

Church of Saint John the Divine
Parish Council Meeting
7:00 pm July 18, 2017
Denson Lounge

ADOPTED MINUTES

Present: Alastair McCollum, Patrick Sibley, Duane Lecky, Penny Holt,
Graeme Brown (chair), Joan Huzar, Sherrie Allen, Tom Clements, Trevor Elton,
Carol Anne Harper, Doug Sheepwash, Catherine Small

Regrets: Gillian Hoyer, Rhoda Brodie-Smith, Michael Zenger

Clerk: Betty Miller

WELCOME AND INTRODUCTIONS

Meeting called to order at 7:05 pm.

Tom Clements had prepared an opening prayer which was read by all.

ADOPTION OF THE AGENDA

MOTION: THAT THE AGENDA BE ADOPTED AS AMENDED

Mover: Alastair McCollum
Seconder: Trevor Elton
Carried

ADOPTION OF THE MINUTES OF THE PARISH COUNCIL MEETING ON JUNE 20, 2017

MOTION: THAT THE MINUTES BE ADOPTED AS WRITTEN

Mover: Tom Clement
Seconder: Doug Sheepwash
Carried.

REPORTS

MINISTRY: Alastair McCollum presenting. Written report attached.

PROPERTY: Michael Zenger was unable to attend, but did circulate a written report which is attached

FINANCE: No report this month as Heather Lee has resigned as treasurer for personal reasons.

MOTION: THAT PARISH COUNCIL SEND A LETTER OF THANKS TO HEATHER LEE FOR HER WORK AS TREASURER.

Moved: Alastair McCollum
Seconded: Duane Lecky
Carried.

ACTION: PARISH COUNCIL WILL SEND A LETTER OF THANKS TO HEATHER LEE FOR HER WORK AS TREASURER. (ALASTAIR MCCOLLUM IS RESPONSIBLE.)

MOTION: Move to accept the two reports

Moved: Carol Ann Harper
Seconded Penny Holt
Carried.

ACTION ITEMS BROUGHT FORWARD

ADMINISTRATOR Alastair McCollum presenting.

Alastair reported that the assignment of administrative duties are still under consideration. He is looking toward having a single administrative position, as the bookkeeping is now contracted out and some work previously done by Catherine McKenzie will be automated; for example, making rosters for servers, readers, etc.

CONTINUING BUSINESS

PHOTO DIRECTORY Graeme Brown reporting Michael Zenger submitted a written report which is attached.

The wardens are looking to form a team to phone all parishioners and notify them that photos will be taken for the new photo directory from September 11 through 16.

PRIDE WEEK Patrick Sibley reporting

Patrick Sibley described the week's events and stated

- 1) that the Bishop wishes to hold a reconciliation evening to the LBGT community;
- 2) that the Bishop's heartfelt apology at the Wednesday Eucharist was profoundly moving.

Parish Council will send a card to thank Pat Anderson for the use of his truck.

ACTION: PARISH COUNCIL WILL SEND A THANK YOU CARD TO PAT ANDERSON FOR THE USE OF THE TRUCK. (PATRICK SIBLEY IS RESPONSIBLE)

NEW BUSINESS

USE OF FACILITIES POLICY Joan Huzar presenting; written report attached.

The policy was developed by the wardens, brought to Parish Council for discussion, and was revised. It has now returned to Parish Council.

In simple terms, we may allow outside groups to use our facilities as long as we have excess space and their values are aligned with the purposes of our organization as declared on our application for charitable status.

The priority on use of space

- our needs
- organizations which have similar purposes
- outside groups - birthday parties, office parties, provided that their purposes do not conflict with our purposes.

MOTION: MOVE TO ADOPT THE “USE OF FACILITIES POLICY” AS WRITTEN.

Moved: Joan Huzar
Seconded: Penny Holt
Carried.

FINANCE COMMITTEE Joan Huzar reporting; written report attached

This is basically the terms of reference for the Diocesan Finance Committee with parish substituted for diocese. Joan emphasized that these terms are only a beginning. After operating for a while, the Finance Committee may return to Parish Council to have the terms amended.

MOTION: MOVE TO ADOPT THE TERMS OF REFERENCE FOR THE FINANCE COMMITTEE.

Moved: Joan Huzar
Seconded: Sherrie Allen
Carried.

PROCEDURE FOR APPROVING AND AMENDING MINUTES. Duane Lecky presenting.

Duane reviewed the process of approving the minutes by e-mail.. Approval by e-mail aims to get the approved minutes out to the parish ASAP, but only works if members respond.

Duane also read a short piece by Betty Miller titled “Action Minutes - How they work”

FIRE PROTECTION UPGRADE IN THE PARISH HALL Duane Lecky presenting

Duane presented the invoice from St. John's Court Society for an upgrade to the fire protection system of the Court and the Church Hall. Because it is over \$5,000 this item must be approved by the Parish Council.

MOTION: PARISH COUNCIL AUTHORIZES THE PAYMENT OF \$6,178.41 TO THE SAINT JOHN'S COURT SOCIETY AS THE CHURCH'S SHARE OF AN UPGRADE TO THE FIRE PROTECTION SERVICE AND OF ANNUAL MONITORING FEES.

Moved : Duane Lecky
Seconded: Alastair McCollum
Carried.

ACTION: THIS IS AN ONGOING BUDGET ITEM AND THE WARDENS WILL ENSURE THAT THIS ITEM IS INCORPORATED INTO THE ANNUAL BUDGET.

ANNOUNCEMENTS

1) CHAPEL RENOVATION

On Sunday, August 6, Rhoda Brodie-Smith will present the proposal for the Chapel Renovation immediately after the 10 am service.

2) SAFE CHURCH

Safe Church Level 1 training for

- parish council members
- wardens
- paid staff
- organist
- choir director
- envelope secretary
- children and youth workers
- pastoral visitors
- treasurer and all others who handle money
- volunteer staff including admin, grounds and janitorial

Saturday, September 23, 2017

9:00AM - 12:00PM

Christ Church Cathedral (Chapter Room)

For registration information look on the diocesan website at

<http://www.bc.anglican.ca/events/safe-church-level-1-training--58>

3) BLUE ENVELOPES

Joan Huzar announced that St. John's had received three Thank You letters from the recipients of our Blue Envelope donations. The letters were from the Sisters of St. John the Divine, the Victoria Native Friendship Society and Peers.

4) **MENTAL HEALTH WORKSHOP**

BC Housing is offering a 2-day Mental Health First Aid workshop in Victoria. The program aims to provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, and friend or a tenant.

Sandman Inn 2852 Douglas St.
Wednesday, September 13 and Thursday, September 14th, 2017
8:30 am to 4:30 pm

There is no fee to attend. Seating is limited and registration is on a first come, first served basis. All participants must attend the full 2 day training session in order to receive a certificate of completion.

Coffee and lunch (sandwiches or wraps) will be provided.

ACTION: PATRICK SIBLEY HAS THE INFORMATION AND WILL E-MAIL IT TO BETTY MILLER WHO WILL CIRCULATE IT TO THE PARISH COUNCIL..

5) **ORDINATION**

Gillian Hoyer will be ordained on Saturday, July 22, 2017 at 4 pm at St. John's.

On Sunday, July 23, Gillian will be presiding and the Rev. Canon Todd Townshend, Dean of Theology at Huron College, will be preaching.

A collection is being taken towards an ordination gift for Gillian and donations may be left at the church office.

6) **NEXT PARISH COUNCIL**

Parish Council will meet next on Tuesday August 15, 2017, at 7 pm, in the Denson Lounge. Catherine Small volunteered to give the opening prayer.

MOTION TO ADJOURN

Moved: Joan Huzar
Seconded: Tom Clements
Carried.

Alastair declared the meeting adjourned and the meeting closed with the Doxology.