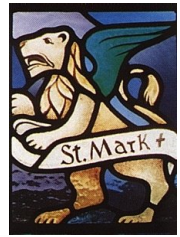


# St Mark's by-the- Lake

## Parish Leadership Team

Report of a Meeting held on October 21, 2008

Held at St. Anne Parish



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**PRESENT:** Valerie Henley, Kevin George, Mark Charlton, Ed Sears, Brooke White, Amanda Dibbs, Nicky Adams, Jane Cornett, Janet Forster, Ray Hinton, Bob Cooper, Jerry Parady, Scott Shields, John Anderson and Mark Hipkins

**REGRETS:** Lynne Hornby, Dave Goetz

**ABSENT:** Gord Gunnell, Bud Piercell, Christie Paulton, and Walter Fisher

### **ERRORS/OMMISSIONS OF PREVIOUS MINUTES:**

- Bishops do not have top choice for nominees as listed on page 3 of previous minutes.
- The statement "each of the 13 deaneries' are given nomination forms" on page 3 is incorrect.
- Youth Meeting at the Charlton's – Boys and girls are welcome. They are not segregated.

**ADOPTION OF PREVIOUS MINUTES:** Adoption of previous minutes moved by Jerry Parady and seconded by Janet Forster.

### **OPENING DEVOTIONS:**

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## **NEW BUSINESS**

### **The Treasurers Report**

(Mark Charlton)

#### **Financial Report for September, 2008:**

##### **Expenses:**

- Advertising costs are for Shoreline Week
- Ministry other is missing discretionary & travel costs for the month
- Music Supplies reflects the annual licensing costs
- Office charges does not include any copier charges
- Outreach includes scholarship payment which was budgeted in August
- Property expenses include final tax installment, a new dishwasher for the rectory and regular cleaning charges
- Utilities payments include catch up on mobile phone charges

##### **Income:**

- Offerings of \$10,159 are worse than budget by \$3,841; Year to Date of \$110,698 is .5% less than last year
- Other income are wedding expenses; income was received in October
- PAC reflects coffee hour expenses only

##### **Overall:**

- Operating deficit for the month is \$10,268 year to date is \$40,268
- Bank balance is over \$280,000 at month end in anticipation of building costs

##### **Raising the Roof:**

- Contributions of \$10,000 were received in the month bringing the total to \$60,000

# St. Mark's by-the-Lake Church

Parish Leadership Team report

2008

September

	Month			Year to Date		
	Actual	Budget	Difference	Actual	Budget	Difference
<b>EXPENSES</b>						
Advertising	194	0	(194)	1,188	600	(588)
Apportionment	2,750	2,750	0	24,750	24,750	0
Bank Charges	26	20	(6)	149	190	41
Chancel Guild	80	200	120	1,646	1,700	54
Ministry - other	31	855	824	8,927	9,340	413
Miscellaneous	0	50	50	385	450	65
Music Supplies	378	63	(316)	812	563	(250)
Office	463	900	437	8,046	8,300	254
Outreach	3,000	417	(2,583)	6,032	6,750	718
Parish Fellowship	0	83	83	551	750	199
Property	2,199	1,432	(767)	15,063	12,625	(2,438)
Rector - benefits	1,009	1,083	74	9,581	9,749	169
Rector - Salary	3,886	3,887	0	34,978	34,979	1
Staff	4,382	5,771	1,389	40,192	41,139	947
Utilities	1,383	1,192	(191)	16,108	16,125	17
Youth Ministry	142	333	192	1,745	3,000	1,255
<b>TOTAL EXPENSES</b>	<b>19,923</b>	<b>19,036</b>	<b>(888)</b>	<b>170,153</b>	<b>171,010</b>	<b>857</b>
<b>INCOME</b>						
Offerings	10,159	14,000	(3,841)	110,698	126,650	(15,952)
Other Income	(300)	775	(1,075)	2,655	6,850	(4,195)
PAC	(204)	4,167	(4,371)	8,813	18,900	(10,087)
Special Donations	0	0	0	7,397	0	7,397
<b>TOTAL INCOME</b>	<b>9,655</b>	<b>18,942</b>	<b>(9,287)</b>	<b>129,563</b>	<b>152,400</b>	<b>(22,837)</b>
<b>OVERALL TOTAL</b>	<b>(10,268)</b>	<b>(94)</b>	<b>(10,175)</b>	<b>(40,590)</b>	<b>(18,610)</b>	<b>(21,980)</b>

**ADOPTION OF TREASURERS REPORT:** Motioned by Mark Charlton to adopt report.

Seconded by Amanda Dibbs.

## Wardens Report

(Scott Shields)

### Coffee Hour

- Coffee hour has been going well. The one complaint by parishioners is that there is too much coffee left.
- Kevin noted that we have been lucky that it has only rained one week so far. We have been able to have coffee hour outside. The pulpit has now been removed out of the Narthex so there will be more room for coffee hour since winter is approaching.

- Janet asked how much one of the Tim Hortons pots cost. They are \$51.00. She suggested perhaps making our own coffee at the back. Kevin said it is not really a good idea. Getting this from Tim Hortons ensures everything is clean. We do not have a proper sanitary area to make coffee at this time. We are getting a discount from Tim Hortons. The pot actually costs \$80.00 but we are getting a discount. When we decided to go this route while the hall is under construction we expected to spend extra money for the coffee. It is important that we keep this fellowship going. It is important so the cost is feasible.

## **Wardens Report**

**(John Anderson)**

### **Turkey Dinner**

- The turkey dinner was a tremendous success.
- Many thanks to all the volunteers that helped with the dinner.
- The site was a tremendous improvement.
- There was little wait times.
- Take out was much less. People wanted to stay and socialize. There was room.
- We should think about doing the turkey dinner at the K of C again next year.
- Amanda Dibbs commented that the atmosphere in the kitchen was nice. There was lots of room and it wasn't as hot as our kitchen. There seemed to be less frayed tempers because of this. Credit is due to Janet Forster. She makes it look easy. She organizes this event flawlessly. I think it was wonderful there. I hope we are able to have the event there or somewhere similar next year.

## **PAC**

**(Janet Forster)**

### **Turkey Dinner**

- The turkey dinner was a tremendous success at the Knights of Columbus. It would be wonderful if we had this event there next year.
- If we do have the turkey dinner at the K of C next year Janet suggested using the long tables instead of the round tables for more room.
- Janet said that the volunteers had a great time and were happy with everything this year. Well done.

### **Fall Bazaar**

- Gloria Zeman will be the point of contact for the bazaar
- Jane Cornett will be doing a kids corner.
- Jane has arranged to have a table for kids under 12 to shop for others.
- The Youth Group has made up several gifts in a jar for the bazaar.
- Wii and guitar hero will be set up.
- CLarol the Clown will do a show from 10:30AM – 11:30AM
- Kevin said that when we last discussed the bazaar we wanted some new ideas. They are great.
- There are 10 tables so far for the bazaar.
- The team discussed having tables rented for the bazaar. It was stated that we no longer rent out tables. When people purchase something from our bazaar we want them to know that 100% of the proceeds go to the church not as it would as at a crafters fair.
- Items to be sold at the bazaar include: handcrafted items, fudge, a harvest table, homemade pies, stationary cards, Christmas puddings and cookbooks as well as other items.
- There was a concern that typically the Knights of Columbus has their kitchen open on a Saturday. There is no need to worry. They will not have their kitchen open that day. We will have lunch available for this event.
- To date everything is going well.

## The Rectors Report

(Kevin George)

- The Turkey dinner sales were over \$600.00 gross and approximately \$5000.00 net.
- Auction and BBQ proceeds were \$ 20,000.00 gross and approximately \$15,000.00 or 16,000.00 net. We anticipated making a profit of \$20,000.00 per year with this event. We were a bit shy this year but better than last. Specifics will come next meeting.
- Kevin wished to extend his gratitude towards Janet Forster and to all that volunteered for the turkey dinner as well as for the Celebrity Auction and steak BBQ.
- Many thanks to Amanda Dibbs who let us use Forest Glade Public School to prepare for the BBQ.
  
- Moving the turkey dinner offsite gave us the opportunity to have a different crowd attend our dinner. It was not all church going people there. Many of the people that attended were regulars of the Knights of Columbus.
- Nicky Adams asked what the cost of using the K of C hall for the turkey dinner was. It cost us nothing actually. They were able to use our event to generate revenue for themselves with their bar sales. They did charge for the linen however they also donated a cheque to St. Mark's by-the-Lake that covered the cost of the linen.
- Kevin stated that the Knights of Columbus has a great state of care for the community. When people at a church such as ours need a place they are willing to help out. Their volunteers are great. Mike who works in the kitchen for example was fantastic. He came early and left late just to help us out. If the K of C is prepared to help us we should take them up on their generosity. Keep in mind our objective is Ministry not making money on a turkey dinner fundraiser.
- The All Souls service will be held Monday November 3<sup>rd</sup> at The Marcotte Funeral Home and Chapel. Note the date and location of the service is different this year due to construction.
- Construction started three weeks ago.
- We now have walls on the second floor. By the end of the week there should be a roof.
- The kitchen wall was moved out 4.5ft.
- The new plumbing has been put in.
- The heating/cooling in floor pipes will be put in place soon.
- The area near the hallway has changed. There will be an elevator and additional room has been made for storage.
- Pictures and video may be seen on our parish website of the construction. Kevin will keep everyone posted with updates of the construction.
- The roof has been taken off the parish office. Valerie is now located in the trailer to the right of the church with Kevin. The trailer is quite comfortable. It has two rooms and is cozy.
- We currently have not acquired the permit to do the construction on the church addition. We want to get things under way soon.
- Thanks to Bob Cooper, Jerry Pardy, Charlie Hodges and Steve White. They salvaged material from the hall. The copper pipe they salvaged was brought in and we received \$1000.00 for the copper. Fausto Volpatti is very appreciative for all they have done.
- Geoff Dibbs has made his holy departure and is in Phoenix. He is most grateful for what he has done for him and this parish.
- The Aids Committee of Windsor will be holding a Masquerade Ball October 30<sup>th</sup> at Eastway Toyota. Proceeds will help benefit: The Aids Committee of Windsor, Fringe Festival, Council on Aging, and the Multicultural Council of Windsor and Essex County. Please come out to support this event.
- The Markus Book club will start up soon. The new book study w/ill be "Everything Must Change". Details will be announced soon.

## **Signs**

- As usual Gord Gunnels' signs for the turkey dinner and BBQ were great.
- We will be ordering one more sign. Last year we had one stolen and we are short of letters. We would like to have a sign that we have in front of the church.
- We had some vandals steal some of the letters from the sign outside the K of C hall. They had also moved letters to say profanity. The K of C took the sign in.
- Additional letters have been ordered. We are short and need more.

## **St. Aidan's**

- As most of you are aware St. Aidan's has separated from the Anglican Church of Canada. They are now part of The Anglican Essentials Network.
- 109 people attended the meeting in which they voted. Ray Hinton and others were present at the time and asked to leave. A motion was passed to ask the visitors to leave.
- Not all parishioners were invited to this meeting. Several did not know what was going on.
- All nursing homes and funeral homes are going to receive letters that St. Aidan's is no longer Anglican.

## **Banwell Gardens**

- We will no longer be having monthly services at Banwell Gardens Nursing Home.
- St. Mark's by-the-Lake has a fifty plus year history with Banwell Gardens.
- A call was placed to the Arch Deacon Jane Humphreys about the level of commitment they felt that Kevin was giving to the nursing home.
- Kevin has decided to no longer hold monthly services at Banwell Gardens. He will however go for visits there.
- He is pleased and thankful for everyone's patience with everything that has happened with Banwell Gardens.
- Currently another Anglican clergy member has taken on their monthly services. He is now a member of the Southern Cone so will no longer be allowed to hold services under the Anglican Church of Canada.

## **Diocesan Team**

**(Ray Hinton)**

- There are currently six nominees for Bishop of the Diocese of Huron. Five of these nominees have spent time in the Essex Deanery at some point. Bishop Bob Bennett was at St. Aidan's, Dean Terry Dance was at St. John's, Rev'd Canon Christopher Pratt was at St. Johns, Peter Wall was at St. Mark's by-the-Lake and Rev'd Canon Kim Van Allen is at All Saints..
- The election for a new bishop for the Diocese of Huron is Saturday October 25<sup>th</sup>.
- Minnie Heeley and Lee Paprosky will receive the Bishops Award of Excellence. The normal procedure is to go to London to accept the award. Unfortunately Minnie is unable to go due to her health. Lee does not want to go without Minnie. A Bishop may come to an 8AM service to present these awards. Kevin and Ray will meet to discuss this more.

## **Youth Ministry**

**(Jane Cornett)**

- Things have been working out quite well with the Youth Group meeting in the Charlton's basement.
- Dave Goetz met with the youth group and spoke to them about his time in Bosnia. We will see if they are interested in doing care packages for soldiers.
- Jane is currently working on a directory for the parish. She is taking pictures of people and placing them in a binder. She also has a binder made with Youth Group and Sunday School activities.

- The new director of the Montessori school has offered some equipment and furniture for us when we are ready. They are also looking for a time line of when we will be back in our hall so they can make plans.
- The Youth Group went to London to see U2Charist. The Deanery had two buses going. The theme was social justice. The songs were cover songs from the band U2. The cathedral was almost full. Everyone had a great time.
- Jane discussed Fund Scrip. It is a fundraiser that she proposed the Wardens and the Parish Leadership Team have a look at. A coordinator will be needed but she thinks it's a great easy project. Information was distributed and is listed at the end of these minutes.
- Scott Shields commented that his children's school did this project. Credit card payments were an issue. They lost money on it. Shipping was also an issue. They had to purchase items in bulk and then a team distributed. Grocery and gas were big ticket items. Scott suggested just selling food and gas cards to keep things simple.
- Kevin stated that he along with the wardens will have a look at this.
- The next meeting will be Tuesday November 11<sup>th</sup> which is Remembrance Day. The Location will be announced.

### **Motion**

Janet Forster motioned that the meeting adjourn. All in favour.

### **Motion Carried**

### **Closing Prayer**

### **Meeting Adjourned.**



[www.fundscrip.com](http://www.fundscrip.com) 666 Sherbrooke St. W. Ste 910. Montreal. QC. H3A 1E7. Tel: 1 866 997 2747

### A Comprehensive Guide to FundScrip.

The aim of this guide is to give interested groups as much information as possible to present and talk about with supporters, boards and councils to decide if FundScrip is a fundraising solution for the group.

The program itself is a great idea: Shop using gift cards that come directly from your favourite stores (see paper order form) and fundraise at the same time ...that's it!

Some groups take to FundScrip easily while others have to work on it.

What does that mean? You know your supporters so how can FundScrip work for them?

That depends...How many supporters do you have? How often do you all meet and where? or alternately, is there one location that is accessible to all? What are your fundraising expectations and goals? Who will oversee the program (the Admin)?

Here are your various set up options.

FundScrip offers 3 ways to order cards;

Online ordering – supporter registers and places their order online.

Paper order form – Supporters submit a completed order form and payment, order is placed on their behalf.

Bulk buy – Group uses it's own funds to order popular grocery and gas cards for sale at a community event like sports day or info night.

3 ways to pay;

Electronic funds transfer (EFT) - Supporter registers and gives FundScrip banking information, payment for their order is taken directly from their account within a few days of the order being placed.

Cheque/Cash – Cheques are made payable to the group, group then pays FundScrip. This option can be used for online and paper form orders.

Credit card: A 2.25% processing fee is taken from the earnings of each card purchase, at time of order. The remaining earnings are then given to the group. (cont...)

3 delivery schedules (or batching calendars). Cards are sorted, packed and are sent by courier to one place where supporters can pick them up.

Weekly – Ordering stops at 9.30 a.m EST Thursdays , delivered by the following Tuesday

Bi-Weekly – twice monthly cut off/delivery.

Monthly – Batching the first Thursday of every month.

3 shipping fees. The total value of the shipment affects shipping fees.

This cost is paid for by earnings. Earnings will be debited even if there is as little as one order. Orders are shipped by the cheapest method: Fed-Ex, UPS or Canada Post. Canada Post is 2 day delivery.

Total value of shipment \$2499 or less costs approximately \$13.00 to ship.

\$2500 to \$4399 halves the cost to \$6-\$7.

FYI-This is a minimum of 15 supporters spending about \$167.00. Earning 5% is over \$8. 15 orders will make \$125. Deduct \$7 for shipping, group earns \$118.

\$4400 and up is free to ship. Earning 5% is a minimum of \$220 (values are approximate)

**\*\*\*Make it your mission to earn \$2500 - \$4400 per shipment to reduce or eliminate shipping fees\*\*\***

Earnings cheques are mailed every 15<sup>th</sup> of the month for any amount \$50 or over. Anything less is held on account until \$50 is reached.

Accounts are protected by 128 bit encryption software as used by banks to protect personal information.

There you have the ins and outs of the program. The next step is deciding which option/s will work best for your group.

Here are examples of how different groups are using FundScrip.

A church with a congregation largely on a fixed income orders \$5000 of grocery and gas cards every month through a bulk buy account using its own funds. The cards are sold on Sundays when everyone is together and \$250 is raised. Their payment to FundScrip is by cheque.

A hockey team offers FundScrip as a way to meet compulsory fundraising commitments. Parents register as online members, purchase cards. The team offers half of their earnings towards fees, the other half going towards team necessities such as; ice time, travel costs and equipment. The Admin, who is also a busy coach, has set it up that only electronic payments can be used to buy cards to reduce his workload regarding payments. Coach has no other duty than to keep tabs on the account activity and to hand out orders at games or practices.

A school hands out paper order forms to students once a month. As schools usually have the hardest time getting parents to participate, some find 3 or 4 blitzes around holidays work well. A deadline to get orders and payment is set, volunteers enter each order through the bulk buy account. Kids take orders home. The Admin has control over which orders will be processed to avoid any issues regarding non-payment.

A swim club uses a combination of online and paper ordering and all 3 payment options. They have 3 or 4 goals which registered members can choose to support. In this case the Admin is really behind FundScrip and has put a lot of effort into getting the program off the ground by practically nagging people! This membership has incorporated FundScrip into their daily living and no longer has out of pocket expenses to be part of the club.

These are simply examples of the different ways to implement FundScrip.

You may start with one plan and change details as you go along. Batching schedules, addresses, payment options can be changed at any time so it is simple to make supporters happy.

Active Admins can have total control over the program. For example; Cheque orders cannot be processed until the Admin says so, shipments can be held if earnings are low etc. and if the accountant or treasurer needs statements, all that info is a click away.

If motivation is what's needed, FundScrip offers a profit sharing plan in which registered members can opt to keep 50% of earnings and buy cards of their choice. The other 50% goes to the group. This plan needs a large membership, such as a school, that participates online regularly.

At first you will naturally have lots of questions and concerns (or you may just be confused!) I hope this guide will answer some of them. You have my number if you need any help or if you want to sign up.

You can contact me, Kate, at any time by phone 1 866 997 2747 x 103 or by email [kate@fundscrip.com](mailto:kate@fundscrip.com)

Thanks for reading!



If you're SHOPPING  
you're FUNDRAISING

## St. Mark's by-the-Lake >- ORDER FORM

Valid from Sept. 15th, 2008 – This information is subject to change without advance notice. For the most current information, please consult our website at [www.fundscrip.com](http://www.fundscrip.com). Please Complete and Give to <Insert Admin Name >

Last / First Names:	Your Signature:	Phone Number:
Teacher/Coach Name (Grouping, if applicable):		Student/Child(rens) Name (if applicable):
<b>Payment Options:</b> <input type="checkbox"/> Cheque (attached) Payable to <insert group name> <input type="checkbox"/> MasterCard or Visa (2.25% reduction in earnings) – CARD NO + C V V + EXP. # _____ +CVV _____ EXP _____ <input type="checkbox"/> EFT (circle one): <u>attached</u> or already submitted		<b>Delivery Options:</b> <input type="checkbox"/> Hold for Pickup <input type="checkbox"/> Send home with child
		<b>Deadline for order placement &amp; payment:</b> On-line Orders: <b>Mondays 10:00 am</b> Paper /Cheque Orders: <b>&lt;insert daytime&gt;</b>

Merchant (Rebate)	Value	Qty	Total Due (Value x Qty)
<b>Groceries</b>			
A&P Canada Co. (3%) A&P, Dominion, The Barn, Ultra Food & Drug	\$20	TEMP	OUT OF STOCK
	\$50		
Loblaws Group (3%) Extra Foods, Fortinos, Loblaws, Maxi, No Frills, Real Canadian Superstore, Valu-Mart, Your Independent Grocer, Zehr's	\$10		
	\$25		
	\$30		
	\$100		
	\$250		
Longo's (3%)	\$20		
	\$50		
	\$100		
Metro Group (3%) LOEB, Super C, Metro <b>** NEW GIFT CARDS **</b>	\$10		
	\$25		
	\$50		
	\$100		
M&M's (3%)	\$10		
	\$25		
Safeway (3%)	\$10		
	\$25		
	\$50		
	\$100		
Sobeys/IGA Group (3%) IGA, Comisso's, Foodland, Price Chopper, Sobeys	\$10		
	\$20		
	\$50		
<b>Gasoline</b>			
Esso (2%)	\$25		
Esso (2%)	\$50		
Petro Canada (2%)	\$25		
Petro Canada (2%)	\$50		
Ultramar (2%)	\$10		
Ultramar (2%)	\$20		
Ultramar (2%)	\$50		
Canadian Tire (see Retailers below)	x	x	x
<b>Restaurants/Coffee</b>			
Cara Group (2%) Harvey's, Kelsey's, Milestones, Montana's, Swiss Chalet, Second Cup	\$25		
	\$50		
Darden Restaurants (5%)– Olive garden / Red Lobster	\$25		
Pizza Pizza (10%)	\$5		
Prime Restaurants (5%) – Casey's/ East Side Mario's/ Bier Markt/ Prime Pubs.	\$25		
	\$50		
Starbuck's (5%)	\$5		
Starbuck's (5%)	\$25		
Sir Corp (5%): Jack Astor's® (Alice Fazooli's/Canyon Creek Chop House & (Toronto Signature Restaurants)	\$25		
	\$50		
The Keg (5%)	\$25		
The Keg (5%)	\$50		
<b>Retailers</b>			
ALDO (10%)	\$25		
Banana Republic (5%)	\$25		
Best Western (5%)	\$50		

Merchant (Rebate)	Value	Qty	Total Due (Value x Qty)
Blockbuster Canada (5%)	\$10		
Body Shop (5%)	\$25		
Cadillac Fairview shop Card (3%) \$25Card + \$1.50 fee	\$25.50		
Canadian Tire (4%)	\$10		
Canadian Tire (4%)	\$25		
Canadian Tire (4%)	\$100		
Chapters/Coles/Indigo (3%)	\$5		
Chapters/Coles/Indigo (3%)	\$10		
Chapters/Coles/Indigo (3%)	\$25		
Cineplex Odeon/Famous Players/Galaxy/ SilverCity, Colossus, Coliseum (4%)	\$10		
Coast Mountain/ Sport Chek (6%)	\$25		
Gap (5%)	\$25		
Giant Tiger (3.5%)	\$25		
HMV (2%)	\$5		
HMV (2%)	\$10		
HMV (2%)	\$25		
Home Depot (2%) ** NEW **	\$25		
Home Depot (2%) ** NEW **	\$100		
Home Hardware (3.5%)	\$25		
Home Hardware (3.5%)	\$100		
LaSenza /LaSenza Girl (7%)	\$25		
Magic Lantern/Rainbow Cinema (5%)	\$10		
Mark's Work Warehouse (7%)	\$25		
Mark's Work Warehouse (7%)	\$50		
Old Navy (5%)	\$25		
Payless Shoe Source (5%) ** NEW **	\$25		
Pier 1 (5%)	\$25		
Rogers Video (5%) ** NEW **	\$10		
Rona (2%)	\$25		
Rona (2%)	\$50		
Rona (2%)	\$100		
Roots, Roots Kids & Roots Home (10%)	\$25		
Sears (2%)	\$10		
Sears (2%)	\$25		
Sears (2%)	\$100		
Shoppers Drug Mart (2%)	\$25		
Staples/Business Depot (3%)	\$25		
Staples/Business Depot (3%)	\$100		
Sunglass Hut (5%)	\$25		
The Bay/ Home Outfitters/Zellers (3%)	\$10		
The Bay/ Home Outfitters/Zellers (3%)	\$25		
The Bay/ Home Outfitters/Zellers (3%)	\$100		
Toys R us (2%)	\$25		
WaySpa (7%) ** NEW ** <a href="http://www.wayspa.ca">www.wayspa.ca</a>	\$25		
WaySpa (7%) ** NEW ** <a href="http://www.wayspa.ca">www.wayspa.ca</a>	\$50		
Winners/Home Sense (5%)	\$10		
Winners/Home Sense (5%)	\$25		
Winners/Home Sense (5%)	\$50		
<b>GRAND TOTAL (A+B)</b>		Total	