

St Mary's Episcopal Church, Aberfoyle
Rector: Revd. Richard Grosse

www.stmarychurchaberfoyle.org.uk A charity registered in Scotland: SC023266

Minutes of Vestry Meeting

Held in the Church Room on 19 October 2011

Present:: Mark Seymour (Chairman); Richard Grosse (Rector); Barbara Carruthers; Nick Cooke; Susan Forsyth; Philip Gaskell; Jonny North; Margie Stephen; David Thompson and Anne Winther

1. The meeting commenced at 7.30 pm with a prayer.
2. **Apologies:** Peter Joynson and Bill Richardson
3. **Minutes**

The Minutes of the meeting held on 13 July 2011 were approved and signed by the Chairman.

3.1 *Matters Arising*
None

4. Secretary's Business

4.1 *Vestry Membership:*

Bill Richardson has intimated that, in the light of his recent health issues, he does not wish to continue as a Vestry member. It was agreed that the Secretary would write accepting and acknowledging his decision and expressing the thanks of the Vestry for all Bill has done for St Mary's over the years.

Action:David Thompson

4.2 *Health & Safety*

It was confirmed that the Health and Safety Officer now has a copy of the Health and Safety Policy Statement as displayed in the Church Room. Jonny North acknowledged he had received this.

4.3 *Christian Copyright Licensing International (CCLI)*

We were advised in August of changes to Copyright Law, the effect for us being that we now require a licence from Phonographic Performance Ltd (PPL) allowing us to play sound recordings. Up to now churches and other charities have been exempt. The Rector and James Gardner have both been advised of this new requirement. However, copyright sound recordings are not played in St Mary's or the Church Room so we do not require this additional licence. Nonetheless, Vestry members should be aware of this situation.

4.4 *Scotland's Churches Scheme*

A letter and leaflets advising the SCS Gathering in Hamilton on 17 October, latest publications in the SCS/St Andrew Press series are displayed in Church. Nick Cooke reported that he had attended the Gathering. He also has a copy of 'Sacred Fife and Forth' which has a small illustrated entry for St Mary's. Nick kindly agreed to put this in Church for the congregation's interest, but not to be removed!

4.5 *Volunteering in Faith: Obligation of Joy?*

This is a day conference organised by the Church in Society Committee, of the SEC and is on Saturday 19 November 2011 at St Mary's Centre, Kinnoull, Perth – 9.30 am (registration) to 4.00 pm. This notice is displayed in Church and is also detailed on p5 of the Church News (issue 38) Autumn 2011 issue.

4.6 Dunblane Area Council Meeting

The Secretary reported that he had attended the meeting on 06/09/11 at Holy Trinity, Stirling to hear Bill Anderson, Chancellor of the Diocese, talk on 'Vestries and their Members in a Nutshell'. This proved both informative and entertaining.

4.7 Charity Seminar: SCIOs (Perth 07/09/11)

Attended by Richard Grosse, Nick Cooke and David Thompson, this was another lucid and concise presentation by Colin Liddell on the subject of Scottish Charitable Incorporated Organisations – a new designation available as an alternative to our current status as an Unincorporated Association. The main attraction of a SCIO would seem to be limited liability for trustees.

Nick Cooke also refers to this matter briefly in his report. Some discussion followed, where it was asked if Vestry members were covered by Trustee Indemnity Insurance. It was agreed that the Treasurer and Secretary should endeavour to clarify the insurance aspect and to copy the summary comparison table for SCIOs prepared by Colin Liddell to the Chairman so that he can gain an initial impression of the possible relevance to us of a SCIO.

Action: Nick Cooke, David Thompson, Mark Seymour

5. Rector's Report

In a written report circulated before the meeting the Rector noted as follows:

Saturday 29th October

Casting the Net Congregational Meeting

Sunday 30th October

Clocks go back an hour

Friday 11th November

Armistice Day

No service, but church will be open as required.

Sunday 13th November

No service at St Mary's

Remembrance at Aberfoyle Kirk commencing 11.15

Saturday 19th November

St Andrew's Christmas Fair commencing 10.00 at Callander Kirk

Sunday 11th December

Annual Meeting held after Morning Service starting at 11.15.

Sunday 18th December

16.00 Carol Service (No morning service)

At an Open Meeting in September, it was agreed that the service should be in traditional form.

The 8 readings should be undertaken by congregational members and two representatives of Aberfoyle Kirk. The possibility of a small choir/ soloists also discussed. Refreshments to be served.

Christmas Eve 24th December

Aberfoyle Kirk has suggested that the service should be joint and hosted in rotation between the Kirk and St Mary's. Attendance is generally small at both churches. Should this be agreed in principle, the form of the service might be altered to cater for the taste of both congregations. Some feel that in the main congregations at the Midnight service would prefer to sing carols rather than listen to a sermon and partake in the Eucharist. The Rector seeks Vestry agreement to pursue the matter further and guidance as to what might be agreed.

Christmas Day 25th December

8.00 Balfron

11.15 Aberfoyle

Sunday 1st January 2012

Form of service required?

Suggested dates for Vestry meetings 2012

18th January

25th April

18th July

17th October

A number of points were made concerning some of the services/events:

Sunday 11 December: Annual Meeting: in line with timing last year Morning Service would commence at 10.30 am with the Annual Meeting starting at 11.45 am

Sunday 18 December: Carol Service: Malcolm Wood has agreed to attend as a guest organist. Some volunteers for the choir have come forward but more are needed and Philip Gaskell has offered to seek further recruits. Richard Grosse explained that an invitation to the congregation of Aberfoyle Kirk to attend the Carol Service has already been made and Linda Stewart has confirmed her attendance. Two rehearsals for the choir and readers are planned. *Action: Richard Grosse, Philip Gaskell and others*

Christmas Eve 24 December: if the proposal to make future Christmas Eve services joint alternating annually between the Kirk and St Mary's then there would be no service at St Mary's every other year. Vestry expressed some concern at this and also at suggested radical changes to the form of service. It was agreed that the views of the congregation should be sought at the AGM and taken into account before any final decisions are made. *Action: Mark Seymour, Richard Grosse*

Sunday 1 January 2012: unless the Rector wished a well-earned rest it was felt that the normal Morning Service should be held.

Suggested dates for Vestry meetings 2012: these were agreed as in the Rector's report but with the April meeting on 18th rather than 25th

6. Casting the Net

6.1 Congregational Mission Action Planning Workshop 29.10.11

Attention was concentrated on this Workshop re-scheduled from the original date of 20.08.11. Philip Gaskell circulated the Programme for the Workshop which will run from 10.00 am to 3.00 pm and will be held in Kinlochard Village Hall. A copy of the programme is attached to these Minutes. So far 21 acceptances have been received – this does not include those involved in its organisation. Philip Gaskell asked that those still to complete the questionnaire he has issued please do so as a matter of urgency and return to him.

Philip Gaskell outlined the subsequent stages in progressing the Mission Action Plan after the workshop. The Rev. Andrew Frearson will provide technical advice/guidance in drawing up the final Plan for congregation approval early 2012. Once the plan is adopted members of the MAP group will withdraw and responsibility for its implementation will be with Vestry.

7. Lay Representative's Report

Philip Gaskell was unable to attend the Area Council Meeting at Holy Trinity, Stirling on 06.09.11 (on which the Secretary had earlier briefly reported) and had no other matters to report.

8. Music & Worship

8.1 Carol Service format

This and other Music & Worship matters covered in Rector's Report and points raised in subsequent discussion are minuted under item 5 above.

9. Health & Safety

Jonny North reported that minor repair to the Crawford rail has been carried out. Mark Seymour confirmed that shrub planting under the rails had been carried out, but would take time to grow to form the intended barrier.

10. Financial Stewardship Team Report & Church Giving

In a written report circulated well before the meeting the Treasurer noted that:

10.1 Cash Flow

Cash flow is fairly evenly poised at present, and there is currently a running balance of some £1,000 in the bank account.

10.2 Fundraising - Church 'Bring and Buy' Events

The August 'Bring & Buy' raised a net total of £49, making a total of £187 for the events held over the summer. Thanks are due to all members of the congregation who acted as organisers or donated items for sale.

10.3 Exchange of Land between St Mary's and Aberfoyle Motors Ltd

The Diocesan Registrar, Colin Liddell has sent me a fee note for £278 from his firm J & H Mitchell & Co of Pitlochry covering legal work carried out on behalf of St Mary's for the period 1st November 2009 to 30th September 2011. His covering letter makes clear that the work involved in confirming the boundary adjustment with Aberfoyle Motors was concluded in March 2011. This is the first written intimation I have received that this matter is now finally resolved. With the Secretary's approval I intend paying the legal fee, which is based on a reduced hourly rate.

10.4 Renovation Project – Fundraising for External Church Lighting

Regrettably, the Big Lottery 'Awards for All' Fund has turned down St Mary's grant application for the full cost of the installation of selective external floodlighting of the Church. On a more positive note, the excellent lecture given by Michael Forsyth last night in the Aberfoyle Memorial Hall in aid of St Mary's was very well supported and the net proceeds of some £450 will be ring fenced for this project. The time scale for carrying out the lighting work will be reviewed in the light of the year end Accounts, but in my view further applications need to be made for external funding.

10.5 Church Giving Fund

Following the discussion at the last Vestry meeting, a donation of £150 was made in support of Christian Aid's East Africa Food Crisis appeal, including the proceeds of a special collection plate put in the Church during July. An interesting letter of thanks received from Christian Aid, along with letters from the other charities supported recently by the Fund, can be seen on the notice board in the Church Room.

10.6 St Mary's Annual Report & Accounts 2010-11: Independent Financial Examiner

I plan to produce draft accounts after my impending house move to Doune is completed by the end of this month. Through Peter Forrester, I am hopeful we will be able to appoint a local accountant (CA) to act as IFE to sign off St Mary's Report & Accounts, and I will keep Vestry full informed.

10.7 Charity Law Seminar - SCIOs

The Secretary and I attended Colin Liddell's excellent seminar in Perth on 7th September, as notified to all Vestry members. Anyone interested in Scottish Charitable Incorporated Organisations or other aspects of Scottish charity law can access fact sheets on www.hmitchell.co.uk

8 Discussion and Decisions regarding this Report

(a) The Secretary questioned whether St Mary's should incur any legal costs arising from the exchange of land between St Mary's and Aberfoyle Motors Ltd given that this transaction was instigated by Aberfoyle Motors Ltd. There was uncertainty as to whether St Mary's had made it clear at the outset that all reasonable costs incurred by us should be borne by Aberfoyle Motors Ltd. It was agreed to verify this before responding to J.&H. Mitchell & Co., although at this stage with Aberfoyle Motors sold and no longer in existence it was recognised it may be difficult to divert these costs elsewhere.

Action:David Thompson & Nick Cooke

(b) Regarding funding for the external church lighting, Mark Seymour reported that there was a possibility of a 50% grant from a source he was not free to identify at present. However, this would leave St Mary's to raise half of the estimated £4300 cost and the Treasurer was not confident that this was currently affordable from existing funds. It was noted that the Planning Consent for this project is for three years from consent date.

(c) In answer to a question regarding the 'soft' loans to St Mary's made at the time of the Renovation Project the Treasurer confirmed that there was now one loan of £15k remaining to be repaid, the other having now been repaid in full. He intends to refer to this matter when presenting his Financial Report to the AGM.

11. Treasurer, Secretary and Sacristan vacancies: update

11.1 The search for successors for the Treasurer and Secretary 'vacancies' continues with no nominations as yet. The Treasurer indicated his willingness to have a transitional arrangement to 'ease in' his successor if so desired.

11.2 The Chairman reiterated his belief that the above positions should first be filled and meanwhile, with Vestry's agreement, he is willing to continue for a further year.

11.3 The Rector confirmed that Jean Sykes has now taken over the role of Sacristan with assistance from Melanie Grosse. Discussion took place as to how best we could recognise Margaret Johnston's contribution as Sacristan over many years. It was agreed how this would be marked.

Action:Mark Seymour & Philip Gaskell

11.4 The notice in the Church porch needs to be updated in the light of the changes at 11.3 and the Secretary has agreed to do this after consulting those involved.

Action:David Thompson

12. Communications

In a written report circulated well before the meeting Barbara Carruthers noted that:

12.1 . *Pew Leaflet* seems to be well received and is slowly getting used to advertise specific events.

12.2 . *Church Open Afternoons*

The Church was open on a Tuesday afternoon over the twelve weeks of June, July and August. There were few weeks when no-one visited and on the other weeks a wide variety of people visited, many from across the Channel. Some members of the congregation visited and other local people popped in. One particular visitor was a man whose grandfather had been one of the quarrymen who had helped to build the church. The man himself remembered that as a boy he had sat with his father in the pew at the back of the church. Three members formed the regular team each week, but others joined the regulars some of them coming more than once. The whole experience led to the formation of a group called the Church Opening Group (COG) and it is hoped that this group may continue to play a useful part in church life. It provided tea for a choir which sang in St. Mary's on Saturday 8th October and is open to other interested members.

12.3.*The Cog Group.*

The founder members of this group are Melanie Grosse, Jean Sykes and Barbara Carruthers to whom all

ideas, thoughts, requests and comments should be directed. We also welcome anyone who would like to find out more.

12.4. *Recipe Book*

A suggestion has been put forward for the compilation of a recipe book to sell for church funds. Discussion and exploration has been taking place about this and is something for which the Cog Group is taking responsibility. Help however would be appreciated in identifying a source of ring binding for such a book so that costs can be worked out. A good number of recipes have already been received, but more of a savoury nature would be welcomed.

12.5. *Notice Board*

There is now a notice board on which we might advertise services, events etc. taking place in the church. Quite a few of the afternoon visitors came because they saw notice of the Church Opening on the information Board at the foot of the lane.

12.6. *Godly Play*

This new initiative for children is going very well. At present there are four regular attenders and it is hoped to attract some more. James' project to produce a Christmas card with a design created by one of the children and chosen by the congregation has raised interest and packs of these cards are to be on sale to church members for church funds.

12.7. *Records.*

If any Vestry member changes their address, phone number or email address, (or knows of any member who has changed details) please would you notify the Communications person.

The Chairman thanked Barbara Carruthers for all her efforts and especially the Cog Group for the Church Open Afternoons and all involved in the ongoing Godly Play initiative

13. **Concerts/Events in St Mary's**

13.1 Michael Forsyth's talk on his ascent of Mt Vinson was very well attended and enjoyed. The Chairman expressed his thanks to Lord Forsyth for entertaining and informing us and in particular for raising a net amount of £435 for St Mary's funds.

13.2 The only future event planned to date is Judy Urquhart's talk early in 2012 for which the date has yet to be confirmed

14. **Fabric Report**

Mark Seymour has been liaising with James Parker concerning recent advice received from Ecclesiastical Insurance on metal theft. In the current economic climate there is a heightened risk and arrangements for the acquisition and application of SmartWater is in hand. *Action:Mark Seymour, James Parker*

15. **AOCB**

15.1 *Use of Church Room by outside groups*

Vestry agreed that the Church Room could be used by approved outside groups, so long as they understood and complied with all Health and Safety procedures. Groups permitted to use the Church Room would not be asked for donations, but, if offered, would be accepted. MP/MSP/Councillor surgeries would be permitted but **not** party political meetings.

15.2 *Christmas Cards*

Barbara Carruthers to email James Gardner's new address etc. so we can place orders for the St Mary's Christmas cards. *Action:Barbara Carruthers*

15.3 *Eco Congregation*

Nick Cooke reported that the meeting of the Eco Congregation network for the Stirling area duly took place at St Mary's Church Room on 29 August. The meeting was well attended and Vestry was recommended to accept the invitation by Eco Congregation Scotland to join. Vestry agreed and Anne Winther formally agreed to be our representative.

16. Dates of Vestry meetings for 2012 (All meetings at 7.30 pm in Church Room)

18 January, 18 April, 18 July and 17 October

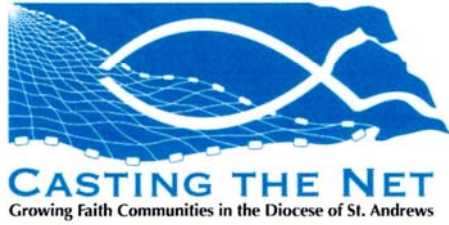
17. The meeting closed with The Grace at 9.00 pm

Signed.....

Date.....



Address Kilmarnock, Ayrshire KA3 1TU
UK



**St Mary's, Aberfoyle
Mission Action Planning Workshop**

Saturday 29th October 2011 10.00am-3.00pm

Programme

9.45	Registration	2 Mission Planning Group (MPG) members/CTN Team
10.00	Introductions Opening Prayer Holy Conversation House Rules	Richard Grosse Andy McCafferty
10.15	Casting the Net for Mission and Growth	Andy McCafferty
10.30	Congregational life at St Mary's	MPG Team
10.50	Community needs	
11.10	How healthy is our church? The Nine Marks Audit	Nicky Whyte
11.15	Refreshments and break into small groups	
11.30	St Mary's health check	Small group discussion
13.00	Lunch (Bring your own picnic) <i>(Analysis of small group work)</i>	
13.45	Strengths and opportunities for growth Ideas for Action In Mission	Karen Gaskell Andy McCafferty Nicky Whyte Richard Grosse
14.15	Next steps	Nicky Whyte
14.30	Worship	Richard Grosse
15.00	Close	