and staff for all the work done in recent months

<p><b>Property – Andrew Gates</b></p> <ul style="list-style-type: none"> <li>• Andrew summarised his written report which is attached to these minutes.</li> </ul> <p><b>Finance Report – Duane</b></p> <ul style="list-style-type: none"> <li>• Next month’s reports will reflect a \$50,000 transfer from investments to the current account</li> <li>• The annual insurance payment is included in this month’s finances</li> </ul> <p><b>Music – David Stratkauskas</b></p> <ul style="list-style-type: none"> <li>• David summarised his written report which is attached to these minutes.</li> </ul> <p>Motion by Michael that all reports be accepted</p> <ul style="list-style-type: none"> <li>• Seconded: Duane</li> <li>• Carried</li> </ul>	
<p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>• Web Information - Duane <ul style="list-style-type: none"> <li>○ Parish Council members agreed to put their biographies on the parish web site</li> <li>○ Trevor will be asked to send the template to members</li> </ul> </li> <li>• Funding Request - Duane <ul style="list-style-type: none"> <li>○ <b>Motion</b> by Penny that the parish supports Kevin Arndt’s request for \$500 to buy salmon for a dinner for the indigenous population of the prison. <ul style="list-style-type: none"> <li>▪ Seconded: Tom</li> <li>▪ Carried</li> </ul> </li> <li>○ Any funds raised in excess of \$500 will go to the Indigenous Programmes Fund.</li> <li>○ <b>Motion</b> by Alastair that envelopes labelled for the Indigenous Program Fund be available at the next two Sunday services. <ul style="list-style-type: none"> <li>▪ Seconded: Michael</li> <li>▪ Carried</li> </ul> </li> </ul> </li> </ul>	
<p><b>CONTINUING BUSINESS</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>FEATURE DISCUSSION</b></p> <ul style="list-style-type: none"> <li>• Manuals <ul style="list-style-type: none"> <li>○ Penny distributed updated versions of the Parish Council member’s manual.</li> </ul> </li> </ul>	
<p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Volunteer for Property Committee – Graeme <ul style="list-style-type: none"> <li>○ Michael Zenger volunteered to sit on the Property Committee and act as liaison between the Property Committee and Parish Council.</li> </ul> </li> <li>• Policy for use of Church Facilities – Alastair <ul style="list-style-type: none"> <li>○ The church has criteria that must be met in order for outside groups to use the church facilities. The criteria include such things</li> </ul> </li> </ul>	

<p>as having insurance coverage, providing security and signing off on the Safe Church/sexual misconduct policy.</p> <ul style="list-style-type: none"> <li>○ In order to make these criteria clear, a policy document on the use of church facilities by outside organisations is being developed.</li> <li>○ A draft of the proposed policy was distributed and will be discussed at the May Parish Council meeting.</li> </ul> <ul style="list-style-type: none"> <li>● Summary of PC meetings for bulletin – Chair <ul style="list-style-type: none"> <li>○ Tom Clements volunteered to write a summary of Parish Council meetings which will be published in the bulletin.</li> </ul> </li> <li>● St. John’s Social Justice/Action - Penny <ul style="list-style-type: none"> <li>○ Penny summarised the written report which is attached to these minutes.</li> <li>○ The next meeting of the group is scheduled for May 11<sup>th</sup>.</li> </ul> </li> </ul>	
<p><b>ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"> <li>● Lighting Committee – due to the high cost of upgrading the lighting systems, a capital campaign to raise the funding is being considered.</li> <li>● There is a Dialogue for Peaceful Change Workshop on May 13<sup>th</sup> in Duncan. Go to <a href="http://bc.anglican.ca">bc.anglican.ca</a> to register. There is a \$25 charge and anyone registering is asked to inform Alastair.</li> <li>● The Synod is offering training for people who hold different roles within parish e.g. treasurer.</li> <li>● Catherine McKenzie is retiring on June 30<sup>th</sup> and we need to look at options for replacing her.</li> <li>● Duane has the matrix of committees and members and people should contact Duane if you wish to see it.</li> <li>● Roster scheduling - there is need to look at a more efficient way of scheduling people on the various rosters at St. John’s. One option is the use of Doodle polls (<a href="http://doodle.com">doodle.com</a>).</li> </ul>	
<p><b>NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>● Tuesday, May 16, 2017 – Denson Lounge</li> <li>● Assignment of Prayers - Duane</li> </ul> <p><b>ADJOURNMENT</b></p> <ul style="list-style-type: none"> <li>● Motion by Duane to adjourn at 8:45pm <ul style="list-style-type: none"> <li>○ Carried</li> </ul> </li> </ul> <p>Prayer</p>	