



Holy Trinity Church, Thornhill

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"Something good is happening here!!"

MEETING OF THE ADVISORY BOARD

Tuesday, April 20, 2021 – 7:00pm

<https://us02web.zoom.us/j/81320699289?pwd=UG9IUlBIQ2pNeEFSS1dPYlIKaGltQT09>

By phone - call 647 558 0588 - Meeting ID: 813 2069 9289 - Passcode: 645352

AGENDA

	Issue/Action
1. Opening	<i>(a) Opening Devotions – Canon Stephen (b) Identify devotion leader for next meeting – (May 17) (c) Approval of Agenda</i>
2. For Consent	<i>(a) Review of Minutes (March 16, 2021) • Confirmation • Matters Arising (b)</i>
3. Deputations & Correspondence	
4 Items for Discussion	
5. Reports & Discussion	<i>(a) Churchwardens (b) Incumbent (c) Committees & Ministry Areas • The ACW • Other</i>
6. Other Business	<i>(a) (b)</i>
7. Closing	<i>Adjournment & Closing Prayer</i>

OUR MISSION STATEMENT

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.

**Holy Trinity Church
Advisory Board Minutes
Via Teleconference
March 16, 2021, 7:00 P.M.**

PRESENT: Edmund Bauman, Edward Carter, Jewell Coy, Cassandra Culpepper*, Nancy Cutler, Rebecca Jones, Bonnie Kennedy, Leanda Kirwan*, Pat Merchant, Robin Pacific, Delene Tang*, Princewill Uzoukwu*, Cathy Walker-Pilgrim, Linda Robertson (ACW) Bro. Reginald Crenshaw (Lay Pastor), Canon Stephen Fields (* new members)

REGRETS: Jean Glionna (ACW)

1. OPENING

The meeting was called to order at 7:01 p.m. with prayer and devotional by Bro. Reginald. Nancy welcomed all present and asked each member to introduce themselves.

The prayer and devotion will be led by Canon Stephen at the next Advisory Board meeting.

Election of Secretary: Cassandra Culpepper was appointed as Secretary of the Advisory Board for the year 2021.

Election of Chair Person: Robin Pacific was appointed as Chair of the Advisory Board for the year 2021.

2. INCUMBENT'S COMMENTS

Canon Stephen welcomed the new members of the Board and thanked those who previously served. He noted that the Advisory Board meets at 7:30 p.m. every third Tuesday of the month except during the months of July, August and December.

He encouraged member of the Advisory Board to serve on committees and working groups.

He noted that the annual leadership workshop will be held virtually and encouraged all members to attend. The date for the annual leadership workshop for our episcopal area is to be determined.

3. ORIENTATION, REPORTS & DISCUSSION

BOARD ORIENTATION

Rebecca gave a brief presentation of the Board Orientation highlighting topics which included Board's role, Chair's role and guidelines.

REVIEW OF CANONS AND POLICIES

Canon Stephen reviewed the following topics:

- Canons 15 and 17 and Policies
- Advisory Board Constitution and By-Laws
 - Canon Stephen reviewed the role of the Advisory Board noting that the Board is the ears of the Wardens amongst the parishioners and represents the parishioners' voice to the Priest and the Wardens.
- HTC's Ministries and Programs
- HTC Staff and their roles noting that HTC has a qualified compliment of staff.
- Funds

- Budgets
- Business from Vestry

4. **OTHER BUSINESS**

CONFIRMATION OF MINUTES

On a motion duly moved, seconded and carried, the minutes of the meeting held on January 19, 2021 was confirmed.

MATTERS ARISING

There were no matters arising from the previous minutes.

CHURCH WARDENS' REPORT

Nancy gave a brief presentation of the Church Wardens' report and highlighted the following items:

- **Auditor's report:** Awaiting receipt of the audited report
- **TKNS:** The nursery school remained closed and a thorough cleaning was scheduled to be carried out at HTC.
- **Re-opening of HTC:** Noted that the Wardens were looking at reopening HTC.
- **Lawn maintenance**
- **Rejuvenation project:** The Wardens will be writing the Diocese to inform of HTC's reopening protocols.
- **Unaudited Financial Statements:** Ed gave a brief report of the unaudited financial statements for the period ending February 28, 2021. He noted that the income reflected a balance of \$49,000 and expenses recorded a balance of \$93,000 which resulted in a deficit of \$44,000 for the first couple of months of the year and this was as a consequence of payment of the insurance which was due in February 2021. He continued to note that envelopes receipts were \$8,000 which were below the budget amount of \$14,000.
- **Wardens' Portfolios for 2021**

NANCY CUTLER	EDWARD CARTER	JEWELL COY	DIRK DRIEBERG
Community Linkages Eva Rae (shared) Finances & Finance Committee (shared) Footlights Grounds Healing/Health & Wellness Outreach Personnel (shared) Welcome/Hospitality	Cemetery Counters Christian Education Eva Rae (shared) Finances & Finance Committee (shared) Greening Initiative Personnel (shared) Work Plan	Area & Synod Offices Children/Youth Insurance Risk Liturgy & Worship Seniors Luncheon	ACW Communications License Agreements Property Re-imagination Project Thornhill Nursery School & Kindergarten

INCUMBENT'S REPORT

Canon Stephen highlighted the following items in his report

- **Ministerial Lenten Series:** The 53rd edition of our Ministerial Lenten Series themed "The Gospel in a Time of Pandemic" will conclude on March 21, 2021 with The Rev. Peter Lisinski.
- **Lenten Readings and Offerings:** The Lenten readings were the Second Letter to the Corinthians. Canon Stephen recommended that the Lenten offerings collected this year be donated to the Mosaic/Out of the Cold/Blue Doors program.
- **In-Person Worship:** Canon Stephen noted that many clergy in our episcopal area were considering restarting face to face worship on Palm Sunday or Easter and proposed that HTC makes plans to return to in-person worship on Palm Sunday.

COMMITTEES & MINISTRY AREAS

Anglican Church Women

Linda Robertson gave a brief update of the ACW noting that they were struggling with ways to raise funds. She stated that it was doubtful that the rummage sale will be held in the Fall. The Annual General Meeting of the ACW will be held on April 17, 2021 at 10:00 a.m. with Linda Nichols, Primate is expected to be in attendance.

ANY OTHER BUSINESS

Ed stated that the Lenten messages were inspiring and noted that he had asked the Incumbent if the video clips could be compiled as a package.

Canon Stephen noted that he was disappointed that the parish had not thanked the lay members who went above and beyond during the past year. Rebecca noted that people do not know that persons have been going into the church which gave rise to how HTC was communicating to its parishioners. It was noted that the Wardens and the Chair of the Advisory Board should address this issue on at a Sunday service.

There was no further other business.

8. CLOSING

There being no further business of the Advisory Board to transact; the meeting was closed at 8:29 p.m. with the Grace.

Next Meeting

Tuesday, May 18, 2021 at 7:00 p.m.

<https://us02web.zoom.us/j/81320699289?pwd=UG9lUjBIQ2pNeEFSS1dPYlIKaGltQT09>

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Meetings for the Rest of the Term

June 15

November 16

September 21

January 18, 2021

October 19

February 15, 2021 (if needed) Vestry, February 27, 2022

INCOME & EXPENDITURE FOR THE PERIOD ENDING MARCH 31, 2021

MARCH 2021	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2020 ACTUAL Y-T-D	Variance Y-O-Y
INCOME								
	22,296	21,200	1,096	58,972	64,400	- 5,428	62,924	- 3,952
<i>Envelopes Receipts_PAG</i>	14,417	14,200	217	42,996	42,600	396	41,185	1,811
<i>Envelopes Receipts_Envelopes</i>	7,879	7,000	879	15,976	21,800	- 5,824	21,739	- 5,763
<i>Open Receipts</i>	-	50	- 50	14	150	- 136	3,746	- 3,731
<i>Property</i>	3,678	3,400	278	11,274	10,200	1,074	14,930	- 3,656
<i>Housing Income (Rectory Fund)</i>	11,505	11,600	- 95	11,505	11,600	- 95	-	11,505
<i>M_&_M - OFOH (Local)</i>	2,083	2,500	- 417	6,250	7,500	- 1,250	2,083	4,167
<i>M_&_M - Outreach Income</i>	80	-	80	1,080	250	830	-	1,080
<i>M_&_M - Other</i>	512	-	512	512	-	512	100	412
<i>Organizations - ACW</i>	-	-	-	-	-	-	-	-
<i>Organizations - Footlights & Fundraiser</i>	-	-	-	-	-	-	-	-
<i>Organizations - Eva Rea</i>	-	-	-	-	-	-	-	-
<i>Bequests</i>	5,000	-	5,000	5,000	-	5,000	25,704	- 20,704
<i>Endowment Fund</i>	-	-	-	-	-	-	-	-
<i>HST Refund</i>	-	-	-	-	-	-	-	-
<i>Other - Interest</i>	2,939	3,000	- 61	2,939	3,000	- 61	-	2,939
<i>Other - Diocese Jubilee Credit</i>		-	-	-	-	-	-	-
<i>Other - CEWS</i>		-	-	-	-	-	-	-
<i>Other - Stole Fees</i>	-	-	-	-	-	-	-	-
TOTAL INCOME	48,094	41,750	6,344	97,547	97,100	447	109,487	- 11,940

MARCH 2021	ACTUAL	BUDGET	Variance	ACTUAL Y-T-D	BUDGET Y-T-D	Variance Y-T-D	2020 ACTUAL Y-T-D	Variance Y-O-Y
EXPENSES								
<i>Admistration - Bank Charges</i>	74	75	1	227	225	- 2	222	- 5
<i>Admistration - Insurance</i>		-	-	16,413	16,600	187	14,372	- 2,041
<i>Admistration - Office</i>	1,145	1,500	355	3,936	3,200	- 736	3,516	- 420
<i>Building - Gas</i>	3,007	1,200	- 1,807	4,665	3,200	- 1,465	2,735	- 1,930
<i>Building - Hydro</i>	650	800	150	1,822	2,350	528	3,056	1,235
<i>Building - Maintenance</i>	1,180	3,900	2,720	7,089	9,374	2,285	9,992	2,903
<i>Building - Major Repairs</i>		-	-	-	-	-	-	-
<i>Building - Telephone</i>	227	225	- 2	694	675	- 19	650	- 43
<i>Diocesan Allotment</i>	5,043	5,043	0	15,128	15,129	1	15,262	133
<i>Programs - Christian Ed/Discipleship</i>	2,083	2,500	417	6,250	7,500	1,250	2,348	- 3,902
<i>Programs - Children's Ministry</i>		100	100	-	100	100	369	369
<i>Programs - Communications</i>	-	-	-	112	230	118	305	193
<i>Programs - Music</i>		250	250	-	250	250	245	245
<i>Programs - Sunday Worship</i>	18	297	279	261	491	230	666	405
<i>Programs - Outreach</i>		-	-	-	-	-	120	120
<i>Programs - Health Ministry</i>	136	150	14	1,017	450	- 567	136	- 881
<i>Programs - Seniors' Ministry</i>		-	-	-	-	-	-	-
<i>Programs - General Ministry</i>	1,244	300	- 944	1,617	5,300	3,683	113	- 1,504
<i>Staff - Salaries & Stipends</i>	21,368	22,000	632	64,191	66,000	1,809	58,606	- 5,585
<i>Staff - Housing Allowance</i>	2,734	2,900	166	8,345	8,600	255	8,700	355
<i>Staff - Salaries (Other)</i>	-	750	750	160	2,400	2,240	162	2
<i>Staff - Travel Allowance</i>	34	100	66	34	100	66	667	633
TOTAL EXPENSES	38,944	42,090	3,146	131,960	142,174	10,214	122,243	- 9,717
Income over Expense	9,150	- 340	9,490	- 34,413	- 45,074	10,661	- 12,756	- 21,657
Amortization	1,836			5,508				

Incumbent's Report

COVID-19 RESTRICTIONS

- Today's announcement from the Provincial government once again returned the Diocese of Toronto to our Red Stage Guidelines. The Bishop's office has advised that effective Monday, April 19th, our churches are limited to 10 people present for all worship services, indoors or outdoors, including weddings and funerals. Until otherwise directed, clergy and others should only access our buildings, observing all protocols including mask-wearing and physical distancing, primarily for the provision of livestreaming or filming worship, to a maximum of ten people present.

LEADERSHIP WORKSHOP

- There is an annual orientation workshop in our Episcopal Area for continuing and new leaders in the parish. This includes Churchwardens, Deputy Churchwardens, Treasurers, Parish Administrators and any others who may be thinking of taking on a leadership role in the future. The date of this year's workshop for our area is April 29 from 6:30pm-8:30pm.
- The link for registration is
<https://www.toronto.anglican.ca/parish-administration/parish-leaders-workshops/>

EPISCOPAL LEADERSHIP WORKING GROUP REPORT/TOWN HALL MEETING

- In June of 2020, following the announcement of the retirement of the Rt. Rev. Peter Fenty, Bishop Andrew Asbil announced the formation of the Episcopal Leadership Working Group (the ELWG) with a mandate to consider and report to him on alternative models for the exercise of episcopal leadership, oversight, and pastoral ministry within the Diocese of Toronto. The Report was submitted on Shrove Tuesday. Members of the diocese have been invited to read the Report, watch a video from Bishop Asbil, give their feedback, and sign up for Town Hall meetings in May to discuss the Report with the Bishop.
- The report is on the diocesan website.
<https://www.toronto.anglican.ca/about-us/corporate-information/episcopal-leadership-working-group-report/>
- Dates for the Town Halls are
May 1 - 10:00 AM & 2.00PM
May 15 - 10:00 AM & 2.00PM

COURSE ON TRANSFORMATIONAL LEADERSHIP

- I have been invited by the Principal of Codrington College to lead an online course on *Transformational Leadership* for clergy as part of Continuing Education program. The program begins on Wednesday, April 28 and runs for 5 weeks.

April 19, 2021