

## Holy Trinity Church Advisory Board Meeting

**December 20, 2022 – 7:00pm AGENDA**

We meet virtually here: <https://us02web.zoom.us/j/83101082174?pwd=RTVrbkhwZjdzNjA3QmJTTmxvNWRLdz09>

Meeting ID: 831 0108 2174 Passcode: 1830 Phone in: +16475580588

Board Package: <http://www.holytrinity-thornhill.ca/advisory-board/>

We are a vibrant, welcoming Christian community flourishing in God’s love through fellowship, outreach, worship and spiritual growth, in an atmosphere of compassion and mutual respect. Good things are happening here.

	Issue/Action
<b>7:00</b>  <b>1. Opening</b>	a) Welcome and Roll Call b) Opening Prayer c) Devotion – Cathy Walker-Pilgrim (a) Volunteer for January? d) Agenda - Approval
<b>7:10</b>  <b>2. For Consent</b>	November Minutes <ul style="list-style-type: none"> <li>• Confirmation</li> <li>• Matters Arising</li> </ul>
<b>7:20</b>  <b>3. Deputations &amp; Correspondence</b>	
<b>7:45</b>  <b>4. Items for Discussion</b>	a) Reimagining: Bringing people together: – Caravan(s) – January? b) Code of Conduct: Small group conversations (please see outline attached) c) Nominations for Advisory Board and Wardens d) Youth and church school leaders
<b>8:05</b>  <b>5. Reports &amp; Discussion</b>	(a) Churchwardens (b) Incumbent (c) Committees & Ministry Areas <ul style="list-style-type: none"> <li>• The ACW</li> </ul> (d) <i>Other? – Music</i>
<b>6. Other Business</b>	
<b>8:30</b>  <b>7. Closing</b>	Adjournment & Closing Prayer

### Protocol

- No surprises for leaders at the Board meeting.
- Don’t contradict or criticize others to the parish.
- When differences arise, commit to pray, interact and find resolution in healthy ways, and to keep such discussions confidential as much as possible.
- Take time to share your respective visions for the church’s ministry, with freedom to disagree and interact in love, without feeling defensive.
- When an offense, either real or perceived, is experienced, deal with it immediately, one to one.
- Have 1 conversation at a time – when meeting virtually stay on unmute
- Actively listen, rather than waiting to speak.
- Once you’ve spoken wait to be recognized until everyone has had the opportunity to speak before speaking again.

**Meeting Dates:** Jan 17, 2023 07:00 PM

## Code of Conduct: Small group discussions

### Purpose:

We will facilitate one or two of five conversation groups with parishioners to build understanding of the code's purpose and gain their insights regarding the draft code being piloted that can be used to confirm a working code for Holy Trinity.

### Approach:

We'll use a facilitated approach, consistent for each group. Dates and locations (see below for tentative dates) will be listed on the website; parishioners will register to attend a group conversation.

## Agenda

The facilitated approach will be to follow this 60-minute agenda and outline:

### 5 minutes: 1. Welcome, thank everyone for attending, and for contributing their insights and ideas, and clarify the conversation's purpose.

- Introductions of all attendees (names only)
- Clarify that the purpose of the conversation is to:
  - o Build understanding of a code for our parish
  - o Gain your insights regarding the draft: specifically what you like about it and what you suggest be edited.
- The conversation is not to debate the need for a code.

### 10 minutes: 2. Why a code of conduct, and why aren't we debating this?

The need for our parish to have a documented guide of expected and acceptable behaviours and ways of speaking with each other was identified in 2020 and 2021.

- a) The Credence Group's assessment of the health of our parish in Autumn 2020 found that:
  - 44% of parishioners either expressed concern about the level of discord at HTC, or expressed a desire for more unity and cohesiveness.
  - a number of people described the challenge of holding respectful and honest conversations. One person summed it up: "We are not very good at conflict."
- b) Then in Winter 2021 the Reimagining Holy Trinity group recommended that *"the parish develop individual and collective ways to address inappropriate*

*behaviours such as personal criticisms and verbal abuse, which has led at times to a negative and toxic environment at Holy Trinity. The history of the last 30 or 40 years shows that this is not just a recent phenomenon. In the words of our Mission Statement, we need to create an “atmosphere of compassion and mutual respect.”*

The Reimagining group asked that the Advisory Board explore initiatives for addressing the personal criticism, occurrences of verbal abuse and negative, toxic environment in some aspects of our parish life.

The Advisory Board looked at how other parishes, faith communities and organizations address these types of issues. Something that all these parishes, communities and organizations have in common is a code of conduct or a guide of acceptable behaviours. Robin Pacific and Leanda Kirwan graciously drafted the code, and we appreciate that they put a draft out to the parish for us to pilot. This takes courage and their hearts are in the right place.

***Why do communities have a code or guide?*** It’s important for people to have a written document that defines and clarifies our expectations about the behaviours and the ways of speaking to each other that are acceptable and those that are not acceptable. What some people might see as being assertive could be viewed by others as harassment, so a code clarifies what is harassment and what is not. A code also provides a common reference point if anyone is concerned about certain behaviours or is uncertain as to what their rights and obligations are.

**Put simply, a code of conduct should clearly outline what we believe as a parish and how we should treat each other that is aligned with our beliefs.**

**5 minutes: 3. Read the draft code.**

**40 minutes: 4. Questions**

Let’s work through these 6 questions. Because we want to conclude our conversation about these questions in 35 -40 minutes, we’ll use a few conversation guidelines:

- If you’ve responded to a question, please wait until everyone has had a chance to respond to that question before speaking again.
- And, we have about 5 minutes/question, so we may need to curtail input on one question to make sure we touch on all 6 questions.

1. First, just a quick survey as to your response to the draft code of conduct. Just a show of hands:

- Who thinks the draft code is almost ready to go and just needs a few tweaks?
- Who thinks the draft code needs to be substantially re-written?

Ok, we are going to start with what people like about the draft and then move to what you would like to see edited. We want to make sure that the edits don't remove what people like.

2. What do you like about the draft code that is being piloted?
3. What in the draft code do you not understand or have difficulty understanding?
4. What is missing from the code that you'd like to see added?
5. What is one edit you'd like to make or give to the drafters of the code?
6. Can you think of a time when you wish this had been available to you?
  1. Or, how would you see the code being used in the future?
7. What in the draft makes you uncomfortable and why?
8. How do you think the final version of the code should be rolled out to the congregation and integrated?

### Conversation Groups: Dates, Time, Location

Friday January 6	12:00pm	Reception Room
Sunday January 8	9:00am	Reception Room
Tuesday January 10	4:00pm	Zoom
Wednesday January 11	7:00pm	Zoom (offer to ACW Sarah group)
Monday January 23	4:30pm	Zoom

# Holy Trinity Church Advisory Board Meeting Minutes

November 15, 2022 - 7:00pm

Meet here: <https://us02web.zoom.us/j/83101082174?pwd=RTVrbkhwZjdzNjA3QmJTTmxvNWRLdz09>

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**PRESENT:** Rebecca Jones (Chair), Nancy Cutler, Canon Barbara Hammond, Cathy Walker-Pilgrim (Secretary), Leanda Kirwan, Princewill Uzoukwu, Ed Carter, Reginald Crenshaw, Cassandra Culpepper, Edmund Baumann, Pat Burton, Ruth Staples, Eric Preston (Guest).

**REGRETS:** Linda Robertson

## 1. OPENING

- a) Meeting called to order at 7:03 p.m. with welcome and roll call.
- b) Meeting opened with a prayer by Rebecca.
- c) Devotion led by Ruth. Cathy to lead devotion for December meeting.
- d) **On a motion duly moved, seconded, and carried, the agenda was confirmed as presented with the following amendment and addition:**
  - I. **Amended** to combine 2. Matters Arising – Code of Conduct in Pilot – request for Town Hall with 3. Deputations & Correspondence. – Eric Preston.
  - II. **Add** under 6. Other Business – Christmas Cookies for Shut ins.

## 2. FOR CONSENT

a) **October Minutes:**

- **Confirmation:**

**On a motion duly moved, seconded, and carried, the minutes of the meeting held on October 18, 2022, were confirmed as presented with the following amendments: Under 6. "OTHER BUSINESS" – Change comments as follows:**

**Submitted by Gloria Downey:** Gloria Downey expressed her concerns about the content of the last 6 pages of the September 22, 2022, 10-page newsletter Trinity TODAY. This 1st edition of Trinity TODAY was sent out to all parishioners of HTC. The 6 pages laid out a Code of Conduct for HTC.

**Submitted by Dianne Rimmer:** That a six-page document of such importance that it will affect all members of our parish requires and deserves more input from the congregation than can be realized as an item simply added to the Agenda of the upcoming February 2023 Vestry Meeting; it should have its own "platform" and I suggest that we have a Town Hall so that everyone can speak in person to the proposed "Code of Conduct".

- **Matters Arising:**

- I. **October Meeting Bylaw Review:** Reminder from Rebecca that anyone is welcome to participate in the Advisory Board meetings with prior notification to the Chair along with written correspondence on the topic to be discussed.

- II. **Code of Conduct in Pilot: Request for a Townhall:** Eric Preston provided written comments indicating his strong support for the Parish to have a Code of Conduct in place and joined in the discussion with other members of the board.

- Decision: Board unanimously agreed that a Townhall will not be held. Rebecca to communicate this to the parish.**

- Action: Rebecca to arrange small group discussions. Invite people both on Zoom and in person. Encourage them to try the Code to see what works, what doesn't and what would make it better. Seek the opinion of Brother Reg and Eric Preston and discuss with board members offline about working on this task.**

3. **DEPUTATIONS & CORRESPONDENCE**

*Discussed under 2. Matters Arising- Code of Conduct in Pilot: Request for Town Hall.*

4. **ITEMS FOR DISCUSSION:**

a) **Reimagining: Bringing people together:**

- I. **Poinsettia Tea – November 26:** Tickets will be available for purchase at the door and raffle tickets will be on sale at the event.

- II. **Blue Christmas Service – December 6: Renamed the Advent Meditation Service.** Laura, Nancy & Canon Barb working on getting information for distribution within the wider community.

- III. **Carol Service – December 18:** Canon Barb and Rachel working on this.

- IV. **Christmas Eve – Hazel** looking for ways to get youth involved at the 5:00pm family service.

- V. **Epiphany Season:** Starts on New Year's Day. Brother Reg and Canon Barb in discussions about the theme.

- VI. **Caravan (s):** Leanda to narrow down list of organizations to contact by end of November. Linda Robertson to send out letters of invitation. Target date for this event is January 8<sup>th</sup>, 2023, after the 10:00am service.

- Rebecca requested that each communication sent out by the Wardens to the parish should always include a link directing them to the Web. Rebecca to ensure communications for all events are entered on the Website.**

b) **Nominations for Advisory Board and Wardens; put together a list of people:**

- I. Wardens to organize a nomination committee and schedule a meeting to put together names of prospective candidates.

## **5. REPORTS & DISCUSSION**

### **a) Churchwardens (Ed):**

- I. **New Part time employee:** Reverend Fran Kovar will be taking over the 8:00 am services as the Celebrant starting Sunday November 20th.
- II. **Virtual Chapel:** Andrew, Rebecca, and Ed to meet to review technology support for services as well as special events such as Weddings and Funerals.
- III. **Commitment Sunday:** Being moved to January. Pledge cards to be mailed out around December 12<sup>th</sup> requesting return by the Second Sunday in January.
- IV. **Outreach committee:** Searching for date to meet to look at amounts to be donated to the various organizations.
- V. **Endowment fund and Margaret Harding funds:** Working with the Diocese to solve how these funds are being recorded on the books of HTC and how they are to be reported to the CRA. Hoping to have this completed by Vestry.
- VI. **Finances:** Loss of \$24,000 realized in October due to lower-than-expected envelopes and higher maintenance costs. Overall YTD net gain of \$1,000. Donation of \$20,000 from the Endowment Fund to go towards various projects and \$2,000 donated from Footlights group.

### **b) Incumbent (Canon Barb):**

- I. Attending 3- day Synod starting Thursday November 17<sup>th</sup>.
- II. Getting Pastoral Care started.

### **c) Committees & Ministry Areas:**

- I. **ACW (Ruth):** In gathering service scheduled for January 29<sup>th</sup>, 2023.
- II. **Coffee Hours (Nancy):** Reminder to members of the Advisory Board of the changes to coffee hours. Everyone asked to volunteer to help with fellowship on Sunday mornings. Sign up sheet may be located on the bulletin board.

## **6. OTHER BUSINESS**

### **a) Christmas Cookies for shut ins (Pat Burton):**

- I. Elaine will come in to make the squares on December 16<sup>th</sup>. Help required for delivery around December 16<sup>th</sup>/17<sup>th</sup>. Would like them all delivered by December 20<sup>th</sup>. Canon Barb to provide Pat with the list of names and addresses of those persons who are housebound.

- b) **Founders' day Service (Canon Barb):** Plans for service taking shape. Canon Stephen Crowther will be the preacher on November 20<sup>th</sup>.
- c) **Access to visual screen for 8:00am services (Cassandra):** It has been noted that some members have voiced their concerns with regards to not having the use of the technology at the 8:00am services. Ability to use the technology is incumbent upon the parishioners. More volunteers are needed to come forward and be trained to use it.

## **7. CLOSING**

There being no further business, the meeting closed with a prayer by Canon Barb, the Grace and adjourned at 8:37 pm.