

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – February 9, 2016, 18:00-20:00

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### Attendees:

Richard Beaudette (*Pastor*)

Joanne Lee (*Chair*)

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Patricia Malikail (*Finance Committee Chair*)

Iyobosa Igbineedion (*9:30 Mass*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

Angela McCanny (*Secretary/Pastoral Care & Social Justice Cluster*)

### Regrets:

Jenine Figurado (*University Mass*)

Eleanor Rabnett (*5:00 Mass*)

Roshene Lawson (*11:30 Mass*)

Herman de Souza (*Community Building Cluster*)

Theresa Fournier (*Music Cluster*)

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### Summary:

#### 1. Opening Prayer – led by Chris Adam

#### 2. Approval of Agenda

**Moved:** Patricia

**Seconded:** Jacqueline

**Approved**

#### 3. Ratification of Minutes

Approved with corrections.

#### 4. Operational Update – Chris Adam

##### 4.1 Grants

The Supper Table has received the welcome news that the Community Foundation of Ottawa will renew a \$28 000 grant for 2016.

Chris Adam, Fr. Richard Beaudette, Brandon Rushton and Nick Cacciato met with City Councillor Mathieu Fleury to review the work of The Supper Table and the Women's Centre and the use that major cultural and community groups are making of St. Joseph's Hall. Councillor Fleury will assist the parish in locating grant opportunities at the municipal level. He is also connecting us with the owner of Farm Boy, to provide food donations to the Supper Table and Women's Centre.

## **4.2 Financial Situation for 2015**

The parish's financial situation is better than budgeted in 2015 with revenues at \$1.24M rather than the expected 1.17M. Parking, grants and fund raising (by the Women's Centre and Supper Table) were above expected in 2015. Revenues were higher than at the 2014 year end, while the collection and expenses were about the same as 2014. The result is an expected surplus of about \$20000 surplus. The budget will still indicate a deficit due to amortization but the parish has actually been doing better financially over the last 3 successive years.

Fr. Richard suggested that the budget display the surplus and amortization as separate line items in order to show the improvement more clearly.

The audit will take place during the week of March 8, 2016. Audited statements are expected to be available for May PPC meeting.

## **4.3 Community Building**

A discussion about opportunities for community building included:

- Parish dinners - perhaps a couple each year. The Special Events Working Group could take the lead on organizing the events.
- Volunteer Appreciation - perhaps at one of the dinners

This topic will be added to the March PPC agenda.

## **5. Finance Committee Report – Patricia Malikail**

### **5.1 Budget**

The Finance Committee is very pleased with the work that the St. Joe's staff have done to generate income for the parish through hall rentals, management of the parking lot, pursuing grant possibilities, etc.

The January meeting included discussion about amortization, crowd sourcing for additional fund raising and a review of staff salaries. Greg Forestall has volunteered to lead a sub-committee to examine parish salaries, beginning with bench marking our current salary levels. The sub-committee hopes to have results by May.

Patricia Malikail will take on the dual role of PPC Treasurer and the Chair of Finance Committee on a temporary basis, to be reviewed prior to the AGM.

## **6. On-going Business**

### **6.1 ROC – Angela McCanny**

The ROC has supported an Ottawa man, Qusai, in a joint sponsorship to bring his two nieces from Syria. They arrived on Feb. 7, 2016. The ROC have plans to sponsor Qusai's sister, Maysaa, who had been the last of the girls' three guardians, and her nine-year-old daughter. They hope to reunite the family very soon.

The Executive Director and the ROC have been working on a process for clearly notating cheques that are submitted for bank deposit to identify that they are to be allocated to the ROC. This is particularly an issue with bank drafts that do not show the intended use of the money. ROC has been asked to send a clear email or fill out a form to indicate the use of funds that are submitted for deposit.

### **6.2 Syrian Refugee Support Group – Jacqueline Dawson**

The Syrian Refugee Support Group, chaired by Michael McBain, met on Feb. 2/16 to flesh out plans for a parish-wide meeting on Feb. 18<sup>th</sup>. The meeting will provide information on cultural sensitivity with a presentation by a local Imam. Robyne Warren will present information on the sponsorship process, volunteering through the matching program and the work of the ROC. Parishioners who are interested in helping in specific ways (i.e. fundraising for blankets, bus passes) will then meet in small groups to make action plans.

### **6.3 Stewardship Working Group – Walter Hughes**

One-on-one consultations with the cluster leaders began this past month, which has given the working group a chance to hear initial comments on the themes of communication, collaboration and elections. These comments will be used as a basis for further discussion about ways to enhance the functioning of the clusters and the PPC at a joint meeting with representatives of all the clusters.

**Action Item:** The following suggestions were made for revisions to the current St. Joe's website <http://st-josephs.ca/>

- Create a tab for PPC on the home page
- Remove *Parish Council News* section
- Put a link from the *Parish Council Membership* page to link to PPC minutes (*About* tab, under *Parish Council and Finance Committee* <http://st-josephs.ca/parish-council-and-finance-committee/> )

Note: The PPC minutes can currently be found on the *Publications* tab, under *Parish Pastoral Council Documents* <http://st-josephs.ca/parish-pastoral-council-documents/> .

**Action Item:** Make name tags (with role) available at Welcome Table for all PPC members to wear at Mass.

### **6.4 PPC Renewal**

Eleanor Rabnett's term as the 5:00 Mass Representative ends in May 2016. Walter, as part of the Stewardship Working Group, will initiate the search for a new representative by preparing a notice inviting interested parishioners to talk with Eleanor at the back of the church after Mass. The notice will be put into the bulletin and will be read by the CA at the 5:00 Mass.

## **7. Cluster and Mass Representatives and Committee Updates**

### *9:30 Mass Representative*

- Follow up was requested regarding the January PPC discussion about Birthday greetings.

**Action item:** Chris will follow up with Jamie.

### *Faith Formation & Initiation Cluster*

- National Catholic Student Week started Feb. 7/16 with a good number of interesting events taking place throughout the city.
- Sacraments – First Communion Prep began on Sun. Feb. 7; three people are expected to be confirmed in April; Marriage Prep is scheduled for April 9/10; baptisms are on-going; five people are involved in the RCIA but as all are already baptised, there will be no adult baptisms at Easter.
- There are three new members of Oblates Associates, including one from our parish.

### *Fr. Richard*

An invitation is extended to the parish to celebrate the 200<sup>th</sup> Anniversary of the Oblates of Mary Immaculate on Wed. Feb. 17 with Eucharist and a reception at 7:00 pm.

### *11:30 Mass Representative*

Some parishioners have pointed out that conversation before and after Mass is difficult when the organ music is too loud.

**Action item:** Fr. Richard will approach Jamie regarding discussion with the organist about moderating the volume of the playing.

## **8. New Business**

### **8.1 PPC Bulletin Insert - month change:**

|         |         |
|---------|---------|
| July    | Chris   |
| October | Iyobosa |

### **8.2 Organization of AGM**

Joanne will work with Theresa and Chris and with the support of all parish council members to prepare for the Annual General Meeting. Tentative date – June 8, 2016.

**Action item:** The chair and vice-chair will make list of what needs to be done to prepare for AGM.

### **8.3 Archdiocese Responsible Ministry Initiative**

A committee has been formed to begin working on complying with the Responsible Ministry process. It is expected to take close to a year to fulfill all requirements. In the future,

individuals will be required to apply to some ministries in order to be involved. Those who are currently serving in these ministries will be able to continue without application. All volunteers will be asked to sign a covenant agreement. Eventually, the parish will need to arrange for regular auditing of our Responsible Ministry process in order to be insured.

#### **8.4 Food for PPC Meetings**

The council will decide at each meeting who will provide food for the following month.  
March meeting – Angela and Joanne

#### **8.5 Performance Review for Executive Director**

At the March PPC meeting, members will be asked for input about the work of the Executive Director as one piece of his annual review process.

#### **8.6 Reflection by Justin Clark**

Justin Clark will present the reflection at the Masses on Sunday, Feb. 14/16 sharing his experience as a person with a disability and the importance of the rights of disabled people to make their own decisions.

### **9. Closing Prayer**

**Next Meeting: Tuesday, March 8, 2016 at 6:00 pm.**

Parish Council Approval

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Parish Council minutes approved by consensus on: March 8, 2016

Parish Council Chair  
Joanne Lee

Minutes prepared by  
Angela McCanny