

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

**PARISH COUNCIL MEETING – VIA VIDEO CONFERENCE  
MINUTES – SEPTEMBER 17, 2020 (4:30PM)**

**Attendance:** Rev Alan Naylor, Nancy Booth, Denise Ropp, Timothy Ray, Marcia Haley, Doug Shantz, Peggy Tribe, Chris Widner  
**Secretary:** Kathy Coulthart-Dewey  
**Guests:** none expected  
**Regrets:** Rev Michael Booth, Barb Neid (Treasurer)

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

Rev Alan Naylor opened the meeting at 4:30pm by encouraging conversation, listening and love in all things. Reference was made to Dr Bonnie Henry's recognition of frontline workers for their caring of community and to Parish Council for its reopening efforts in recognition of the spiritual needs of our own community.

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

*Moved by: D Ropp Sec'd by: D Shantz*

*That the Agenda be adopted as distributed with the addition of 8c. Relocation Costs for New Rector.*

*Carried (2020-09-001)*

**3. Approval of Minutes - August 20, 2020 (att# 2):**

*Moved by: N Booth Sec'd by: T Ray*

*That the Minutes of the August 20, 2020 Parish Council Meeting be approved as circulated.*

*Carried (2020-09-002)*

**4. Guests**

None heard in attendance.

**5. Executive Reports**

a. Interim Priest's Report: Rev Alan Naylor – written report (att# 3) – verbal highlights as follows:

- Reopening of Sunday services has also been well received with many thanks to the leaders. Registration for next Sunday's service is already full.
- Episcopal elections have generated much thought and some discussion. The event will be livestreamed with the opening prayers being something everyone might enjoy watching on their own devices. A link to candidate profiles is available on the church website and feedback to any or all of our delegates is encouraged. The voting process will be long but once a decision is made, notice will be posted locally.

- b. Bishop's Warden's Report: Denise Ropp – no written report – verbal highlights as follows:
- The August holiday was gratefully restorative.
  - Diocesan Council met to review election process and candidate profiles.
  - Three-part webinar series (social media, social responsibility, lay ministry) enlightening and inspiring. All church leaders are encouraged to view them. Part 2 advocates an indepth analysis of community needs, while Part 3 speaks to the history of First Nations in the early church.
- c. People's Warden's Report: Nancy Booth – written report (att#4) – verbal highlights as follows:
- Reservation system is now being managed by G Alliston, who has now returned.
  - Members are asked to continue telephone contact with parishioners, noting this may become a positive legacy of the COVID 19 period
  - E MacDonald has agreed to be our representative on the Diocesan's Online Communications group. Many thanks to both he and N Cooke for their work toward livestreaming
  - The mathematical error in the Reopening Survey has been corrected and few issues have arisen regarding the Safety Plan.
- d. Treasurer's Report: – written report by B Neid (att#5) – verbal highlights by Rev A Naylor:
- Cashflow is excellent, even after the Willet Estate donation is taken into consideration. Offerings are down but so too are expenses for salaries, paper, maintenance, etc. Fanny Bay rental funds again appear this month and the Rectory tenant has the account back on track.

*Moved by: N Booth Sec'd by: D Ropp*

*That the Treasurer's Report for July 2020 be received.*

*Carried (2020-09-003)*

*Moved by: N Booth Sec'd by: D Ropp*

*That the Treasurer's Report for August 2020 be received.*

*Carried (2020-09-004)*

## **6. Committee Reports**

None presented

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

### **a. Reopening Plan – Rev Alan Naylor**

Use of pew cushions has been approved by B Foster at the Diocese. All were reminded current precautions may be extended for a year or more and diligence is called for as we attempt to manage risk. Return to service is one way of addressing mental health stresses. Cases are increasing in the province and it is important that parishioners communicate

health concerns, be directed to stay home and seek medical advice. COVID positive cases are to be reported to the Executive so swift action can be taken.

The loss of fellowship, despite the return of formal services, was raised as a concern. Small, appropriately distanced groupings of chairs in the large hall after services, without refreshments, may be a first step.

b. Livestreaming – Rev A Naylor

The process toward livestreaming continues with Thanksgiving service being the target date.

8. New Business

a. Renovation Concept Drawings (att#6) – Rev A Naylor

Concept plans for a three phased approach to renovations, as prepared by Mon Dieu Interior Design, were presented. Phase 1 is in St Mary's Hall and includes a realigned hall between the church and the Large Hall, a new Rector's Office (with secondary egress for from the Administrator's Office) plus realignment of the door to the Sacristy and relocation of closet and sink space. Phase 2 is in the Narthex and includes realignment of the stairway to the choir loft, a washroom and doorway into the courtyard. Phase 3 shows a covered, exterior walkway from the Narthex to the Large Hall. Phase 1 and 2 address identified needs, while Phase 3 requires a greater understanding of the future use of the Large Hall. Next steps would involve the creation of detailed drawings and circulation for contract bids. Funds for construction could be drawn from the Willet Estate donation.

*Moved by: D Ropp Sec'd by: N Booth*

*That Phases 1 and 2 of the concept drawings be approved in principle and that Mon Dieu Interior Design be directed to create detailed drawings for contract bids.*

*Carried (2020-09-005)*

b. Outstanding Projects (Rectory/Speakers) (att#7) – Kathy Coulthart-Dewey

The August maintenance inspection of the Rectory revealed 4 issues. The expired smoke detector and leak in the bathroom have been completed. Repair of the gate post is recommended and replacement of the hot water tank is being costed for future budget considerations.

Re-coning of 4 of the 6 speakers has been completed, included the 2 above the altar. The contractor made some assumptions about the remaining 2 speakers which will be costly to return. Options were discussed and direction was given on payment of the invoice and completion of the project.

c. Relocation Costs for New Rector: - Nancy Booth

The new Rector is selling and searching for permanent housing. Temporary housing may be needed given current market conditions. Suggestions are welcome. Reallocation of funds

budgeted for possible moving costs might be considered for temporary rental costs, if necessary.

d. St Andrews Cemetery Fall Cleanup: - Nancy Booth

The event will be advertised for Saturday November 7 despite the Cadets' decision not to participate due to COVID.

9. Closing Prayer and The Grace: Rev Alan Naylor

All joined Rev Naylor in a prayer of fellowship.

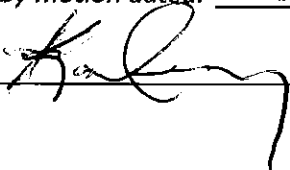
10. Adjournment:

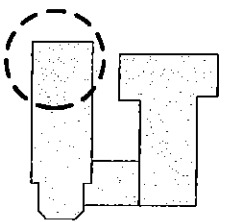
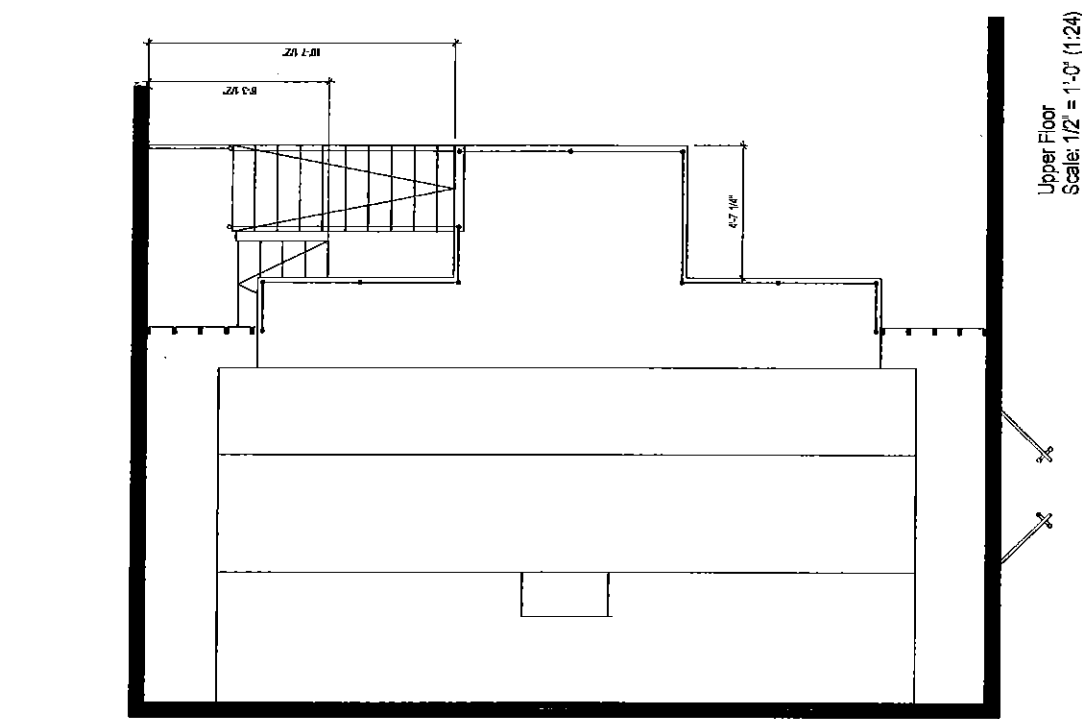
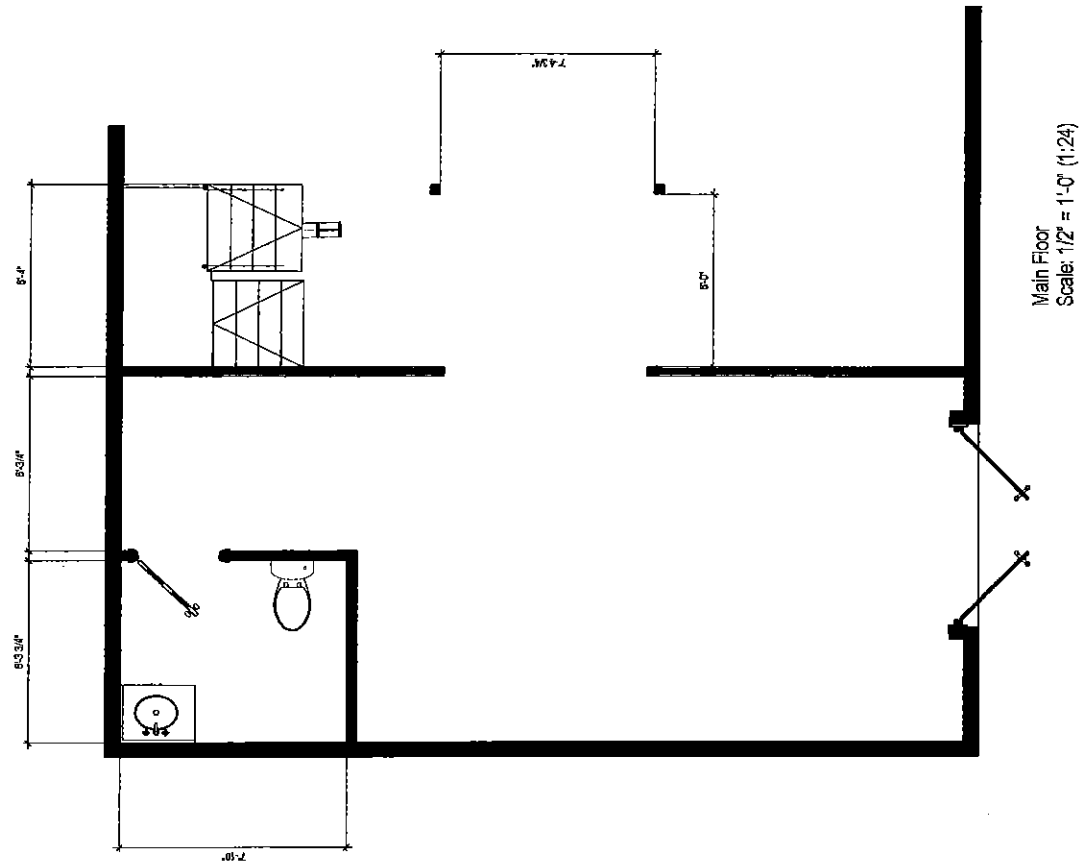
On mutual consent the meeting adjourned at 6:08pm.

**NEXT MEETING SCHEDULED FOR THURSDAY OCTOBER 15, 2020 AT 4:30PM**

Attachments (#7)

Adopted by motion dated: OCT 15 / 2020

  
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Secretary



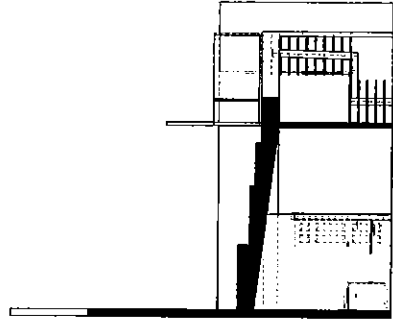
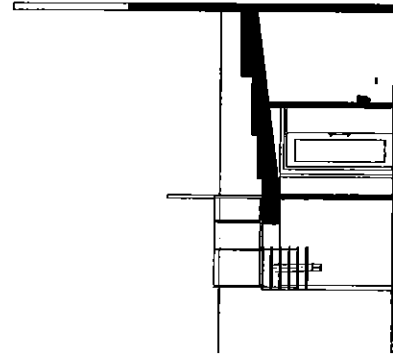
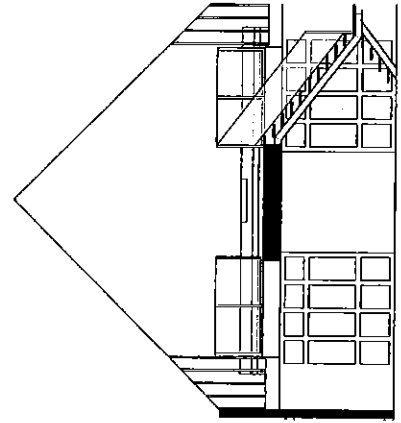
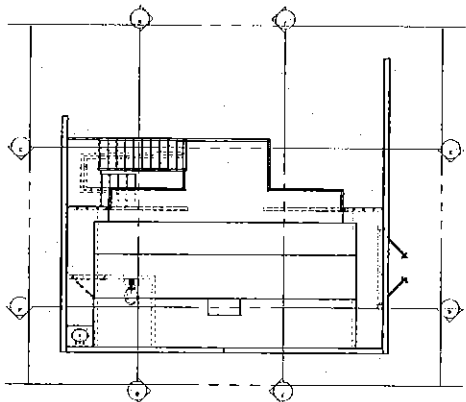
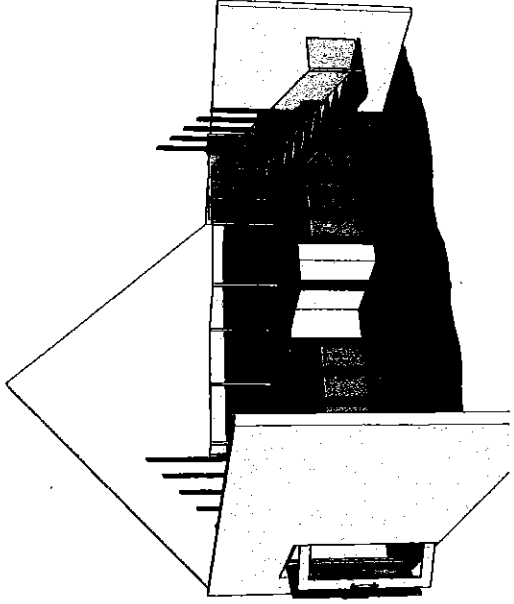
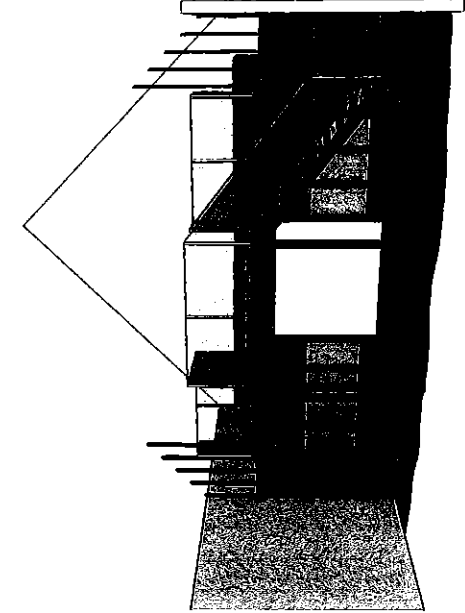
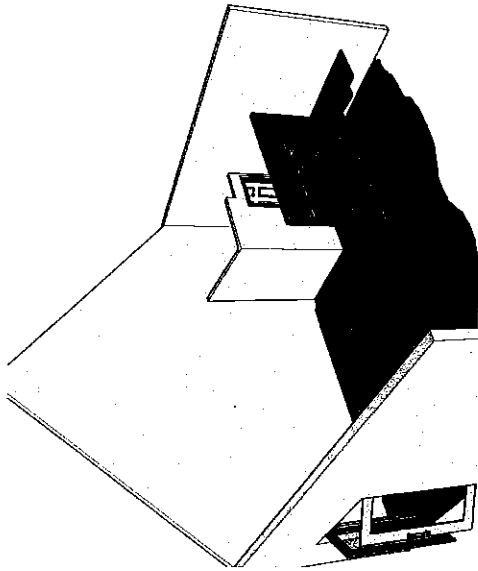
Mr. Peter J. Design  
7650 St. John Road  
Parrish, BC, V0R 1A0

Mr. Michael J. Design  
7650 St. John Road  
Parrish, BC, V0R 1A0

Church of St. John the Divine, 579 5th Street, Courtenay BC, V9N 1K2

Floor Plans - Phase 2 (V2)

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	2024-01-15
2	REVISED PER COMMENTS	2024-01-20
3	REVISED PER COMMENTS	2024-01-25
4	REVISED PER COMMENTS	2024-02-01
5	REVISED PER COMMENTS	2024-02-05



**Section Cuts & 3D visuals (V2)**

Mon Dieu Interior Design  
 East Strife Point Road  
 Ferry 056, BC V0R 1H0

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 info@mondieuinterior.ca  
 604-755-1225

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NO.	REVISION	DATE	BY	CHKD.
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