

# Muskoka Deanery Council

FEBRUARY 25, 2025



# Agenda

Opening Reflection

Review & Adoption of the Agenda

Review & Adoption of Minutes from Previous Meeting

Business arising from the Previous Meeting

Financial Report, MMEF & Considerations for Council

Archdeacon's Report, Anglican Foundation of Canada and other ministry reports

Deanery Officials Reminders and Resources

General Discussion about issues arising from Vestry Meetings

Preparation for Diocesan Synod: Youth Delegate election and Pre-Synod Council Meeting

Other Business

Adjournment

# Minutes of the Previous Deanery Council Meeting, p.1

Deanery Council Meeting      October 22, 2024      By Zoom

- Meeting was called to order at 7:05 pm with 20 in attendance. Heather showed a short video featuring Vanessa Slack, the Spiritual Care Coordinator at our Bracebridge and Huntsville Hospitals regarding spiritual care awareness week, then opened with prayer.
- Agenda: Moved by John Dunbar, seconded by Nancy Houghton that the agenda be accepted as presented. Carried.
- Minutes: Moved by Brad Burgess, seconded by Kelly Baetz that the Minutes of the June 2024 meeting be adopted as circulated. Carried.
- Financial Report: Moved by Sharon Boyuk, seconded by Nora that the Financial Report be accepted as presented. Carried. The Muskoka Ministry Endowment Fund Report was also presented.
- Archdeacon's Report: Kelly submitted her report and also spoke to it. She clarified how Bishop Michael Oulton would be assisting the Diocese and advised that he would be in starting the week of November 4. He will be in Muskoka the last week in November (25 to 29) and she would like to have an event to welcome him. Sharon and Kelly will work together to plan something and send out an invitation later. Anyone with ideas should forward them to Kelly.

# Minutes of the Previous Deanery Council Meeting, p.2

- Deanery Officials' Report: We were reminded of the accessibility requirements that must be in place by the end of the year we were directed to [www.muskokachurches.com](http://www.muskokachurches.com) to see what is required as far as accessibility requirements and fire safety and emergency response plans which are all to be approved at the 2025 Vestry meetings.
- Anglican Foundation: Anne Wilson's report was circulated ahead of the meeting.
- Social Justice Committee: Connie Knighton sent a report with a focus on housing and homelessness. the church in Baysville is working on a proposal for an affordable housing project.
- Gospel Based Discipleship continues on Monday from 7:30 to 8:30 by zoom.
- Anglican Church Women Report: report was submitted by Linda. The fall meeting was held on October 10 at St. Thomas', Bracebridge. There are no further plans until spring – the meeting will be April 25 at St. James', Gravenhurst.
- Layreaders' Report: The conference was held at Trinity, Parry Sound. Canon Judy Paulson talked at the Archbishop's Reception on Friday night about her book "A New and Ancient Evangelism", The theme for the conference was 'creation of a layreader' and there were four sessions: Anglican Rites by Rev. Dr. GailMarie; pastoral care by Rev. James Decker, crafting prayers of the people and sermon writing. the only cost was for the meal which was covered by the registration fee – everything else was covered by donations. The conference was attended in person by some and virtually by others.

# Minutes of the Previous Deanery Council Meeting, p.3

- Diocesan Budget: the proposed 2025 budget was presented by Jennifer Baron. This budget will go to Executive Council in November for approval. There will be another in April for 2026 and 2027 which will go to Synod for approval. Some highlights: The Bishop's Endowment Fund is approximately \$1.3 million. We want \$4 million to support the office of the Bishop. Line 10 represents money from the Province to help with Archbishop Anne and Bishop Michael's stipend while the Archbishop is acting Primate. A 3% increase in salaries has been recommended. The deficit for 2024 will be less than anticipated due to vacant positions resulting in no salaries being paid out. Colin asked where the re-storying grant shows up and how it is accessed – Jen will get back to us with that information. Any thoughts or concerns should be brought to Heather/Kelly/Colin/John to be brought to the Executive Committee. Jen welcomes emails if there are any questions for her.
- Other Business: Brad Burgess raised the issue of the Muskoka Chaplaincy Association and advised that the advent choir will not be operating this year and he wondered where the funds would come from to replace what the choir normally provides. Heather advised that there are a couple of not-for-profits who are being approached.
- We were reminded that any capital projects need to have details sent to the deanery (if the total is under \$40,000) or the diocese (if over \$40,000).
- Finally, Happy Birthday wishes were expressed to Pam Thornton who is celebrating today.
- Moved by Pam that we adjourn at 8:23 pm. Next meeting will be in February.
- We closed with the Grace.

Respectfully, Janet Borneman

# Financial Report

- Balance at previous meeting: \$1255.57
- Income: none
- Expenses: none
- Current Balance: \$1255.57

## NOTES:

Bank now requires cheques payable to 'MUSKOKA DEANERY'.

Please mail to Shirley Burton, PO Box 71, Baysville, ON, P0A 1B0

## ITEMS FOR CONSIDERATION:

Deanery Dues for 2025 (2024 rate was \$30)

Expenses for Youth Delegates to Synod

Muskoka Ministry Fund Endowment Committee: retirement and new member



I have been a part of All Saints in Huntsville since I was baptized at 3 months old. Once I was old enough I went to Sunday school and helped carry the children's cross and the banners at family services. At special events like lighting the advent wreath and family services I would do readings and participate in the activities for the children. As I got older I took on some jobs like crucifer and more readings. After being confirmed last spring I am now volunteering with the children, helping out with Sunday school and looking after some little ones who aren't quite old enough to participate properly. I also assist with sidesperson and greeting duties as well as longer readings in the adult services. I plan to continue serving my church where I can and being an active member whenever possible.

Youth Delegate to Synod:  
Lia MacDonald,  
All Saints, Huntsville

# www.muskokachurches.com



## TIPS FOR MAKING YOUR CHURCH ACCESSIBLE...



'HOW TO BECOME ACCESSIBLE TO ALL' Video provides helpful tips and budget advice for becoming an accessible church.

Available on the United Church of Christ YouTube Channel



'DISABILITY & CHURCH' VIDEO SERIES from the Diocese of Oxford. Other videos have tips on topics like washrooms, communication & sensory needs


Entire Series available on the Diocese of Oxford YouTube Channel



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## ACCESSIBILITY TRAINING VIDEOS

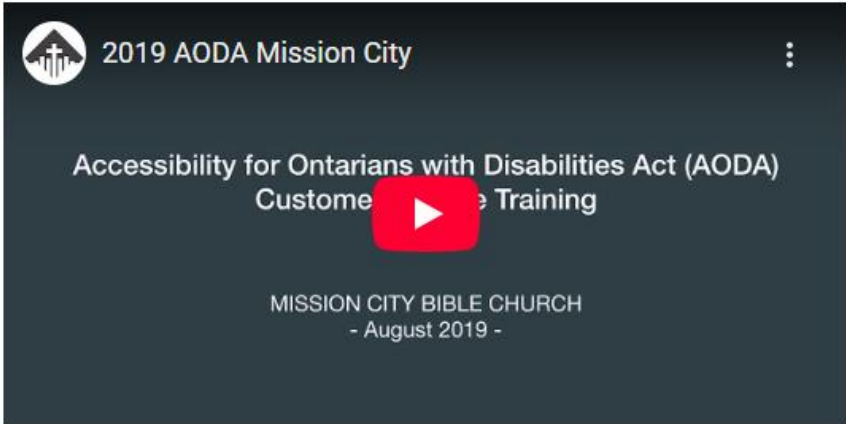


How to Remove Barriers to Accessibility in Your Church

Joni & Friends

Joni & Friends has a video series and print resources for training ministry leaders, and strategies for making ministry accessible

Entire Church Training series on the Joni & Friends YouTube Channel.



2019 AODA Mission City

Accessibility for Ontarians with Disabilities Act (AODA) Customer Training

MISSION CITY BIBLE CHURCH  
- August 2019 -


Training Video for Ministry Leaders & Greeters

Video available on Mission City Bible Church YouTube Channel.

www.muskokachurches.com

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## CHURCH FIRE SAFETY & EMERGENCY VIDEOS




Safety and Security: Church Emergency Evacuatio...

**Team Safety & Security**  
Church Emergency Evacuation  
Walk Through

**SAINT THOMAS**  
THE APOSTLE  
CATHOLIC CHURCH

HOW TO DO A 'WALK THROUGH' TRAINING with your ministry leaders, including exits, rally points, fire & first aid equipment, shelter/secure spaces

Entire series on the St. Thomas the Apostle YouTube Channel.



Fire Risk Assessments in Churches - Introd...

**SafeLincs FIRE RISK ASSESSMENT VIDEO SERIES**  
helps you plan for fire safety, emergency and evacuation with links to downloadable guidebooks

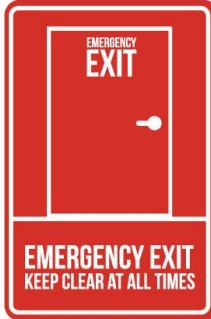
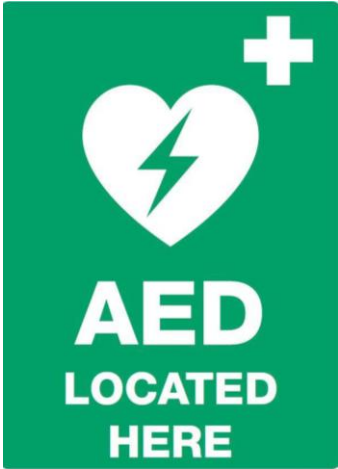
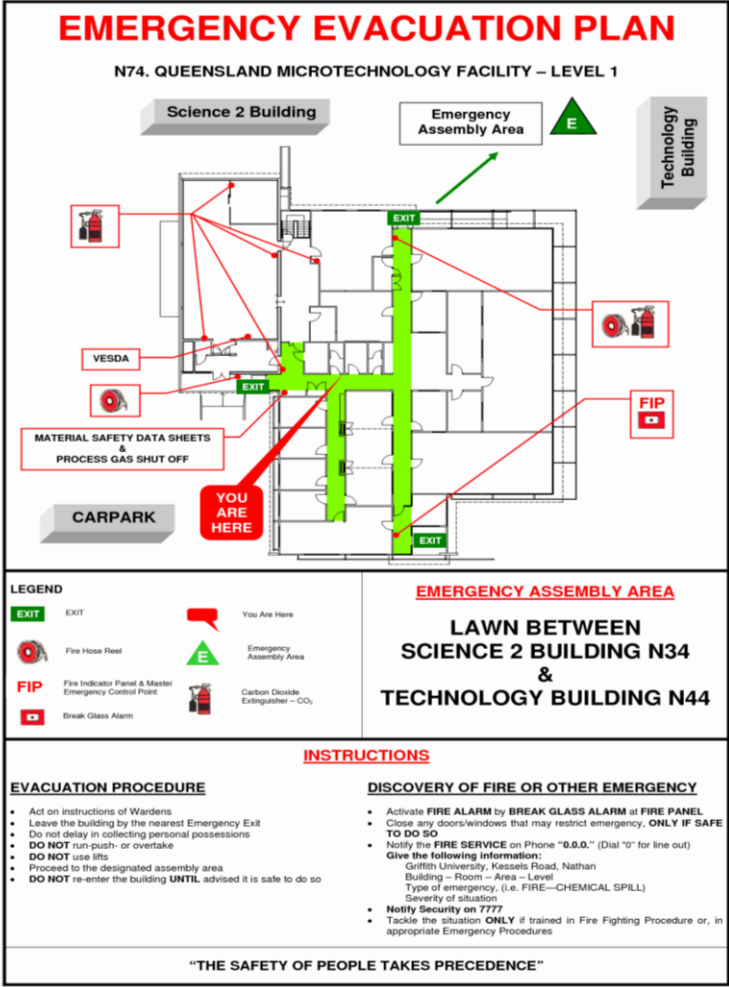
Entire series available on the SafeLincs YouTube Channel

# www.muskokachurches.com

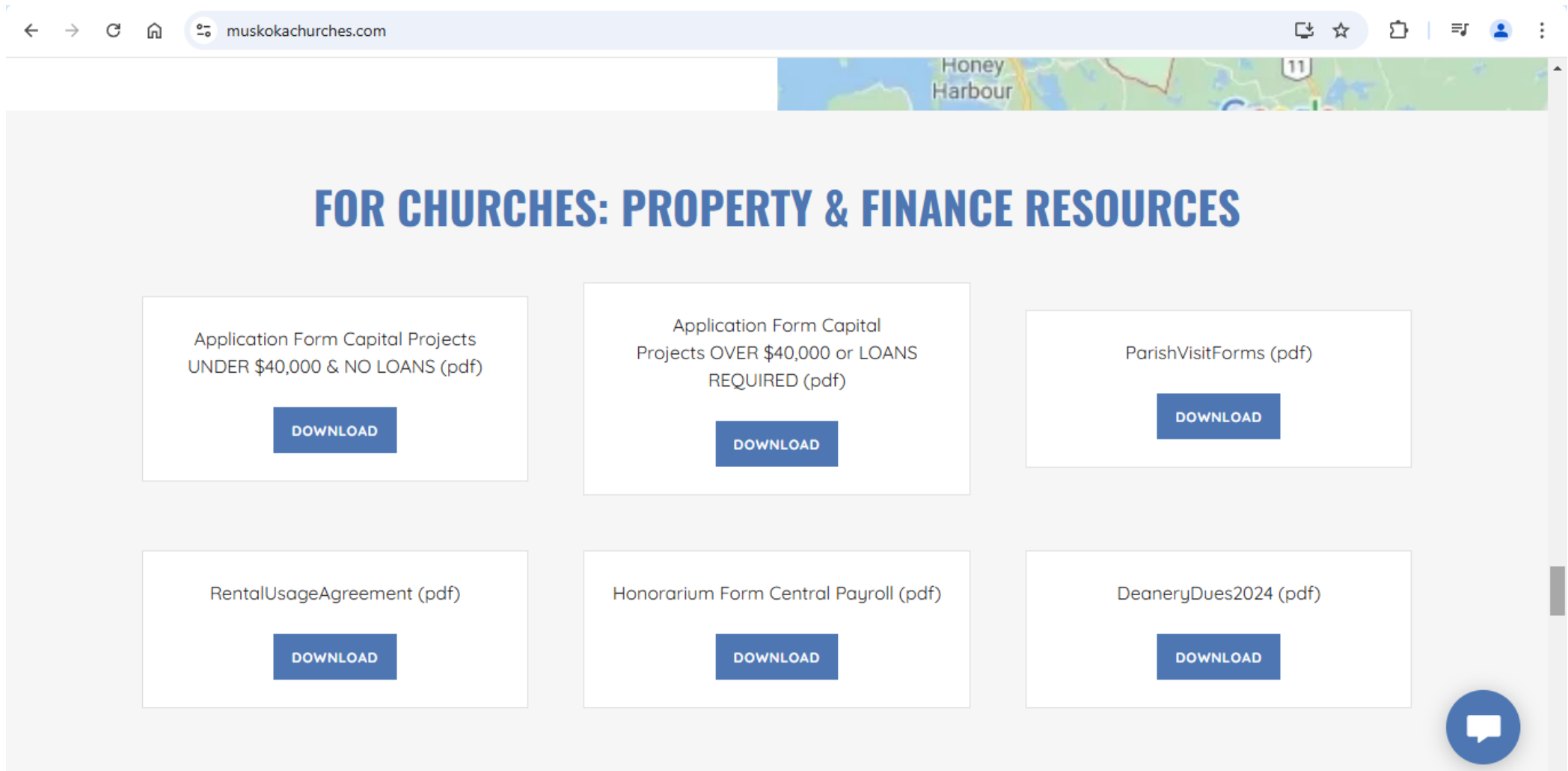
The screenshot shows a web browser window with the address bar displaying "muskokachurches.com". The page content features a prominent blue header with the text "ACCESSIBILITY & EMERGENCY: STANDARDS & POLICY TEMPLATES". Below this header, there is a grid of five light gray rectangular boxes, each containing a title and a blue "DOWNLOAD" button. The titles of the templates are: "Emergency & Safety Plan (pdf)", "Accessibility Standards Compliance (pdf)", "AccessibilityPolicyTemplate (pdf)", "Greeter Training for Accessibility (pdf)", and "Tips for Making Church Accessible (pdf)".

## ACCESSIBILITY & EMERGENCY: STANDARDS & POLICY TEMPLATES

Emergency & Safety Plan (pdf) <a href="#">DOWNLOAD</a>	Accessibility Standards Compliance (pdf) <a href="#">DOWNLOAD</a>	AccessibilityPolicyTemplate (pdf) <a href="#">DOWNLOAD</a>
Greeter Training for Accessibility (pdf) <a href="#">DOWNLOAD</a>	Tips for Making Church Accessible (pdf) <a href="#">DOWNLOAD</a>	



# www.muskokachurches.com



The screenshot shows a web browser window with the address bar displaying "muskokachurches.com". A map of Honey Harbour is visible in the top right corner. The main content area is titled "FOR CHURCHES: PROPERTY & FINANCE RESOURCES" in blue text. Below this title, there are six white boxes, each containing a resource name and a blue "DOWNLOAD" button.

Resource Name	Action
Application Form Capital Projects UNDER \$40,000 & NO LOANS (pdf)	DOWNLOAD
Application Form Capital Projects OVER \$40,000 or LOANS REQUIRED (pdf)	DOWNLOAD
ParishVisitForms (pdf)	DOWNLOAD
RentalUsageAgreement (pdf)	DOWNLOAD
Honorarium Form Central Payroll (pdf)	DOWNLOAD
DeaneryDues2024 (pdf)	DOWNLOAD

A blue circular chat button is located in the bottom right corner of the page.



[www.diocesofalgoma.com](http://www.diocesofalgoma.com)



## PARISH BUDGET PACKAGE

You will find on this page pdf documents to help you prepare for your 2025 fiscal year and to report the 2024 year.

The 2025 Budget letter includes information pertaining to payroll costs, apportionment calculations and a few other costs for the 2025 year.

- [2025 Budget letter](#) This document contains information about changes in employment costs for the 2025 year.
- [BUDGET WORK SHEET 2025](#) This document is for your use only. Please don't send this back.
- [Apportionment 2025 Estimates](#)
- [Stipend Return](#) – Please print this document, fill it in and send it back via Canada Post or scan and email a signed copy to [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).
- [Screening in Faith – Parish Participation Report](#)– Please review prior to your vestry. Any questions about Screening in Faith should be directed to Administrative Assistant, Carla MacEwan. Please print this document, fill it in and send back via Canada Post or scan and email to [carla.macewan@diocesofalgoma.com](mailto:carla.macewan@diocesofalgoma.com).
- [Full Replacement Insurance Report](#)– Please print this document, fill it in and send back via Canada

- [Parish Officials 2025](#) Please print this document, fill it in and send back via Canada Post or scan and email to [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).
- [Endowment Income](#) Please print this document out and send it back after your vestry.
- [Statistical Form 2024](#)Please print this document, fill it in and send back via Canada Post or scan and email to [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).
- [Diocesan Statistics Guidelines](#)– For your use only.
- [Financial Return Documents](#):
  - [Financial Return Spreadsheet 2024 PDF](#) version Please print this document, fill it in and send back via Canada Post or scan and email to [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).
  - [Financial Return Spreadsheet 2024 for excel](#) You may download this excel spreadsheet and save it to your computer. It will do all the calculations for you. Please print it and have it signed before returning it. Should you have any difficulties with formatting it to print please contact me at [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).
- [Declaration of Not Being an Ineligible Individual](#)– This document has been provided for your use only. You must keep a copy of this for each new member of your Advisory/Council with your vestry minutes.
- [Synod Delegates Form](#) Please print this document, fill it in and send back via Canada Post or scan and email to [jennifer.baron@diocesofalgoma.com](mailto:jennifer.baron@diocesofalgoma.com).

# Executive Committee March 3-4, 2025

## **‘CLOSURE OF CHURCH BUILDINGS, OTHER ASSETS’ POLICY**

Current policy most recently revised in 2019

Wardens in place at the time of closure continue in their roles, working with the Deanery Officials to execute the following:

- Inventory items and discern appropriate distribution: sell, donate, archive, return, gift to another church (altar/font = ‘reverential use’)
- Continued stewardship of financial obligations, after which an amount of asset up to \$25,000 can be distributed by the Deanery Officials in consultation with the wardens.
- Consideration given to continuing congregations of the parish.
- All remaining funds shall be paid to the Diocese of Algoma.