

Holy Trinity Church Advisory Board Meeting

April 18, 2023 – 7:00pm AGENDA

Meet 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
7:00 Opening	(a) Welcome, Call to Order (b) Appoint a Secretary (c) Opening Prayer & Devotional – Linda Robertson <ul style="list-style-type: none">Identify leader of Devotional for next meeting (c) Agenda Approval
7:10 For Consent	Minutes – March 21, 2023 <ul style="list-style-type: none">ApprovalMatters arising
7:20	Deputations & Correspondence
7:45 Items for Discussion	<ul style="list-style-type: none">2023 Rummage Sale – Planning (date, timing, process etc)Social Justice MailingParish Picnic Planning Committee8am Service
8:15	(a) Churchwardens' Report (b) Incumbent's Report (c) Committees & Ministry Areas <ul style="list-style-type: none">The ACW (d) Other
Other Business	(a)
8:30 Closing	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:

May 16, 2023

June 20, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

January 16, 2023

Holy Trinity Church Advisory Board Meeting Minutes

March 21, 2023 - 7:00pm

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PRESENT: Nancy Cutler, Canon Barbara Hammond, Leanda Kirwan (Co-Chair), Princewill Uzoukwu, Brother Reginald Crenshaw, Linda Robertson, Malcolm Shiner (Chair); Osara Aigbede; Susan Hogeboom; Bonnie Kennedy; Robin Parravano; Hazel Ogilvie; Marlee Tolhurst; Cassandra Culpepper; Rebecca Jones (Guest and Secretary)

REGRETS: Pat Burton.

1. OPENING

- a) Meeting called to order at 7:04 p.m.
- b) Meeting opened with a prayer by Brother Reg.
- c) Linda Robertson to lead Devotion at the April meeting.
- d) Agenda approved on a motion duly moved by Nancy Cutler, seconded by Brother Reginald Crenshaw.

Welcome and introduction of all those attending.

ELECTION OF CHAIR:

Moved by Robin Parravano, seconded by Cassandra Culpepper that Malcolm Shiner be elected as Chair and Leanda Kirwan as Deputy Chair of the Advisory Board. Approved.

Orientation to the Advisory Board - Rebecca Jones (PowerPoint attached)

2. FOR CONSENT

January Minutes approved. Moved by Nancy, seconded by Robin.

3. DEPUTATIONS & CORRESPONDENCE

None

4. ITEMS FOR DISCUSSION

- a) Motion from the diocese for social justice approved at vestry.
The exact motion approved by HTC needs to be forwarded to the diocese:

We, the Parish of Holy Trinity Thornhill, call on the Province to double social assistance rates for both Ontario Works and the Ontario Disability Support Program, and thereafter to index these rates to inflation, so as to provide a safety net that enables people to meet their most basic needs.

To demonstrate our commitment to this motion, we commit to:

1. *a letter- writing campaign as voters and Christians to our elected officials at the municipal, provincial and federal levels , urging them to actively work with the Government of Ontario to implement these social assistance rates*
2. *continue our support of individuals in our local area with very basic needs through Out of the Cold, Christmas Assistance and other outreach programs.*

Linda Robertson and Rebecca Jones will draft one or two sample letters to initiate our letter-writing campaign, and will provide parishioners with the politician's addresses

5. REPORTS & DISCUSSION

- a) Incumbent's Report: Canon Barb
- a. Parish Picnic scheduled for June 4, 2023
- b) Brother Reg:
- a. He is leading work on Christian Formation for Youth and Children with Hazel, Cassandra, Leanda and Rebecca. They are looking at two programs:
 - Godly Play (a Montessori-based structured program), and
 - Journey to Adulthood (adolescents - 18 year olds)
- They will be attending training in June; hopefully looking at the fall to initiate these programs.
- .
- c) Warden's Report: Robin (see attached)
- a. Question about the counters: Ed Carter is working with Miriam Irving to determine the most effective way to manage the donations and the work of the counters.

d) Committees & Ministry Areas: ACW

- a. Saturday April 29, 1:30 – 4:00 a social event for all diocese ACW will be held at HTC.

6. OTHER BUSINESS

a) Rummage Sale:

- a. We had hoped to have a sale in the spring 2023, both to raise funds for outreach and to service those in low-income brackets who rely on the rummage sale. Nancy has the binder of instructions prepared by Bari-Lynne Butters. The ACW asked the Adv Board to be responsible for the sale and put forth these recommendations:
 - i. Start small with clothing only
 - ii. Do this latter in the spring
 - iii. Saturday May 13, 2023?
- b. The Adv Board needs to look at who will organize it, and how to manage the physical labour involved. Leanda and Bonnie will look at securing a class at HTS to help with the labour.
- c. The Wardens will look into whether or not the sale is possible, and who will lead it.

- b) For April Meeting: Marketing - discussion to be led by Cassandra

7. CLOSING

The meeting closed with the Grace and adjourned at 9:00 pm.

Warden's Report: REPORT OF THE MEETING OF THE CORPORATION

March 14, 2023

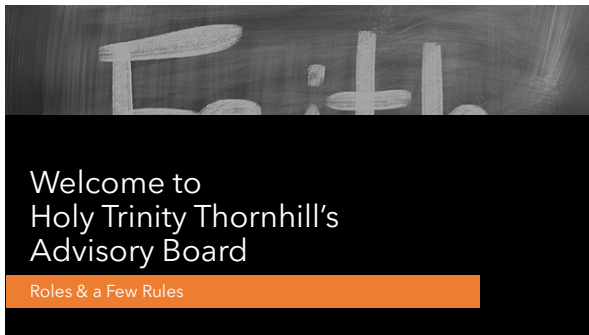
- a. This was the first meeting of the Corporation since the Vestry meeting of February 26, as a result much of the time was spent on bringing new members up to speed on current issues and dealing with some of the necessary housekeeping items. Some of these will be of interest to the Advisory Board:
- >> Those in high-risk roles (Sunday school teachers, wardens, treasurer, envelope secretary) must have a police record check (PRC) done. Laura, our Office Administrator will assist those needing a police check and co-ordinate those needing SMP training (see below)
 - >> All office-bearers, staff and volunteers must have Sexual Misconduct Policy (SMP) training
 - >> Elements of the Incumbent's Annual Return

- b. The proposed Portfolios of the wardens for 2023 were approved:

NANCY CUTLER	ROBIN PARRAVANO	CASSANDRA CULPEPPER	PRINCEWILL UZOUKWU
1. Finances & Finance Committee (<i>Shared</i>)	1. Finances & Finance Committee (<i>Shared</i>)	1. Children/Youth	1. Digital HTC
2. Eva Rea (<i>shared</i>)	2. Personnel (<i>shared</i>)	2. Liturgy & Worship	2. Technical Systems
3. Grounds/Property	3. Eva Rea (<i>Shared</i>)	3. Christian Education	3. Greening Initiative
4. Outreach/Community Linkages	4. ACW	4. Communications (<i>Shared</i>)	4. Counters
5. Personnel (<i>shared</i>)	5. Seniors Luncheon		5. Welcome/Hospitality
6. Insurance Risk	6. Footlights		6. Communications (<i>Shared</i>)
7. Area & Synod Office	7. Cemetery		
8. TNSK/Rental Agreements	8. Healing/Health & Wellness		
9. Communications (<i>shared</i>)	9. Communications (<i>Shared</i>)		

- i. A Parish wide bulletin was sent informing them of the roles and responsibilities for the year.
 - ii. One point to note is that this year we have Communication as a shared responsibility for all 4 Wardens.
- c. The financial statement for the period ending February 28, 2023 (attached) was reviewed and the following points were noted:
- i. In February, we had a net Operating deficit of \$14K on an income of \$15K. The budgeted deficit was \$8K on an income of \$24 K and expenses of \$32K

- ii. Year to date, we have a deficit of \$18K on an income of \$37K. The budgeted deficit was \$20K on an income of \$47 and expenses of \$67
- iii. Envelope deposits are lower than budget as deposits were not made. We will be looking to establish a deposit schedule with the Counters.
- iv. Property income was lower as well for the same reasons
- v. Insurance payments will be adjusted for March now that the companies realize that HTC does direct Deposit
- vi. Delays in receiving invoices for snow removal resulted in the large payment in February
- d. We are planning that the Treasurer (Ed Carter) will provide a monthly financial statement with “NOTES” and will be invited to attend both the meetings of the Corporation and Advisory Board on a 1/4ly basis.
- e. Future Meetings of the Corporation will deal with more of the operational aspects of HTC, as the Wardens become familiar with their Portfolios.



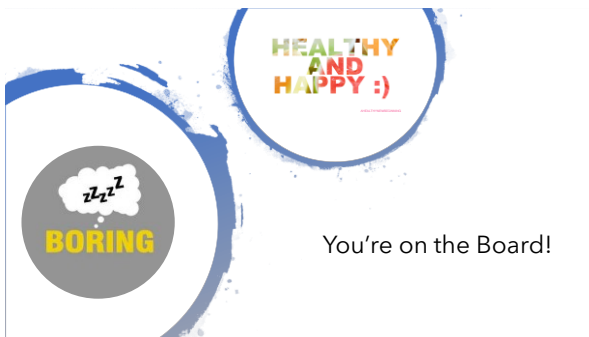
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Talk about:

- Board's role
- Chair's role
- Your role
- having faith-based fun, focus & meaning



2



3

HEALTHY
AND
HAPPY :)

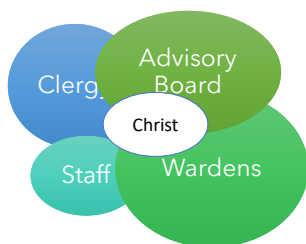
- Exercise & diet
- Maintenance
- Diligence

ASHEALTHYNEWBEGINNING

Most folks are as happy as they
make up their mind to be

Abraham Lincoln

4



Roles in shared leadership

5

Parish Advisory Board

- Is a ministry team, engaged in worshipful work.
- Discerns and conducts its work with a deep and constant consciousness of the spiritual dimensions and dynamics
- Agendas, discussions and decisions are framed to express our spiritual mandate.
- Rely on the commission of:
 - Jesus to shape the board's work,
 - the Holy Spirit to guide the interactions
 - God's kingdom values and plans to form the context for all discussions.



6



Our mission

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.

7

Board's Role:

To provide leadership to the Congregation/Vestry with respect to the Parish objectives including the following:

1. Meet the continuing needs of the congregation for personal spiritual growth and development.
2. Create an awareness in the congregation of the needs of the individual in the community and ways to respond to those needs.
3. Meet the growth and change in the community.
4. Fulfill our obligations as Christians to the world at large.
5. Maintain, develop and improve the lands, buildings and furnishings of the Church.
6. Provide the human and financial resources to meet these obligations.

8

Board's Duties:

- Meet our objectives
- Act in an advisory capacity to the Incumbent and Wardens regarding:
 1. Matters referred to it by the vestry.
 2. Wardens' quarterly written financial statement and report;
 - make relevant recommendations
 3. Budget
 - make relevant recommendations
 4. Recommendations on any other matters affecting the parochial and extra parochial responsibilities of the parish.
 5. Assistance for the Sidespeople in securing the regular attendance of church members at services.

9

Board Chair, Wardens & Clergy

- deep, mutual trust;
- growing respect for the wisdom and gifts God provides to each;
- constant, clear communication on all significant issues;
- commitment to the success of the other in their ministry;
- ability to keep confidence and confidence that each is speaking up for the other.

Refer to Rules of Order in Orientation Document



10

Problem-solving

Be curious rather than judgmental

11

What comes naturally to us?

Joy

Teamwork

Self-awareness

What comes less naturally to us?

Welcoming others to Jesus Christ

Prayer

12

Good fences make
good neighbours.

Robert Frost

Good ground
rules make
good Boards

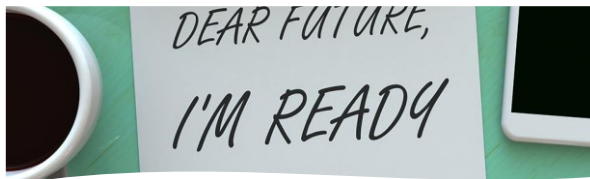
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Ground rules: a lively, loving concern for the welfare of each other.

- No surprises for leaders at the Board meeting.
- Don't contradict or criticize one another 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.
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- **Have 1 conversation at a time - when meeting virtually leave on unmute**
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14



Enjoy the
greatest time
of your faith

- Be here
- Be prepared
- Be prudent
- Be loyal
- Be a member
- Be Christian

15

MARCH 2023	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2022 ACTUAL Y-T-D	Variance Y-O-Y
INCOME								
	21,704	17,500	4,204	50,720	52,500	- 1,780	56,545	- 5,825
Envelopes Receipts_PAG	11,396	12,000	- 604	34,411	36,000	- 1,589	40,347	- 5,936
Envelopes Receipts_Envelopes	10,308	5,500	4,808	16,309	16,500	- 191	16,198	111
Open Receipts	2,958	2,000	958	3,118	2,200	918	2,784	334
Property	7,850	4,000	3,850	11,550	11,500	50	8,894	2,656
Housing Income (Rectory Fund)	12,088	12,085	3	12,088	12,085	3	11,971	116
M_ & M - OFOH (Local)	2,167	2,167	-	6,500	6,500	-	6,250	250
M_ & M - Outreach Income	245	-	245	245	-	245	482	- 237
M_ & M - Other	375	-	375	525	-	525	645	- 120
Organizations - ACW	-	-	-	-	-	-	-	-
Organizations - Footlights & Fundraiser	-	-	-	-	-	-	-	-
Organizations - Eva Rea	-	-	-	-	-	-	-	-
Bequests	-	5,000	- 5,000	-	5,000	- 5,000	7,500	- 7,500
Endowment Fund	-	-	-	-	-	-	-	-
HST Refund	-	-	-	-	-	-	-	-
Other - Interest	3,088	3,085	3	3,088	3,085	3	3,058	30
Other - Diocese Jubilee Credit	-	-	-	-	-	-	4,773	- 4,773
Other - CEWS	-	-	-	-	-	-	-	-
Other - Stole Fees	-	-	-	-	-	-	-	-
TOTAL INCOME	50,475	45,837	4,638	87,834	92,870	- 5,036	102,903	- 15,069
EXPENSES								
Admiration - Bank Charges	71	75	4	213	225	12	219	6
Admiration - Insurance	5,671	1,949	- 3,722	5,671	7,348	1,677	3,504	- 2,167
Admiration - Office	13,225	1,800	- 11,425	9,616	3,800	- 5,816	5,304	- 4,313
Building - Gas	-	2,000	2,000	2,880	6,000	3,120	5,765	2,885
Building - Hydro	1,242	800	- 442	1,852	2,300	448	2,067	215
Building - Maintenance	11,962	2,500	- 9,462	11,978	8,500	- 3,478	11,623	- 355
Building - Major Repairs	-	-	-	-	-	-	-	-
Building - Telephone	-	170	170	402	510	108	199	- 202
Diocesan Allotment	4,851	4,851	-	14,553	14,553	-	14,319	- 233
Programs - Christian Ed/Discipleship	2,167	2,167	- 0	6,500	6,500	- 0	6,250	- 250
Programs - Children's Ministry	-	-	-	-	-	-	-	-
Programs - Communications	-	-	-	-	-	-	814	814
Programs - Music	814	650	- 164	1,034	650	- 384	96	- 939
Programs - Sunday Worship	144	500	356	605	1,500	895	1,576	971
Programs - Outreach	-	-	-	-	-	-	500	500
Programs - Other	2,105	2,000	- 105	3,335	2,000	- 1,335	-	- 3,335
Programs - Health Ministry	-	250	250	-	250	250	62	62
Programs - Seniors' Ministry	-	-	-	-	-	-	-	-
Programs - General Ministry	-	-	-	153	250	97	233	80
Staff - Salaries & Stipends	14,547	13,000	- 1,547	6,645	39,000	32,355	45,568	38,923
Staff - Housing Allowance	-	-	-	-	-	-	-	-
Staff - Salaries (Other)	2,268	2,500	233	4,768	7,500	2,732	676	- 4,092
Staff - Travel Allowance	309	444	135	908	1,332	424	1,482	574
TOTAL EXPENSES	59,375	35,656	- 23,719	71,113	102,217	31,105	100,257	29,144
Income over Expense	- 8,900	10,181	- 19,081	16,721	- 9,347	26,069	2,646	14,076
Amortization	2,397			7,191				

In March, we had a Net Operating deficit of \$9K on Income of \$50K and Expenses of \$59K. The budgeted gain was \$10K on income of \$46K and expenses of \$36K
Year to date, we have a gain of \$17K on income of \$88K and expenses of \$71K. The budgeted deficit was \$9K on income of \$93K and expenses of \$102K
Items of Interest:

Envelope Receipts (YTD) are \$2K lower than budget; We need to monitor future deposits as we have lost 4 PAG so far this year.

Q1 investment income was received from the Diocese (Housing Income & Interest Income)

Insurance - Direct Deposit has commenced for insurance premiums until October

Office Income - March expenses include 2022 audit fee of \$11K. However the YTD number is adjusted due to the \$6K accrual in the 2022 financial statement

Maintenance - Paid our first snow removal invoice for the winter in March - \$9300 and plumbing invoice \$1600

Salaries & Stipends -YTD amount is adjusted by the \$37K accrual in the 2022 financial statement

Other

Received letter from the Pension Office stating the missed premium amount will be \$55K split evenly between Jesus and HTC to cover the contributions missed 2012 - 2021