

**St. James Advisory Board Meeting
December 5, 2006**

Present: Rev. Dr. John Stephenson, Cobina Price-Jones (chair), Ruth Sowrey (Secretary), Heather Sabbagh, Dee McEnaney, Carl Kinzinger, Bruce Neville, Deirdre Fowler, Bob Williams, Diane Allengame, Karen Carley, Gordon Morton.

Regrets: Alan Whike

John Stephenson opened the meeting with prayer.

Minutes of the October 7, 2006 Meeting

- Bruce Neville moved acceptance of the minutes.
- Bob Williams 2nd.
- Passed

Property

- The storm window on the north stained glass was installed today. Only 2 panes are tempered – the others are regular glass because the first panes were broken in the tempering process. The proper tempered glass should be installed by the end of the month.
- There are a lot of issues complicating the air conditioning of the church. There are 2 options to consider.
 1. Unit in the furnace as in a home.
 2. Roof top unit with separated ducting.
- 1. It makes sense to replace the furnace at the same time since the air conditioning would have to be replaced with the furnace which is nearing the end of life. It would be a challenge to get rid of the heat from the roof. We would need ducts.
- 2. We would need to cut holes in the roof for delivery and return. The esthetics of the appearance on the wooden ceiling is questionable. The required strength of the roof trusses is also in question.
- Three suggestions have been very different and difficult to compare. Gordon will put all this in writing for the next meeting so it can be digested.
- If there is a big difference in the 2 quoted (not Uxbridge) a third quote will be sought.
- Bruce asked if exhaust vents would make enough difference to negate the need for air conditioning.
- Bob suggested that our gas supplier should send an engineer to give advice. (Enbrige)

Business Arising

- Shona Sibbald has completed input into the computer of all but 3 surveys.
- We will improvise stanchions and cord with drapery cord.

New Business

- John would like to bring a card to the next meeting for Kim James.

Incumbent's Report

Worship

- Remembrance Day was memorable partly because of the veterans still in the congregation.
- The question was raised whether the flags should come out to the gathering space. In discussion it was suggested they be brought out to try for a time.
- Carl proposed a motion that they be brought out to the Gathering Space next to the Rolls of Honour until Vestry. The motion was carried with 2 nays.
- Bob suggested a further Roll of Honour for those who served and came to the parish later.
- There have been many visitors at all services. Some have come back. The 9:30 service had 22 2 weeks ago. Families are attending regularly.
- The presentation of The Messiah by the Georgetown Bach Chorale was a wonderful use of the church. It is wonderful to be known as a centre for the Arts.

- After the 1st Advent service last week John wondered whether there had been any adverse comments about the length of the service. Carl mentioned the only comment he had heard was about the All Saints service. There was no other comment.
- This Wednesday we will begin the evening Advent candle services.

Education

- The Prayer Workshop went well and has now concluded.
- Confirmation classes will begin in January. We have 3, possibly 4 confirmands. Confirmation will be in April at the cathedral.

Pastoral Care

- A number in the congregation are very ill.
- We need to communicate. John cannot get names of Anglicans at the hospital so depends on people telling him.
- Please add Mary Ververott of Choices to your prayer list.
- Christmas Communion services have started and will continue for the next 3 weeks.

Future

- John wanted it known that he did not initiate his move to a new parish. He and Carolyn are happy here and did not want to move.
- The wardens have already started the process to find a new incumbent.
- John will not coast until February 11. He will go full out to see things are in place before he leaves.
- Heather asked if the Diocese was aware of our needs. This is not a great time for a change. John answered "yes."
- John will move ahead with the Sexual Awareness Seminar.

Warden's Report

- On behalf of the wardens all people on committees were asked to remain in their positions through the selection process.
- Bruce has talked with Bishop Poole. We will proceed immediately with forming a selection committee. It is made up of the wardens – Bruce, Robin and a new warden to replace Karen, the synod representative David Finch, and 2 lay members to make a total of 6. Karen will be on the committee until Vestry.
- The parish profile needs to be redone.
- It was suggested that both seniors and youth should be represented.
- Suggestions for members: As a senior Bob Williams was recommended. He will consider it. As youth Claire Thain, Debra Quarrington and Diane Allengame were suggested.
- The new bulletin board is up and there have been no comments.
- The wooden bowl does not have to be displayed. Randy McLeod says it is not to be considered a work of art. It was made to be used.
- Security is a worry. Doors are not being closed and locked properly. Dee asked if we should consider a sign for the church door to say please don't open if locked.
- The budget is still being worked on. We have people for the fund raising committee. A major fund raiser is being planned for May, also the promotion of PAR.
- We are looking for a New Treasurer, deputy warden and choir master/organist.

Ministry Areas

Social

- We had 28 for Theatre Night.
- For next year there is a possibility for fund raising. We would have to sell 50 tickets per performance.
- The Murder Mystery is February 10. Tickets are on sale in the New Year.
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Service

- This season we will contribute to Sleeping Children Around the World and to CCS with the gifts from the Advent Tree.

Administration

- The green antependia are on order. Hopefully they will be here for Epiphany, January 6. Some of the funds have been raised in donations for Margaret.
- Bell's came to give advice on the Heritage Picture Wall. They took a few things to remat and frame.
- The Honour Rolls were rehung in the Gathering Space.
- Diane has ideas about creating visual identity for St. James.

Finance

- We are \$8000 below budget on givings for the end of November.
- We are \$8000 down in fundraising.
- Carl feels the report in Bulletin is misleading. The \$16,000 should be shown – not \$8000.

Worship

- Nothing to report.

Pastoral Care

- There is a new initiative for the welcoming of newcomers.

Education

- We had a lovely Sunday School Advent Craft Day.
- The Pageant is being prepared for the 17th.
- The Jesse Tree was begun.
- There will be a Penny Drive again this year.
- There is \$200 in Sunday School Funds. The children will direct where the funds will go in outreach.
- The Baptist Church has revamped their library. We are going to get in touch for tips and advice.

Communications

- Donna Davies is taking over the Newsletter.
- The website is holding at about 1000 hits per month.
- It is felt that a letter should go out from John and one from the Wardens concerning his departure.

Bulletin Board

- Advent Wednesday Evening Services – Dec. 6, 13, and 20
- Youth formal party – Dec. 15
- Lessons & Carols and Children's Pageant – Dec. 17
- Christmas Services:
 - a. Dec. 24 (10:00 a.m., 5:30 p.m., 7:00 p.m., 11:00 p.m.)
 - b. Dec. 25 (10:00 a.m.)
- New Year's Eve: Dec. 31 (8:00 a.m. and 11:00 a.m. only)
- Rector's Levee: January 7 at the Rectory following the 11:00 a.m. service.

The meeting closed with the Grace at 9:05 p.m.

Next Meeting
Tuesday, January 9, 2007
7 P.M.