

St Michaels Anglican Church North Carlton

Minutes of Monthly Parish Council Planning Meeting - June 2019



Date:	Tuesday June 11, 2019 @ 7:30pm at St Michaels. Meeting concluded at 8:40pm		
Attendees:	Steve Webster, Chris Reynolds, Barry McGaw, Gillian Baker, Peter Summers, Kenya Kala, Mary Ann Lyttle, Emilie Franklin, Jack Verdins, John Sewell, Ann-Michel Greenwood, Stacey Slater		
Apologies:	Katja Wagner,		
Purpose:	Parish Council meets with Vicar to govern matters of evangelism, discipleship, pastoral care in the parish		
Chairperson:	Ann-Michel Greenwood	Minutes:	Jack Verdins

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers	<ul style="list-style-type: none"> Reflection on Matthew 10, and letting go the “worries” and other matters of the day/ 		
2	<ul style="list-style-type: none"> Matters arising from previous minutes Prioritize items on agenda Approve minutes of previous meeting, chair to sign & date 	<ul style="list-style-type: none"> Surplus funds from market. To be held until conversation had with Suzy prior to disbursement of funds. Gift Policy (re people “gifting” items/money to the church) – Ann-Michel has written a policy (with the Wardens). July budget will include all requests to be reviewed for August. 	<ul style="list-style-type: none"> Steve Webster to confirm conversation with Suzy Ann-Michel Greenwood to circulate the policy to PC for their review and feedback 	14/06/19
3.	Finance Update – from Peter Summers	<ul style="list-style-type: none"> Items significantly over/under budget YTD were highlighted as due to “lumpy” numbers landing in the month, wrong accounting codes Our cutover to the diocese’s Payroll System, and the added complication of year end will require work to adjust how we record items in our system. Balance Sheet: Down \$15,000 for the year, but this was budgeted for and in fact is a better position than anticipated due to the later start of our assistant minister Kim 	<ul style="list-style-type: none"> Peter is investigating with view to spreading costs over 12 months Parish bookkeeper 	30/09/19 30/09/19
4	Staffing	<p>Kim:</p> <ul style="list-style-type: none"> Has been very active attending as many St Michaels’ community events as possible. Also circulating among parishioners getting to know them. Has been coming into the office. Days off will be Friday and Saturday. Has bought 		

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		<p>a new phone to be dedicated to the St Michael's activities.</p> <ul style="list-style-type: none"> • Hany and Kim are required to attend one service per Sunday alternating between the two, however they have indicated that they will attend both services. <p>Steve:</p> <ul style="list-style-type: none"> • days off will be Wednesday, and the other day will be "fluid" depending on needs. <p>Stacey:</p> <ul style="list-style-type: none"> • Doing about 7 hours out of her load of 12 hours per week. The balance is being "banked" and will be used up once Stacey starts preparing sermons. • Is doing the last of 4 exams from the current schedule tomorrow – Wednesday. 		
5	RAP Update	<p>RAP has proposed:</p> <ul style="list-style-type: none"> • To give \$500 to the Wandiligong Fund in support of theological education for indigenous Christian leaders. This is a good fit to "both sides of the ledger". We note that Katherine Houghton is involved with this fund. • To give \$250 to Indigenous Hospitality House <p>• To Support the Christmas Toy Appeal by the Aboriginal Housing Association of Victoria</p> <p>Indigenous Garden update</p> <ul style="list-style-type: none"> • Consultation with parishioners has been done and other constructive feedback has been taken on board. Janette Allen has sent out a summary response to parishioners. • RAP prefers to take the time to do this well. Next steps are to "have a chat" with the Wurundjeri elders which and exchange views of options and other thoughts. This is being arranged directly between RAP and the elders. 	<p>MOTION to approve the 2 x donations</p> <ul style="list-style-type: none"> • Moved: Ann-Michel Greenwood • Seconded: Chris Reynolds <p>• Staff meeting and Wardens to discuss Toy Appeal proposal</p>	<p>Done</p> <p>31/08/19</p>
6	Warden's Report	<p>Distributed by Chris Reynolds. Items highlighted to the meeting were:</p> <ul style="list-style-type: none"> • The two Zip Water Heater filters need to be replaced yearly. Costing \$200 each, Chris is investigating if a maintenance contract is more economic. • CCTV in Nixon Hall has been installed with a large screen broadcast in the south east corner of the church worship area. • Policy and procedure for pastoral giving, and the use of surplus funds from events has been developed. The Wardens and Steve are reviewing it 	As per report	
7	Vicar's Report	Distributed by Steve Webster.	As per report.	

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		Significant matters covered were:		
		Prevention of Violence Against Women (PVAW) and supporting the diocese and the work of Robyn Boosey. <ul style="list-style-type: none"> • The diocese, via Robyn, has recently run PVAW training for clergy on our premises. Robyn is looking to expand this to the parishes, including potentially for paid staff as well as lay leaders. • Alan Nichols has written suggesting we support the diocesan pilot project. This ties in well with Kim Messiah's role and experience. 	The meeting resolved in principle to support the work of Robyn Boosey and to try and find space within our office for her to work from.	noted
		Activity by Roslyn Loader to investigate Andrew Livingstone to run cross-cultural training for outreach staff and preach at both services in the October timeframe.	No action – information only	
		Antipodean Christmas June 22. <ul style="list-style-type: none"> • Proposed by Steve Webster and Kim Messiah as an outreach activity 	Steve to send a heads-up email announcement to the Church community this Thursday, and to include in the weekly notices for next Sunday	16/06/19
		Guess Who Is Coming to Lunch – August 18 <ul style="list-style-type: none"> • Mystery lunch with group coordinator (only) being advised attendees on the prior Tuesday 	Hillary Toppin is coordinating	
		Response to Janette's letter in May <ul style="list-style-type: none"> • Steve has spoken to Janette, but nothing has been written yet. • Steve covered the needs and demands of the 5 categories of communication • Janette was pleased that we had taken the letter seriously 	Steve to organise a formal letter if needed.	08/07/19
		IHH has approached Steve Webster about running a service	Jack Verdins to pass on to RAP	08/07/19
8	OH&S Report	<ul style="list-style-type: none"> • John Sewell spoke re Evacuation Procedure requirements for exits to be within 20 metres of anywhere, and for doors to open outwards. There are areas of concern, and our approach will be to get accurate plans of the site and buildings drawn up. The Wardens will then review the plans re compliance and actions. 	<ul style="list-style-type: none"> • Katja Wagner to draw up the plans • Wardens to review plans and recommend actions needed. 	15/07/19 15/08/19
9	Professional Standards report	<ul style="list-style-type: none"> • Kim is attending required Professional Standards training next week. 		
10	Any other Matters	Jon and Deb, our link missionaries are back in Australia. They are supported by several churches and so will not be running a sermon at St Michaels this time	Roslyn Loader to organize a lunch for their support groups	
		Parish Council is very pleased to have Kim Messiah on board. We will invite her to a PC meeting in say 3 months' time to give us an update	Aim for October PC meeting for Kim to attend	31/10/19

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		Parish Council would like to acknowledge the significant work done by: <ul style="list-style-type: none"> • John Sewell on our policies and procedures, and the asset register • Peter Summers on our financial position and budget 	Parish Council thanked John and Peter on the night, and also formally recognises our appreciation in the minutes.	done
11	Vicar Leave			
12	Next meeting and close	Tuesday July 9 at 7:30pm		

<EMMA TO TRANSFER NEW ITEMS TO TABLE BELOW for the next agenda>

Actions from Previous Parish Council Meetings

Actions from June Meeting

	Item	Action	Owner	
1.1	Appointment of Auditor	John S is working on asset register.	SW	Open
1.2	Appointment of Child Safety Officer	Steve to discuss with Catherine Ward. Contract to be distributed to Parish Council for approval	SW. For review at next meeting	Close
1.3	Financial Support for Lwin	Offering for the month of January has now closed. Funds to be transferred in an auditable manner.	SW to action	Close
4.1	Children's Ministry Visibility	Installation of security cameras approved at PC in April. CR to discuss installation with David Wagner	CR	Close
4.2	Oven Repair	New oven worked very well for Maundy Thursday. Wardens to advise of plan to dispose of old oven	CR and AMG	Close