

**PARISH COUNCIL MINUTES**  
**St. John the Evangelist Anglican Church Ottawa**  
**December 8<sup>th</sup>, 2015**

**Present:** Beth Bretzlaff (Rector), Adrian Cloete (Chair), Linda Clippingdale (Secretary), Stephen Giles (People's Warden), Margaret Kasurak (Rector's Warden), Wendy Williamson-Scrim (Deputy Warden), Audrey Starkes, Quiller Graham, John Lawford, Ann Chaplin, Michael Dowie, Trevor Hammersley-Frazer, John Veenstra, Mary Frances Marshall, Stephanie Symonds.

**1. Welcome and Opening Prayer**

Adrian welcomed everyone to our annual Christmas Potluck and last Parish Council meeting of the year. The Rector said the opening prayer.

**2. Regrets**

Leslie Giddings was unable to attend.

**3. Approval of Agenda**

The Agenda was adopted as presented.

**4. Approval of Minutes of Nov. 17/15**

Approval of the minutes was moved by Mike Dowie, seconded by Mary Frances Marshall. CARRIED.

**5. Business Arising from the Minutes**

**a) Head Greeter Description**

John Veenstra presented a copy of the Head Greeter Description developed by the Hospitality group. He noted that recruitment will be by invitation.

**b) Head Duty Warden Description**

Beth noted that she had received a draft from Mary Frances Marshall and Mike Scrim. Final drafts will be ready for the January PC meeting.

c) **Nominations Committee**

The Nominations Committee consists of the Rector, Wendy Williamson-Scrim, Glen Robinson and Bea Robertson.

Appropriate notices re vacancies will be put in the Bulletin prior to the **Vestry meeting on Feb. 28<sup>th</sup>**.

Beth also noted that there will be a **Parish Budget meeting on Sunday Feb. 7<sup>th</sup>**.

**6. Treasurer's Report**

Beth welcomed T J Purves who will be joining Parish Council as Treasurer. (Leslie Giddings finishes her term in February). TJ, who works in the Auditor-General's Department, will help with budgeting and forecasting. As noted last month, the Accountapotamus firm will do the bookkeeping, but TJ will present the financial statements and lead us through the budget process. There are no financial statements for this meeting since TJ just met with Beth last week. For now TJ will be working alongside Leslie and he will be officially appointed at Vestry.

**7. Warden's Report**

Margaret reported that a lot of time has been spent recently on the budget and preparing for the Christmas services. Wendy has been working on the nominations search and Stephen will report later on Property and Building issues.

**8. Rector's Report**

- Beth reported that the archdeacons really enjoyed the meeting space at St. John's and the welcome they received here – they loved the Church, the space and all the activity. It was an honour to meet with them for the 4 days.
- unfortunately Beth's trip to India scheduled for January 2016 had to be postponed due to flooding. It has been rescheduled for November of next year.
- John Fletcher will still start on the agreed upon date of Jan. 20<sup>th</sup>, 2016.
- Beth also noted that she is continually amazed by the new people coming through our doors and the gifts they bring. Numbers are up at both the 8am. and 10:15 am services.

- She complimented Adrian Cloete for the notices in the bulletin re partnering with neighbourhood businesses. This is a very exciting time for the Parish and she wants St. John's to be able to minister to people at all levels. One new idea is to develop the Warrior Chapel as a place to help those with PTSD. Discussions are going on with Pastoral Care and our new Associate Priest John Fletcher.
- Beth stressed that everything we do must be about relevance, sustainability and ministry.

## 9. Reports from Committees

### a) Stewardship :

Beth announced that she will write people who have made pledges.

### b) Communications:

The bulletins profiling Business partnerships will be shared with them. Any new ideas should be passed on to Adrian. Adrian mentioned that Doors Open Ottawa will take place on the weekend of June 4-6 next year. This year (which was St. John's first participation in Doors Open Ottawa) we had over 300 visitors come through our new doors. **MOTION:** Adrian moved a motion for St. John's to participate in 2016; seconded by Mary Frances Marshall. **Agreed.**

### c) Property and Building:

Stephen Giles noted that the Air Quality Report was not as bad as imagined. There is 'contained' asbestos and the basement needs a good vacuuming plus treatment of some surface mold, but there is nothing life threatening. The ducts and vents will also need cleaning. A new occupancy agreement will be signed next year.

Stephen drew attention to the coat and boot racks added to the back of the nave. Moreover, the ceiling has been cleaned as well as the light fixtures, making the Church much brighter. Another project is the addition of floodlights to illuminate the windows in the chancel and chapel.

**d) Christian Education:**

Margaret announced that a new brochure will be in the pews by Christmas Eve.

**e) Pastoral Care:** no meeting till new year.

**10. Updates from Working Groups**

**a) Community Shop N/A**

**b) Governance N/A**

**c) Community Events N/A**

**d) Welcome/Hospitality:**

There will be a welcome lunch and Open House on Jan. 31/16

John Veenstra presented us with a revised version of the Head Greeter Job description.

**e) Social Action**

Beth asked that we keep Don Smith in our prayers – he is working long, long hours on the refugee file. After Vestry we will invite the chair of the Social Action Group to come to Parish Council.

**11. New Business**

Quiller suggested that in the future we need further discussion re the parish's financial future.

**12. Next meeting:**

The next meeting will take place on **Tuesday January the 19<sup>th</sup> 2016.**

Quiller offered to do the coffee, and Mary Frances offered to do the Opening Prayer.

**The meeting adjourned with the Grace.**

