

Advisory Board Meeting May 3, 2005

Present: Rev. Dr. John Stephenson, Bruce Neville, Dee McEnaney, David Finch, Deirdre Fowler, Cobina Price-Jones, Karen Carley, Elizabeth Morton, Gordon Morton, Carl Kinzinger, Alan Whike.

John Stephenson opened the meeting with a prayer

Dr. Stephenson chaired the meeting.

Minutes of April 5, 2005

- David Finch moved the minutes be adopted and Deirdre Fowler seconded with corrections.

Business Arising

- Dee asked if a locked cupboard could be installed in the church basement. Gordon and will look into this.
- The advisory council will be presented with a statement of finances on the second meeting after each quarter. E.G.: January to March. This statement would be available in May.
- The new stained glass windows have been postponed at least until December. That is when we will also contact companies regarding repairs.

Incumbents Report

- A fundraising committee of five people has been established. They would like to do two major fundraising events a year. They need ten people on the committee before they will start.
- John Stephenson is involved in the worship at the two nursing homes in Bolton. (Vera Davis and King nursing home). He will ask Oliver House if they would like him to be involved in worship there.
- He is also on call at Headwaters Hospital one day a month for 24 hours.
- The local ministers (up to sixteen people) meet at St. James once a month on Thursdays. The Ministerial Association is organising a mayor's prayer breakfast in Caledon East. This would include business leaders, social leaders, and ministers. It would be an affirmation of council, catered and held at the community centre.
- The contemporary service has been moved to 4:00 pm on Sundays and into the church. It is building slowly and it is hoped that the new time will make a difference.
- Our outreach presenter from peace ranch had some negative feedback because of the length of his presentation. The presentation is always after the gathering of the people and before the liturgy of the word. It is felt that it is important to know the ministry and needs of the people in the area but we would give them an opportunity no more than four times a year. Gordon Morton suggested trying moving outreach people to the Morning Prayer service.

- At Holy Family's twenty-fifth anniversary there was a mass choir of six parishes. Under the direction, dedication, and hard work of Gordon Morton our choir received a lot of compliments.
- There was a youth synod in Toronto for the first time in thirty-five years. Alexandra Stephenson and Jonathan Massimi attended for the weekend.
- The annual area ministry day had good input.
- The Incumbent has been attending a mandatory training program for new clergy for four years and just graduated after his last two-day workshop.
- Initial steps in pastoral care. We need more laity involved. The flower ministry is a burden on Ruth. It would be nice to have someone send cards to those in hospital and visitation and provide baby-sitting. We would like to get the Sunday school involved.
- Ann Allengame, Heather Sabbagh, Dee McEnaney, Pam McKinnon, and Karen Carley took over the secretarial duties for the two weeks that Ruth was away. A thank-you to the five of them.
- Two weddings coming up this summer.
- A funeral will be coming soon.
- We are having a baptism on Pentecost Sunday. We need a baptism policy. It was voted by vestry to form a committee that will come up with this policy.
- Thursday, May 5 is Ascension Day. May 15 is the day of Pentecost and we will have a 7:30 pm choral evensong.
- John would like to have a four-week discussion on the DiVinci Code.
- Claire Wade is organizing our trip to New York on October 12 - 16. There is space for forty-seven people. Twenty-four from St. Josephs and Twenty-three from St. James. The itinerary is almost finished and a brochure will be coming soon.
- Jonathan is committed to us and doing well. He socializes with the youth of the community at the local bakery.

Warden's Report

- The next meeting with day-care is May 5. Gordon Morton will be attending because there is some issues that he has knowledge about.
- The new signage for the church has been deferred until there is an improvement in our cash flow.
- The wardens decided that there would be a half price charge for the use of space by parishioners for personal use.
- There will be a special vestry on May 29 to vote on Ruth's position as a member of the Advisory Board. There will also be a vote on an alternate lay member of synod.

Ministry Area

Social

- Dee reported that the next theatre night is June 11 and will cost \$14 per person. The potluck will be at Irma Proctor's starting at 4:30 pm. The name of the play is *"Things we do for love"*.
- The Men's Breakfast has been deferred until September. David, Carl and

John S. will meet to discuss the direction of the breakfast.

Service

- Alan reported that outreach has four speakers planned for the year and each speaker will receive \$200. Bruce brought forth a motion that the outreach committee develop a policy for speakers and to bring back that policy to the advisory board. This motion was seconded by Elizabeth and carried.

The policy would consist of what is expected of how long the presentation would last; the direction of the talk; and explain that it is a worship service.

May 14 is community clean-up day. This is a community wide event. People are encouraged to clean the roads in pairs or as a family. Alan has made pickup sticks and they will be available from the electrical room. Marjorie Wilkinson said that all but two or three roads have been organized for cleaners. People are to take the garbage back to Edelweiss Park in Bolton or get a letter to be able to drop the garbage off at the dump free of charge. There will be a free BBQ from 12pm - 1pm. in Edelweiss Park for the participants. The second cleanup will be in the fall. Heather will write up a story with an accompanying photo to advertise the 'Adopt-a-Road'. John W. sold two more signs for adopt a road. Vests should be worn and we are borrowing 20 from the town and 6 from Dee.

Administration

- On July 24th we will dedicate the new chalices and ciboria since it is our patron saint day on July 25th.

Finance

- David reported that we have a cash-flow problem and are short approximately \$1000 per month. We are carefully analysing our expenditures to see if there are any excess expenses. We are also making cutbacks i.e.: no new furnace for the rectory this year.
- We will have a stewardship campaign starting on October 16th and ending on November 20th. A stewardship campaign refers to time, talent, and treasure. For us to go forward and grow in the community we need to continue with our programs i.e. youth, outreach, pastoral care and all of this takes money.
- A major donor to the youth program has left the church.
- We knew that we would be facing more financial difficulty since we have become a single point parish and are paying Trinity over \$5000 per year and we have lost the \$15000 income from Trinity when this happened. We had an \$18000 tax rebate that helped with operating expenses but there will not be any more rebates coming in.
- We have budgeted for a 10% increase in givings and Neil has forms to increase the P.A.G.
- In the bulletin, we would like to see our income, expenses and net for the

actual and the budget from the profit and loss figures.

Property

- Gordon suggested a possible fund-raiser and he would organize the selling of regal products.
- The updated inspection report has been received. Soft copies are available.
- The two front windows in the rectory were replaced on May 2. This was a previously committed expense that cost \$2000.
- We are now getting quotes on replacing the basement windows.
- The grass in the backyard of the rectory died. Norm Taylor will look after killing weeds in the lawn.
- The Sharp copier contract gave us 12 months free or 36000 copies. After 8 months we are already at 36888 copies and so are exceeding our monthly expectations. It cost us 1.3 cents a copy which is about \$4000 per year and we are billed quarterly.
- After a group used our hall and went into the church and caused damage Gordon has looked into locking the church doors from the hall. It is possible to do. The suggested gates in front of the door are not possible because two fire exits are needed. The group gave a donation to cover the damage.

Carl moved to extend the meeting for another 30 minutes and seconded by David.

Worship

- The chancel guild will have a meeting on May 28.
- The Sidespeople have three new people in training.
- June 5 is cemetery decoration day.
- Patronal feast day is July 24
- Blessing of the animals on September 25.
- It is suggested for the Morning Prayer service that we could substitute a more simple canticle for the *Te Deum*. It is important for maintain the mid-week Wednesday service.
- Joan Pelly has offered to make a blue dossal curtain and Brenda and Margaret will make purifications corporals.
- There will be a renewed effort in the fall to enroll more servers.
- We have two new intercessors.
- John indicated that he wishes to move ahead to initiate prayer for healing in our worship.
- John will be away Monday, July 25 to August 22. He will arrange a clergy substitute for two communion services, perhaps Mary Ranger and Clare Wade. Our own deacons will cover the other Morning Prayer service.

Pastoral Care

- Ruth will phone each person who is scheduled to be on duty each Sunday

as a reminder. If the person has changed with someone else they should let Ruth know by Thursday morning so that the correct name will be in the bulletin.

Education

- Deirdre will advise all the committee heads under her of her position so that they may report to her each month before the advisory board meeting.
- Deirdre will make a nursery room policy for the parents to protect the children. This will be ready by the next meeting.
- John S. has cleaned up the second room in the daycare used by the Sunday school because the daycare cleaners do not go in until Saturday night.

Communication

- Our Website had 676 hits last month and is going up each month.
- Bruce has said that the photo directory will be another six weeks before it is ready. Proof reading needs more than one person to help and Carl volunteered. The photo directory raised \$2480 by advertising.
- The last newsletter out was done in 'Word' not 'Print master'. This made is easier for others to help.
- Carl moved that future issues of newsletters be e-mailed and a concerted effort to collect e-mail addresses to be made. Seconded by Deirdre and carried.
- It was suggested that advertising be moved to the Enterprise because it is a local paper. Bruce will explore this issue.

New Business

- Elizabeth Morton moved for the Wardens to make a policy for funerals. Seconded by Carl Kinzinger.
- Suggestions to the Corporation:
 - The policy should include rates; donations; cost of food; use of alcohol; etc.
 - Dee suggested \$5.50 to \$6.00 per person for the cost of food. She mentioned that it is always the same parishioners donating. Since there are no templates for this policy in the canons perhaps we could to the websites of other churches to get some ideas.
 - Funerals for a member of the parish is a ministry to the family of those who have died, therefore we should accept a donation.
 - Funerals for non-members, Paul Egan billed the cost into his fee.
- A vice-chair should be elected at the next meeting.

Closed with Grace

NEXT MEETING JUNE 14, 2005 7:30 PM