

**St. James, Gravenhurst  
Annual Vestry Meeting Agenda  
February 7, 2021**



**AGENDA**

1. Opening Prayer
2. Announcement of Diocesan Canon J-1  
'Vestries', Section 2 re: voting membership
  - a. Full age of 16 years
  - b. Baptised
  - c. Habitually attend divine service
  - d. Contributed to the working expenses of the parish in previous year
3. Election of Vestry Clerk
4. Adoption of the Agenda
5. Adoption of the Minutes of the 2020 Annual Vestry Meeting
6. Issues Arising from the Minutes
7. Review of Mission Objectives
  - a. Review and adoption of Warden's Report & Clergy Reports
  - b. Review and adoption of ministry reports: Altar Guild, ACW, Craft, Pastoral Care, Hope Chest, GAP, Screening in Faith
8. Overview of Stewardship Objectives
  - a. 2020 Gravenhurst financials & 2020 Holy Manger financials
  - b. 2021 Gravenhurst Budget
9. Election of Officers for 2020: Deputy Peoples' Warden, Synod Delegates and Alternates
10. New Business
11. Closing Prayer & Adjournment

**TABLE OF CONTENTS**

<b>p.2-5</b>	<b>Minutes of the February 2020 Vestry Meeting</b>
<b>p.6-8</b>	<b>Reports of the Incumbent and Associate Clergy</b>
<b>p.9-10</b>	<b>Reports of the Wardens</b>
<b>p.11-12</b>	<b>Worship Report</b>
<b>p.12</b>	<b>Hope Chest Report</b>
<b>p.13</b>	<b>G.A.P., Craft Group, Anglican Church Women's Group Reports</b>
<b>p.14</b>	<b>Pastoral Care Report</b>
<b>p.15</b>	<b>Altar Guild &amp; Barkway Financial Report</b>
<b>p.16-19</b>	<b>2021 Parish Officials, Narrative Budget &amp; Draft Vestry Minutes</b>

**St. James Anglican Church**  
**Annual Vestry Meeting Minutes**  
**February 2, 2020**

**OPENING PRAYER:** Rev. Heather opened the meeting in prayer at 12:45 p.m.

**ANNOUNCEMENT OF DIOCESAN CANON J-1** 'Vestries', Section 2 re: voting membership – It states that you must be full age of 16 years; baptised; habitually attend divine service in the parish; and have contributed to the working expenses of the parish in the previous year.

**ELECTION OF VESTRY CLERK:** Helen Flavell nominated Pam Thornton to be Vestry Clerk. Pam accepted the nomination.

**ADOPTION OF THE AGENDA:** Moved by Louella Witney and seconded by Ruth Ryan that the agenda be adopted – Carried

**ADOPTION OF THE MINUTES** from 2019 Annual Vestry meeting:

Correction – page 7 under World Day of Prayer – spelling of Louella Witney

-Under Craft Group – the second sentence should say 'Doctors Without Borders'

Rev. Heather called for any other corrections. Motion to accept minutes as amended.

Moved by Cliff Flavell, seconded by Muriel Shaw. Carried.

ISSUES ARISING FROM THE MINUTES: There were none.

**REVIEW OF MISSIONAL OBJECTIVES 2019 –**

Rev. Heather asked all present to read over the reports submitted.

Call for discussion and motion to approve the following Clergy and Wardens' reports:

Clergy Report from Rev. Diana Wilde:

Rev. Diana Wilde spoke to her report

- Rev. Diana finds her work at Beaver Creek Prison very meaningful. On Thursdays, she teaches Knitting. There seems to be more residents coming each week.

- All residents of the prison put together numerous boxes for the Christmas Shoe box project for those in need.

Clergy Report by Rev. Margaret Morrison

Clergy Report by Rev. Jim Schell

Wardens' Report: In the Wardens' Report thanks and praise was given to Carol Fraser, the People's Warden for all her years of complete dedication to her responsibilities as a Senior Warden.

Thank you to Mary Leger, who stepped in as Deputy Rector's Warden at our last Vestry.

Motion to approve above reports – Moved by Colin Edwards, seconded by Louella Witney. Carried.

**Ministry Reports:**

Altar Guild, Pastoral Care, Anglican Church Women, Craft Group & Youth

Colin Edwards spoke to the Summer Camp held at the Ryde Co-op in the summer of 2019.

- Students from the high school volunteered

- residents from Barkway generated enthusiasm, truly a Community Ministry

- great activities – everything from visiting a horse farm to swimming

- there were 24 youngsters attending
- Colin thanked everyone for their support

Rev. Heather mentioned that the Ryde Co-op had received a grant to build an outdoor pavilion.  
 Motion to approve Ministry Reports – Moved by Ruth Ryan, seconded by Judy Marriott. Carried.

### **Mission Reports:**

Blessing of the Animals, G.A.P. (Gravenhurst Against Poverty) & Hope Chest

Hope Chest had a huge/successful year. Judy Marriott thanked Diane Matz for all her time, energy, and leadership with the Hope Chest. The Volunteers were also thanked for their commitment.

Motion to approve Mission Reports – Moved by Louella Witney, seconded by Nola Ibbitson. Carried.

### **OVERVIEW OF STEWARDSHIP OBJECTIVES**

Property priorities 2020

Rev. Heather explained in detail the following information pertaining to the “LIFT”:

-the contractor, Davicor, has allowed the work on the LIFT to lapse  
 work by Davicor has been done incorrectly and brought to our attention by the sub-contractors  
 asked for keyless operations of the LIFT, but received a system with a key  
 many back and forth conversations and emails until finally the whole matter has been put in the hands of the lawyers from the Diocese of Algoma  
 numerous meetings between contractors, sub-contractors and St. James were set-up – Davicor did not appear  
 when Davicor did arrive for a meeting, Diane Matz, Rector’s Warden, took part in the conversation –  
 Rev. Heather had a meeting in Bala and was not able to be with Diane  
 dialogue on the part of Davicor was incorrect/not true  
 Davicor claims that there is a bill not paid. They have been told by the Diocesan lawyers that once they complete the work, the bill will be paid.  
 electrical system is a major problem  
 all work is at a standstill.

Rev. Heather pointed out that when she came to St. James, we had a long ‘to do’ list of what we wanted to see accomplished in the way of accessibility issues. All has been accomplished, except for the LIFT. Main floor of the church is accessible.

### **FINANCIAL REPORTS for St. James, Holy Manger and 2020 Budget:**

Income January through December 2019 = \$108,706.10

Memorials = \$14,706.00 – helped to meet budget

Apportionment will change half - way through the year

Kim Hawn questioned his salary. The amount gives the impression that Kim is being overpaid. It was explained that the Diocese changed the way of paying salaries. Everyone felt that Kim’s amount should be left as he was deserving of it.

Elaine Smith, who is head of the Altar Guild, questioned the amount under Altar Supplies of \$1,473.50. An answer was not available at the time. \*\*\*The Treasurer, Meredith Hendy, provided an explanation following the Vestry Meeting. The heading of Altar Supplies comes out of the General

Operating Fund and covers expenses such as orders from Parasource, Palm Crosses, and Wine from the LCBO. Our Orders of Service come from the U.S.A. Once our supply runs out in the Spring, we will be printing our own. Monies received in lieu of flowers for Sunday Services are used to buy supplies for the Altar Guild.

Rev. Heather gave an overview of the Balance Sheet and Designated Funds. She also spoke to Holy Manger's Financial Report, because they are covered under our charitable registration number.

Motion to approve Financial Reports – Moved by Pat Flavell, seconded by Derek Shakespeare.

Carried.

### **SCREENING IN FAITH:**

Bala added Treasurer to the Parish Position List.

Motion to approve the addition of Treasurer as amended– Moved by Bill Flavell, seconded by Ruth Ryan. Carried.

### **MEMORIALS:**

Service Buffet, outside of the Chapel, in memory of Meryl Devaladares, mother of Carol Fraser.

Patio area with chairs to be left of the entrance to the LIFT in memory of Peter Stuart.

2 tables on either side of the glass cabinet at the back of the church will be in memory of Clarence "Smitty" Smith, husband of Elaine Smith and for Charles "Chuck" Thornton, husband of Pam Thornton.

Discussion re: converting the pews at the back of the church into a space that can be used for meetings and conversation. Can be done with existing pews. Rev. Heather asked for ideas as to how the space might be used. There will be new doors coming into the church made of glass. Doors will be in memory of Margaret Cozzi and her son Michael.

A bequest has been received from Patricia Morris. St. James is to receive 1/10 = \$400,000.00. We have received a cheque for \$136,000.00 and will receive at least the same amount in 2020.

After discussion pertaining to the Patricia Morris bequest the following motion was made:

Motion: "Money received from the Patricia Morris Estate will provide sufficient funds to finish the LIFT project." Moved by Ruth Ryan and seconded by Bill Flavell. Carried.

### **ELECTION OF OFFICERS:**

People's Warden – Pam Thornton was nominated by Ruth Ryan

No further nominations were made. Nominations closed. Pam will serve as People's Warden by acclamation.

Deputy People's Warden – Nola Ibbitson was nominated by Ruth Ryan

No further nominations were made. Nominations closed. Nola will serve as Deputy People's Warden by acclamation.

### **NEW BUSINESS:**

Synod has been called by Archbishop Anne Germond in Sault Ste. Marie for Saturday, May 8, 2020 to discuss Gender Neutral Marriage. A church service will be held the prior evening, Friday, May 7 in the Cathedral. Synod reps from last year will represent St. James.

Rev. Heather asked how the parish would like her to present the subject to the congregation. It was decided that her Homily on Sunday, February 22, 2020 would take on this topic.

Further Comments:

- Cliff Flavell brought attention to the fact that the ventilation system in the church should probably be cleaned. There are particles of dirt coming out of the system.
  - Cliff also mentioned that there are Anniversary Crosses still available.
  - Steps from the main body of the church to the altar are a concern. The issue of a ramp has been looked at, but a suitable solution has not been reached.
  - Louella Witney suggested that on Super Bowl Sunday next year parishioners could be asked to donate a can of soup with a toonie taped on top!
  - Pat Flavell thanked Ann and Ken Calvert for providing coffee/treats for the Vestry Meeting. All goodies were brought up from the kitchen to the Narthex.
  - The Choir and Kim Hawn were thanked for their faithful service and lovely music. They are small but mighty!
  - Judy Marriott and Marilyn Petsura were thanked for organizing the In-house bake table in early December.
  - It was mentioned that Marty Saar made over \$1200 with the items from his store he had on sale during the summer and fall. These items were sold during Hope Chest hours.
  - Diana Wilde asked if it might be possible to produce an up-to-date Photo Directory.
- Bill Frankish thanked Rev. Heather for the way in which she conducted the Vestry Meeting today.

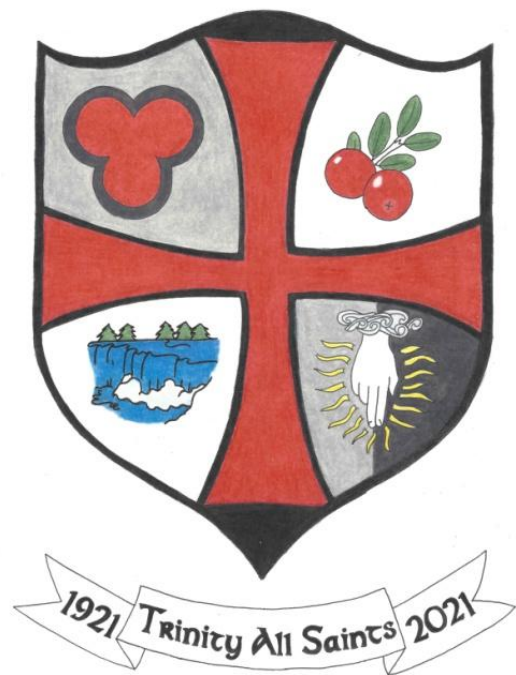
12. -Ruth Ryan moved the adjournment of the Vestry Meeting.  
The meeting closed with the Grace.

**Join the Celebration!**

**Our sister church Trinity All-Saints, Bala  
Turns 100 years old in 2021!**

**Keep an eye to the weekly parish emails  
And to the**

**[www.balagravenhurstchurches.com](http://www.balagravenhurstchurches.com) website  
For information about the 2021 celebration  
events!**



## **Incumbent's Report to Annual Vestry 2021**

**Rev. Heather Manuel**

*Dear Children, now we are children of God; and it has not yet been revealed what we shall be,  
but we know that when He is revealed, we shall be like Him, for we shall see Him as He is.*

*1 John 3:2*

Thank you for joining in this reflection on the year that has past, and the year to come.

In every year, we spend the weeks between the seasons of Christmas and Lent reflecting on the early ministry of Jesus.

-We remember his baptism in the Jordan river, which inspires us to remember our own baptismal vows to love God and to respect the dignity of every being.

-We remember the 40 days he spent fasting in the wilderness prior to beginning his public ministry, which inspires us to remember that our relationship with God is the fuel for our lives.

-We remember how Jesus gathered his disciples with a simple call 'follow me', which inspires us to reflect on the path of faith we have travelled and where it may lead us yet.

-We remember that Jesus chose disciples from a wide variety of careers and stations of life, which inspires us anew to use our unique gifts while encouraging those of our neighbour.

We will contemplate all of these things from the comfort of our homes this year rather than gathered as a worshipping community. We will join together for an online Vestry meeting for the first time in the history of our parish. We greet this year still reeling from a 2020 that shattered all of our expectations and forced us to adopt new ways of being church. In the pages of this Vestry report, you will read about the frustrations, inspirations and innovations that arose from the pandemic year. These pages will also bear witness to the love that sustains us through the difficult times, the peace that sustains us through times of fear, and the hope that sustains us through an unpredictable future.

I think the quote from 1 John speaks to our hearts as we begin this year.

*We are God's children, and we celebrate that God has blessed us through the generations!*

*We do not know yet what we will become.*

What will this year bring? What will our ministry look like 100 year from now?

*We know that God has been revealed to us.*

The fact that we know God, and that we are God's precious children, is all we need to sustain us through the uncertainty of the journey!

May the God who has blessed this ministry continue to shape us into what we will become!

*Rev. Heather*

### **2020 Statistics**

**Average Sunday Attendance prior to shutdown in March: 43**

**Average Wednesday mid-week Attendance prior to shutdown in March: 9**

**Average Attendance at 'in-person' Sunday services during pandemic restriction: 16**

**Average Attendance at 'zoom' Sunday services during pandemic restrictions: 22**

**Number of 'zoom' services during pandemic restrictions: 38**

**Number of services recorded for Facebook & YouTube distribution: 9**

**Weddings:, with pandemic restrictions in place: 1**

**Burials, with pandemic restrictions in place: 1**

**Baptisms during services: suspended due to pandemic restrictions**

*"The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favour." Luke 4:18-19*

Dear Friends:

Having missed the joy of worshipping together in person for much of the past year, I want to extend my love and prayers for all our church members, praying for God's guidance, grace, strength, and encouragement. I pray that we may weather this time of isolation and restrictions knowing that God is with us, as difficult as it is, and has been.

New challenges and restrictions have confronted us all. This has also been a time of slowing down and having the opportunity to reflect on the most important things of life: relationships, with one another and with our Lord and Saviour.

As our world experiences major change and upheaval, the Lord is revealing much that needs to change, bringing evil and corruption into the light for all to see. One could compare our present time to the pains of childbirth, in which God brings new life, new joys, new meaning from previous worries, fear or pain. Jesus, the Light of the world paid for our freedom on the cross.

For the first 3 ½ months of 2020, I continued my volunteer work at Beaver Creek Institution, which included teaching inmates to knit and sew, also providing leadership at weekly Toastmasters meetings. Volunteerism at the prison was suspended in March with the announcement of the pandemic. Volunteers were unable to enter the prison, and this has continued to the present time. The inmates were restricted to their ranges and chaplains were also restricted from coming into work, due to concerns about Covid.

During this time of restriction, I was invited to apply for a chaplaincy position at the prison. In October 2020, when chaplains were allowed to return to the prison, I began my work in part-time in chaplaincy, providing Sunday services, group programs and one-on-one counselling.

My previous chaplaincy work in Corrections took place in a Provincial Institution in Winnipeg, with young offenders. Beaver Creek is a Federal Prison for men, who in most cases are serving a life sentence. This is quite different from working with youth who have gone astray. The institution has been under strict Covid protocols, which recently have resulted in greater restrictions due to the resurgence of the virus. All group activities have been suspended as I write, and there is little "movement" for the prisoners. The Chapel is considered a "sacred place" for the inmates to come for spiritual renewal, counselling, and safe connections, so this is an even more challenging time for chaplains and inmates.

In another capacity, along with Rev. Heather, I serve on the Muskoka Chaplaincy Board. The pandemic also impacted chaplaincy services at the Muskoka Algonquin Healthcare sites: South Muskoka Memorial Hospital and the Huntsville Memorial District Hospital, as most volunteers were not going into the hospitals for several months. We have had virtual meetings with our staff Chaplain Karen Hamra, who has conscientiously provided spiritual care at the two sites, along with volunteers when allowed in. Let us keep in prayer all those who serve in various ways during these times, and for those who are in need, asking for the Lord's guidance, grace, peace, and comfort to strengthen and encourage them, and ourselves, as we navigate the road ahead. May we find our peace, rest, hope and security as we trust in His abundant love and saving grace.

Blessings in the Name of our Lord and Saviour Jesus

Reverend Diana Wilde

Saint Augustine of Hippo said:

*Faith is to believe what you do not see; the reward of this faith is to see what you believe.*

### **Deacon's Report to Vestry**

#### **Rev. Margaret Morrison**

This past year has seen ever so many changes due to the Pandemic. By God's grace we have been adaptable. Our Developmental Services ministry started out strongly with services held at Community Living enabling a greater number of attendees. We used treasure hunts to review earlier lessons and slideshows and videos to teach new ones. Music continued to be a highlight of this ministry. Strong support was provided by Rev. Heather and her teaching regarding "how to pray" anticipated each service. Derek and Betty Shakespeare are greatly loved by the congregants. Then, Rev Kelly, was missed, particularly in her role in leading the singing of "God loves you" when she moved to Huntsville.

The ministry was shut down given Covid restrictions but has recently been revived with the sharing of videos that were made to tell Bible stories. We send the videos to Community Living and they distribute them to their client homes. Cory Brunatti has been a gift to this ministry. We have received a request to film the songs we used to sing with Derek and will plan for this filming in the near future.

I was invited to assist with Muskoka Deanery services and enjoyed working with various Priests, Lay Readers and videographer Cory. In so doing, I also was able to fill in for my friend Rev. Jim Schell on a couple of occasions at St James, got to visit Barkway and renew many wonderful friendships. Covid does have some blessings.

I have kept in touch with some parishioners by phone and by letter. The responses and relationships established have been much valued by myself.

I have greatly missed the monthly services at the Manor.. I have sent them posters of Bible verses which I hope they enjoyed but one of the post Covid blessings I most anticipate will be seeing their faces and hearing their voices once again.

May your 2021 be a year in which you are each safe and may it be filled with hope and love.

### **Deacon's Report To Vestry**

#### **Rev. Jim Schell**

The past year has been a difficult year on many levels, for so many people. Covid 19 has caused hardships for everyone and has made church services challenging. Clergy and laity have met the challenge through diminished in-church services and via the internet. Our own Rev. Heather was busy throughout in making certain that we all had access to services and our little monthly bags with so much in them. My church involvement has been limited by lock-downs and distance, however, Pat and I have contributed where we could during in-church services and in the ongoing work within the parish.

My hospice duties have been greatly curtailed by the virus however I have been able to keep in touch with all my hospice friends by telephone, internet, and some in-home visits.

I pray that the end of this pandemic is near and that 2021 will see us back in church and able to resume our daily routines. Thanks be to God.



## Wardens' Report for Vestry – Sunday, February 7, 2021

Although we are back to online-only services while in the 'Red' designation, life at St. James continues being ever mindful of one another's needs. We owe a huge amount of thanks to Rev. Heather for her leadership and care of everyone. The Gift Bags, which have now become a much-anticipated present, have readings for several weeks and are filled with goodies and donations from the three churches. Rev. Heather's helpers in preparing the bags are the three Manuel men: Joe, Linc, and Luke. Thank you to them and to the angels on the delivery team.

Due to COVID-19 restrictions we were not able to be together for either Easter or Christmas services. However, there were many things we were able to do within the boundaries of the pandemic restrictions. We used the church bells at Gravenhurst, Barkway and Bala to commemorate the 75<sup>th</sup> Anniversary of VE Day, Vigil Prayers for the victims of the shooting in New Brunswick, Easter, Remembrance Day, Christmas and New Year!

We were able to have socially-distanced services on Sundays from September to mid-December, and have the churches open for quiet time, prayer and small meetings. Since the church at Barkway is small to begin with, the social-distance protocols reduced the seating capacity to exactly the size of the congregation: every service was at 'full capacity'! We were not able to have our usual Sunday Kids Program at Gravenhurst, or the summer Church Camp at Barkway, but we are hopeful that we will be able to resume these ministries again in 2021.



On Christmas Eve, St. James held a drive-by time hosted by Rev. Heather. A small crèche was at the front steps, candles were there to light in memory of a loved one. It was a lovely evening and out of the darkness appeared Lois Cooper and Mark Clairmont, with candles of their own. Mark also had his Trumpet with him and played Christmas Carols, which could be heard all throughout the neighbourhood. A Christmas Eve service via zoom followed.

Holy Manger Barkway hosted a Christmas Eve drive-by in which we collected food for the Salvation Army food bank, and donations for Gravenhurst Against Poverty. The exterior of the church featured a manger scene painted by Bonnie Edwards, music and lights to honour the season. Since this church, 'Holy Manger' bears the namesake of Christmas, it usually draws a crowd on Christmas Eve. Thanks to the drive-by, the 'crowd' could still make pilgrimage to the manger while honouring the social-distance guidelines of the Province and Diocese.



We continue to gather online and pre-tape worship videos with our neighbouring parishes; and distribute them via our Facebook and Website. Please read the Worship Report for more information about our online ministry.

Thank you to those who have kept in touch by phone or email to others who might be on their own. Life during COVID - 19 has required that we stay indoors as much as possible, leaving some days long. A cheery phone call or funny email is always gratefully received.

The Wardens appreciate and thank Kim Hawn for his music each Sunday; Stephanie Newroth, our Parish Administrator for her kind and friendly manner with all the parishioners, Graham Eliot, our custodian, for keeping the church sanitized, and Meredith Hendy, our Treasurer, for keeping us on track. It is also a pleasure to have Rev. Jim Schell, his wife Pat, Rev. Margaret Morrison, and Rev. Diana Wilde in our midst on various Sundays.

Both the tile for the floor and steps in the elevator area are now in place at St. James. We are waiting for the elevator company to come back and complete the work. Promises have been made that this will occur! The electrical system was corrected and brought up to code.

During the shut- down period the space at the back of the church was addressed. Our wonderful carpenter, Bob Vanderniet, removed pews at the back of the church and turned one into a beautiful meeting table. He also refurbished 10 old wooden chairs that are now around the table. Betty Shakespeare upholstered cushions for the chairs as well the cushions on two other small pews that are now placed by the display case at the back of the church. A runner that Pat Schell made is now in place on the new table. All is ready for when we can meet. The kneelers from the removed pews were turned into bookshelves and placed in the 'Reading Room' off to the side of the main body of the church. You will find a pew in the room as well, all providing a quiet space to sit, read and reflect.

With all the removal of pews, the carpet needed attention. This was accomplished as well. New doors are now in place from the Narthex to the church, from the church to the hall adjoining the office, and a new door to the Chapel itself. During the early part of 2020 St. James was cleaned from top to bottom. It was a tremendous amount of work taken on by Diane Matz and Graham Eliot. They both worked tirelessly for days at a time. The result was a sparkling building. Thank you to both of you for all you did. Thank you also to the crew at Holy Manger who ensure the church building is strong, sanitized and equipped to abide by the pandemic regulations.

When we were able to have services with limited seating, all proper protocols were put in place, such as social-distance seating, signage, and sanitizing with the purchase of a 'fogger'. Masks were provided and attendance was taken.

The Wardens thank you for your financial support of our parish through 2020. It was quite a year, one that no one could have imagined!

We live in hope that 2021 will find an end to this pandemic and bring about good health to all so that we might all worship together in our church.

*Your Wardens - Pam Thornton and Colin Edwards*

## **Worship Report**

**Prepared by Nancy Houghton, Diocesan Lay Reader & Verger of Trinity All-Saints, Bala**

2020 will certainly be a year to remember, and not all of it bad. While we have seen the locking down, reopening, and locking down again of our churches we have figured out ways to gather for worship. None of us anticipated the new skills we would have to learn, quickly, to stay connected in a meaningful way with each other. In some respects, it has been an exciting, albeit stressful, time to be involved in planning and participating in our liturgies.

As part of our on-going training, many of the Lay Readers of the parish attended the Layreaders Conference on-line in September. This is the first time the conference has been an on-line version and it was very informative and interesting. There were 85 Layreaders from the Diocese in attendance. If you have any questions about Layreaders or how to become one please talk with Rev. Heather.

By the end of February things were starting to happen with COVID and there were discussions about whether we should go ahead with the scheduled “Lenten Leap Day” retreat. Of course, it didn’t happen as by mid-March we were in lockdown. And that’s when things became really interesting. We were fortunate as Rev. Heather adopted Zoom fairly quickly as a means of gathering for worship. The first few weeks were tough trying to figure out how to fit a service into 40 minutes and allow people time to chat and connect. However, Rev. Heather did a great job of balancing it out. A few of the early attempts to have multiple people participate were not totally successful because of technology issues and our own lack of understanding of the inherent difficulties of lag-time and bandwidth capacities. But continually trial and error have made the services better. Rev. Heather, with contributions from a large contributing group, has been providing “Worship” bags on a regular basis. These bags include weekly readings and prayers, small tokens from groups or individuals, coffee hour items and other surprises. People have taken time to help stuff the bags and help deliver them when they are ready. This ministry is now reaching 90 households between the three sister points in our Parish. And I see people referring to these readings and prayers on-line while participating in the weekly Zoom service.

We also partnered with the Parish of Muskoka Lakes in a series of weekly pre-recorded services. These have been twice weekly prayers of the church offered on Wednesday and Friday, and a Sunday morning BCP Morning Prayer service. Different people from our congregation have made video recordings, help to lead service, delivered reflections, and in my case provide weekly intercessions. This is still an on-going partnership. These services are uploaded to both Facebook and YouTube and reaches people from around the world. The statistics have been very interesting. For Christmas Eve, all 3 churches worked together on a video service that was distributed by Facebook, YouTube and on our parish website, [www.balagravenhurstchurches.com](http://www.balagravenhurstchurches.com)

We have also participated in several other worship offerings on-line. We had a number of people record The Lord’s Prayer for the National Church video that was done in the Spring. We have participated in Deanery On-line Worship services and in Diocesan On-line services. All of these have reached out to a larger community than just our own parish family.

When we were able to go back to in-person services in September, the decision was made to continue the Zoom services as there were some members of our congregation who, for a variety of reasons, were not going to be going back right away to the physical building. It was around this time we made the decision to go to a paid Zoom account which removes the time restriction and makes it easier to have a service with regular music and still allow time for visiting and connecting with each other. We try to source out singable music with words as we can sing in our homes. We have been getting people to do readings and prayers. We have different people offering reflections. So very similar to what we would do in-person. We also made the decision to open these services to members of other congregations who were missing live connection with others before, during or after service. We now have a diverse group of people, from all over the deanery, who participate in our services.

Rev. Heather and I, along with Rev. GailMarie and Cory from PML, are involved in longer term discussions regarding an On-line Ministry team. This is an initiative to support what is happening in individual congregations but reaching out to the larger community with resources already available within the Deanery. It has the potential to be a very interesting team with some very different ideas. Started by necessity but driven now by what we see as some benefits to allow us to reach people that can't always be a "bum in the pew" on a Sunday morning.

These things may not be "church" as we would like it, in an ideal world, but it is helping to feed our souls. We have discovered new ways of praying with each other!

Respectfully submitted,  
Nancy Houghton.

### **St. James Hope Chest Report**

In 2020 the Hope Chest operated both Wednesday and Thursday mornings for the months of January, February, and early part of March. Due to COVID 19, the store was closed for the remainder of 2020. During the pandemic, a socially-distanced group of volunteers accomplished a stock sort; and the store was accessed twice for emergency needs for two families.

Every year the volunteers have met at the end of the year to discuss the disbursement of funds. Since the restrictions pertaining to the pandemic did allow for this, funds of \$1985.81 from the Hope Chest remained untouched. An email was sent out by volunteer Judy Marriott in January 2021 asking the volunteers if they would agree to send \$500.00 to the Salvation Food Bank and \$500.00 to Gravenhurst Against Poverty via St. James Virtual Walkers team in the Coldest Night of the Year effort to raise funds for local homelessness. The amount of \$985.81 will remain with the Hope Chest. A positive response was received.

The Hope Chest has been a wonderful source of outreach at St. James for several years. It has provided funds for many programmes in our community. This could not have been achieved without the help of the volunteers who came in cheerfully each week to look after the store. In 2021, the volunteers will keep in contact to determine when and how to continue this ministry.

Thank you from Rev. Heather and the Wardens.

### **Gravenhurst Against Poverty – G.A.P.**

The Thursday Food Programme, run out of Trinity United Church, is now servicing 400 individuals across the Gravenhurst area. The food items are packed and delivered by a myriad of volunteers. Some are also picked up by individuals at the church. The regular items of a frozen meal, vegetables, fruit, bread, and dessert are always made available each week. A second food day is now being offered with take-out meals that are prepared in Trinity's kitchen. These meals can be picked up at the church on Monday's from 4 to 5 p.m.

For information on this, call 705-641-2225 or [gravenhurstagainstpoverty@gmail.com](mailto:gravenhurstagainstpoverty@gmail.com).

In the year ahead, G.A.P.'s priorities will be securing the space to expand their programming, increasing their transportation programme, providing online and in-person resources for mental health, building their programme to respond to homelessness, and continuing to provide meal and grocery assistance to the community.

The Coldest Night of the Year "CNOY" is being held on February 20. It will be a Virtual experience for the whole programme. We are 'The St. James Virtual Walkers' and have set a goal of \$1,000.00 again this year. Mary Leger is our team captain again this year.

*Update: we have already exceeded our fundraising goal!!!*

### **Craft Room (Group)**

First I would like to say thank you for all who make Christmas the best that we could. The Christmas tree ornaments were made by Ann Calvert and distributed in the Christmas Eve drive-by gift bags for all 3 churches!

Thank you to all the Angels who delivered the gift bags, and all the crafters that made art and trinkets month after month so we could include them in the bags.

Thank you for all the knitters who made the dish/spa clothes for the gift bags, and those who donated wool. And especially to Rev Heather, Luke, Lincoln and Joe who work to prepare the bags every month. We all come together in our time of need.

*Respectfully Submitted by Betty Shakespeare*

### **ACW (Anglican Church Women)**

Many of our Diocesan ACW have ceased to meet, or converted to 'contact groups' during the pandemic. Our St James ACW reached the decision a few years ago; we are now a contact group which enables us to keep updated with Deanery and Diocesan ACWs.

I would like to acknowledge our sister church in Bala who have an active ACW and are carrying on the fine tradition, meeting by Zoom or in-person when pandemic regulations allow. Well done!

It has been a challenging year for our St James ladies, however we have stepped up to the plate in many ways. I think of all the phone calls we all have made to each other and the Angels that deliver the monthly to our parishioners. A wonderful way to keep us updated with printed leaflets as well as the special treats we receive in each bag.

A new venture created by Judy Marriott was the decorated Christmas box in the Bell Tower. We were able to drop off Christmas cards for parishioners and then they were distributed at the appropriate time. What a caring way to keep in touch.

It will be a long winter for all of us and my prayer is that we stay healthy and continue to be in touch with each other.

*Blessing, Pat Flavell*

## **Pastoral Care Reports**

### **Cards of Care Ministry**

As part of our Outreach and Pastoral Care cards are sent to our parishioners for birthdays, anniversary, get well, sympathy, and thinking of you from your St. James Church Family. I'm asking you all to please inform me if you hear of anyone who is sick or needs a thinking of you card or a bereavement. Thank you so much it will help this ministry be more inclusive.

Thank you.

Lois Bainbridge

### **Other Cards of Care Highlights:**

During Advent, all 3 churches collected Christmas Cards for distribution in our nursing homes. The cards were addressed to a generic 'Someone Special' because we did not know who would receive each card. Each one contained the Christmas greeting of the author's choice. We collected enough cards to distribute one to each resident of the Manor, Muskoka Shores, Granite Ridge (4<sup>th</sup> floor) and one Community Living group home in our community!

In the Christmas season, and ending January 2021, we collected 'Thank You' cards to send to the troops stationed aboard the HMCS Halifax for their 2021 deployment. Each card contains a message of encouragement and thanks of the author's choosing. From the 3 churches we collected more than the 255 necessary to give one to everyone serving aboard the ship. These will be delivered through a family within our parish who has a member stationed on the ship.

### **Pastoral Care Prayer and Support Team:**

Well, it has been a year of adjusting to a new way of life! It makes us realize what we take for granted. We should be thankful for all that we have, and lift our concerns to God!

Unable to continue with our usual visits to shut-ins and services for Community Living and nursing homes, we shifted to phone calls, emails, and porch-drop gift bags.

Members of the Pastoral Care team have been busy collecting and mailing cards, making phone calls, and making cloths or crafts to deliver in gift bags. People like to see a cheery face on porch-drop before they look into their bag for the goodies and prayer service sheets from Rev. Heather.

We remember in prayer the special people we lost this year; including Jennifer Runham Stark, Sandy Borneman, and Glenna Kergon. In the early part of this year, we've also said goodbye to Ken Brunton. Several of our extended family members passed away over the past year, including John Woodcroft, Joan Hayes, and Joan Slein.

Our friends in Barkway said goodbye to Doug Taverner.

We remember them with love and are thankful for their lives.

We remember those in our communities and families who have died this past year, who have not been able to gather for a service because of the pandemic. May you feel the support of the prayers and love of your church family.

*Submitted by Derek & Betty Shakespeare*

## Altar Guild Report

The pandemic required the Altar Guild to suspend much of their usual activity, although Altar Guild president Elaine Smith checked-in regularly and was always available to help. Thank you to the members of the Altar Guild who are missing their usual work partners and visits to the church to prepare for in-person services. 2021 will see a resume to Altar Guild rotation at some point.

During the past year, Elaine Smith worked with the wardens to close out the separate Altar Guild bank account and blend it into the accounts of St. James. This means the funds for all the supplies, flowers, calendars, etc will flow through the central account of St. James rather than the split accounting of previous years. The office managed the purchase and sale of the Anglican Church calendars this year. As Elaine prepares to shift and share her duties as president, we pray for the members of the Altar Guild who are adjusting to the 'new normal'.

*We give thanks for Elaine and ask the Lord to bless her in the year ahead!*

## Holy Manger, Barkway Financial Report 2020

Balance at Jan 1, 2020	\$2,052.55	
<b>INCOME</b>		
January	\$150	Gift
February	\$885	Offerings
March - July	0	Service cancelled due to pandemic
August	\$310	Special offerings, no service
September	\$450	2 in-person services
October	\$390	2 in-person services + several boxes of food items for the food bank's Thanksgiving food drive
November	\$280	2 in-person services
December	\$865	1 in-person service & Christmas Eve drive-by + donated food items for food bank
Interest Jan-Dec	\$0.16	
<b>TOTAL</b>	<b>\$5,382.71</b>	
<b>EXPENSES</b>		
Propane	\$1,295.11	Tank fill & Rental charges
Hydro	\$340.91	Monthly installments of approx \$28.40
Clergy & Leadership	\$200.00	
Program Supplies	\$45.33	
Apportionment	\$556.00	Direct to Diocese of Algoma
Bank Charges	\$6.00	
<b>TOTAL</b>	<b>\$2,443.35</b>	
<b>Balance at Jan 1, 2021</b>	<b>\$2,939.96</b>	

**St. James Anglican Church & Holy Manger Barkway  
Congregational Officers**

**Clergy:**

Rev. Heather Manuel, Incumbent

Rev. Diana Wilde, Honourary Assistant, with ministry in prisons and hospitals as well

Rev. Jim Schell, Deacon Assistant, with hospice ministry as well

Rev. Margaret Morrison, Deacon with courtesies in parish, ministry in nursing homes and Community Living South Muskoka as well

Rev. Canon Tom James, Honourary Assistant retired

**Wardens & Financial Officers:**

People's Warden Gravenhurst: Pam Thornton

People's Warden Barkway: Judy Campbell

Rector's Warden, Gravenhurst (to be appointed)

Deputy Rector's Warden with stewardship of Barkway: Colin Edwards

*Deputy People's Warden: to be elected at Vestry*

Treasurer at Gravenhurst: Meredith Hendy

Treasurer at Barkway: Janet Merkle

Financial Reviewer: Rev. Jim Schell

**Council Officials:**

Clergy & Wardens

Pastoral Care: Derek Shakespeare, Diocesan Lay Reader

Craft Group Ministry: Betty Shakespeare

Hope Chest: to be chosen by Hope Chest

Altar Guild: Elaine Smith

Anglican Church Women: Pat Flavell

*Delegate to Synod: to be elected at Vestry*

*Delegate to Synod: to be elected at Vestry*

*Alternate Delegate to Synod: to be elected at Vestry*

**Ministry Officials:**

Parish Lay Readers: Carol Fraser, Pam Thornton, Stephen Shakespeare

Parish Administrative Assistant: Stephanie Newroth

Musician and Choir Director: Kim Hawn

Care Card Ministry: Lois Bainbridge

Gravenhurst Against Poverty liaisons: Pam Thornton & Mary Leger

Property Steward: Graham Elliot



## ST. JAMES ANGLICAN CHURCH 2021 BUDGET DESCRIPTION

### How Does St. James Church Spend My Donation?

61% Toward Spiritual Care

39% Toward Resources Needed to Provide Spiritual Care

Our faith guides all of our financial decisions.

We seek to follow Jesus' example in three ways:

1. Disciples pray and learn together
2. The Good News is shared to our neighbour in word and deed
3. The Good News is shared by serving beyond our community

### Spiritual Care

*\$67,000 of \$110,000 total budget*

The Spiritual Care of people at home and abroad. About half of the \$67000 dedicated to the 3 tasks listed above is spent employing our Priest, Rev. Heather Manuel. Her role is to fulfill these tasks in word and deed; and to organize, inspire and equip church members to fulfill these tasks in word and deed. Rev. Heather provides opportunity for regular prayer and learning both in-person and online. In this, she is assisted by our paid Organist & Choir director, and our paid Youth Ministry Assistant. About \$11,000 per year is dedicated to providing opportunity for us to learn and pray together. Rev. Heather chairs the Muskoka Chaplaincy Association, which provides Spiritual Care for the patients, staff and residents at our hospitals in Bracebridge and Huntsville. She also sits on the Board of the Gravenhurst Ministerial. She is assisted by three clergy who minister in prisons, hospice and Community Living facilities. Our church has representation at the table of Gravenhurst Against Poverty and regularly supports the local food bank.

We also dedicate \$19,000 to the work of our church beyond our community through the Diocese of Algoma and the Anglican Church of Canada. Some of their learning, prayer and serving ministries are listed in the side column.

### Resources Needed to Provide Spiritual Care

*\$39,000 of \$110,000 total budget*

The primary resource needed to accomplish the 3 tasks above is our church facility. The worship area, hall, kitchen, washrooms, office, chapels and meeting rooms of this facility enable us to engage in regular prayer and learning. The facility also houses our Hope Chest 2<sup>nd</sup> hand store, which provides clothing for the community and donates proceeds to initiatives such as school food programs and the Women's Centre. Additionally, our facility houses a branch of the Hands Family Network parent & tot program and the local branch of the Girl Guides. Attached to our facility is the house provided for our Priest and her family. About \$29,000 of our budget is dedicated to facility costs such as insurance, utilities, maintenance, supplies, grounds-keeping and Custodial services. An additional \$10,000 is divided among our Parish Administrator, who works 2 mornings per week attending to the phones, mail, email and other administrative tasks; our Treasurer who ensures our financial activities meet the standard of the Canada Revenue Agency and the Diocese of Algoma; and the cost of banking.

**St. James Anglican Church**  
**Annual Vestry Meeting Minutes**  
**February 7, 2021**

**PRESENT VIA ZOOM:** Rev. Heather Manuel, Judy Campbell, Janet Merkley, Colin Edwards, Bill Flavell, Helen Flavell, Mary Leger, Lois Bainbridge, Jane Templeton, John McMechan, Muriel Shaw, Louella Witney, Ruth Ryan, Meredith Hendy, Derek Shakespeare, Betty Shakespeare, Pam Thornton

**OPENING PRAYER:** Reflection on the past year led by Rev. Heather at 11:30 am.

**ANNOUNCEMENT OF DIOCESAN CANON J-1** 'Vestries', Section 2 re: voting membership – it stated that you must be full age of 16 years; baptised; habitually attend diving service in the parish; and have contributed to the working expenses of the parish in the previous year.

**ELECTION OF VESTRY CLERK:** Janet Merkley nominated Pam Thornton to be Vestry Clerk. Pam accepted the nomination.

**ADOPTION OF AGENDA:** Moved by Derek Shakespeare and seconded by Louella Witney that we proceed with the agenda as presented. Carried.

**ADOPTION OF MINUTES from 2020 Annual Vestry Meeting:** Moved by Louella Witney and seconded by Janet Merkley that the 2020 minutes be accepted as circulated.

**ISSUES ARISING FROM 2020 MINUTES:** No issues were brought forward.

**REVIEW OF MISSION OBJECTIVES:** Rev. Heather asked all present to read over the reports submitted. Call for discussion and motion to approve the following Clergy and Wardens' reports: Clergy report from Rev. Heather Manuel, Incumbent; Clergy report from Rev. Diana Wilde; Clergy report from Rev. Margaret Morrison; Clergy report from Rev. Jim Schell; Wardens' Report from Pam Thornton and Colin Edwards.

**MINISTRY REPORTS:** Altar Guild, Pastoral Care, Anglican Church Women, Craft Group, Coldest Night of the Year, Gravenhurst Against Poverty (G.A.P.), Card Ministry, Screening in Faith. Vote of thanks extended to Nancy Houghton for her ministry for Sunday Zoom Services and for organizing thank you cards for HMCS Halifax – 289 cards were sent. Thank you to Judy Marriott and the Craft Group for requesting that Christmas Cards be collected for parishioners and handed out with the Christmas Gift Bags. Thank you from Ruth Ryan to Rev. Heather and others who are responsible for putting together and delivering Gift Bags to parishioners. This ministry is most appreciated, especially during this COVID time. As of Vestry St. James Virtual Walkers, have raised \$2,055 for The Coldest Night of the Year with offers of more donations to come in. Thank you to Mary Leger for once again being our Team Captain. All reports on file. Motion to approve above reports: Moved by Louella Witney, seconded by Bill Flavell. Carried.

**STEWARDSHIP OBJECTIVES:** Holy Manger, Barkway financials – Janet Merkley, Treasurer, spoke to her report. She feels blessed as Holy Manger met all their financial obligations for 2020 and as of January 2021, there is a balance of \$ 2,939.96 in their Operating Fund.

St. James Gravenhurst: Meredith Hendy, Treasurer, spoke to her reports. It was a good year. As of December 2020, thanks to the Patricia Morris bequest and monies returned from our investments with the National Church. there is a total income of \$288,253.89 under Profit and Loss. After expenses

for the year the net income is \$165,723.67 in the Operating Fund. Total Liabilities and Equity on the Balance Sheet/Designated Funds ending December 2020 is \$356,082.41.

Questions re: Financials – John McMechan asked when the elevator would be finished. Rev. Heather explained that the contractor had promised to have all the work completed by December 2020. This has not been accomplished. Diocesan lawyers are once again dealing with the contractors.

Colin Edwards asked how monies given to PWRDF were accounted for. It was explained that over a period donations were accumulated and one cheque was issued by the church for the total of monies. There is one more payment from the Patricia Morris estate to be received out of a total of \$152,000 that was allotted to us.

Motion to approve Financial Reports. Moved by Jane Templeton and seconded by Ruth Ryan. Carried. 2021 Budget: With a line of Recovery Initiative in the amount of \$22,000 and numbers for income and expenses, the total budget projected for 2021 is \$110,433.50.

Motion to accept 2021 budget. Moved by Ruth Ryan and seconded by Muriel Shaw.

#### **ELECTIONS:**

Deputy People's Warden – Rev. Heather asked for nominations. Jane Templeton expressed an interest in the position. She was then nominated by Lois Bainbridge and seconded by Pam Thornton. No further nominations were brought forward. Jane accepted the position.

Colin Edwards will continue as Rector's Warden for Holy Manger, Barkway as well as Deputy Rector's Warden for St. James, Gravenhurst. Judy Campbell will continue as People's Warden for Holy Manger, Barkway.

Pam Thornton will continue as People's Warden for St. James, Gravenhurst. Motion to accept elected officials: Moved by Ruth Ryan and Louella Witney to accept names for election as presented. Carried.

**SYNOD 2021:** Meeting will be by Zoom – September 17 and 18, 2021.

Nominated Members to Synod: Colin Edwards by Jane Templeton; Pam Thornton by Colin Edwards.

Alternates to Synod – Louella Witney nominated by Jane Templeton; Ruth Ryan, nominated by Lois Bainbridge. Moved by Lois Bainbridge and seconded by Bill Flavell to accept names as presented. Carried.

Moved by Ruth Ryan and Jane Templeton to adjourn the meeting. Carried - Time: 12:45 pm.

Respectfully submitted by Pam Thornton