

Meeting St. Joseph's Parish Pastoral Council

Minutes – October 13, 2015, 18:00-20:00

Attendees:

Joanne Lee (*Chair*)

Andy Boyer (*Pastor*) via telecom

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Patricia Malikail (*Finance Committee Chair*)

Jenine Figurado (*University Mass*)

Eleanor Rabnett (*5:00 Mass*)

Theresa Fournier (*Music Cluster*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

Regrets: Herman de Souza (*Community Building Cluster*)

Summary:

1. Opening prayer and meditation

2. Approval of Agenda Added item: Training of new PPC members
With addition, approved by consensus.

3. Ratification of Minutes September minutes approved by consensus.

4. Operational Update

4.1 Roof - 2015-2019

- 1st phase – late October to late November 2015. Work will take care of the most urgent parts of roof: the flat area and two sloping roofs. Contract has been given to Raymond Roofing, who submitted the lowest estimate of \$195 000 plus \$25363 in applicable taxes but offered a comparable product to the second lowest bidder as well as the highest bidder.
- 2nd phase – 2016. Work will repair the steeple area where water has been coming in and is risking damage to the organ. 2nd phase comparable in cost to 1st phase.
- Total estimated cost: \$550 000.

MOTION: Parish Pastoral Council moves, based on the recommendation of our roof replacement consultant, the IRC Building Group, as presented by the Executive Director, that the lowest bidder--Raymond Roofing--complete phase 1 of the roof replacement project, with work commencing in October 2015 and ending by November 30th, 2015.

Moved by Patricia Malikail. Seconded by Walter Hughes. Adopted

4.2 Parking Lot

- On Oct. 2, 2015 the parking lot management was assumed by Precise **ParkLink**.
- Occupancy of the lot remains relatively unchanged since the change in management.
- A light will be installed at the pay station to address concerns about darkness in that area.

4.3 Meeting between Executive Director and OMI Lacombe Core Team

- Chris Adam met with the OMI Lacombe core team to share information about St. Joseph's on-going major capital investments in our church property and OMI Lacombe Canada's plan for long-term commitment to St. Joseph's.
- Given St. Joseph's current success in being self-sustaining and the hope that we will continue in this way, Ken Forster said that OMI Lacombe has the intention to maintain its on-going commitment to us, as well. Fr. Ken referred to St. Joseph's as a "hub" within the local Oblate organization.
- There was discussion about the future of the parish under Oblate support. Given the uncertainty of the Oblate's future and their aging population, it is best that we operate on a 10 year time frame in terms of financial planning and budgeting (i.e. depreciating expenses over 10 years).
- With regard to our projected expenses related to the Mission Centre on Stewart Street, St. Joseph's parish will continue to provide a salary to one Oblate as full-time pastor of St. Joseph's for 2016. The Mission Centre is interested in youth ministry and is still discerning their activities in this area. However, if they eventually become involved in the University Mass by providing a regular Oblate priest, the current honourarium would be redirected to the Mission Centre, resulting in no change to our budgeted expenses.

4.4 Other major physical costs expected in the future

- Front steps \$40 000 - \$50 000
- New computers for the entire building in the next 7-8 years
- Some foundation work on the alcove - \$30 000
- 2nd boiler to be replaced in the next 10 years - \$350 000 - \$360 000

4.5 Other

- Five staff members and two parish ministry members attended a full-day workshop with staff and volunteers of other Oblate organizations, exploring the life of Eugene de Mazenod and the Oblate charism. It was led by Sandy Prather, an Oblate Associate and former Executive Director of the Star of the North Retreat Centre in St. Albert, Alberta.
- It was an excellent opportunity to discuss what connects all of these groups under the broader Oblate umbrella.

5. Refugee Outreach Committee (ROC)

- The ROC met with the Core Team in September to discuss taking on a new sponsorship(s) in the coming months.
- While sponsorship would be a parish commitment, the ROC is the arm of the parish that will organize and drive the sponsorship.
- PPC is requesting a special meeting with the ROC to learn more about work to date, what commitment is required by the pastor and parish and the sponsorship of a specific family. Possible dates to be proposed: Thurs. Oct. 22 and Tues. Oct. 27.
- Kevin Beach from the Archdiocese will require a letter of confirmation each from pastor and the parish council to state that both have heard of the sponsorship and that each party agrees to take on the commitment.

ACTION: Patricia Malikail will draft some questions to be submitted to the ROC in advance of the special meeting to outline areas of specific interest to the PPC. These will include

current major donations on offer and the long-term commitments that have been made, as well as those still required.

6. New business

6.1 Archbishop's Annual Dinner – **Wed. Oct. 21, 7:00 pm.**

- The Supper Table has been chosen as one of the recipients of donations from the Archbishop's Annual Dinner. \$10 000 donation likely to be received.
- St. Joseph's has reserved two tables at the Dinner: one for Supper Table advisory committee members, volunteers and guests of the Supper Table and a second table for parish members.

6.2 Training of New PPC Members

- There was discussion about how the training of new PPC members would take place.
- Chris Adam will provide package of documents to all new members.
- **There is a suggestion** for a Saturday morning retreat, reflection and training session once Fr. Richard has joined us, perhaps in mid-November. It could include presentations by experienced PPC members about their various roles.

ACTION: The new PPC members will jot down some ideas of what they would like to know.

ACTION: Terms of Engagement to be signed by all new council members.

6.3 Miscellaneous Items

- *Potluck Dinner and Variety Show* - Sat. Oct. 17, 2015 - Organization for the variety night proposed by Terry Byrne to raise funds for the Supper Table and also as an opportunity to say goodbye to Fr. Andy in a social setting is well under way.
- *Parish Hall Rental* - Contract with the swing dance company for use of the Parish Hall has been signed; this will bring an additional \$24,000 per year to the Parish.
- *Food at Council Meetings* - Will continue to be provided by one or two volunteers each meeting to meet the need for fellowship but also sustenance.

7. Finance Committee Report

- The Finance Committee met with Chris Adam to learn about the projected costs of the roof. Fundraising for this expenditure will be announced in the bulletin and a fundraising thermometer will be erected soon in the narthex to measure progress.
- Approved a target of \$200 000 for upcoming expenses.
- Some suggestions for fundraising: potluck dinner in which parish members bring food item and also buy tickets to the event, a thermometer on Laurier Street side of building to engage interest from the wider community, a letter to be sent to cultural groups that use the parish building to request contribution to the fund raising.
- Looking to get some bench marks for salaries of five key positions in the parish. This will aid in future budgetary planning.
- Finance committee hoping to make an announcement after the Masses one weekend in November that they are currently looking for a Treasurer and two Finance committee members.

8. Action Plan items from September Minutes

8.1 PPC Roles

- Herman and Jacqueline will continue working on compiling comments.
- Agenda item for November meeting to review the comments and the revised roles of Communications, Special Projects and Stewardship.

8.2 Need for Additional PPC Members

- Currently, we need 9:30 and 11:30 Mass Representatives, as well as a Liturgy Cluster representative. Also needed: Treasurer to serve on both PPC and Finance Committee
- In May 2016, PPC will need a new 5:00 Mass Representative.
- Suggestion for elections: that we elect representatives for all three Masses now and defer starting the new 5:00 rep until May **or** that we find interim representatives for the 9:30 and 11:30 Masses now and delay elections until May

ACTION: All members will bring two names as suggestions for Treasurer to the Nov. meeting. (This person could have with experience running the finances of an office and does not necessarily need to be an accountant.)

ACTION: Announce at each Mass that we are in the need of new PPC members: Liturgy Cluster representative, two Mass reps, Treasurer and two Finance Committee members.

9. Cluster and Mass Representative Reports

9.1 University Mass

- Young Adult Planning Meeting to be held on Sun. Oct. 18 to discuss Advent plans and upcoming opportunities to gather (i.e. social, meditation, volunteering)
- University Mass has put in an application to be a club on campus which will open up opportunities for advertising.
- Hoping to offer an Ash Wednesday service on campus.

9.2 Music Cluster

- Christmas concert coming up, possibly grouping together with a couple of professional choirs to perform Handel's Messiah
- Will be singing at the Variety Show on Oct. 17th.

9.3 Pastoral Care and Social Justice Cluster

- Ministries were enquiring about how to connect with Fr. Richard to establish protocols for coordinating ministry. Suggestion that they book a meeting with Fr. Richard.

10. Closing Prayer

Next Meetings:

Tues. Nov. 10, 2015. 6:00 p.m. - Potluck Supper to welcome Fr. Richard during first hour. Business will be limited (include discussion of PPC Roles).

Tues. Nov. 17, 2015 - All parish council members are invited to the Nov. 17th Finance Committee Meeting (in lieu of scheduling an auxiliary PPC meeting in November) **at 6:00 pm.**

Parish Council Approval

Parish Council minutes approved by consensus on:

Parish Council Chair
Joanne Lee

Minutes Prepared By
Angela McCanny