

**St. James Advisory Board Meeting
February 6, 2007**

Present: Rev. Dr. John Stephenson, Cobina Price-Jones (chair), Ruth Sowrey (Secretary), Heather Sabbagh, Dee McEnaney, Bruce Neville, Bob Williams, Diane Allengame, Robin Holder, Debra Quarrington.

Regrets: Karen Carley, Deirdre Fowler

John Stephenson opened the meeting with prayer.

Minutes of the January 9, 2007 Meeting

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

Business Arising

- Robin asked if the card had gone to Kim James. No. Diane will take care of it at the next Advisory Board meeting.
- Winton has been advised of the Pancake Supper.

New Business

- Cobina was unanimously acclaimed as Chair of Advisory Board.
- John reviewed the Diocesan requirements for Advisory Board. The Organisational Chart was reviewed. It is meant to be a template for the future. The new Incumbent may want to revisit this.
- Diane extended a welcome to new member Debra Quarrington.
- Vestry Review: -Bruce was pleased to be able to talk about the best practice giving and the movement to the usage of PAR.
 - Bob felt the meeting was well handled by the chair.
 - John felt it might be good to have a copy of Robert's Rules of Order in the Library. Bob may have a copy.
 - From the Finance Committee, John Swinden feels the meeting should be later in February to allow proper review and preparation of finances.
- John expressed how hard it is to separate from all of us. After Sunday we have to change loyalty immediately and John cannot perform a pastoral function for us. If Lyndon Hutchison-Hounsell needs advice he is free to call John. John will never call him. John will miss us deeply. Diane asked what would be the case of people wanting John in the case of death. John said it is the Bishop's wish that John not conduct funerals or weddings.
- John talked to the Police. It is now law that anyone liable to be left alone with a vulnerable person must have a police check. Bruce needs to see two pieces of ID, including photo ID to fill out the forms needed. It is free of charge if it is bundled together and submitted under St. James.
- With so much activity going on in our premises, things are being missed. The heater in the White Room has been left on a number of times. A checklist is being worked on for all users of premises. It is a reminder of what has to be done on leaving. It will be distributed in the next couple of weeks. Because of his proximity, Bruce offered to come in case of problems. Diane asked whether his phone number could be posted. Yes – it should be posted at the doors.
- The Selection Committee has met 3 times and is progressing. Fred May will guide them through focus groups. They continue to meet weekly and hope to be able to recommend a candidate to the Bishop by the end of June. The Committee will also act as a bridge for the new person. Bob asked if we could make a video about the Parish. John answered "Yes. The Parish Profile does make an impression."

Incumbent's Report

Worship

- There were good crowds at 11 o'clock for January, particularly the blessing of the Antependia for Marg Forbes.
- We have a great Confirmation Class.

- The 9:30 service seems to have suffered the most with John's leaving. All 3 band members have indicated they are leaving. John talked to Lyndon about this today. It seemed to have just been catching on. Jonathan is determined to carry on. Recorded music is available. We will try it on Sunday.
- January was busy with funerals. There have been 4 in 4 weeks and Sue Fletcher's mother is critically ill.
- John had a visit yesterday with a young mother who wants to return to church and have her child baptized. John finds it hopeful for the future of the church.

Warden's Report

- The warden's met on Saturday.
- Volunteer Screening will probably have to be done every 2 years.
- We will be welcoming Lyndon shortly.
- They met with Daycare today to go over the lease and clear up problems. There will be a comment book left in the Sunday School room for communication.
- The Seniors received a Trillium Grant to buy equipment. It was reviewed and the wardens will be getting back to them about it.
- We are on target financially for January. Bruce is now checking the account on line regularly.
- We are reminded to not block the driveway by parking.
- The Wheelchair door is getting bad again. The snow removal people should be informed of clearing, salting and sanding of this entrance.

Ministry Areas

Social

- The wrong date might have been published for Theatre Night. It is March 3rd.
- We will have over 100 for the Pot Luck lunch on Sunday.

Service

- We have had an offer to deliver the donations to Choices each week. It is Denise Steele.

Administration

- There was no Heritage meeting in January.
- There will be an addition to the church on Sunday.

Property

- The entrance to Daycare needs repair.
- We should pay attention to Gordon's suggestion of forming a committee for property.
- There is nothing new to report on the windows. Gordon has been calling.

Worship

- Heather mentioned that people who are available and willing to participate in Easter services should let Carl know.

Pastoral Care

- Heather and Diane are still working on branding. John would encourage the involvement of Troy.

Education

- The Nursery has been quiet.
- Last week there were a good number in Sunday School.
- The Pancake Supper is coming up. Tickets will be at the door.

Communications

- Donna Davies has taken over the newsletter. She will do the editing and Heather will do the proof reading.
- Heather has done an article for the Pancake Supper.
- Cobina asked for the speakers to be hooked up again downstairs..

Bulletin Board

- Feb. 10 – Murder Mystery Dinner
- Feb. 11 – Pot Luck Lunch following the 11:00 service
- Feb. 20 – Pancake Race and Supper

- Feb. 21 – Ash Wednesday Service.

The meeting closed with the Grace at 8:30 p.m.

Next Meeting
Tuesday, March 6, 2007
7 P.M.