



### PARISH COUNCIL MINUTES

<b>Meeting</b>	Parish Council – Ordinary Meeting		
<b>Date:</b>	20 November 2018	<b>Time:</b>	7.00 to 9.00 p.m.
<b>Chair:</b>	Phillip Edwards	<b>Location:</b>	VLC Staff Meeting Room

#### VISION

*God's vision is that through the mission and ministry of our Parish we would see the love of Christ come to life as His spirit changes and transforms people and builds them into a Christian community.*

#### MISSION STATEMENT

*God's purpose is for our Parish to work together to minister to one another, to recognise opportunities to preach the good news and to empower people to commit to sharing Jesus.*

#### ATTENDEES

Parish Chairman	Phillip Edwards (PE)	Present
Congregational Pastor	Pastor Jaswanth Kukatlapalli (JK)	Present
Parish Treasurer	Paul Vogelsang (PV)	Apology
Member	John Alatalo (JA)	Present
Member	Adrian Gutsche (AG)	Present
Member	Tim McInnes (TM)	Present
Member	Jenny Simboras (JS)	Present
Principal	John Thompson (JT)	Present

#### WELCOME

Meeting opened at 7.00 p.m. with Chairman Phillip Edwards extending a warm welcome to all in attendance.

#### DECLARATION OF CONFLICT OF INTEREST

“Council members will all be familiar with the definition of Conflict of Interest, as presented in the Parish Policy and the LCA Handbook on Governance and adopted by Parish Council on 16 May 2017.

Each council member participating at this council meeting is to let the Chair know if they have any perceived or known Conflicts of Interest as per the items listed in the Agenda for this meeting. This will be noted in the Minutes.”

The following parish council members declare a conflict of interest:

- Pastor Jaswanth for building and construction.
- John Alatalo for building and construction.

## DEVOTION

Led By: Pastor Jaswanth: From Heaven – 28 Day Advent Devotion. “Bridging the Gulf.”

### 1. MINUTES OF THE PREVIOUS MEETING

**Resolution:** The Minutes of the previous ordinary meeting held on 16 October 2018 be adopted as a true and correct record of proceedings.

**Moved:** JS

**Seconded:** TM

**Carried**

### 2. Business Arising from the Previous Meeting:

2.1. Confirmation program details for 2019 (– Pastor Jaswanth):

- Cannot provide any details tonight – has arranged a meeting with Andrew this coming Friday.
- Has not spoken to any of the candidate families identified by Parish Council and has not canvassed any other families.
- Unresolved.

2.2. Bibles for Victory Mission Outreach (– Pastor Jaswanth):

- JK comfortable that program for 2019 is good to go. PE keen to see a similar program to that undertaken in 2018. Date fixed as 4 May 2019. Bible stocks confirmed through JT – Gary has sufficient for 2019 and ordering 60 for 2020.
- Ongoing.

2.3. Christmas Services (– Pastor Jaswanth):

- JK tabled a copy of the services developed today. PE requested JK to send copy to Parish Council members.
- JT if a notice gets to Libby by Monday 10.00 a.m. it can make the next Voice for Victory newsletter.
- Note: The first Sunday in 2019 is 6 January which is Epiphany Sunday and a Parish service. JK has not considered the impact on Saturday night congregation. JK asked to consult with the congregations.
- Note: The delay in releasing the December services list prevented Heather from meeting her performance measure for issuing rosters one month ahead. This is recorded so the performance review discounts this fail.
- Unresolved.

2.4. Parish Service Report (– Pastor Jaswanth):

- Not done.
- Unresolved.

2.5. Parish Visitation Program:

- Not done.
- Unresolved.

2.6. Parish Office Photocopier – contracted period.

- PE noted that JK set up the agreement and asked if JL has chased up the contract or agreement for PV? Paperwork should be with Heather – JK to check and pass to PV.

2.7. Parish/School mission and ministry planning:

- PE relationship between Parish and School prior to move was seen as a critical issue to improve on by JK. Now the move is imminent and there being no outcomes of the work over the last 6 months is this a risk? General discussion that logistics of the move is not a problem. JT referred to small steps and JS noted there are opportunities for outreach to be identified through a working group. What is the plan of action from here?
- Not done – JK has a meeting on Friday with the Chaplain. JT to attend first half hour to look at how the M&M teams can work on this issue. JK encouraged to progress this issue with action plans.
- Unresolved.

### 3. COUNCIL CORRESPONDENCE

#### 3.1. In:

- LCAVD – General Invitation and Request for Convention of Synod representatives dated 14 November 2018.
- Wodonga City Council (WCC) Notification of Planning Permit Application dated 9 November 2018 (received by Chairman 17 November).
- LCAWLP – Saver’s Corner Maria Davidson acknowledging Chairman’s email and taking funding model to December meeting dated 19 November 2018.

#### 3.2. Out:

- DR J Kukatlapalli Wedding Blessings on behalf of WLP dated 22 October 2018.
- Chairman email to Maria Davidson at Saver’s Corner re: Concerns about Contribution to Operating Costs dated 19 November 2018.
- Chairman to Bishop Lester advising that Andrew not activating his SMP application dated 20 November 2018.

### 4. FINANCIAL STATEMENTS

#### 4.1. Treasurer’s report as presented plus key information:

##### 4.1.1. Report taken as tabled.

- PE spoke to Graeme Tucharke who suggested that WLP pay for the first quarter only. When WLP relocates to VLC, cancel property insurance and convert to Contents Insurance which retains Public Liability and Director’s indemnity until the Church relocates to the new location.
- Contents insurance will cover valuable items stored off-site providing the storage location is of sound quality.
- Decision: WLP-No:55. Treasurer to pay insurance cover for St John’s on a quarterly basis and then convert WLP cover to contents only for the remaining 9 months of 2019. If date pushes out the Treasurer is authorised to adjust the coverage to suit the circumstances without need for further approval.
- Agreed by show of hands.

#### 4.2. VLC Finance report:

##### 4.2.1. Report taken as tabled.

##### 4.2.2. Proposed Budget 2019 for consideration by Parish Council:

- Parish Council endorses the proposed VLC budget as presented by the College and supported by VLC Council.

## 5. OPERATIONAL REPORTS

### 5.1. Report from the Chair:

- 5.1.1. Saver's Corner – use of funds to pay for operating costs and management of funds after Saver's Corner closes.
- Residual funds need to be paid into the WLP account and held as a reserve if Parish Council agree to this measure.
  - Disbursement of funds for 2018 (2019?) to be reported to Parish Council as normal practice – not done in 2018.

### 5.2. Pastoral Report – Pastor Jaswanth.

- 5.2.1. No report tabled – oral one given.
- 5.2.2. JK expressed thanks for time off to get married. Mary has asked for Jaswanth to go to India and accompany Mary back to Australia. More details (and leave request) to follow.
- 5.2.3. 4 HC visitations with 12 people in attendance.
- 5.2.4. Bible Study under Sue Housego's supervision continuing.
- 5.2.5. Pastor Matt Anker moving to Adelaide and JK in Shepparton for farewell on 28 November with the zone pastors.
- 5.2.6. Leave: Pastor Tony Castle has invited JK to conduct his wedding at Traralgon.
- 5.2.7. Leave: 12 January 2019 David and Kayla Cherry having baby baptised in January in Adelaide and JK is attending.
- 5.2.8. Mary sends thank you for the greeting card from the Parish.
- 5.2.9. Continuous Professional Development (CPD) and Budget input.
- Not done – need to include Pastor's Conference and CEP.
- 5.2.10. Heather's leave plan – balance is currently 34+ days.
- JK asked by Parish Council to request Heather to take leave and reduce her leave credits down to a balance of 10 days.
- 5.2.11. JK asked to submit an indicative leave plan for the year (2019) that can be adjusted as needed but is 'pre-approved' by Parish Council.
- 5.2.12. Synod Briefing.
- Parish not yet briefed on Synod by our Delegate.
  - Carolyn came to present on 28 October, however, Pastor John not informed. Date postponed to? JK to follow up with Carolyn.

Month	Visitation	Hospital Visit	Home Communion	Remarks
January 2018	1	7	1	Dec/Jan report
February 2018	7	3	2	
March 2018				No Report
April 2018				No Report
May 2018	6	5	3	
June 2018	4	1	3	
July 2018	3		1	
August 2018	6		5	
September 2018	5		3	
October 2018			4	
November 2018				
December 2018				
<b>Totals</b>	<b>32</b>	<b>16</b>	<b>22</b>	
<b>Totals: 2017</b>	<b>14</b>	<b>3</b>	<b>9</b>	<b>6 reports only.</b>

### 5.3. VLC Council report:

#### 5.3.1. Report taken as tabled.

- LEVNT Synod briefing – PE what is the situation around governance from the Synod deliberations and how would this affect the relationship of the Parish to the school. JT thinks that one of the issues is that system funding remains at the regional level; and not centralised to LEA. Generally AG feels the brief was light on detail and VLC waiting on the Synod Minutes.
- Item 8 – Matter has not been discussed with the Chairman despite this being a Parish issue. PE asked that the report be prepared jointly with the Congregational Pastor before coming to Parish Council to ensure it meets the Parish's mission and ministry plan. AG noted that JK already has access to VLC Council documents through Council distribution list.
- AD and JT to review the Minutes and the use of confidently.

### 5.4. Victory Lutheran College Principals Report – John Thompson:

#### 5.4.1. Report taken as tabled.

- JT advised of change to P&F Fun Day = moved to 18 October 2019 and Parish still to operate BBQ. PE updated the Decision and Action Register No: 54 refers.

### 5.5. Redevelopment update:

#### 5.5.1. Report taken as tabled.

- WCC Planning Permit Application 160/2018. No decision before 23 November 2018 (Friday).
- JA hopes to be able to make a decision in the next week or two.
- MOU TM asked if we should share the details around Parish Council. Item 4f is now an agreed to exclusion. PE confirmed all information is open to Parish Council. No need for further approvals to sign the MOU as the Parish has endorsed the project. Discussion around signatories – agreed that LCAVD need to sign first as the legal entity, Alatalo Bros and then WLP as WLP cannot establish a contract without LCAVD approval.

5.6. Church Building Committee:

5.6.1. Minutes distributed.

- JK offered word of encouragement to the Committee especially for the communiques and Bulletin inserts.

## 6. MOTIONS and GENERAL BUSINESS

6.1. Parish Council Business Planning:

6.1.1. Parish Council – Works Schedule 2019.

- Agreed by show of hands.

6.1.2. Parish Council – Planning Calendar 2019.

- Agreed by show of hands.

6.1.3. Parish – Ministry Plan 2019.

- Agreed by show of hands.

6.1.4. Parish AGM 2019 – draft Agenda.

- Agreed by show of hands.

6.2. VLC Council policies.

6.2.1. No report from CompliSpace received. AG discussed the ongoing work around VRQA certification in early 2019. Suite of around 88 policies. PE noted that as Chairman he is focussed on Church Governance outcomes as these present a risk to the LCA. AG and JT advised Church governance policies are not managed under CompliSpace.

Number	Policy	Status	Current to	Reviewed
<b>Human Resource</b>				
	Child Protection and Safety	24 May 2018	24 May 2019	Current
	Child Safety Code of Conduct	24 May 2018	24 May 2019	Current
	Responding to and Reporting of Child Abuse	24 May 2018	24 May 2019	Current
	Privacy Policy	1 Aug 2016	30 Sep 17	Overdue
	VLC Prospectus	17 Aug 2017		
	Volunteers			
	Managing Unsatisfactory Performance			
	Workplace, Health and Safety			
	Prevention of Workplace Harassment			
<b>Business Continuity</b>				
	Disaster Management Plan			
	VLC Security Plan			
	Risk Management			
	Financial Management			
<b>ICT</b>				
	Acceptable Use Policy			
	Use of Resources			

6.3. Nominations Committee:

6.3.1. PE – felt called to join Parish Council to assist in transforming the governance of the Church. Unable to lead the Church as it should have been despite undertaking a lot of work over the two years. It is with a heavy heart that PE resigned from Parish Council with effect of the close out of this meeting.

6.3.2. Pastor Jaswanth as Nominations Committee lead able to recruit people that he can work with to build up our Church into the future.

## 7. KEY DATES

### 7.1. Chairman:

- Nil.

### 7.2. Pastor Jaswanth:

- Date TBA – Pending leave India.
- 28 November – travel to Shepparton.
- 12 January 2019 – Adelaide Pending leave – dates TBC.
- 13 – 15 February 2019 District Pastors Conference.
- 15 – 17 February 2019 District Convention of Synod, Hamilton.
- 7 – 9 May 2019 Continuing Education for Pastors, Templestowe.

### 7.3. Principal's key dates:

- TBA.

## 8. ITEMS TO BE CONSIDERED AT NEXT MEETING

### 8.1. The next ordinary meeting is 7.00 p.m. on 15 January 2019 in the VLC staff room.

8.1.1. .

### 8.2. Devotion: TBA.

## 9. Action Table

Minute Reference	Action	Responsible person	Due date
2.1	Pastoral Care Management Plan.	JK – Incomplete	25 Jul
6.4.2	VLC Policy Status Report	AG	21 Aug
7.1.1	LCA Model Constitution – LCAVD Approval	PE	17 Aug

### 9.1. Meeting declared closed at 8.55 p.m.

### 9.2. Closed with the Lord's Prayer.

Minutes recorded by: PE.



Chairman: Phillip Edwards

Dated: 23 November 2018

## 10. Attachments:

### 10.1. Church Building Committee – Minutes and Reports.

### 10.2. Parish Ministry Plan 2019.

### 10.3. Draft Agenda AGM 2019.