

Church of St John the Divine, Courtenay  
579 5<sup>th</sup> St Courtenay, BC

**SPECIAL PARISH COUNCIL MEETING – VIA VIDEO CONFERENCE  
MINUTES – JULY 23, 2020 (4:30PM)**

**Attendance:** Rev Alan Naylor, Denise Ropp, Nancy Booth, Timothy Ray, Marcia Haley, Doug Shantz, Peggy Tribe, Chris Widner, Barb Neid (Treasurer)

Secretary: Kathy Coulthart-Dewey

Guests: Lynn Gray

Regrets: Rev Michael Booth

**1. Welcome Scripture Reading, Reflection and Prayer:**

Rev Alan Naylor opened the meeting at 4:30pm offering guidance through these challenging times. He gave thanks for our collective efforts and asked for continued focus on patience and thoughtfulness toward our neighbours and fellow parishioners.

**2. Adoption of Agenda (att# 1):**

*Moved by: D Shantz Sec'd by: Marcia Haley*

*That the Agenda, as distributed, be adopted with one addition: 8(a) Grants.*

*Carried (2020-07-001)*

**3. Approval of Minutes - July 23, 2020 (att# 2):**

*Moved by: B Neid Sec'd by: T Ray*

*That the Minutes of the July 23, 2020 Parish Council Meeting be approved as circulated.*

*Carried (2020-07-002)*

**4. Guests**

**a. Reconciliation and Beyond: Lynn Gray**

E MacDonald joined the Committee on July 8 and a wholesome discussion focused on how we might reach out to First Nations and others to encourage the sharing of journeys and perspectives; empowering voices. The group talked about sharing credible resources. Workshops hosted by the Diocese are on hold, however, the local Committee will continue to meet and to expand their circle.

Rev Naylor suggested the Diocese's resources might be called upon to identify systemic racism within the local ministries and services. L Gray to follow up.

Safe Church workshops are also on hold, however, RCMP have resumed Criminal Record Checks.

## 5. Executive Reports

- a. Interim Priest's Report: Rev Alan Naylor – written report (att# 3) – verbal highlights as follows:
- Contact with our newly appointed Rector Alastair Hunting has been positive and he is anxious to start his new role at St John.
  - Communications with other parishes have been ongoing as all search for best practices toward reopening.
- b. Bishop's Warden's Report: Denise Ropp – no written report – verbal highlights as follows:
- Attended June 25 Diocesan Council, June 29 Synod Office and July 8 Reconciliation meetings.
  - Continue to be active through communications and was very pleased to be part of the announcement of our new Rector
  - Facebook plays a key role in our current communications and all are asked to review and respond thus increasing the site's visibility
- c. People's Warden's Report: Nancy Booth – written report (att# 4) – verbal highlights as follows:
- The telephone tree continues to be a valued mode of communication with parishioners.
  - Feedback about Rev Alastair Hunting's appointment has been very positive, as it has been about the potential for reopening.
  - A new member has been recruited and a returning couple has been welcomed back
  - The software to be used to collect personal data is creating challenges
  - Considerable time is being spent on the "To Do" list for reopening
- d. Treasurer's Report: Barb Neid – written report (att# 5) – verbal highlights as follows:
- Offerings continue to come in but are 28% below budget and 20% below 2019. The COVID wage subsidy is offsetting salaries but hall rentals and event revenues are non-existent. Royston Hall rental income had been subsidized by the Diocese but will discontinue shortly.
  - Expenses are high due to safety related projects.
  - On questioning, B Neid noted the details of contract negotiations with the new Rector are as yet unknown, however, the budgeted salary is expected to be adequate and will likely have a positive impact on future budgets.

*Moved by: B Neid Sec'd by: N Booth  
That the Treasurer's Report be received.  
Carried (2020-07-003)*

## 6. Committee Reports

- a. Property Committee: Kathy Coulthart-Dewey – written report (att# 6) – verbal highlights as follows:

- Ceiling tiles have been secured and the tile floors have been cleaned. Work continues on the choir loft project with final inspections expected the first week in August. The Rector's Office is to be painted soon and Lexan has been ordered for the pass-through window. Repair to the organ speakers is scheduled for Aug 4. Musical Mosaic is considering a film on the glass, rather than blinds, to address glare with a recommendation pending. At the Diocese's request and cost a shut off valve needs to be installed at the main intake.
- Vandals broke an exterior windowpane on July 13. Replacement cost is estimated at \$300.
- The request for relief from the \$500 frontage charge at St Andrews Cemetery has been denied by the City of Courtenay. It was suggested this item be revisited when the City resumes the hearing of delegations at their meetings.
- Flood lights at the altar require replacement, or at least replacement bulbs.

## **2. Business Arising out of Minutes**

- a. **Reopening Plan:** Rev A Naylor – written report (att# 7) – verbal highlights as follows: Rev Naylor reviewed a draft letter to parishioners outlining changes to be expected when in-person worship resumes. The letter includes an invitation to provide feedback on the Reopening Plan and to help gauge readiness to return. Greeters' duties will be expanded and there is a significant "To Do" list is being created aimed at addressing safety issues. Changes to workspaces will also be required before the Secretary can safely return. It is proposed the Secretary work out of the Rector's office, at least temporarily, given the pass-through window and that a Design Consultant be engaged to prepare a concept plan addressing the Administration and Rector's Offices, access between the sanctuary and the hall as well as an accessible washroom.

General discussion confirmed support for Rev Naylor's approach and that target dates need to remain flexible as we move cautiously forward, keeping safety in the forefront. Notwithstanding, many parishioners are expressing a sense of loss and disconnection. They need to be made comfortable and confident that the church is a safe place. Masks will be mandatory and additional, reliable greeters are being recruited. A pre-opening information session for greeters was proposed.

## **3. New Business**

- a. **Grants: D Ropp**

The Comox Valley Community Foundation has announced a 3<sup>rd</sup> round of emergency COVID grants with a deadline of August 31. Applicants need to demonstrate service to the outside community and eligible costs appear to cover COVID supplies, office modifications, preparations for third party renters, etc. A detailed plan and costs will be required. T Ray noted earlier discussions with the Foundation confirmed religious organizations are not eligible for the Foundation's regular grant programs. Musical Mosaic's may be eligible. D Ropp to contact the Foundation for clarification.

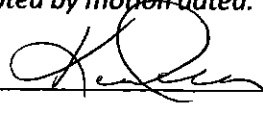
4. **Closing Prayer and The Grace:** Rev Alan Naylor  
All members joined in the prayer of fellowship.

5. **Adjournment:**

On mutual consent the meeting adjourned at 6:00 pm with the understanding that a special meeting may be called by the Chair to deal with urgent issues.

**NEXT REGULAR MEETING SCHEDULED FOR THURSDAY AUGUST 20, 2020 AT 4:30PM**

Attachments (#7)

Adopted by motion dated: Aug 20/2020  
  
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Secretary