

**St Mark's Lutheran Church
Congregational Council Meeting
March 24, 2026**

Table of Contents

Attendance.....	2
Minutes	3
Finance Report.....	6
Council Chair Report.....	8
Call Committee Minutes	Error! Bookmark not defined.
Property Committee Report	Error! Bookmark not defined.
Social Ministry Committee Report	Error! Bookmark not defined.

Appendix

Attendance

Date: MARCH 24, 2026	Location: St. Mark's Church
Time Started: 7:05PM	Time Ended: 8:54PM

Invited	Apr 29	May 27	June 17	Sep 23	Oct 21	Nov 18	Dec 7 Budget	Jan 13	Feb 17	Mar 24	Apr 19	Apr 21	Ma y
Jen Polet (S)	P	P	P	P	P	E	P	P	E	P			
Brian Lorch (T)	P	P	P	E	P	P	P	P	P	P			
Nels Kristenson	P	E	E	P	E	P	P	P	E	P			
Tom Lewis	P	E	E	P	P	E	P	P	P	P			
Jodi Pappel	P	P	E	P	P	P	E	P	P	E			
Cole Parsons (VC)	P	P	P	P	P	P	P	P	P	E			
Marijus Timmerman (C)	P	P	P	P	P	P	P	P	P	P			
Lyndon Graff	P	P	P	P	P	P	P	E	P	P			
Pastor Zsófi (exofficio)	P	P	E	P	P	P	P	E					
VACANT													
	Guests:												

Minutes

1. Opening Devotion - led by Nels

2. Approval of Agenda

MSC CC-2026-06 - That the Agenda for March 24, 2026 be approved.

3. Approval of Minutes

MSC CC-2026-07 - That the Minutes of the Council Meeting dated February 17, 2026 be approved.

4. Business Arising from minutes

5. Finance

MSC CC-2026-08 - That the \$4,000 in bequest monies received in December 2025 temporarily held in the Memorial Fund be transferred to the Capital Works Fund.

In camera discussion.

MSC CC-2026-09 That the agreement reached with the Director of Music to compensate for banked overtime be drafted and signed by the Director of Music.

MSC CC-2026-10 That the workload agreement regarding the Director of Music presented March 24, 2026 be approved as presented.

6. Reports

a) Chair

MSC CC-2026-11 - That the Annual General Meeting be held on Sunday, April 19, 2026 following the regular Sunday worship service.

MSC CC-2026-12 - That the Agenda for the April 19, 2026 AGM be approved.

ii. council nominees - have the 3 nominees listed plus space for 2 extra last minute additions at the meeting

iii. call committee

iv. from Bishop Jason for consideration (St. Peter's)

7. Committee Reports:

- Social Ministry - see report

MSC CC-2026-13 - That the interest from the Social Ministry Investment Fund be allocated to the Friends of Creation project.

Council discussed the proposal and agreed to change the amount to \$4000.00 from \$3000.00.

MSC CC-2026-14 - That the council authorize Social Ministry to proceed with the Community Gardens Refurbishment Project using up to \$4,000.00 in bequest money, which will be repaid by Social Ministry to a maximum of \$2500.00 from any grant money received from Charitus.

MSC CC-2026-15 - That the Social Ministry Committee be authorized to procure and install a compost bin near the community gardens to collect organic materials and kitchen waste that would otherwise go into the landfill.

- Property - Nil Report
- Visitations – See Report

8. New Business

MSC CC-2026-16 - That offerings received at the 2026 mid-week Lenten service be designated to the Friends of Creation project.

MSC CC-2026-17 That the contract for the spring clean up 2026 be awarded to Da Boy Next Door Property Care.

- Garden Box Project Update - Lyndon still onboard for leading the build
- Office Administrator
 1. Revisiting the job description and roles needs to be addressed
 2. Discussion that Michael Gingrich be hired to fill in for the ~~summer~~ term to the end of June with tasks to cover vacation time: PP, binder and bulletin
- Opening/Closing Church on Sundays: Discussion issues
 1. One member arrives early due to bus schedule so Melissa arrives early on Sunday mornings before service (9AM)

2. Melissa ends up being the last one to leave on Sunday mornings after service, can someone else do this on a rotating basis as a roster position? Melissa should not feel obliged to be the last to leave to lock up. Discussion still ongoing, work in progress.
- Proposal for sale of alcohol: discussion issues
 1. Is the return/profit going to be worth it once the cost of the permit is included - likely not
 2. Our policy does not currently allow alcohol on site for resale
 3. Does it set a precedent for other functions in the church?
 4. Quiz night has been well attended over the past few years without alcohol sales
 - Whitehorse proposal: Discussion: going forward the discussion will continue with Marijus and Brian, possible time in lieu of overtime

MSC CC-2026-18 That the proposal for our Music Director be able to attend Whitehorse Worship Arts Festival be approved with financial considerations to be confirmed.

Adjournment 8:54PM

Finance Report

Meeting Notes - March 9, 2026

Attendance: Rachel Martens, Cole Parsons, Brian Lorch

1. Review Jan/Feb Financial Statements

- GST Rebate Application for the period July 1, 2025, and December 31, 2025 was approved by CRA and the funds have been deposited into our bank account (\$665).
- GSI account – monies may have to be added to the Benefits payable account to address a shortfall in monies owed to GSI for employer contributions to Pension and Life/Disability Insurance plans. Might amount to around \$1,200.
- General offerings as of February 28 are ahead of last year by about \$2,600.
- Vacant staff positions (Office admin and FT pastor) mean that expenditures are down compared to same period in 2025
- Operating surplus at the end of February is just over \$7,300.
-

2. Allocation of Bequests

In December, we received two bequests totalling \$4,000. Monies were placed in the Memorial Fund on a temporary basis. Council is looking for a recommendation on where these monies should be placed. An alternative would be the Capital Works Fund.

RECOMMENDATION:

That \$4,000 in bequest monies received in December 2025 temporarily held in the Memorial Fund be transferred to the Capital Works Fund.

3. Music Director – Update on Overtime Compensation

- As of February 28, 70.5 hours of overtime have been accumulated. These are hours over and above the normal 18 hour/week workload.
- Director of Music anticipate an additional 36 hours of OT will be banked between March 1 and Easter Sunday. OT hours are associated with additional work taken on due to vacant staff positions.
- One week of vacation time has been carried over from 2025
- 2026 entitled vacation time is four weeks
- OVERALL – banked OT hours + anticipated OT hours + vacation time equals the equivalent of 11 weeks.

- Agreement has been reached with the Music Director on how compensation for OT will be handled:
 - 70.5 hours of OT will be paid out in two equal instalments on March 15 and April 15. Total cost to congregation will be \$3,057.
 - The equivalent of seven weeks of the normal workweek (18 hours) that will cover two weeks of banked OT and five weeks of vacation will be taken as follows:
 - Two weeks between Easter and June 30
 - Four weeks between July 1 and August 31
 - One week between September 1 and December 31
- Following Holy Week, Music Director will limit work week to 19.5 hours during the period between September and May with the banked time of 1.5 hours per week be taken as time in lieu during the summer months in addition to any entitled vacation.

RECOMMENDATION

That the agreement reached with the Director of Music to compensate for banked overtime be drafted and signed by the Director of Music and the Council Chair.

4. Audit Update

The Audit Committee has been notified that all requested documentation has been compiled. BL to follow up with Andy Dale on likelihood a final report will be available for the AGM.

5. Investment Savings Account

Initial discussion as to whether some of the \$112,000 sitting in our high interest savings account with TD Direct Investing could be invested in a GIC to earn more interest income. Currently, the HISA is paying 1.8%. One-year GICs are available at 2.8%.

The drawback would be a reduction in liquidity. For example, if the \$41,000 in the refugee was tied up in a GIC for one year and the family arrived before the GIC matured, would there be sufficient funds to meet obligations to the family until the maturing date of the investment is reached.

6. Arrangements for managing finances during absence of Treasurer (April 20 – May 20)

Agreed to provide Cole with a small number of blank cheques that could be completed manually if the need arose. Cheque requisitions and cheque stubs to be

retained and entered into QuickBooks once the treasure has returned from vacation.

7. PAD Processing

Cole and Brian to consult with Verle-Anne on clarifying how changes to individual PAD amounts are to be recorded / communicated between themselves.

Submitted by on behalf of the Finance Committee
Brian Lorch, Treasurer.

Council Chair Report

The following are the actions of significance since the last Council meeting February 17, 2026:

Call Committee

It has been a reinforcing experience contacting congregation members seeking their participation in the work of our Call Committee. The members of the committee listed below were a pleasure to speak to, asked the right questions and had few reservations in offering their time and service. I look forward to supporting their work as council.

Danielle Graff, Ed Mann, Sarah Harrington, Mark Irvine, Siri Kristenson, Tanya Saunders, Dean Parson, Annette Gargol

Chat with Bishop Jason re: St. Peter's Anglican (on Grant)

Bishop Jason contacted us to share information received from the Anglican Diocese regarding the pastoral needs of St. Peter's Anglican Church. We are invited to consider some arrangement with St. Peter's when selecting our new Pastor. As I understand it, this is not so much sharing a minister as it is us subcontracting our minister for some allotted time at St. Peter's. There is no obligation from us but if we care to pursue an arrangement, further discussion of details would need to be agreed upon.

River Heights Faith Council Meeting

I represented St. Mark's at the meeting of this group on March 13 at St. Ignatius Church. The group is an initiative of MLA Mike Moroz and was attended by a number of Faith Groups from the River Heights and surrounding neighbourhoods. The guest speaker at the meeting was Jamie Patrick of the Housing Department of the Provincial Government. The majority of the discussion at this meeting had to do with issues surrounding existing or planned development of church related property. Part of the

proceedings included 'community updates' where each group present spoke of the activities in their specific faith community. I spoke to some of the ministries and activities taking place at St. Mark's and indicated that we were not at this time looking to new development on our property. This comment prompted the observation that the group was not just about development but also about cooperation and interconnectedness. Overall, I think being represented at these meetings is a positive way to be involved with our local community.

Meeting with Reverend Vince

On Wednesday, March 19 we had a meeting with Reverend Vince regarding his tenure as interim pastor. In attendance were Melissa, Brian and me. We have asked Vince to establish office hours at the church for those who might need consultation. Thursday afternoons have been set for this. Arrangements for direct contribution by Vince to Sunday Services after Easter were outlined. The calendar for Sundays with Vince and communion were reviewed and confirmed.

Vince shared that there he has been sought out for pastoral care by some congregation members, he has been in touch with Ron regarding potential visitation needs and that he continues to familiarize himself with Luther and Lutheran practices.

Office Administrator

Continued thanks to Rhonda who has been taking care of many of the office duties as a volunteer. There have been some informal internal discussions regarding this position moving forward and in anticipation of Rhonda's absence come mid-April.

Closing

Thanks to all who are working hard to keep St. Mark's worship and ministry vibrant. It is time however, to make progress in stabilizing the internal workload of our church staff.

Social Ministry Committee Report

March 2026

1. Friends of Creation

Events: Social ministry organized the first FOC event in February at the St. Mark's Breakfast, hosting CLWR speaker Alden Braul. Alden spoke about CLWR's Nature Based Solutions that are being used to restore the land in the Lake Chad area. Twelve parishioners attended and it was well-received. The committee has been busy organizing the second event for the worship service on March 22 (Climate and Food), which will be led by the Committee. The congregational activity of the Zero Food Waste Challenge, launched in February with announcements in the service and weekly tips in the E-News, is receiving very positive feedback from parishioners.

Communications: The committee has reached out to Sunday School and Youth leaders inviting them to consider using FOC themes for their activities and we have provided them with links to CLWR resources. Coordination with Worship Committee regarding FOC services is ongoing.

Donations: \$3194.00 of our \$5000.00 target has been raised as of Feb 28.

2. Social Ministry Investment Account

The Committee recommends that the interest from the Social Ministry Investment fund be allocated to St. Mark's Friends Of Creation project.

3. Community Gardens

The wooden garden bed boxes in our Community Gardens are in great need of replacement. The addition of gravel between the beds would also alleviate difficulties in mowing lawn between the beds. The Committee has begun discussing moving forward with this project for the 2026 planting season with Property Committee and Lyndon Graff, who has generously agreed to assist with the labour. Lyndon also prepared an estimate last year for the replacement boxes indicating a 2025 cost of about \$2600.00 using 2- inch - thick cedar (our preference for longevity). Since we only have about \$700.00 in the Community Garden fund and the remainder of this cost is beyond

Social Ministry's budget, the Committee is hoping to fund all or most of the Community Garden Refurbishment Project (replacing boxes, adding gravel and likely some soil) by applying for a Charitus Impact Grant.

However, funding is not certain and is unlikely to be received before our proposed starting date. Since we do not want to completely deplete the Community Garden fund, and since we understand that St. Mark's has received some bequest money that may be available for this project:

The Committee recommends that council authorize Social Ministry to proceed with the Community Gardens Refurbishment Project using up to \$3,000.00 in bequest money, which will be repaid by Social Ministry to a maximum of \$2500.00 from any grant money received from Charitus.

4. Composting Program

The Committee is trying to put into place some of the things we have been encouraging members to do during the Friends of Creation programming focus. One of those things is composting.

We have had a number of members and kitchen volunteers ask us why we aren't composting kitchen discards. In response to the queries and to honour our Friends of Creation commitments, the Committee has purchased a metal compost pail from Lee Valley as well as compostable pail liners for the kitchen. For the short term, volunteers (Social Ministry members or others recruited by the Committee) will take the compost to one of the community compost drop - off points.

However, the Committee would like to recommend that we have a composter on site in the yard, near the community gardens. This would allow us to collect compostables, and to use the end product in the community gardens. The Committee would pay for the composter from our budget and could provide members with some composting education so that the composter is appropriately maintained and used.

The Committee recommends: That the Social Ministry Committee be authorized to procure and install a compost bin near the community gardens to collect organic materials and kitchen waste that would otherwise go to the landfill.

5. Refugee Sponsorship

Seventeen parishioners wrote letters to their MPs about our refugee sponsorship application, which has resulted in some positive responses and steps taken by two MPs to help monitor and/or speed up the process.

Visitations Report

As of February 16: (visits made by Ron Long)

8 Hospital visits

12 shut-ins with communion

Submitted by Ron Long

2026 Summer Property Maintenance Service

Robert Van Lieshout <robert@daboypropertycare.ca> Tue, Mar 10, 2026 at 8:49 AM To: Brian Lorch <finance@stmarkslutheran.ca>
Cc: "jreatsworms@icloud.com" <jreatsworms@icloud.com>

It has been a true pleasure serving you as your dedicated property maintenance provider. We sincerely appreciate the trust and confidence you have placed in our services. Your satisfaction means a great deal to us, and we remain committed to delivering the reliable service and high standards you have come to expect.

For the past several years, we have made every effort to keep our rates reasonable. However, due to the rising costs required to maintain the same quality of service, we will be implementing a rate adjustment for the upcoming **summer season, effective April 1, 2026.**

The updated rates are as follows:

Spring yard clean-up \$367.50 including GST

We require your confirmation by **March 30, 2026.**

We truly value your business and the relationship we have built over the years. If you have any questions or concerns regarding the new rate or if there is anything specific you would like to discuss, please feel free to reach out to us at robert@daboypropertycare.ca

Once again, thank you for choosing us as your property maintenance provider.

Regards,



Robert Van Lieshout
Proprietor/Operator

Youth Committee – Proposal Re Sale of Alcohol

Dear Members of the St Mark's Council,

I am writing to respectfully request permission to include the sale of alcoholic beverages at our upcoming Youth Group Quiz Night event. This proposal outlines the purpose, logistics, safeguards, and anticipated benefits of this addition, while ensuring alignment with the values and responsibilities of the St. Mark's community.

Purpose of the Event

The Youth Group Quiz Night will take place on April 25th in the parish hall of St. Mark's Lutheran Church. It is designed as a fun, community-building fundraiser to support our youth programs and raise money for our 2027 CLAY trip to Nanaimo. It brings together members of the congregation and the wider community in a relaxed and engaging setting.

Rationale for Serving Alcohol

Allowing the controlled sale of alcohol at the event may:

- ☐ Generate significant additional revenue that will directly support our youth initiatives.
- ☐ Increase attendance and participation, particularly among adult members of the congregation and community.

Logistics of Alcohol Sales

Here is what the proposed alcohol sales will look like:

- ☐ Drink tickets will be sold at \$5 a piece with a limit of three per person.
- ☐ Before the quiz and during the three breaks in the quiz, participants may redeem their drink ticket at the kitchen window.
- ☐ One ticket can be redeemed for one 5oz glass of red wine, one 5oz glass of white wine, a can of beer, or a can of a cooler. No hard alcohol will be present, and no drinks will be mixed on site.

Commitment to Responsibility and Safety

We recognize the importance of approaching this matter with care and accountability. To that end, we propose the following safeguards:

- ☐ Alcohol will be served in moderation and only to individuals of legal drinking age.
- ☐ Youth leaders (all 18+) will be responsible for checking IDs before authorizing the purchase of drink tickets and will oversee the distribution of the beverages. Anyone

born after April 25th, 2008, will be denied service. Youth leaders in charge of alcohol distribution will refrain from consuming any alcohol before and during the event.

- ☑ All applicable provincial laws and licensing requirements will be strictly followed. I will file the license with the specification that alcohol will be sold only between the hours of 6pm and 10pm.
- ☑ All Quiz Night advertising will include a note that alcohol will be available for purchase in order to avoid creating any type of unwelcome surprise.
- ☑ Non-alcoholic beverages (coffee, water, iced tea) will also be available to all, free of charge and in a separate location than the alcoholic beverages.
- ☑ The event will maintain a respectful, family-friendly environment consistent with the values of St. Mark's
- ☑ Any additional recommendations or conditions from Council are welcomed.

Alignment with Church Values

We understand that the inclusion of alcohol may raise concerns. Our intention is not to detract from the mission of the church, but to carefully engage our broader community while raising as much money as possible for our youth group. We are committed to ensuring that the tone and conduct of the event reflect the integrity and spirit of the St. Mark's congregation.

Conclusion

We respectfully ask the St. Mark's Council to consider this proposal for the controlled sale of alcohol at the Youth Group Quiz Night. We are open to any conditions or guidelines the Council may wish to set, and we welcome further discussion on this matter.

Thank you for your time, consideration, and continued support of our youth programs.

Sincerely,
Rachel Martens
Co-Head Youth Leader

Worship Committee Proposal – Worship Arts Festival

The Worship Committee is proposing that we send Melissa to a worship conference this summer. It has been a very long time since she has used any time or money to further her education.

The conference is being coordinated by Benjamin Johnson-Urey, a wonderful composer and musician in Whitehorse, who Melissa very much enjoyed collaborating with for National Bishop Larry's installation service. There are many strong presenters lined up for this event from the Lutheran, Anglican and United churches. This could be a wonderful way to show our appreciation for all that she does.

Please find the details below.

Whitehorse Worship Arts Festival & Contemplative Retreat

July 2-5, 2026 worshipartsfest.ca

A four-day immersive gathering designed to heal and inspire. A partnership of the Anglican, Lutheran, and United Church traditions, this practice-forward retreat offers a restorative balance of deep contemplation and vibrant, embodied worship. Return home refreshed in spirit, and equipped with a variety of adaptable worship modalities for the emerging church—practices designed to flourish in communities moving beyond the building.

Registration \$300

Per Diem ?

Does the ELCIC have a policy on this?

With Option 1 travel

5 breakfasts

4 lunches

3 suppers

With Option 2 travel

5 breakfasts

5 lunches

4 suppers

Option 1

Westjet and Air North \$1250

Hotel (4 nights) \$1600

Option 2

This option leaves the day before the conference starts because of limited travel options with Air Canada to Whitehorse

Air Canada \$850

Hotel (5 nights) \$2000