

Meeting St. Joseph's Parish Pastoral Council

Minutes – March 10, 2015, 18:00-20:00

Attendees:

Present: Christine Burton (Chair), Andy Boyer (Pastor), Kathy Crowe (Vice Chair), Chris Adam, Eleanor Rabnett, Jacqueline Dawson, Herman de Souza, Melanie Forget, Dianne Taylor, Phil Spencer, Joanne Lee, Patricia Malikail, Rose Purification

Regrets: René Danis

Summary:

1) Agenda – approved by consensus with additions

2) February Minutes – approved.

3) Operational Update

- *Roof:* Scaffolding was rented and we have repaired the hole in the ceiling. Mortar on the walls will be inspected as that may indicate further problems with the roof. PPC will review documents during the April meeting re: the tender process so that we can get approvals for the first phase to begin by May 2015.
- *Young Adults Group:* would like to sell coffee/tea after each Mass one weekend in order to raise funds for a retreat in Arnprior. Additionally, the group will also be starting a larger fundraiser later this year to raise funds to support their attendance at the World Youth Day in Poland in 2016.
- Jamie has been working on securing rental agreements with the University of Ottawa.
- The auditors were here last week for 2 days; preliminary reports indicate that we seem to be doing better (vs. last year's audit) as there are fewer highlighted areas in which to make changes.

4) Finance Council

- The Finance Council has drawn up a list indicating our expenditures for the next 5-10 years, with an estimated length of time to completion and possible costs included. Our reserve fund for future projects is approximately \$300,000.
- PPC and Finance need to discuss ways in which we will replenish the capital funds each year. The Finance Council has started to explore fundraising options, eligible grants, etc.

ACTION: The Finance Council will present the PPC with a draft plan for fundraising options at the April meeting.

- *Fundraising Communications:* PPC and Finance will need to discuss disseminating regular information to the Parish via several methods, including the Sunday Bulletin and

the boards at the back of the church to track reaching our financial goals. We are conscious of avoiding donor fatigue and need to explore best practices. PPC and Finance will ask Parishioners to help with identifying solutions.

5) Cluster and Mass Updates

- *Cluster Representative Replacements Update:* Kathy and Dianne are both still looking for replacements for the Faith Formation and Initiation and the Pastoral Care and Social Justice Clusters. Jacqueline has received some interest for the Music Ministry Cluster.
- *Mass Representatives:* Eleanor says that the 5PM is eager to begin work on the fundraiser for the roof. Chris has said that we will take directed donations at any time and we will be work on a campaign as soon as we have determined our action plan.

6) New business

- *The OMI-Lacombe/St. Joe's Core Team meeting:* OMI-Lacombe wished to meet with our Core Team to consult re: the future of Oblate Parishes, as a decision will be made by their convocation in April. The Core Team gave an update on St. Joe's (e.g. balancing the budget, the new governance model, engagement of the Parish, etc.). OMI-Lacombe had very positive comments/feedback on the Parish, especially in regards to how we fulfill the oblates charism in our outreach to the marginalized; they indicated that St. Joseph's is a high priority for their mission across Canada.
- *OMI Truth and Reconciliation Commission:* The commission is coming to a close and a special mass and a reception will be held on May 30 to commemorate the work that the commission has done. There is the possibility that the Liturgy will be filmed and archived on the website as a legacy piece. Kairos is holding several corresponding seminars at Carleton University on May 30 and so Mass may not start until 5:30PM so that all the participants can attend.
- *The Annual Volunteer Appreciation Event* will take place Thursday, April 30. PPC will be asked via email on how they would like to contribute to the event.
- *Joint PPC-Staff meeting:* Went well but raises the question: do we need to have more regular meetings with the Staff?

ACTION: Chris to follow-up with Staff and determine how often they would like a meeting with PPC? Additionally, Chris will also invite the staff to submit periodic reports to PPC and to encourage them to bring forward their concerns to himself as Director as well as the PPC. Chris will also institute weekly updates to inform the Staff of upcoming items that will impact them.

- *Stewardship campaign:* a subject for the PPC retreat this year? How do we actually do this? What are our resources? To be discussed in April.
- *Future points of discussion:* building our membership base for the April meeting.
- *Updated Parish Ministry Guide:* Maria Virgy is aiming to have this finished by Easter. It will only be in electronic format so that it can be kept evergreen and will save printing costs.

7) In Camera Discussion

8) Old Business

ACTION: Christine to send out info in regards to determining a schedule for our individual PPC messages for the bulletin for the next several months.

April 14 is the next meeting.

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair

Minutes Prepared By

Christine Burton

Jacqueline Dawson