

**ST. MARK'S LUTHERAN CHURCH
CONGREGATIONAL COUNCIL MEETING
JANUARY 19, 2023**

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Attendance Record

Date: January 19, 2023	Location: St. Marks & Zoom Virtual Meeting
Time Started: 19:08	Time Ended: 21:03

Invited	Jan 19											
Brenda Catchpole (VC)	P											
Sarah Harrington	P											
Signe Jewett (C)	P											
Lynda Joyal (T)	P											
Brian Lorch	P											
Wade Quehe	E											
Inga Skundberg (S)	P											
Mary-Anne Tymm	P											
Kris Wegert	E											
Pastor Zsófi (exofficio)	P											
	Guests											
Sheila Matsubara	P											
Kurt Simonsen	P											

Minutes

1. Opening Devotions
 2. Approval of Agenda
MSC CC-2023-01 That the Agenda of January 19, 2023, be approved.
 3. Approval of Minutes
MSC CC-2023-02 That the Minutes of the Council Meeting of November 24, 2022 be approved.
MSC CC-2023-03 That the Minutes of the Executive Meeting of December 4, 2022 be approved.
 4. Property Update - PowerPoint Presentation by Guest, Kurt Simonsen, on insulation and ice damming concerns
Overview of concerns included ice damming on the east and west side of the Old Parish Hall; lack of insulation throughout the attic; improper ventilation and wiring in the Old Parish Hall; and, Parish Hall and Boiler Room knee wall problems. Possible solutions include: do nothing; insulate only the Boiler Room knee wall; add insulation in the Boiler room and Kitchen knee walls; and retain services of an insulation contractor to recommend options. During discussion of the concerns, it was suggested that a professional inspection should be undertaken every couple/few years.

(See MSC CC-2023-06 under Item 8.a of Committee Reports)
 5. Finance Update - During discussion of the report, It was suggested that the role of the Treasurer be also included in the "Assignment of Finance-Related Tasks" List in addition to the roles of Office Administrator, Bookkeeper, Finance Committee and Financial Secretary.

MSC CC-2023-04 That monthly remittances be made to the MNO Synod representing 1/12 th of 75 % of the budgeted commitment for 2023.

MSC CC-2023-05 That Rhonda Lorch be appointed bookkeeper effective May 1, 2023 on a voluntary basis.
 6. Continuing Business: None
 7. Reports
 - a) Chair - Reviewed
 - b) Pastor - Reviewed
 8. Committee Reports
 - a) Property
MSC CC-2023-06 That the Property Committee be given authority to obtain three quotes from insulation contractors on mitigation options and associated costs.
 - b) Social Ministry
- Council requested that the Property Committee's Terms of Reference include a formalized process of PPE equipment (N95 masks, disposable gloves, etc.) to be readily available for church volunteers.

Council referred the recommendation of the Social Ministry Committee that the Nominating Committee recruit a LUM delegate each year to the Governance Committee for consideration in amending the Nominating Committee's Terms of Reference to include the annual recruitment of a LUM delegate for report back.

MSC CC-2023-07 That Sila Kisoso be appointed by Council to the Social Ministry Committee.

MSC CC-2023-08 That St. Mark's donate the interest earned on its Social Ministry Investment Fund in 2022 to Main Street Project.

MSC CC-2023-09 That St. Mark's dedicate its midweek Lenten offerings to Lutheran Urban Ministry.

c) Sunday School - Reviewed

9. New Business

a) All Member Contact Campaign Update provided by Guest, Sheila Matsubara, on behalf of the Stewardship Working Group

Discussion included types of questions to be included in the survey to understand the basis for declining attendance, giving and volunteering; discern where the congregation is at and its future vision; and, said survey to be included as a link in the upcoming E-News as well as in a mass church email, with a subsequent followup phone call to all members.

b) Establishment of a Working Group to develop a Technical Team to support St Mark's technology requirements.

c) Tasks/responsibilities of Staff, Council and its various Committees - Brenda Catchpole has created a document to outline division of responsibilities and to determine which tasks are being done and by whom and which are redundant, in order to ascertain if such structures should be changed to reflect current tasks and responsibilities undertaken.

Adjournment and Closing Prayer.

Chair Report January 19, 2023

Advent and Christmas services were well attended (in pandemic terms at least) with a lovely new look in the Sanctuary thanks to the Liturgical arts Group. Thank you, Pastor Zsofi and Worship team, for creating a meaningful worship experience.

I need to acknowledge the work in Human Resources that Brenda has been busy toiling away at on our behalf. Brenda has created a document that outlines the division of responsibilities between St Mark's Pastor and St Mark's Council. It has been developed to be a tool to help with our performance appraisal for a Pastor as well as for the Pastors to use in her performance appraisal for staff. With the absence of a Mutual Ministry Committee, it will be the Council Executive who will be overseeing the Pastors review, and this will be of great value in helping to facilitate that task.

The December Budget Meeting went well considering the heavy burden it will carry through the year. We can hope and pray that things will turn to brighter outcomes by years end. On that note the Stewardship campaign has been on the top of my thoughts as to its implementation. I am very happy to have a great team assigned to organize it, Sheila Matsubara, Sarah Harrington, Brenda Catchpole (focusing on Committee feedback) and myself. Sheila will present our initial survey as a test run at our meeting and we can outline the follow up that will happen after its distribution.

ACTIONS TAKEN

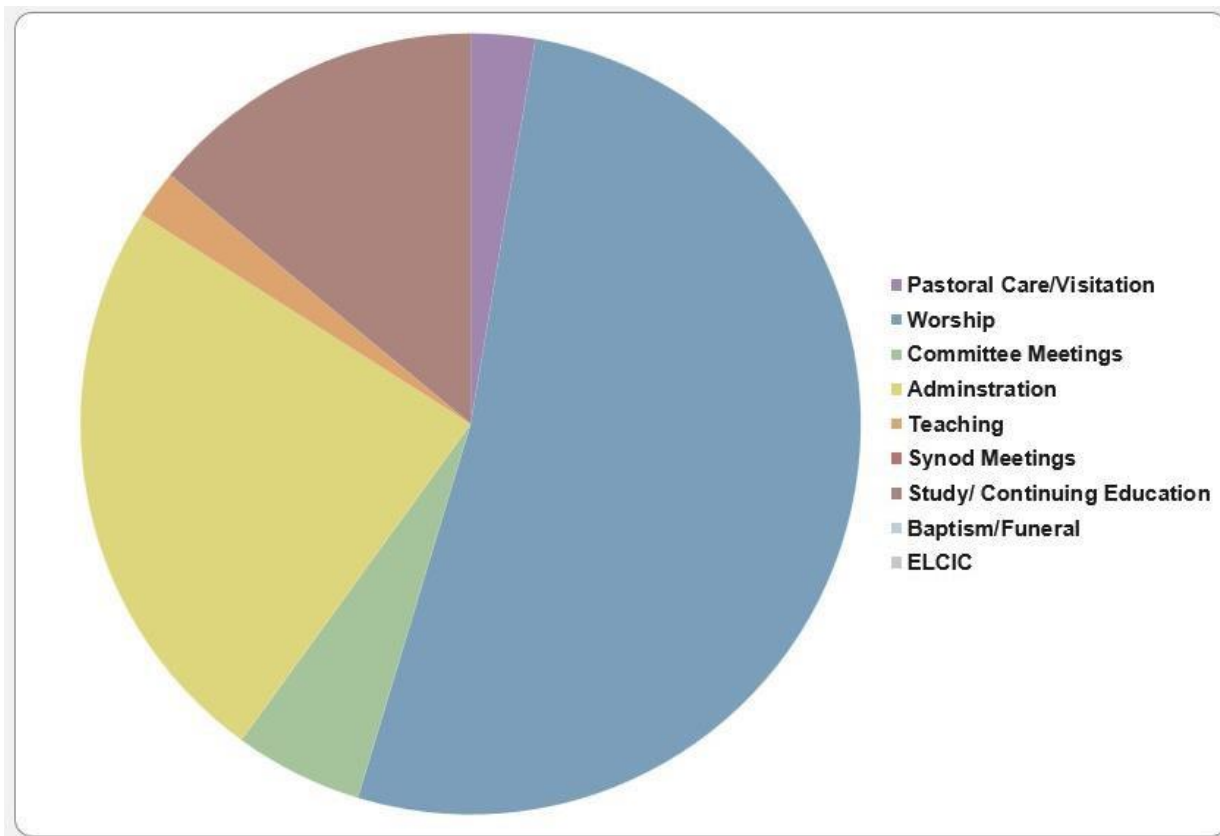
Meeting with Pastor Zsofi and Brenda Dec 16, 22

Zoom with All Member Campaign Committee Jan 9, 23

Meeting with Pastor and Brenda Jan 13, 23

Completing Insurance Renewal Forms -Thank you to Brian for preparing all the documents for signing and submitting on our behalf. Jan 15, 23

Pastor's Report – December 2022



Where we've been

Worship – Christmas services were wonderfully completed with the help of many hands. I would like to extend thanks to the Property Committee, Robin, the Liturgical Arts group, the Worship Committee, Melissa, and all the volunteers who stepped up and those who leapt in at the last minute. We had a few cancellations from illness, but I don't think anyone noticed. There were an incredible roughly 130 at the 4pm service, 40 at the 7pm, and 30 at the Jan 1st services. These numbers are reflective of a couple of things: many people were travelling for the first time in a few years, while others were dealing with illnesses in the home and safely distancing. A couple of people mentioned to me that they were disappointed by the low attendance, and I responded each time that it was still a celebration, and I was pleasantly surprised to meet a number of people who were visiting/coming for the first time/returning after a long time.

Administration – I have begun to create the templates for the PPT in worship. I have created the base template for the season of Epiphany and am finalizing the base template for Lent. I think the template creation is a sustainable amount of work for the coming year for me, and it has the benefit of helping me attend to shaping worship in a way that is easily renewable for future years.

Where we are

Staff – I have asked all staff to schedule a 1:1 self-evaluative review with me in the month of January. We will discuss their work goals for the next few months and spend some time evaluating how things are going for each of them in their respective areas of responsibility. I will ensure that appropriate notes from each meeting are added to their personnel files.

Learning and Fellowship Opportunities – I am joining the Adult Ed group in leading a final installment of New Testament studies in January. And planning to host a Lutheran Catechism study for Adults during Lent.

Pastoral Care – There are 24 people on the homebound/monthly visitation list. Rev. Long has done an incredible job of maintaining the list and remaining in contact with each of these people. Having met with the small group that he has coordinated for visitation of 6 of these people, I have identified a need to match each of the people

on the list with one mobile member of the congregation for a covenanted monthly visit and sharing of communion. I have asked Rev. Long to choose the 3 or 4 people he would like to continue seeing regularly, and we have also identified the members on the list who are most critically ill and needing my pastoral care. I feel very strongly that this ministry, both vital to the people of St Mark's and a charge from Jesus, could easily be tended by the people. I have reached out to some colleagues across the ELCIC to learn how they have shaped their own care ministries and I am thinking about how to incorporate some of what I have discovered. I have plans to visit 7 of the people on this list in January.

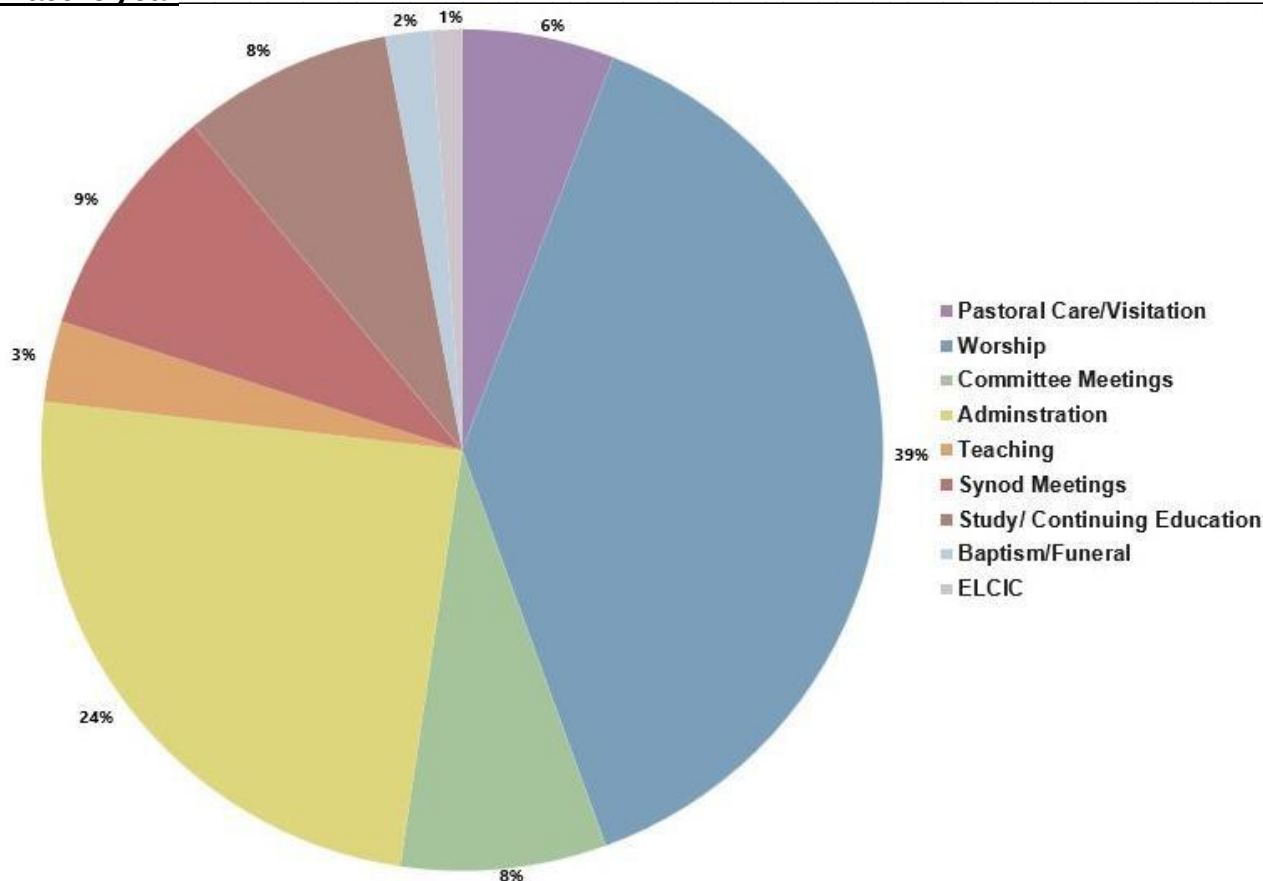
Where we're going

Listening to the People – In taking some time this Christmas break to evaluate my own practices, I am setting a couple of goals for leadership that I will develop further during and after my own year-end review. As yearly reviews and the planned gatherings to listen begin, I would like to encourage Council in its constitutional duty of reviewing the membership list and noting any members who have not been at St Mark's in the last year or two. These people should be moved to a responsibility list and contacted by council to measure their commitment of involvement in the faith community.

Goals for the coming month

1. Preparations for Lent in areas of Worship, Learning, and Discipleship.
2. Staff evaluations and updating personnel files.
3. Developing a seminar for training in visitation and giving communion. (Timeline of at least a year to develop a fulsome ministry)

A look at the year



The above chart is to give you a sense of how my time in 2022 has been divided. It is important to me to note that a tithe of 10% of my time has been stewarded to the Synodical and National branches of our church. I am grateful to the congregation for understanding that my time is an offering from the congregation in helping support



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the work of the wider church and a part of my Ordination to Word & Sacrament. This is a form of offering that isn't easily documented in the financial statements, but a vital one for the continued support of our church.

This year, I have kept track of how my time has been divided generationally within each category. On average, 20-30% is allotted to work in Children & Youth ministries (though of note: 60% of my time with the Synod has been for Youth related resourcing); 20% of my time is allotted to work in Adult ministries; 30% of my time has been allotted to Senior ministries, the remainder of time is intergenerational and/or not generationally specific.

I keep a record of my working hours and would also share with you that though I have overworked (as I normally tend to), the number of hours overworked are the lowest they have been in my ministry career. I find I am both proud of that accomplishment as a working mother, but also disappointed in myself because I am not as available to the congregation as I think I ought to be. A growing edge, perhaps.

A more detailed annual report will be given in time for the AGM.

Congregation Statistics

SYNOD GUIDELINES <i>Prorated</i>	CURRENT PERIOD (Guidelines)	YEAR TO DATE (Guidelines)
Days of the Year (May 1 - Dec 31) 244	31 (31)	244 (244)
Work Days (5-day work week) 167	16 (21)	145 (167)
Days Off 070	07 (08)	50 (70)
Statutory Holidays 007	01 (01)	06 (07)
Vacation Days (includes days off) 019	3	17
Study Days (includes days off) 014	2	13
Sick Leave 012	2	14

Membership Changes

Baptism – n/a Confirmation – n/a By Transfer – n/a By Affirmation of Baptism – n/a
 Death – 1
 YAGER, Clarence

PASTORAL ACTS

Baptisms	00	Confirmations	02
Weddings	00	Funerals	04



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CONGREGATION ACTIVITIES (Year to date)

Worship Services	28 (37)	Communion Services	25 (33)
Baptismal Counselling	-- (02)	Wedding Counselling	-- (00)
Visitation/Family Prayer	02 (18)	Council Meetings	01 (06)
Committee Meetings	01 (17)	"Home" Communion	01 (04)
Confirmation Classes	01 (08)	Other Events	02 (08)
Hospital Visits	-- (00)		

WIDER CHURCH RESPONSIBILITIES (Year to date)

MNO Meetings/Events	-- (22)	Mentorship & Collegiality	01 (10)
Other Meetings/Events	-- (04)	MNO Synod Leadership	☺

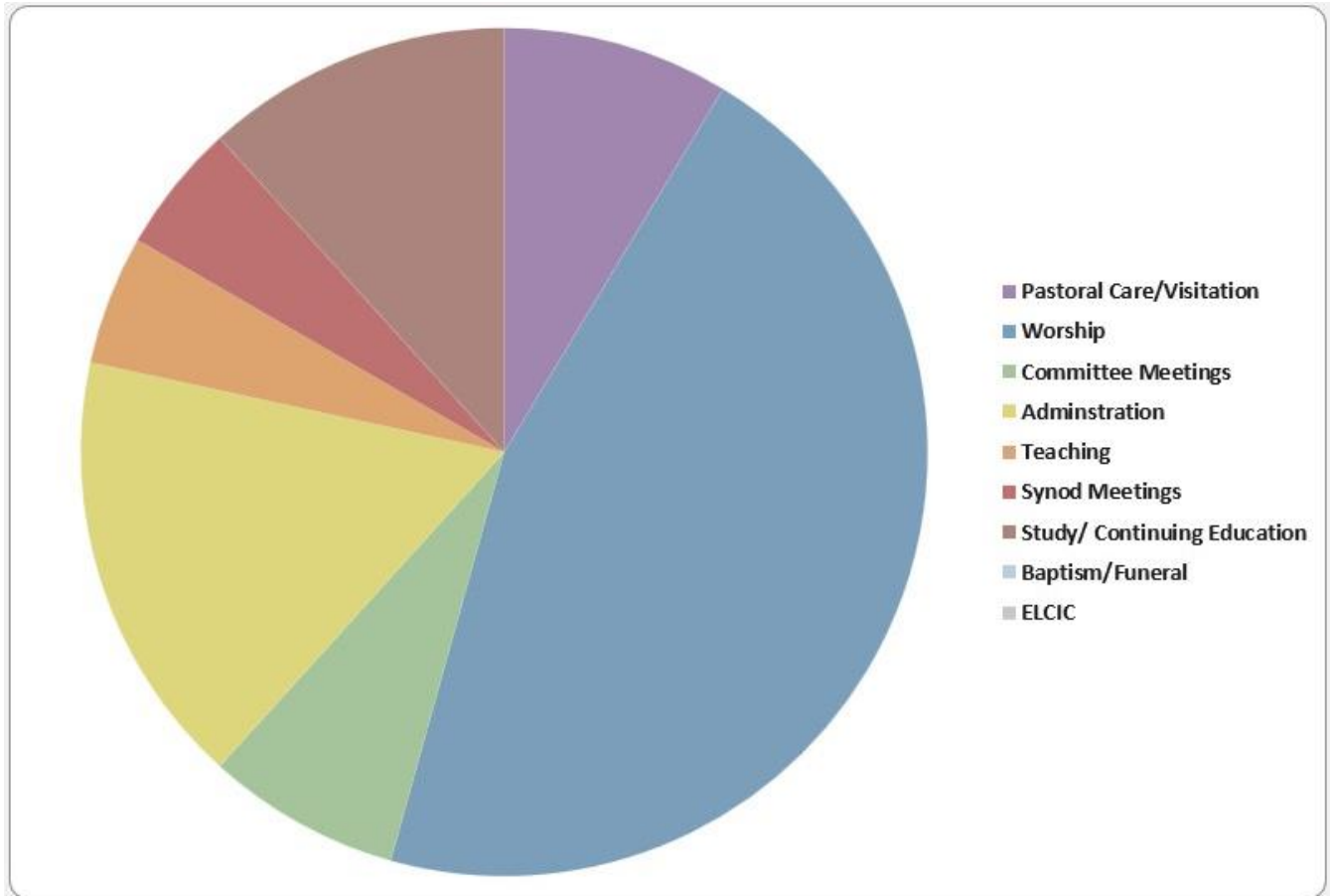
Books read, Year to date: 08



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Pastor's Report – January 2023



Where've w been

Staff – I have met with half the staff to do an employment assessment. Reports have been filed in their personnel folders. Will have all meetings done by the end of Feb.

Boundaries Workshop – Met with Bishop Jason and other clergy to plan leadership for Boundaries Training. I will only be asked to lead two day-long meetings this year. It will likely be one event a year going forward.

Where we are

Administration – After a month of collaboration on PPT creation each week, Melissa and I have agreed to give the PPT creators a break through the season of Lent. We will share the responsibility between us of getting each week's slideshow ready.

Where we're going

Parochial Report – There are different elements that require reporting from different areas of the church. I will be seeking out answers to submit our report in a timely manner. I also will be filing a confidential report to the Bishop as is asked of all clergy in the MNO.



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Lent – This year, Lent will be busy for the staff at St Mark's with a midweek service and an evening Adult Ed course. I am grateful for all of the ways people are engaging with ministries happening.

MNO Bus Trip – I have been asked to go to CLAY by Deacon Michelle as a resource support and leader. I would like Council's permission to do so.

Goals for the coming month

1. AGM report and preparing for that gathering in prayer and discernment.
2. Creation of Lent Worship Liturgy Outline and PPT Template.

Congregation Statistics

SYNOD GUIDELINES		CURRENT PERIOD (Guidelines)	YEAR TO DATE (Guidelines)
Days of the Year	365	31	31 (31)
Workdays (5-day work week)	260	21 (22)	21 (22)
Days Off	94	06 (08)	06 (08)
Statutory Holidays	011	01 (01)	01 (01)
Vacation Days (includes days off)	028	00	00
Study Days (includes days off)	014	00	00
Sick Leave	023	03	03

Membership Changes

Baptism – n/a Confirmation – n/a

Death – 01

TALNICOFF, Jane [Jan 28th]

Pastoral Acts

Baptisms	00	Confirmations	00
Weddings	00	Funerals	00

Congregation Activities (Year to date)

Worship Services	05 (05)	Communion Services	04 (04)
Baptismal Counselling	-- (00)	Wedding Counselling	-- (00)
Visitation/Family Prayer	03 (03)	Council Meetings	01 (01)
Committee Meetings	05 (05)	"Home" Communion	-- (00)
Confirmation Classes	02 (02)	Other Events	02 (02)
Hospital Visits	-- (00)	Staff Meetings	02 (02)



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Wider Church Responsibilities (year to date)

MNO Meetings/Events	02 (02)	Mentorship & Collegiality	04 (04)
Other Meetings/Events	00 (00)	MNO Synod Leadership Conference	

Books Read, Year to date: 03



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Finance Committee Report

Meeting Notes – January 11, 2023

Present: Lynda Joyal, Daniel Corzo, Brian Lorch

1. CRA related business

BL reported on phone conversation with CRA regarding appointment of a CRA representative for St. Mark's. BL now has a CRA Representative ID and the appropriate form has been signed by the council chair and submitted electronically to CRA. Awaiting processing.

CRA has no record of receiving the GST Rebate return that was submitted in August 2022 for the period Jan 1 – Jun 30, 2022. It was decided to hold off resubmitting the form until BL has access as the church's representative. At that point, the returns for 2022 can be submitted online.

2. 2022 Year End Financials

A rough estimate of a 2022 year-end P&L statement has been created working off what was showing in QuickBooks as of December 29 and what the activity showing in the chequing account (viewed online).

These preliminary calculations show a 2022 year-end surplus of approximately \$7,800. (see info appended to this doc)

December giving to general offerings was just under \$59,000 or about \$12,000 above the average December giving over the past five years.

BL and LJ met on December 29. Based on these preliminary calculations and as per the direction of council, it was decided to remit \$17,500 to the Synod and \$1,700 to Lutheran Urban Ministry. These remittances mean we fulfil our 2022 budget commitments to these mission partners (\$40,000 to MNO; \$1,700 to LUM).

3. Other Business

a) Audit Committee Membership

BL has identified four persons to approach. BL reported that Brenda Catchpole will ask her spouse if he would be willing to serve. BL to hold off contacting others until he hears back from Brenda.

b) Payments via e-transfer



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LJ will investigate whether a two-person authorization system can be implemented to approve out-going e-transfers. If that option is not available on our account, we will request that the bank disable the e-transfer payment option on our account.

c) Offering counters

Given the low volume of envelope giving, we continue to count the offering every two weeks. Arrangement in place for counters through to mid-February. Correspondence received from Lawrence Gargol that he and Annette are willing to serve as counters. Inga Skundberg has received some training from BL. She will approach Eileen Burt about being her partner on a counting team.

d) 2023 remittances to the Synod

Agreed that we ask council to adopt a motion to cap monthly remittance to the synod at 75% of 2023 budgeted amount with a review to be held at year-end to determine whether a top-up can be made.

e) Allocation of Financial Tasks

We reviewed and edited a list of finance-related responsibilities to be assigned to the Office Administrator, Bookkeeper, Finance Committee/Treasurer and Financial Secretary (see list appended to this document).

Agreed that we recommend to council that an offer from Rhonda Lorch to serve as a volunteer bookkeeper be accepted. Recommended start date is May 1, 2023. The rationale for this recommendation is:

- Provide more timely reporting of financial position to the Finance Committee and to the council. While we have had no issues with the quality of the work performed by the current bookkeeper, there is concern that monthly statements are not always completed with enough time for the Finance Committee to review ahead of scheduled council meetings.
- It will be advantageous to have a bookkeeper with more knowledge of the day-to-day workings of the congregation.
- There will be financial savings by returning the bookkeeping task to a volunteer.

PROPOSED MOTIONS

That monthly remittances be made to the MNO Synod representing 1/12th of 75 % of the budgeted commitment for 2023.

That Rhonda Lorch be appointed bookkeeper effective May 1, 2023.



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Estimated Year End P&L Statement

INCOME

Recorded in QB to Nov 30	\$	238,410.64
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December General Offering

Bank deposits – envelope offerings	\$	17,243.00
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Canada Helps donation	\$	2,096.26
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PayPal donation	\$	4,854.70
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E-transfers	\$	20,585.00
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PAD	\$	14,112.00
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Total December General Offering	\$	58,890.96
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Other Income

Rentals - bank deposit Dec 13	\$	578.00
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Interest - non restricted bond fund	\$	150.00
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Interest income - TD Direct Inv Sav Acct	\$	450.00
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Total Other Income	\$	1,178.00
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YEAR END TOTAL INCOME	\$	298,479.60
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EXPENDITURES

Recorded in Quickbooks to Dec 29	\$	252,012.15
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Expenses not yet recorded in QB from online bank	\$	19,210.74
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Outstanding VISA charges	\$	198.77
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TOTAL ESTIMATED EXPENSES	\$	271,421.66
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NET PROFIT (LOSS)	\$	27,057.94
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Cheques written December 29

MNO	\$	17,500.00
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LUM	\$	1,700.00
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REVISED NET PROFIT(LOSS)	\$	7,857.94
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NOTE: Subject to adjustments as December entries are done in QuickBooks and the bank reconciliation is completed.



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Proposed Assignment of Finance-Related Tasks
January 2023

Office Administrator

- 1) Assemble to-be-paid invoices, cheque requisitions, VISA statements with receipts attached, and offering recording sheets in a folder for processing by the bookkeeper.
- 2) Manage all aspects of PAD giving including transferring monthly giving amounts to the bank, amending existing PAD agreements and adding new PAD agreements to the system.
- 3) Manage all aspects of the payroll system including transferring required information to our payroll services provider, providing required information to Group Services Inc (GSI) regarding pension and other benefits, and, for non-salaried staff, maintain a record of hour worked in each pay period.
- 4) Maintain a filing system as directed by the Finance Committee.
- 5) Notify those with signing authority when documents are ready for signing.
- 6) Once cheques are signed, arrange for distribution to payees.
- 7) Re-stock supplies related to the counting of the offering.
- 8) Manage facility rental bookings and collection of user fees.
- 9) Assist the Finance Committee in distributing financial information to members.
- 10) When requested, provide staff/committee members with information about year-to-date expenditures as recorded in the accounting software. (NB – office administrator will have “Read only” access to the accounting software.

Bookkeeper

- 1) At least twice per month, process invoices and cheque requisitions and return printed cheques to church office for distribution to payees.
- 2) Enter all information related to income and expenses into an accounting software package.
- 3) By the 15th day of each month, provide the Finance Committee with a balance sheet, profit and loss statement and bank reconciliation statement as of the end date of the previous month.
- 4) Download and distribute monthly VISA statements to cardholders.
- 5) Prepare and submit applications for GST rebates.

Finance Committee

- 1) Regularly review the council approved Finance Policy to ensure all provisions of the policy are being acted upon.
- 2) Provide support to the bookkeeper to resolve issues related to categorization of income and expenses.
- 3) Arrange for completion of the annual CRA charitable return.
- 4) Review / approve bank reconciliations and financial statements provided by the bookkeeper.



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Financial Secretary

- 1) Maintain records of giving by individuals and other monies received.
- 2) With the assistance of the Office Administrator, prepare year-end charitable tax receipts.
- 3) In coordination with the bookkeeper and the treasurer, reconcile the amount of charitable donations received and recorded in the accounting software with those recorded by the Financial Secretary.

Social Ministry Committee Report:

October 5/22- January 17/23

1. Interim Chairpersons

Given Chrissy Cordingley's departure from the committee (due to health reasons), Rhonda Lorch and Jennifer Moroz agreed to be co-chairs of the committee on an interim basis until the end of the 2022/2023 term.

2. Creature Kind Bible Study

The committee decided to postpone the remaining sessions of the Creature Kind Bible Study indefinitely as Chrissy was leading this program and no one was able to take over the lead.

3. St. Mark's Delegate to the LUM AGM

Background: Lutheran Urban Ministry (LUM) changed its' bylaws a few years ago to allow certain churches in the MNO synod one delegate to attend and vote at the LUM AGM (usually held in October). This year, due to miscommunication, a St. Mark's delegate did not attend the October 2022 LUM AGM. Since LUM will be asking St. Mark's for a delegate on an annual basis, a uniform process to determine the delegate would be useful.

Recommendation: That (i) the St. Mark's nominating committee be asked to recruit a LUM delegate (similar to searching for a convention delegate) each year at the time of the St. Mark's annual congregational meeting for approval by the congregation and (ii) that the name of the delegate be forwarded to the chairperson of LUM by the office assistant.

4. New Member

Social Ministry welcomed Silantoi (Sila) Kisoso as a new member of the committee at its November 5th meeting.



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Recommendation: That Sila Kisoso be appointed by church council to the Social Ministry Committee.

5. ACTS of the MNO Synod Grant

Jennifer and Rhonda submitted a Recipient Report to the MNO Synod on November 21st regarding the grant monies provided for the committee's reconciliation initiative. The surplus funds (\$150.00) were also remitted to the synod.

6.SOGIE (Sexual Orientation, Gender Identity and Expression) Session

On the recommendation of Sarah Harrington, the committee agreed to try to arrange a SOGIE session at St. Mark's, possibly open to other churches, for an evening in 2023. The Committee will consider planning this session possibly to align with Pride month or the next RIC Sunday.

7. Reconciliation Action Plan

The committee held an open session with Rev. Vince Solomon of Epiphany Indigenous Anglican Church to discuss ideas for a Reconciliation Action Plan. Five congregational members outside the committee attended. A task group within our committee (Stephen, Jennifer and Rhonda) met in November, did some further research and have now prepared a draft Reconciliation Action Plan (attached) which is being provided to council for feedback. Approval of council will be sought at a later date.

8. Christmas Programs

a. Hampers

Social Ministry organized the assembly and delivery of 6 Christmas Cheer Board hampers and 4 community hampers/gift cards. Volunteers to purchase food/toys and deliver hampers were difficult to recruit this year so Social Ministry will need to keep this in mind when planning next year. Making earlier and more targeted attempts, with the help of Pastor Zsofi, to get confirmation students and parents involved will also be considered.

The total donations provided this year was \$3320.00 and, given the previous year's surplus, our surplus is now \$2060. Since donations made specifically for the hamper program are considered trust funds which cannot be used for other purposes without the donor's consent, the committee carefully considered how to deal with such a large surplus. The committee decided to retain the surplus until next year and to let congregants know next year when requesting



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donations that any significant surplus will be donated by St. Mark's to a comparable charity for the relief of hunger, as recommended by Social Ministry Committee.

b. Christmas Gifts

Social Ministry assisted the Youth Group with the packaging of home-made cookies to 18 shut-ins/elderly congregational members. This program received a very good response.

c. The Angel Tree program for the collection of colouring books and crayons for children in the LUM community was very successful. We exceeded our target of 35 presents.

9. Social Ministry Investment Fund, Dedication of Lenten Offerings

The committee members stated a preference for donating to local charities that deal predominantly with the needs of Indigenous people, given our reconciliation initiative.

Recommendation: That St. Mark's donate the interest earned on its Social Ministry Investment Fund in 2022 to Main Street Project.

Recommendation: That St. Mark's dedicate its Lenten offerings to Lutheran Urban Ministry.

10. Planning for Q2

The committee decided on the following action items:

- Jennifer will place an E-News announcement regarding the draft Reconciliation Action Plan that has gone to council and the recruitment of task group members.
- We will defer looking for Synod funding for the Reconciliation Action Plan, as it is not cost-intensive.
- An E-News announcement will also be made explaining the changes to the Welcoming Statement.
- Rhonda will prepare a first draft of the annual report, due March 9th.

11. Next Meeting

The next meeting is scheduled for March 7th at 7:30 p.m.



Action Plan for Reconciliation with Indigenous Canadians

A Roadmap for St Mark's Lutheran Church

Objective

The overall objective of this Reconciliation Action Plan is to inspire and enable St. Mark's members to put into action the words spoken in our welcoming statement at the beginning of each worship service: "We strive to follow Christ's example through reconciliation and racial equity." More specifically, this plan's focus is reconciliation with our Indigenous neighbours.

Components

Recognizing that reconciliation is a complex, long-term undertaking, Social Ministry has adopted a measured approach to creating an action plan that is broken down into defined components over a specific time-period. This plan outlines three components or 'building blocks' that are intended to be implemented over a two-year term, after which the results and feedback will be evaluated to determine the next plan.

1. Building Education and Engagement

This strategy involves providing educational opportunities and resources to congregational members that will increase understanding of the need for reconciliation, that will develop comfort in dealing with the topic, and that will encourage individuals to engage in initiatives that support reconciliation.

Actions to support this strategy include:

- Promoting the council's endorsement of the focus on Indigenous reconciliation and describing what that focus means for our congregation
- Collaborating with our pastor, other committees and programs to identify ways to include reconciliation efforts in their work
- Hosting a Circle for Reconciliation series



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- Hosting one or two annual Indigenous book or film studies
- Continuing to build our resource library on the St. Mark's Social Ministry webpage
- Featuring monthly Indigenous topics/events in the St. Mark's E-News

2. Building Relationships

Building strong and honourable relationships with Indigenous Canadians is at the heart of the St Mark's Reconciliation Action Plan and is an important foundation for other reconciliation strategies. This component involves inviting St Mark's members to interact on a personal level with members of the Indigenous community by participating with existing and potentially new partners in their work with the Indigenous community and/or participating in activities with Indigenous community members.

Actions to support this strategy include:

- Inviting St Mark's members on organized group trips to The Urban and Epiphany Indigenous Anglican Church
- Supporting programming at The Urban with volunteers (eg. women's drop in, sharing circles, worship services, meals)

3. Building Capacity

Our synodical and national church partners are involved in or developing reconciliation efforts in which St Mark's may be able to participate. This strategy involves identifying potential partners, understanding what supports the partners need to ensure their efforts are successful and finding ways and means for St Mark's to support their work.

Understanding that more information will need to be gathered and analyzed, the following actions have been identified so far:

- Researching ways to support the counselling program of Epiphany Indigenous Anglican Church, potentially through collaboration with the MNO Synod and the Diocese of Rupertsland



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- Determining how St Mark's can be involved in the eventual initiatives through a number of means – governance, fundraising, volunteer opportunities etc.

Implementation

The Plan is intended to be led by a Reconciliation Task Group that consists of at least three congregational members led by one or more Social Ministry Committee members.

Worship Committee Meeting

January 18th, 2023

Present: Sarah, Pastor Zsófi, Melissa, Lori, Jennifer, Linda

Last meeting Dec 7th. We have not received the minutes for this meeting.

REVIEW

1. Sunday School (Haiden) performed a lovely **Pageant** on Advent 4 including in person and remote participation from the children.

Recommendation: that Sunday School stick to producing a Pageant on Advent 3

2. **Christmas Eve** 4pm: 130 people 7pm: 40 people
– it's higher pressure with extra responsibilities. Some of these responsibilities chronically get fumbled.

ISSUES -communion setup

- offering plates to the loft/overflow
- lights being dimmed and lit properly
- which candles get lit when
- the silent night flame spread to all areas

Suggestions: a) a walk through for ushers and communion prep on Advent 4

b) a full checklist document of what needs to be done

c) "Stage manager" needs to be the in charge of overseeing because Zsófi/Melissa can't

Also – the faithful who attended both service enjoyed a potluck and social time between the service.

3. Council approved that (upholding tradition) we did not hold **Christmas Day** service even though it was a Sunday.



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4. Christmas1 worship was a **Christmas Carol service** with no Tech and no volunteers and no Livestream. It was restful and worshipful and intimate and lovely. Pastor Zsófi was wise when she recommended this. Very very wise. Let's do exactly the same next year.
5. **Epiphany** – big thanks to the Liturgical Arts who created a large beautiful star and sky display for Advent and transitioned it into an Epiphany display.

LOOKING AHEAD

- a) **RIC Sunday** – January 29th. Plans to add rainbow fabrics to the altar. We are using the liturgy provided by Reconciling Works.
- b) **Ash Wednesday** February 22nd 7pm. “by the book”. No Communion. No livestream.
- c) Midweek **Lenten Services** – Holden Evening Prayer with a few readings from daily lectionary. No sermon. No tech. The lector/usher will be grabbed from the gathering. -We will host Soup&Bread&Cheese (5 weeks) at 6:15 and committees will be tasked with hosting. We will tag Fellowship in to help with this hospitality.
- d) **Maundy Thursday** Apr 6th– 6:15pm *Love Thy Neighbour Potluck*, 7pm Eucharist around the altar and elaborate stripping of the altar. No Livestream.
- e) Good **Friday** maybe it's time to explore different liturgies and worship formats. It is not essential to lean on the Youth. No Livestream.
- f) **Palm/Passion Sunday** – consider having Youth do a production instead of a sermon.
- g) Easter **Sunday** 10am worship and Youth Hot Breakfast fundraiser following.

NEW BUSINESS

1. Thanks to Sarah H for a very thorough purge and re-organization of the **sacristy**.
2. **Communion Wine**: We are going to bail on the wine we were trying and choose a few bottles of something more appealing.
3. We feel good about referring to the Scriptures as “**Readings**” instead of “Lesson”. The powerpoint and the Lector sheets need to be revised.
4. We need to take more care that the **Psalm** on screen matches the psalm from the hymnal.
5. We are actively seeking a new **powerpoint creator** to replace Brian.
6. **Take Home Communion Kits** – 1st Sunday of every month kits will be blessed. The Communion prep person is responsible for cleaning, stocking, and placing the kit that morning before worship. There will be a finite supply in each kit because they should be coming back for re-stocking. The Kits fall under Worship Committee's purview. Revising the kits will be a summer project.
7. Discussion on utilizing QR codes for bulletins and/or welcome brochures.



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ACTION ITEMS

1. Duty Roster – Job Descriptions and Altar Guild “Duties Overseen” document: We need to update the descriptions and make sure they are available. We will dig into these as a group at an upcoming meeting.

NEXT MEETING: Wednesday February 15th 7pm – Tightening up Lenten services and the above Action Item.

Sunday School Committee Report

Submitted Jan 15, 2023

- Committee consists of: Bonnie Palmer, Alana McNaught, Kim Downie, and Linda Yager. Haiden Werbowksi is Sunday School coordinator
- Jan – March 2022 consisted of online Sunday School. March to May consisted of a hybrid whereas Haiden taught in person at church followed by online lesson after church to those interested. Curriculum was Whole People of God
- Multigenerational activity done in lieu of year end picnic
- Grade 5 bibles handed out in May 2022 (5 students)
- Sept 2022 saw the return of in person Sunday School with no online option. New curriculum is Illustrated Ministry. Is more conversation and interactive based versus just crafts.
- Blessing of the Backpacks done in September
- Registration done in person and online, currently about 10 students registered
- Information about Sunday School registration was put in weekly e-news
- Haiden got some names of interested youth to help with teaching if necessary
- Service Project – Neighbourhood pantry in the works.
- Splash mailouts continue for all new births to 36 months of age
- Request from Pastor Zsófi to support worship committee with acolyte duties and scheduling
- Request from Pastor Zsófi to support confirmands – unsure if this will come out of Sunday School budget or will need to increase it next year
- Christmas Pageant “Do not be Afraid” was great success. Student participated in person and via pre-recorded pieces.