

Church of St John the Divine, Courtenay
579 5th St Courtenay, BC

**SPECIAL PARISH COUNCIL MEETING – VIA ZOOM TELE-CONFERENCE
MINUTES – APRIL 16, 2020 (4:30PM)**

Attendance by Video unless otherwise noted: Rev Alan Naylor, Denise Ropp, Nancy Booth, Timothy Ray, Marcia Haley, Doug Shantz, Peggy Tribe (by telephone), Chris Widner, Barb Neid (Treasurer)

Secretary: Kathy Coulthart-Dewey

Guests: Linda McAnsh, Eric MacDonald

Regrets: Rev Michael Booth

1. Welcome Scripture Reading, Reflection and Prayer:

Rev Alan Naylor opened the meeting at 4:36pm with a prayer for strength and guidance for Parish Council as they work through the challenges presented by the COVID-19 period. He referred to Ephesians 2:10 *"For we are what he has made us, created in Christ Jesus for good works, which God prepared beforehand."*

2. Adoption of Agenda (att# 1):

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

That the Agenda be adopted with one addition, namely 8(b) Estimate for Organ Speaker Repairs. Carried (2020-04-001)

3. Approval of Minutes - March 17, 2020 (att# 2):

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

That the Minutes of the March 17, 2020 Special Parish Council Meeting be approved as circulated.

Carried (2020-04-002)

4. Guests

a. Musical Mosaic: Linda McAnsh (att# 3, 4)

L McAnsh reminded all that performing musicians have always been challenged by the afternoon sun's glare and blinds had been proposed. In her presentation and in response to a number of questions, she explained that three (3) suppliers, Home Hardware (Blinds and Bubbles), Budget Blinds and Home Depot provided a number of costed options. The lowest and preferred option is a simple, no-valance, roller blind with a looped plastic pull. The glare reduction factor is 5 or 50% and the colour is a light peach shade to match the walls. The estimated cost, including installation is \$750 CAN for which Musical Mosaics has received a generous donation of \$500 US. The width of the window frame allows the rolled blind to be fully recessed and not become a new feature. D Ropp noted the proposal for non-essential blinds comes at a time when a number of safety issues in the church remain outstanding, namely the ceiling tiles. While others acknowledged the need to deal with safety issues, the fact that this has been an outstanding issue, there should be little or no

liability impact and a specified donation exists to offset the majority of costs, suggests it is an appropriate time to proceed.

Moved by: T Ray Sec'd by D Shantz

That the supply and installation of roller blinds, as proposed by Home Depot at the cost of \$750 including installation, be approved.

Carried (2020-04-003)

L McAnsh left the meeting after her presentation and did not return.

b. Transition Team: Eric MacDonald (att# 5)

E MacDonald, referring to his written update confirmed the Team, the Bishop and Diocese executive are pleased with the progress to date. The COVID-19 concerns and the Bishop's pending retirement may be creating additional anxiety but the Team remains positive and the Bishop has recorded a special video message to parishioners assuring them the process will continue. The Bishop has also expressed appreciation for the work to date, in particular the Building Community workshops. More specifically, the vacancy has been posted and the initial offering closes April 17. Six (6) requests for the Parish Profile have been replied to and one (1) solid application has been received. The \$80,000 annual estimate for a full-time priest has been confirmed and proposed next steps include a discussion on full vs part time position and a video interview with the applicant(s). A number of general questions were raised with the following clarifications provided: 1) the Bishop will pre-screen applications and only those deemed appropriate for St John will be forwarded to the Team; 2) confidentiality is paramount and only generalities can be shared with Parish Council and/or Parishioners; 3) Parishioner and Parish Council input is however most valuable. At the call of the Chair, updates from the Transition Team will likely remain frequent agenda item.

5. Executive Reports

a. Interim Priest's Report: Rev Alan Naylor – written report (att# 6) – verbal highlights as follows:

- Rev Alan referred the group to his report and noted only that, "it is absolutely remarkable to see how, in God's grace, we have been able to adapt and cope with the storm that has swept over the world and right across our diocese and parish." The core activities of the church continue just in new and innovative ways.

b. Bishop's Warden's Report: Denise Ropp – written report (att#7) – verbal highlights as follows:

- D Ropp stated she was impressed with the ability for the church to continue in all it's business and ministries. Congratulations were expressed to Rev Alan in particular for his new on-line persona.

c. People's Warden's Report: Nancy Booth – written report (att# 8) – verbal highlights as follows:

- N Booth noted the value and success of the telephone tree. Personal communications, initially through the Member's lists of parishioners, but now extending outward to include common friendship and fellowship groups is essential and enriching for both the caller and the callee. All have been directed to the website and Facebook pages for ongoing messages. The Edmondson's offer to pick-up and deliver essential goods has seen little activity but offers great comfort to many.

d. Treasurer's Report: Barb Neid – written report (att# 9)

- B Neid offered no highlights on her previously circulated written report but in response to questions noted that 1) offerings are being dropped off or mailed to the church but are understandably expected to decline, 2) the automatic withdrawal form is now available on the website and can be used to either initiate a monthly electronic payment or to increase one that has already been set up, 3) the Thanks Hat donations will be suspended for April and May.

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

That the Treasurer's Report for the month of March 2020 be received.

Carried (2020-04-004)

6. Committee Reports

a. Property Committee: Kathy Coulthart-Dewey – written report (att# 10) – verbal highlights as follows:

- H Sanders and C Davis were thanked for stepping up to take on winter and spring maintenance given the absence / injury of C Widner, D Hessel and K Dewey.
- C Davis and B Bentley are routinely checking St John and St Andrews during the COVID closures, and a number of outstanding issues have been deferred.
- The choir loft railing project continues with the Engineer on site for the pre-permit inspection on April 15. The rafter structure will require bolstering before the glass railing can be installed. Access can be gained from underneath and the cost for the supplier to do the work is \$1,200. D Hessel was also at the meeting and believes the work can be done in-house with C Widner's help. The project will therefore continue on this basis and within the approved budget.

b. Cemetery Trustees: Nancy Booth / Denise Ropp – verbal highlights as follows:

- The Trustees met in January and developed a list of items to be undertaken including contact with the Commonwealth War Graves' Commission and confirmation of whether an earlier proposal for expansion had been submitted to the Diocese. The War Graves' Commission has confirmed the designation criteria and the expansion proposal was never submitted formally. Other "to do" items remain outstanding and a follow-up meeting will soon be scheduled. T Ray noted that a suggestion for cleaning the gravestones had been referred to the Mens' Guild but that the appropriate method(s) of doing so are confusing. He suggested the War Graves' Commission is a likely source of valuable information, given their mandate and funding for grave maintenance.

7. Business Arising out of Minutes

a. Inventory (att#11)

The 2019 inventory binder is complete and a summary provided to Members. An e-copy has been provided to the Diocese and it is suggested reviews be conducted annually.

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

That the following persons be thanked for their contributions to the inventory project:

Peggy Tribe, Artifacts and Linens

Mary McArthur, Stained Glass Windows

Bev Worbets, Stained Glass Windows

Crystal Monteiro, Garments

Dagmar Kilian, Pianos/Organs

Andrea and Cary Davis, Kitchen

Doug Hessel, Buildings / Property

Holly Sanders, Basements

Ginny Alliston, Office Equipment

Kathy Coulthart-Dewey, Co-ordination

Carried (2020-04-005)

b. Transforming Futures – St Peter's Request

From a Diocese perspective, Transforming Futures has been put on hold during the COVID-19 period and discussion will be brought forward at a later date. More specifically, St Peter's had approached St Johns about the potential for hiring a youth minister under this program. Little time was provided to consider their proposal before the close down and given the current transition initiatives, they have been advised St John is not in a position to deal with the request at this time.

8. New Business

a. COVID-19 Measures Update

The Church's three (3) staff members continue to work and it was agreed pay would continue unaffected, with any change to be decided by full Council in compliance with contractual obligations. Parishioners are very appreciative of Rev Naylor's continuing services and appear to be coping well. Fellowship initiatives, like the telephone tree, are to be encouraged and broadened. N Booth and K Coulthart-Dewey will explore Zoom conferencing through the Chairs of the existing Committees. D Ropp was asked to ensure there is consistency in website and Facebook postings. Jennifer Moore and Zoe Urquhart have offered to increase personal website/Facebook content by conducting interviews with parishioners commencing with Connie Paget and Linda McAnsh. All were reminded to be cautious about rumors and to refer all concerns to Rev Naylor. D Ropp offered insight into what may be something akin to the grieving process with parishioners experiencing denial, bargaining, sadness and acceptance at varying stages. When in-church services are restored, a plan offering respect and support for the varying experiences, as well as pre COVID-19 and post COVID-19 realities will be necessary. No additional direction has yet been received from the Diocese about the potential for opening beyond the current May 15 restriction. With respect to donations, it was noted the Warden's letter has acknowledged the financial challenges COVID-19 has introduced as well as the currently available options for continued offerings. E-transfer to St Johns, while researched locally, is not available given the way bank accounts are linked with the Diocese. St Johns was registered with Canada Helps in the past but no donations have been received. And as with Canada Helps,

Tith.ly donations result in 3-4% being paid to the service provider. T Ray offered to open and manage a new account, with e-transfer ability, however, the pressing need and confidentiality were raised.

b. Estimate for Organ Speaker Repairs (att#12)

Through N Cooke, an estimate of \$2,800 to repair the two (2) speakers at front of the church has been provided. The speakers have been inconsistently reliable for some time. All agreed that if equipment is needed to repair the speakers, it may also be appropriate to reinforce the ceiling tiles, with wood strapping between the rafters, at the same time. Painting and overall acoustic needs were also discussed, the goal being to take best advantage of time and resources to deal with immediate needs.

Moved by: T Ray Sec'd by: D Shantz

That the Property Committee be tasked with providing an estimate for the reinforcement of the ceiling tiles and a more comprehensive proposal for acoustics.

Carried

c. Correspondence Received

The Bishop's communiques were acknowledged and C Davis will be wringing the bell at St Andrews on Wednesday evenings in gratitude for essential workers in the community.

9. Closing Prayer and The Grace: Rev Alan Naylor

All shared in the prayer of fellowship.

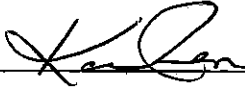
10. Adjournment:

On mutual consent the meeting adjourned at 6:40 pm.

NEXT MEETING SCHEDULED FOR THURSDAY MAY 21, 2020 AT 4:30PM

Attachments (#12)

Adopted by motion dated: May 21, 2020



KATHY COULTHART-DEWEY FOR Chair
ALAN NAYLOR