

anglican parish of BOKSBURG
MINUTES OF THE PARISH COUNCIL MEETING

25th June 2018

To be a welcoming family of developing Christians, engaging with the community and striving for the glory of God.

Serving God and serving one another.

1 ROUTINE MATTERS

1.1 Welcome and attendance:

Present:

Clergy: Fr Tom Amooore, Deacon Barbara Morrison

Parish Wardens: Andrew Vito, Khaya Mnyandu, (George Chaplin - apologies)

Locally elected councillors:

Jeffrey Francis, Kyle Nel, Ann Iglauer, Vusi Ndlovu, Owen Ramakgapola, Edna Douglas, Deirdre & Robbie Paterson

Vestry elected councillors: Margaux Feris, Zakes Khumalo, Janice Lyttle, Peter Sprong, (Pip Chaplin - apologies), Mark Holland.

Fr Tom welcomed everyone, and greeted those celebrating birthdays.

1.2 Council Office.

The office was said.

1.3 Minutes of Previous meeting.

Accepted and signed

1.4 Matters Arising:

2017/01/4.1 Marius Vos / Andrew - rubbish on corner. Still waiting for a reply

2017/ 08/4.1.2 Fund raising bottle drive – Will be launched on Sunday 1st July. Margaux to do the announcement at 7am and 9am. Zakes will do the announcement at 8.30

04/3.5 Hand - Book for the Parish - Khaya sent a resolution via email (attached). There being no debate, it as put to the vote. Abstentions 1, In favour 16.
 The resolution calls for a sub-committee to put the book together. Khaya and Andrew volunteered and were accepted.

04/7.2 Register of resolutions and significant events; Andrew's proposal has been received. The proposal was approved.
 It was decided on their volunteering that the Wardens Khaya and Andrew would put together or cause to be put together this Register.

05/3.2 Library for Parishioners - Andrew, Dcn Barbara & Robbie- Dcn Barbara said she has may books that she can donate as did a few others. Andrew said that he needs to identify space as to where we can put the libraries. It was decided that the team leaders will run with this.

05/3.2 Publicity Policy - Andrew, Dcn Barbara, & Robbie. It was asked if they are going to carry on with the resolution. It was then agreed that this item be removed from the agenda.

2 PARISH FINANCIAL STATEMENTS.

- 2.1 APB: Margaux reported - Income is slightly down compared to budget. This is mainly due to DG, and Rent and hiring , as we no longer have the Karate club using St Raphael's. Expenses are down compared to budget by approx R 6000. Bank charges are up and this is due to the service fee charged for the business on line banking. Consumables are also lower. The deficit is lower than anticipated.
- 2.2 AHE: Margaux reported - Rents and levies are slightly down on budget. Maintenance cost is lower this month compared to last month. Nett surplus is approx R 7000 up on budget. YTD is on track exceeding by R 24,000

3. TEA GROUPS

Looked at the third paragraph of our Mission Statement.

Fr Tom stated that there will be no feed back at this time and should they have anything to bring to council it can be done under general.

4 CORRESPONDENCE AND E-MAIL DISCUSSIONS

- 4.1 Chairperson of council - Fr Tom asked if the item can be removed from the agenda, as nominations had not been forthcoming. Peter suggested that it should be left on and thought about as when Fr Tom does goes on holiday or retires a chair person is going to be needed.

5 REPORT OF THE EXECUTIVE

5.1 EXECUTIVE MINUTES; Formal Proposals from Executive;

- 5.11 That Fr Tom be empowered to contract AA Hi Tech to do the maintenance on St Gabriel's a detailed in the quotation. Agreed nem con.
- 5.12 That Fr Tom be empowered to purchase two 4kl rain tanks for the rectory. Agreed nem con.
- 5.13 That Fr Tom be empowered to contact Ian Davies to do the plumbing of the rain tanks. Agreed nem con.
- 5.14 That Fr Tom be empowered to sign a contract for the supply of fibre to the rectory with a supplier of his choice. Agreed nem con.

5.2 Matters noted from Executive Minutes

- 5.21 Council tour on 30th June @ 9.am
The urgent ones are Pedlar Place, 148 Commissioner St, and No 1 Hospital street.
We will move on to others as time permits.
Jeffrey, Owen, Deirdre, and Zakes offered their apologies as they will be unable to attend.
- 5.22 Karaoke evening on 17th November. Peter asked if it could be moved as there is a rugby match that afternoon and attendance might be poor. It was decided to move it to 24th November.
- 5.23 Donkey Derby - Is it still on? Yes Edna has already approached Ian Davies to help out.
It will start at 4pm. Edna to give Fr Tom details to put in Broad sheet.

6 REPORTS

6.1 Social Responsibility

- 6.1.1 Pedlar Place Occupancy - no report in Pip's absence.
- 6.1.2 St Raphael's Pre Primary School
It was asked what council would like to hear in the reports from the school. Fr Tom reminded everyone that council doesn't control the school. Their own board does, and they have to answer at vestry. Some of the replies were that they would like to know about the finances of the school, are they self supporting or are they still dependant on the parish. Some said that they don't need to know if the sand pit needed new sand or how many outings the children went on. Kyle said it is good to know all the educational trips etc the children go and all the ins and outs of the children's day , as when council members are

approached by people interested in the school we can answer them . Khaya said he wants to know everything about the school, in particular the template for employee contracts, benefits, uif etc.

Ann then reported that Nonhlanhla (Teacher Nonnie) the new teacher has settled in well, and there are now 53 children in the school and 10 in after care.

6.1.3 Projects

i) Tambo Babies; Dcn Barbara had sent her report via email. This was received.

ii) St Michael's Creche - no report in Pip's absence.

iii) Food Hand out - we are getting sufficient food in to meet demand each month..

6.2 The Wider Church

6.2.1 Link Parish

Fr Atholl has visited the benefice while he has been overseas. He had been asked to speak at the 10 am service, and this led to a promise of support from a visitor to the congregation that day for the Tambo babies project.

6.3 The Environment

This is on the agenda to remind us of our responsibility to the environment.

7 GENERAL

7.1 Edna reported a request for St Gabriel's to sing newer hymns. After discussion it was ascertained that the complainants are really meaning the popular hymns.. Fr Tom spoke on the place of hymns in the liturgy, agreed particularly on the place of a popular hymn as the final hymn, and reminded them of the option for those celebrating birthdays to choose the hymns for the day (in advance).

7.2 Khaya reported from his tea-group; They had discussed an idea to run a drive for equipping needy children for the school year in January. The council approved the project and Margaux volunteered to head it up.

7.3 Khaya reported from his tea group: They had discussed the need for the parish to be involved in a Mandela Day project.
Mark suggested the painting of a school he is Head of in Kensington.
Dcn Barbara suggested getting more people involved in donating wool for the blankets that her group knit for Tambo babies.
The council opted for a blanket project under the leadership of Zakes. Zakes will do an announcement at St Raphael's on Sunday and will give information to Debbie and Fr Tom to go in the broadsheet and pew leaflet and for Fr Tom to announce on Sunday

8 NEXT MEETING AND CLOSURE:

Council Mon 30th July 19.00 at St Michael's

Closure. The meeting closed with the Grace at 21.03 pm

CHAIRMAN

DATE

ATTACHMENT 1

GUIDELINE ANGLICAN PARISH OF BOKSBURG

It is hereby proposed that the Parish Council adopts the following proposal during its regular meeting to be held on 25 June 2018, that:

1. The proposal

- 1.1 There shall be compiled a single document comprising parish's traditions and culture; procedures and systems in relation to governance, management and organisation; execution of pastoral responsibilities and duties; and any other aspect affecting the running of the parish within the aforementioned spheres of parish life.
- 1.2 The document described above shall be called the "The Guidelines for the Anglican Parish of Boksburg", deliberately separating its caption from the Rules of the Diocese of the Highveld and the Constitution for the Anglican Church of Southern Africa.
- 1.3 The said document shall be subordinate to the Canons of the Anglican Church of Southern Africa and the Rules of the Diocese of the Highveld, and shall seek as its purpose to practically implement the provisions of these documents at parish level.

2. Motivation

- 2.1 Firstly, it is acknowledged that the parish does have various documents in place used to guide parish activities within the spheres identified for the proposed new single document. The proposal aims to bring these documents together to form a single document wherein all systems, procedures, duties and events will be accessed with ease.
- 2.2 Secondly, it is noted further that there is a substantial body of knowledge relating to the parish's traditions and culture that has not been recorded. The new document presents an opportunity to capture in writing the aforesaid.
- 2.3 Thirdly, the new document presents an opportunity to enhance, improve and make clear the already existing systems and procedures. The following are compelling examples:
 - 2.3.1 Appointment of sub-committees to deal with various specific issues arising from Council's deliberations.
 - 2.3.2 Duties of various office bearers have not been identified. The striking observations here relate to practical duties of the churchwardens and the treasurer. Although the responsibilities of churchwardens are apparent in the Canons, the Diocesan Rules and the Guidelines for the churchwardens, the duties emanating from such responsibilities are a matter of Council to describe. At present, it seems the office bearers have by themselves to carve and initiate the rules of engagement in order to fulfil their canonical responsibilities. What does Council expect of them in a practical sense? At what stage will Council say that they have not done their duties as envisaged in the canons?
 - 2.3.3 With regards to the treasurer, the absence of duties brings about uncertainty as to the extent to which s/he engages with financial matters of the parish. Does the treasurer have any powers under the present system? What duty does s/he have towards the Council, churchwardens (under whom financial matters fall in terms of the canons)? Is our treasurer undertaking activities of a bookkeeper, accountant, internal auditor or all of the mentioned capacities? Do we need to state the requirements a person has to meet before appointment as treasurer? Should a treasurer

be a person who already is a Council member? Our guidelines allow churchwardens to have an option of having a treasurer appointed, should this status quo remain?

2.4 Fourthly, there is an added advantage that all and sundry shall possess the same level of knowledge and understanding of how things are done in our parish.

3. Implementation

- 3.1 Council shall appoint a sub-committee from among its members in order to co-ordinate compilation of the document.
- 3.2 Council specifically allows the sub-committee to use members of the parish who may assist in this exercise.
- 3.3 Such a sub-committee shall present to council its proposals for adoption in relation to new matters to be included in the document.
- 3.4 On completion, the document shall be presented in the form of a loose leaflet A4/A5 arch-lever file in order to allow easy amendments or alterations, where necessary, by Council or Vestry.
- 3.5 Every new Council member will after being elected receive a copy of such a file which may also contain copies of the canons and the diocesan rules.
- 3.6 Where necessary, training for such new member(s) shall be based upon the content of the documents in the said file.
- 3.7 A copy of the document shall be kept at the back of each congregation for purposes of easy access by congregational members, including councillors when undertaking their leadership duties at that level.

Proposed by the churchwardens:

Khaya Mnyandu

Andrew Vito

ATTACHMENT 2

REGISTER OF SIGNIFICANT HISTORICAL EVENTS.

The proposed register will record important resolutions passed by the council that impact the direction of the parish and also record important events and visits that occur in our parish. The register will form part of defining the road map of our church from where we started from & where we are going.

We propose to dig up key resolutions and events that has been passed by the parish in the past 50 years if possible to give the register some historical context. The responsibility of digging up this information will lie with the current wardens.

Format; The register will initially be in the form of a book. The custodians of the book will be the wardens and the rector overseeing it.

The following information will be recorded;

Date of resolution, Resolution, The total number of the people voting for the resolution
or Event date, Occasion

e.g.

01 January 2018 Build a new church in church in Beyers Park on a piece of land donated by a parishioner. ERF 972.

30 June 2017, The Arch Bishop of York Name .. Occasion Wedding of his grand daughter

20 August 2018 , The President of the country visited our church and attended service.