



Holy Trinity Church, Thornhill

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"Something good is happening here!!"

MEETING OF THE ADVISORY BOARD

Tuesday, May 18, 2021 – 7:00pm

<https://bit.ly/3aqXWfz>

By phone - call 647 558 0588 - Meeting ID: 857 2889 2548 - Passcode: 645352

AGENDA

	Issue/Action
1. Opening	<i>(a) Opening Devotions – Rebecca Jones (b) Identify devotion leader for next meeting – (May 17) (c) Approval of Agenda</i>
2. For Consent	<i>(a) Review of Minutes (April 20, 2021)<ul style="list-style-type: none">• Confirmation• Matters Arising (b)</i>
3. Deputations & Correspondence	
4 Items for Discussion	<i>Information about Advisory Board on the Church's Website</i>
5. Reports & Discussion	<i>(a) Churchwardens (b) Incumbent (c) Committees & Ministry Areas<ul style="list-style-type: none">• 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
April 20, 2021, 7:00 P.M.**

PRESENT: Edmund Bauman, Edward Carter, Cassandra Culpepper, Rebecca Jones, Bonnie Kennedy, Leanda Kirwan, Pat Merchant, Robin Pacific, Delene Tang, Princewill Uzoukwu, Cathy Walker-Pilgrim, Bro. Reginald Crenshaw (Lay Pastor), Canon Stephen Fields

GUESTS: Linda Robertson (representative for the ACW)

REGRETS: Jewell Coy, Nancy Cutler and Jean Glionna (ACW)

1. OPENING

The meeting was called to order at 7:05 p.m. with prayer and devotional by Canon Stephen. Nancy welcomed all present and asked each member to introduce themselves.

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

2. APPROVAL OF AGENDA

On a motion duly moved, seconded and carried, the agenda of the meeting held on April 20, 2021 was approved.

3. OTHER BUSINESS

CONFIRMATION OF MINUTES

The Board reviewed the minutes of the Advisory Board meeting held on March 16, 2021 and noted the following amendments:

- *Church Wardens' Report: Rejuvenation Project* – Replace “Rejuvenation project” with “Re-opening protocols”.
- *Committees & Ministry Areas: Anglican Church Women* – Insert “Anglican Church” and “as the speaker”. Delete “is expected to be in attendance”, should read “...Anglican Church Women’s service ... as the speaker.”

On a motion duly moved, seconded and carried, the minutes of the meeting held on March 16, 2021 was confirmed, as amended.

MATTERS ARISING

There were no matters arising from the previous minutes.

CHURCH WARDENS' REPORT

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

- **Unaudited Financial Statements:** Ed gave a brief report of the unaudited financial statements for the period ending March 31, 2021. The Corporation recorded a surplus of \$9,000. He noted that the revenue reflected a balance of \$98,000 and expenses recorded a balance of \$132,000 which resulted in a deficit of \$34,000.

- **Lawn maintenance:** A new landscaping contractor has been retained.
- **Interment Fees:** The Wardens have approved the new interment fees.
- **Annual Parochial Returns:** The annual parochial returns were submitted to the Diocesan office.
- **Cemetery Committee:** The annual spring cemetery clean-up has been postponed due to the COVID-19 stay at home order.
- **Rejuvenation Project:** The first set of conversations have been completed, it was noted that the discussions were good and engaging. It was noted that there was space available in the two Tuesday groups. Ed noted that the second set of conversations were scheduled to commence the first week of May, 2021.
- **Vestry – Approval of the Audited Financial Statements:** Ed thanked everyone for their participation at Vestry on April 18, 2021 and noted that the audited financial statements for the year ended December 31, 2020 were approved. He further noted that an explanation of the auditor's opinion will be included in the mid-term report.
- **Parish Leadership Training:** The parish leadership training has been scheduled for April 29, 2021. Canon Stephen encouraged all Advisory Board members to attend.

INCUMBENT'S REPORT

An update of Incumbent's Report was presented by Canon Stephen. The following items were highlighted:

- **COVID-19 Restrictions:** HTC's COVID-19 protocols/plans have been submitted to the Diocese.
- **Leadership Workshop:** The date for the annual leadership workshop for our episcopal area will be held on April 29, 2021.
- **Episcopal Leadership Working Group Report/Town Hall Meeting:** Canon Stephen encouraged all to watch the video and to join one of the four townhall meetings.
- **Course on Transformational Leadership:** Canon Stephen noted that he has been invited to lead an online course on Transformational Leadership for clergy as part of their continuing education program. The course commences April 28, 2021 for a period of five weeks.

COMMITTEES & MINISTRY AREAS

Anglican Church Women

Linda Robertson gave a brief update of the ACW noting that they were looking at the following fundraisers:

- Raffle
- Poinsettia sale
- Any fundraiser that will bring persons together.
- Several suggestions your offered by members

ANY OTHER BUSINESS

- a) **WiFi/Online Learning:** Rebecca suggested that HTC should reach out to the schools in the parish to identify if there are children who require stronger WiFi and/or access to online learning. She further suggested that the auditorium could be used.

- b) **Eva Rae Bursaries:** It was noted that the Wardens will open the applications for the Eva Rae bursaries.
- c) **Re-imagine Discussions:** It was further noted that the re-imagine discussions/seminars will be held late May, early June.

There was no further other business.

4. **CLOSING**

There being no further business of the Advisory Board to transact; the meeting was closed at 8:16 p.m. with the Grace.

Next Meeting

Tuesday, June 15, 2021 at 7:00 p.m.

<https://bit.ly/3aqXWfz>

By phone - call 647 558 0588 - Meeting ID: 813 206 99289 - Passcode: 645352

Meetings for the Rest of the Term

September 21

October 19

November 16

January 18, 2021

February 15, 2021 (if needed)

Vestry, February 27, 2022

MINUTES OF THE ANNUAL VESTRY MEETING

FEBRUARY 28, 2021

The Meeting was held using ZOOM because of the “lockdown” imposed because of the COVID-19 outbreak. Only 4 parishioners were in the auditorium. Edward Carter, Peter Paterson, Brother Reginald Crenshaw and Canon Stephen Fields. The Reverend Canon Stephen Fields chaired the meeting. 75 persons registered to attend via ZOOM. There were 67 members present on zoom.

1. Opening Prayer: Canon Stephen

The meeting opened at 10:34am with a welcome and prayer.

The parishioners were informed that the session was being recorded.

2. Appointment of Vestry Clerk

On a motion by Pat Merchant and seconded by Maurice Corbett, Sharon McNelles was appointed as Vestry Clerk.

3. Agenda

Nancy Cutler informed the meeting that the 2020 Audited Statements were not ready for the meeting. Canon Stephen and the Wardens informed the Diocesan Bishop and discussed the options with him. He approved the decision that rest of the business of Vestry should be addressed and that Vestry be reconvened at a later date to receive the statements when they were ready for presentation.

On a motion by Linda Robertson and seconded by Ron Tolhurst, the Agenda was approved.

4. Adoption of Minutes

4.1 Annual Vestry Meeting: February 23, 2020 - Motion by Pat Johnson and seconded by Danielle Terbenche. No errors or omissions. CARRIED

4.2 Special Vestry (Endowment Fund): October 13, 2020 - Motion by Marlee Tolhurst and seconded by Pat Burton. No errors or omissions. CARRIED.

5. Presentation & Reception of Reports

5.1 Motion by Robin Pacific and seconded by Dianne Rimmer. There was no discussion of these reports. CARRIED

5:2 On a motion by Edward Carter and seconded by Dianne Rimmer, the presentation of the 2020 Financial Statements was deferred and received by vestry on a date to be determined. CARRIED

6. Looking to the Future

6.1 **Presentation of the Budgets** by Edward Carter

i. Operating Budget:

The property income has been severely impacted by COVID-19. The CERB for wage subsidy from the Federal government and the Jubilee from the Diocese were a great help. The financial statements will show a surplus of about \$70K

The projected income for 2021 was estimated at \$443,580 with a projected expenditure of \$510,000. The deficit will be funded by the 2020 surplus and the General Ministry Fund.

On a motion by Edward Carter and seconded Nancy Cutler, Vestry approved the 2021 Operating Budget as recommended by the Wardens for our ministry.

ii. Capital Expenditure Budget: The projected capital expenditure for 2021, estimated at \$24,450, will be funded from the Capital Reserve.

On a motion by Edward Carter and seconded by Ron Tolhurst, Vestry approved the 2021 Capital Expenditure Budget

Canon Stephen thanked the Wardens, the Finance Committee and Property Committee for all their work during the past year

6:2 Social Justice: Committing Ourselves to Anti-Racism

The motion was proposed by Robin Pacific and seconded by Bari-Lynn Butters. Robin introduced the Social Justice motion. She said that racism is in every level of society and there needs to be a collective will to end it. She spoke about the motion which joins our parish with the rest of our church, National and Diocesan, and undertakes to do the following:

1. Pray, deliberately, in all aspects of our life at Holy Trinity, recognizing that we cannot fix things with our own power but need first to come to the Source of all Life and Truth, to be refreshed, strengthened and, in the power of the Spirit, be led forward with the hope of realizing God's dream of fullness of life for all God's people.
2. Support our church's Rejuvenation Project, already begun, to enable our members to work towards fulfilling their dream of what their future church will be, recognizing that this will require honest and open conversations on this and other subjects.
3. Support the anti-racism and anti-bias training initiatives and projects of our Diocese and National Church, and encourage our members to participate in them.
4. Support training and educational opportunities provided for our parish leaders, staff, and members to equip them to be able to recognize racism and bias, and work to dismantle these pernicious evils wherever they may be present in our society.

There was a concern about the word "Black" and that the issue should include all "all forms of racism". It was pointed out that all forms of racism have been identified in the motion and the conversations across the diocesan and national church. However, at this point the spotlight is on anti-Black-Racism.

When put to the vote the motion was CARRIED.

7. Election and Nominations

7.1 The Nominating Committee's Report was accepted. The following were elected to serve for the year 2021

Warden: Edward Carter

Synod:

Synod: Alternate Lay Member

Advisory Board:

Deputy Warden: Jewell Coy

Bobbie Creber and Jewell Coy

Cathy Walker-Pilgrim

Robin Pacific, Edmund Baumann, Rebecca Jones,

Cassandra Culpepper, and Princewill Uzoukwu

Positions which are not members of the Advisory Board

Envelope Secretary: Pat Nielson
Parochial Tribunal: Kim Gordon, Robin Parravano (elected).
Churchwardens, Incumbent

Appointed by the Incumbent

Warden: Nancy Cutler

Deputy Warden to be identified

Advisory Board

Bonnie Kennedy, Pat Merchant, Cathy Walker-Pilgrim,
Leanda Kirwan, Delene Tang

7.2 Signing Officers: Motion by Malcolm Shriner and seconded by Hillary Irving-Brown That the Wardens, Deputy Wardens, Dave Bezant, Pat Johnson and Ron Tolhurst be appointed signing officers for 2021. CARRIED.

7.3 Eva Rea Committee: Motion by Pat Johnson and seconded by Ron Tolhurst the Pat Burton, Gloria Downey and Dianne Rimmer be appointed to serve with the Wardens as members of the Eva Rea Committee for 2021. CARRIED.

Nancy Cutler advised the meeting that Dirk Driberg will continue in his capacity as consultant to the wardens, as he continues certain ongoing aspects of ministry he has undertaken to lead.

8. Other Business – None

9. Appreciation and Acknowledgements

- Canon Stephen thanked everyone in the parish for all their help and support.
- He thanked Peter Patterson for all the work he does for the parish.
- The men who work on the property to maintain and keep the standards. Ron Tolhurst and a group of men for all the work they do.
- The Advisory Board for all that they do.
- The Holy Trinity Staff and volunteers for all the work.
- Angela Smith for all the sympathy cards she send out.
- Rebecca Jones for being such a force in the parish with connecting us all to ZOOM and for keeping us connected.
- Adult Education – John Carrington for the growth of Tuesday afternoon Bible Study which he leads. It has grown from 8 or 9 people to 18-19 people.
- Those members who meet every day 8 am and 12 noon for the morning and midday devotions.
- Brother Reginald Crenshaw, Lay Pastor, for all his assistance.
- Barry Pipes and Sharon McNelles for their work on the Advisory Board.
- Malcolm Shriner and his team for the planning they had done for the 190th Anniversary of the church. Perhaps we could use some of these ideas for the 200th.
- Canon Stephen thanked his family for all their support and help.
- He thanked the wardens, Nancy, Dirk and Ed who were always available and always helpful.

Next Sunday all the new members of all the boards will be commissioned.

10. Adjournment

On a motion by Pat Merchant, the meeting was adjourned to be reconvened at a later date to receive the financial statements. – CARRIED

The Grace was said and meeting ended at 12:25 pm

11. Continuation of Annual Vestry Meeting

11.1 The Annual Vestry Meeting was reconvened on Sunday, April 18, 2021 at 12 noon on ZOOM. There were three members present in the auditorium, Bro. Reg Crenshaw, Peter Paterson, and Canon Stephen Fields. 44 members were registered for the continuation.

11.2 Canon Stephen said the opening prayer. He acknowledged the 61st wedding anniversary of Gail and Darryl Thompson and said a prayer to mark the occasion.

11.3 **Lay Alternate Member: On a motion by Barry Pipes and seconded by Sharon McNelles, Edmund Baumann was elected to serve as the Lay Alternate Member for Synod.**

11.4 Presentation of Audited Statements

i. Edward Carter announced that a bookkeeper was hired in March to assist the wardens and treasurer. Bank reconciliations will be done monthly and will more quickly reflect the month to month financial operations of the church.

ii. He then presented the audited statements for the year ending December 31, 2020. He pointed out that the cash available included partners' funds on deposit for Refugee Sponsorships.

iii. **Pat Burton expressed concern about the words "Qualified Opinion" in the Auditor's report. It was pointed out that these words have been in previous reports. Further, the auditor could not verify cash received. This is explained in the preceding paragraph, "Basis for Qualified Opinion".**

iv. Gloria Downey asked that the money paid to Credence & Company should be detailed in the notes to the statement. It was pointed out that, as is standard practice, these fees are included with other payments to other companies

v. On a motion by Edward Carter and seconded by Nancy Cutler, the audited statements were received.

11.5 Appointment of the Auditors for 2021

On a motion by Edward Carter and seconded by Nancy Cutler, Booth & Partners CPA Professional Corporation were appointed auditors for the year 2021.

11.6 Thanks

Canon Stephen thanked the wardens and members of the fianance committee for their diligence and commitment.

11.6 Adjournment

On a motion by Barry Pipes the meeting was adjourned. The meeting ended at 12:46pm with the Grace.

INCOME & EXPENDITURE FOR THE PERIOD ENDING APRIL 30 2021

APRIL 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								
	24,830	24,200	630	83,802	88,600	- 4,798	84,610	- 808
<i>Envelopes Receipts_PAG</i>	14,567	14,200	367	57,563	56,800	763	54,785	2,778
<i>Envelopes Receipts_Envelopes</i>	10,263	10,000	263	26,239	31,800	- 5,561	29,825	- 3,586
<i>Open Receipts</i>	-	50	- 50	14	200	- 186	4,846	- 4,831
<i>Property</i>	3,648	3,400	248	14,922	13,600	1,322	18,920	- 3,998
<i>Housing Income (Rectory Fund)</i>	-	-	-	11,505	11,600	- 95	11,633	- 128
<i>M_&_M - OFOH (Local)</i>	2,083	2,500	- 417	8,333	10,000	- 1,667	4,167	4,167
<i>M_&_M - Outreach Income</i>	590	250	340	1,670	500	1,170	-	1,670
<i>M_&_M - Other</i>	-	-	-	512	-	512	482	30
<i>Organizations - ACW</i>	-	-	-	-	-	-	-	-
<i>Organizations - Footlights & Fundraiser</i>	-	-	-	-	-	-	-	-
<i>Organizations - Eva Rea</i>	-	-	-	-	-	-	-	-
<i>Bequests</i>	-	-	-	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	2,657	283
<i>Other - Diocese Jubilee Credit</i>		-	-	-	-	-	15,288	- 15,288
<i>Other - CEWS</i>	5,855	-	5,855	5,929	-	5,929	-	5,929
<i>Other - Stole Fees</i>	-	-	-	-	-	-	425	- 425
TOTAL INCOME	37,006	30,400	6,606	134,628	127,500	7,128	168,732	- 34,104

APRIL 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>	15	75	60	242	300	58	296	54
<i>Admistration - Insurance</i>		-	-	16,413	16,600	187	14,372	- 2,041
<i>Admistration - Office</i>	1,262	500	- 762	5,363	3,700	- 1,663	3,994	- 1,369
<i>Building - Gas</i>	462	1,200	738	5,127	4,400	- 727	4,249	- 878
<i>Building - Hydro</i>	518	700	182	2,340	3,050	710	3,583	1,244
<i>Building - Maintenance</i>	3,287	3,300	13	10,278	12,674	2,396	10,579	301
<i>Building - Major Repairs</i>		-	-	-	-	-	-	-
<i>Building - Telephone</i>	231	225	- 6	925	900	- 25	878	- 48
<i>Diocesan Allotment</i>	5,043	5,043	0	20,171	20,172	1	20,349	178
<i>Programs - Christian Ed/Discipleship</i>	2,083	2,500	417	8,333	10,000	1,667	4,432	- 3,902
<i>Programs - Children's Ministry</i>		-	-	-	100	100	369	369
<i>Programs - Communications</i>	217	300	83	112	530	418	567	455
<i>Programs - Music</i>		-	-	-	250	250	245	245
<i>Programs - Sunday Worship</i>		217	217	312	708	396	773	462
<i>Programs - Outreach</i>	-	-	-	1,000	-	- 1,000	120	- 880
<i>Programs - Health Ministry</i>	-	150	150	1,017	600	- 417	208	- 809
<i>Programs - Seniors' Ministry</i>		-	-	-	-	-	-	-
<i>Programs - General Ministry</i>	-	-	-	617	5,300	4,683	267	- 350
<i>Staff - Salaries & Stipends</i>	21,368	22,000	632	85,559	88,000	2,441	78,151	- 7,408
<i>Staff - Housing Allowance</i>	2,914	2,800	- 114	11,259	11,400	141	11,456	197
<i>Staff - Salaries (Other)</i>	339	900	561	498	3,300	2,802	306	- 192
<i>Staff - Travel Allowance</i>	39	-	- 39	73	100	27	705	632
TOTAL EXPENSES	37,778	39,910	2,132	169,640	182,084	12,444	155,899	- 13,741
Income over Expense	- 772	- 9,510	8,738	- 35,012	- 54,584	19,572	12,833	- 47,845
Amortization	1,836			7,344				

Incumbent's Report

ST. STEPHEN'S, MAPLE

Alleluia! Christ is risen!

Fr. Stephen, as we discussed, St. Stephen's Maple could benefit from a more collaborative relationship with Holy Trinity, Thornhill.

St. Stephen's Maple, a missional Church plant, of the Diocese of Toronto, is today, a community of approximately 24 families, including about 7 children and 6 teens. Diocesan Council, approved its transition to a Canon 25, mission effective March 1st, 2021.

The Rev'd Jeff Potter, who relaunched the community, was Assistant Curate at Holy Trinity Thornhill and HTC's Enid Corbett serves as Administrator for financial operations.

I happily assumed, as we considered, what was then Bishop Peter's invitation, to St. Stephen's, Maple, that there was an ongoing relationship with HTC, and other neighbouring parishes. To my mind, St. Stephen's needs this kind of support as there is much work to be done in order to stabilize and transition this reboot from Diocesan Mission to self sustaining parish.

I am first, kindly asking you, and the Wardens of Holy Trinity, Thornhill to consider, engaging with St. Stephens's Maple as a collaborative partner to help us journey through this transition.

Secondly, I am asking you to propose a candidate, to serve for one year on the Board of Management. Thank you for your kind consideration of this request.

Yours sincerely

The Rev'd Ian M. LaFleur
Priest & Pastor,
St. Stephen's, Maple.

40TH ANNIVERSARY

- On May 31, I will celebrate the 40th anniversary of his Ordination to the Office of Deacon On May 24th, I will celebrate the 38th anniversary of his Ordination to the Sacred Priesthood..

EXCHANGE OF PULPITS

- Holy Trinity Church, Thornhill, and Holy Trinity Church, Barbados, were both established in 1830. Last July, I was invited to preach at service for HTC, Barbados. The Rector of HTC, Barbados, accepted my invitation to share in pulpit exchange on Trinity Sunday, May 30. We will exchange recorded sermons for the occasion.

VIRTUAL OLD SCHOLARS' VISIT

- The Alexandra Old Scholars' Association (Toronto) who have visited with us previously, will share in our worship on Sunday, June 6.

CLERGY CONFERENCE

- The 2021 Diocesan Clergy Conference will take place June 8-9 on Zoom. The conference theme is ***Leading in a Liminal Season***. The keynote speaker will be Susan Beaumont, a consultant, coach, author and spiritual director who is known for her work in leadership dynamics for large congregations.

SUMMER HOLIDAY

- I will take my summer break from July 19 to August 16. Fr. Brian Youngward will be the supply priest and available for pastoral emergencies.

May 17, 2021