



St. Joseph's Parish
An inclusive community

St. Joseph's Annual Report

June 19, 2013



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A Letter from Parish Pastoral Council

To: St. Joseph's Parish Community

Since our last AGM in September 2012, we have witnessed many accomplishments, challenges and a major transformation within our parish.

After the approval of our new governance model, each of the clusters began their formation and elected a representative to sit on the Parish Pastoral Council and a cluster facilitator. We now have full representation at the Parish Pastoral Council including both Mass and cluster representatives, along with the treasurer, pastor and chair.

Our new collaborative governance model has been implemented. A key element of the new model is greater clarity on how decisions are made and an understanding that we should not be reliant on one or two individuals. Decisions are now made collectively by the Parish Pastoral Council. Our new model should be able to survive changes in leadership, whether it's the cluster representative, Mass representative, or the chair of the Parish Pastoral Council.

The structural deficit remains a concern for our Parish. We have begun to make significant improvements, and cost reductions are on target to eliminate the structural deficit. There have been staffing changes and some reorganization of responsibilities, resulting in increased efficiencies, which have enabled us to achieve savings this year. We have also recently begun a review of our operational needs, including staff cadre. While any changes as a result of this review should generate HR savings, it is important to remember that this review is being undertaken in order to ensure that we meet the current and future spiritual and operational needs of our community and ministries, not as a cost-saving exercise per se. Any such changes will be implemented so as to minimise the negative effect on any staff affected.

We are moving forward with the replacement of our HVAC (Heating, Ventilation, and Air Conditioning) system. This has been on the table for many years, and it is finally going to happen. We are targeting replacement for late summer and is a very large capital expense. This will consequently require significant targeted fund-raising. As with all significant undertakings, we will pursue an open bid process. More details regarding the project and fund-raising initiatives in support will be shared with the community as we move forward.

As we continue on the next phase of our parish journey, we still have challenges ahead, but council is confident that we can meet them collectively as a vibrant parish family. With the grace of God, this parish will continue to grow on Christ's foundation of love and we will continue to live out our mission of service to our community and our clients.

Sincerely,

Parish Pastoral Council

Fr. Andy Boyer O.M.I, Mary Anne Burke, Kathy Crowe, Paul Dobranski, Mark Dallaire, Jacqueline Dawson, Donald Duthie (Chair), Jason Jacques (Treasurer), Catherine Kilbride, Dianne Taylor, Lili Zwart



St. Joseph's Mission Statement

We who choose St. Joseph's Parish are called, as part of the Body of Christ, in the Archdiocese of Ottawa to be:

A **Proclaiming community**, which is a living witness to Christ in the inner city and in partnership with the Oblates of Mary Immaculate, proclaims the Good News to the poor.

A **Welcoming Community** which is gathered together in weakness and strength by the Spirit of Jesus to nurture its faith by sharing the Word and breaking the Bread, remembering and celebrating God's love for us.

A **Discerning Community**, which inspired and led by the Holy Spirit on a journey of Faith, encourages the gifts of individuals to flourish;

A **Ministering Community** which serves the needs of its people and reaches out in solidarity, especially to those who are poor and marginalized in the community at large.

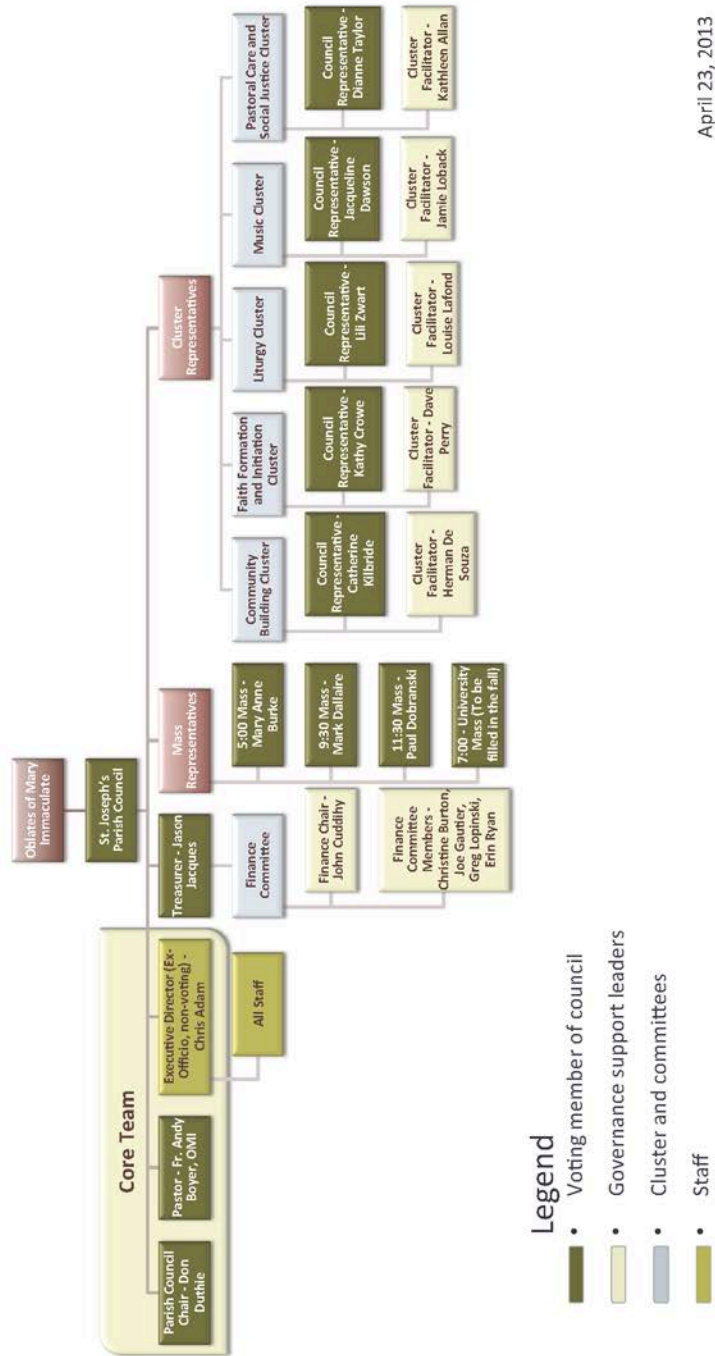
Overview of Annual Report

This Annual Report is a continuation of our last AGM under our new governance model. Each ministry within St. Joseph's has provided an update on their accomplishments, challenges, finances and the year ahead. The vision going forward is that we will be able to plan for the coming year, budget accordingly and then be able to measure our success against what we wanted to achieve in order to carry out the mission of St. Joseph's Parish.



St. Joseph's Parish Governance

St. Joseph's Parish Governance



April 23, 2013



Ministry: Parish Council

Ministry Contact: Don Duthie

Accomplishments

- Implemented new governance structure with elections of cluster representatives and facilitators
- Parish Pastoral Council Statutes approved by OMI Lacombe in March 2013
- Parish Pastoral Council Member Terms of Engagement approved by council and signed by each council member
- Approved the new logo for St. Joseph's Parish
- Approved the 2013 budget prior to the start of the calendar year
- Approved the following policies:
 - Fundraising Policy
 - Petty Cash Management Policy
 - Financial Reserve Policy
 - Directed Donations Policy
 - Reimbursement Policy
 - Real Property Management Policy
 - Cash Management Policy
 - Credit Card Use Policy
 - Financial Investment Policy
- Approved the following Terms of Reference
 - Finance Committee Terms of Reference
 - Refugee Outreach Committee Terms of Reference
- Approved the expansion of the number of Board of Trustees for the St. Joe's Women's Centre from 5 to 7 and appointed Dona Bowers and Rick Morris in January 2013
- Approved the merger of the Seasonal Planning and Liturgy Committees, as the Liturgical Planning Committee
- Approved the Conclave Party, hosted by Christine Burton
- Approved the installation of baby changing tables in the lower level washrooms
- Appointed Christine Burton as the chair-elect who will assume chair responsibilities on June 19, 2013

Challenges

- Continuing to foster cluster and ministry building

Finances

- The structural deficit remains an issue, but we are on target for eliminating the deficit.
- The audited financial statements for 2012 were formally approved by Parish Council and the Interim Finance Committee.

Year Ahead

- Completion of the HVAC renovation
- Terms of Reference for each cluster need to be completed
- Elections in the fall for mass representatives
- Implementation of the Steering Committee for the Women's Centre
- Development and approval of the 2014 budget, which will start in October 2013



Ministry: Interim Finance Committee

Ministry Contact: John Cuddihy, Chair

Summary

The Finance Committee (FC) was confirmed in 2012 as the successor to the 2012 Interim Finance Committee (IFC), which was disbanded in October. The FC has continued the IFC's work and, while the report below outlines some challenges, we believe the Parish is moving towards stable, sustainable finances that will enable us to continue and, in some cases, enhance our ministry to those whom we serve, as well as continuing to pay a living wage to our staff. The following reports on activities for the balance of Fiscal Year 2012 as well as plans and progress so far in 2013.

We would like to recognise and thank Christopher Adam, Executive Director, who is the staff person assigned to our committee and whose work is crucial to our ability to support the Parish, for his able and cheerful support and leadership over the last year. We would also like to acknowledge the fine work of St. Joseph's staff, who have shown both creativity and professionalism in their efforts to support the Parish and FC in addressing our financial challenges.

The FC is committed to continuing to work with the Parish Pastoral Council (PPC) and the Parish as a whole to address our financial situation so that we may continue to serve the people of God, whether they join us in worship or come to our door as the face of Christ in the poor of our community. We are grateful to our parish family and every visitor for their financial contributions as well as their contributions of time and talent. Without your gifts, our challenges would be virtually insurmountable.

Accomplishments

The FC's primary focus in the final quarter of 2012 was the preparation and submission of a draft 2013 Budget to PPC. For the first time in recent memory, a Budget was approved before the Fiscal Year began. By the end of 2012, as projected, we had a structural deficit, the final total of which was approximately \$140,000. The approved 2013 budget is based on revenues of \$1.17 million and expenditures of \$1.23 million. The FC also developed a 3-year plan to eliminate the structural/operating deficit. The collection plate comprises about 1/3 of the Parish's revenues (other revenues come from rentals of rooms and other space, grants and other donations). This represents a decrease of 2% over last year's collection revenues, consistent with trends over the last five years and assumed a deficit of approximately \$63,000. While the FC was optimistic that collections would modestly increase as people became aware of the financial situation, and that costs could be contained through operational savings and contributions of time and talent by the community, it was deliberately cautious so as to minimise any in-year reductions if things did not go as hoped.

With the establishment of the FC, the previous Interim Chair accepted the role of Parish Treasurer. Both he and the FC Chair attend the monthly PPC meetings to report on our finances and answer any questions. The FC has continued weekly reporting of collection revenues in the Bulletin. In 2013, the FC will initiate more fulsome reports in the Bulletin and to the community.

As reported at the September 2012 AGM, the IFC completed significant work supporting the financial management of the Parish, notably, establishing standardized financial reporting documents and operational policies relating to IFC/FC internal governance and Comptrollership (petty cash, credit card use, and cash management policies). In the remainder of 2012, the FC has, with PPC's approval, instituted additional policies relating to general financial management including reserve policies (general reserve, standing reserve, long-term capital reserve and urgent capital reserve), a Directed Donation policy, and a Volunteer Reimbursement policy. The FC will continue to work on contract management, insurance and our IM/IT needs in 2013. The FC



also approved a template to be used to support staff and ministries in developing annual budgets for review by the Committee and PPC.

Challenges

“A journey of a thousand miles begins with a single step.” So said the Chinese philosopher, Lao Tzu, and his words ring as true for St. Joseph's as for students of Zen. Even the most difficult ventures have a starting point, and ours is to arrive at a solid understanding of our spiritual home's financial situation so as to create a viable plan to ensure our long-term financial health. We are continuing to work on improving our Budget planning, tracking and reporting. With an increasingly accurate understanding of our financial situation in hand, key to moving forward is a return to balanced budgets that reflect known realities versus hoped-for possibilities. While we may indeed be blessed by serendipity on occasion, we cannot risk our community or our clients' futures on such 'maybe's'. At the same time, we cannot simply cease operations or halt necessary work in order to save money. What is needed is balance. To this end, then, we must look at our expenditures with rigour, assessing our immediate, medium and longer-term operational needs and identify any areas where we can achieve savings. We must also consider where we might be able to increase our revenues. This may on occasion require the prudent investment of some of our limited resources in order to generate additional future revenues. The FC will be looking at both sides of the ledger.

At the same time, the FC is conscious that the primary work of St. Joseph's is to minister to the children of God, both spiritually and temporally, in the church and those who come to our ministry doors. In addition to caring for our existing community, a recruitment campaign to attract new members is vital. New members are the lifeblood of a vibrant and growing community, bringing not only their financial offerings, but also their volunteer time and their skills (time, talent and treasure). All are gifts from the Creator and necessary pieces in building greater financial stability. While the FC will work with the PPC and staff and other volunteers on such a campaign, the FC urges all members of the community to remember their responsibility in this regard; if each existing member of St. Joseph's were to bring a single new member to the community, whether for a single mass or event or, preferably, as a new member, our financial situation would likely be greatly resolved and our capacity to serve others greatly enhanced – and, we hope, that person would be brought into greater relationship with our loving Creator.

Finances

The Budget is composed of two primary categories: capital and operational (including salaries).

The IFC identified capital asset maintenance as a critical issue on a go-forward basis. This has proven to be an accurate prediction. Over this past winter the boiler stopped working on more than one occasion; one was during a concert by an external client and could have had significant, far-reaching negative repercussions for future rentals. Upgrading the HVAC (Heating/Ventilation/Air Conditioning) system is the foremost issue for capital investment in the coming year. Other pressures include an upgrade to the 'old' washroom in the sacristy area, as it uses water inefficiently, which is bad for both the environment and the bottom line, and the sacristy, which needed renovations to work efficiently. The IFC's work developing a notional capital budget was prudent, as it supported the development of a viable long-term capital works plan. While there are reserve funds available to pay for such work up-front, we will need to undertake fundraising to replenish the funds spent in 2013 and to cover future capital needs, such as the roof and sound system, both of which have been identified as issues, without compromising our operating budget.

Collection revenues were 3% below target in 2012, while maintenance costs were 27% higher than anticipated. We continue to have a small, core group of about 75 donors who together provide nearly 60% of our total Sunday collection revenue. We are pleased that the number of parishioners on auto-debit has increased by (15% from 152 to 179 people), as this permits us to predict and manage our revenues more effectively.



As reported in September, we are tracking the budgets of the Women's Centre and the Supper Table within the overall Parish budget. Such separation of budget lines enables all involved to more clearly understand the true cost of operations (for example, actual costs such as normal operating costs associated like utilities, and opportunity costs like lost revenue when space used for one function is not available for rent otherwise), as well as to identify where spending efficiencies or revenue generation opportunities might be realised.

Year Ahead

The reconstituted Finance Committee is composed of John Cuddihy (Chair), Joe Gauthier (Vice-Chair), Jason Jacques (Treasurer), Christine Burton (Recorder), Erin Ryan, and Greg Lopinski, as well as Fr. Andy Boyer, OMI (ex officio), Don Duthie (ex officio) and Chris Adam (ex officio, non-voting).

Key priorities for the FC in 2013 are to:

- 1) Ensure more regular and comprehensive reporting to the community regarding our financial situation. Such reporting should be reasonably easily understood without glossing over necessary nuances, and support an understanding of our challenges so that all can offer ideas and solutions to achieve our goals of financial stability and sustainability.
- 2) Identify opportunities for increased revenue generation that are consistent with our values and pastoral priorities, and support staff to capitalise on such opportunities.
- 3) Review the operational needs of the organisation to identify areas where savings may be achieved, and develop an implementation plan that minimises negative impacts on our community, clients and guests or staff.
- 4) Work with the community to develop a stewardship plan that takes best advantage of the many gifts of our existing community, whether time, talent or treasure.
- 5) Work with PPC to develop a strategy to increase our Parish membership.

Mid-Year Update

Consistent with the capital priorities noted above, two projects were initiated early in 2013: renovation of the sacristy and the 'old' washroom. Both were done using in-house staff and materials acquired at minimal cost from Habitat for Humanity's Re-Store (even the 'fancy' light fixtures in the sacristy and the tiles in the bathroom were from the Re-Store and cost very little). We are on track for our HVAC upgrade this summer. We are re-examining the capital plan to assess future priorities and working closely with PPC to determine a long-term fund-raising strategy to replenish our capital reserve and move forward with other critical capital investments such as our roof.

On the revenue side, as hoped, our weekly collection revenues have stabilised. Five-twelfths of the way into the year we have reached 46% of our 2013 reduced collection target. While we are not yet gaining ground, collection revenues seem to have halted their decline. We are also doing well in terms of revenues associated with space rental, inside and outside the building, and are pursuing fundraising and grants applications wherever appropriate.

Operating expenses have been holding steady, and have even seen some reductions; more reductions in utility costs are anticipated from the capital renovations.

With care and continued growth in collection plate revenues, we should reach our target of a balanced and sustainable budget within three years. However, this will still require further prudent and careful examination of our expenditures, both salaries and other operating costs, additional effort to increase revenues, and a balanced consideration of our needs. St. Joseph's has 21 paid staff, taking into account the Women's Centre and part-time staff, and total paid staff hours have increased compared to previous years. Even though our outreach activities are more numerous and larger in scale than many others, our staff cadre is definitely one of the largest in the diocese.



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With the departure of two of members (one to the Chair of PPC and one to an assignment away from Ottawa in July), the FC will be seeking new people to serve on the Committee. Ideally these individuals will have accounting credentials as well as experience in working with or on the boards of not-for-profit organizations.

Refer to the slides in Appendix A that provide additional information regarding our financial situation.



Ministry: Women's Centre

Ministry Contact: Marsha Wilson

Overview

The Women's Centre opened its doors on May 6th 1984 and for the past 29 years; we've been offering supports and services to women and children. We serve women who live in poverty, are homeless or at risk of homelessness, as well as women and children that face multiple boundaries and barriers on a daily basis; including victims of violence.

Statistics

On a daily basis approximately 60 women and children access the Centre. Participants access services such as a self-serve breakfast and hot nutritional lunch, emergency food cupboard, clothing, computer programs, laundry facilities, special events and outings or to receive supportive counselling.

Statistics being provided reflect the first quarter of this year, January 2013-April 2013:

- TOTAL VISITS: **4749**
- TOTAL AMOUNT OF MEALS (Breakfast, lunch & snack): **5347**
- TOTAL AMOUNT OF GROCERY HAMPERS: **1322**

Breakdown of HAMPER PROGRAM as follows:

- TOTAL AMOUNT OF GROCERY HAMPERS (ADULT SINGLE): **951**
- TOTAL AMOUNT OF GROCERY HAMPERS (FAMILY): **371**

Children's Programming

The snack in my pack program is offered on weekly basis and provides healthy school snacks to children in need. In the four-month period of January 2013 to April 2013, we supplied approximately 374 bags of school snacks to needy families.

The Baby Cupboard offers parents of young children diapers, formula and other infant related item to mothers in need. The Ottawa Food Bank provides majority of this supply. From, January 2013 to April 2013 we served 156 mothers and their children.

Last summer we were able to supply 40 children with backpacks filled with school supplies and an additional 20 children with basic supplies, from our Back to School Program. As we see our numbers of participation rise in other children's programming, we are also anticipating a rise in the number of families accessing this program in summer 2013.

This past December we held our annual Christmas party. We hosted over 200 women and children in our festively decorated Parish Hall. A full course holiday lunch was sponsored by The Westin Ottawa and Her Excellency Mrs. Sharon Johnston once again provided her homemade delicious cinnamon rolls for all and helped to serve lunch.

2013 City of Ottawa Grant Funding

The 2013 designated City of Ottawa Grant Funding totals \$319, 852. This funding covers our Core Services (meal program, administration, utilities and salaries.) Our 2012 Operational Expenditures were \$410, 000; additional expenditures and programming are funded through various other fundraising initiatives.



Fundraising Initiatives

On Thursday November 8th our 13th Annual Quality of Life awards took place, honoring Dan Sabourin Chair of the Alliance to end homelessness, Lawyer Marc Jolicoeur of Borden Ladner Gervais LLP and Moe Attalah owner of Newport Restaurant. We were successful in raising \$12, 000.

In February we received the Royal Lepage Shelter Foundation Grant, in the amount of \$10, 000. These funds are being equally distributed into General Programming and the Shared Works Empowers and Teaches Program.

On May 2nd we hosted our 7th annual Fashion Show Gala at the Ukrainian Hall in Westboro. This sold out event featured inspiring fashion designs by Green Tree Eco Fashions. With the hard work and dedication of our Fashion Show Committee and Honorary Co-Chairs Colleen Westeinde and Susan Finlay, we were able to secure sponsorship for the event through Walmart and domicile developments. We are proud to say that we successfully raised \$31, 000.

In May we secured funding from Bon Appetit Ottawa, in the amount of \$7, 000. These funds are specifically allocated to children's activities and programming. We also secured funding from the Kiwanis Club, through their TV Bingo fund. Funds will be distributed to the Women's Centre in two increments totalling \$15, 000.

Renovations and Upgrades

We have once again applied to the Hydro Ottawa Brighter Tomorrows Fund. This is a targeted community investment fund designed to support frontline agencies that serve people who are homeless, or at risk of being homeless, to invest in small scale energy-efficient technologies or products. We are hoping to secure funds to replace the refrigerator in our main kitchen area, to a qualified energy star appliance.

Our computer room has recently gone through some much-needed upgrades. New paint, additional cabinetry and storage are some of the highlights. Total cost of these upgrades was approximately \$8,000.

Summer Contract Student, HRDC

Each year we receive funding to hire on a summer support worker. This funding is provided through Human Resources and Skills Development Canada. The grant is specifically titled Career Focus. The Career Focus grant helps post-secondary graduates gain advanced employability skills and facilitates their transition into the labor market.

This year we are honored to have April with us for 11 weeks, 30 hours per week. April previously completed a field placement with us and is continuing with the Bachelors of Social Work Program at Carleton University in the fall.

Strategic Planning

On June 22nd, St Joe's Women's Centre will undergo a full day strategic planning workshop. Facilitated by Helen Roos of Roos-Remillard Consulting Services, a 3-5 year plan will be put into place. We believe that this will be a pivotal point of moving forward in regards to our programs, services and overall goals for the future. We look forward to reporting the results.

Women's Centre Logo

The Women's Centre Advisory Committee has been working on establishing a new logo for the Centre. This logo will encompass a theme of empowerment and a sense of "a home away from home". This is still a work in progress.



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It takes support from a community to make the vision of St. Joe's Women's Centre come true. From major corporate and individual gifts to pennies from school children, every donation counts toward the vision of a safe and caring, "home away from home" for the women and children that access our services.

A deep hearted thank you to all of our supporters:

Bon Appetit Ottawa
Bytown Catering
Cielo Print Inc.
Community Foundation of Ottawa
Domicile
Frouin Group
Howard Weingarden HW Management
Hydro Ottawa
Jeff & Colleen Westeinde
Karen McClintock
KPMG
Mondeau Showroom
Mulligans Florist
Oblates of Mary Immaculate (Lacombe Province)
Ottawa Citizen
Primecorp Commercial Realty Inc.
Provocadv
Quota Club Ottawa
RBC Royal Bank
Royal Lepage Shelter Foundation
RTG Special Events
Sisters of Charity
St. Joseph's Parish
The Max Keeping Foundation
The Royal Oak Pub (Laurier Ave. East)
The Westin Ottawa
Third Avenue Spa
Valberg Imaging
Walmart
Windmill Development

* In January 2013, a long-time supporter made a financial donation in recognition of his foster mother, in the amount of \$12,000. (12 postdated checks)



Community Building Cluster

Parish Pastoral Council Representative: Catherine Kilbride

Cluster Facilitator: Herman De Souza

Co-Facilitators: Maria Virjee, Stephen McCanny

Accomplishments

The cluster pulled together as a diverse group of parishioners who are passionate about reaching out, communicating and finding our identity at St. Joe's. Notable events include:

- Hosted the reception after the One Mass on February 3, 2013 and launched the St. Joseph's Parish Community Guidebook: Belonging and Action
- Photographed archived parish bulletins from 1956-1983 for electronic access (see History Committee report)
- Welcomed 27 engaged couples in two Marriage Preparation sessions (see Marriage Ministry report)
- Welcome Ministry was active at three masses and well linked with the University Mass. Two people are hosting welcome dinners in their homes.
- Prepared a draft terms of reference for the Stewardship Committee
- Last spring the Parish Resource room was set up in the 3rd floor dining room. Come and borrow the treasures there!

Challenges

Though we were excited about the new way of taking responsibility in the parish, we were often confused about how to communicate and with whom. The Parish Guidebook is a big step in the right direction. We are learning as we go and are grateful for patience and forgiveness.

Finances

No financial information available. Expenses are coordinated with parish staff.

Year Ahead

- The Neighbourhood project looks forward to relaunching its efforts with a new sense of mission to be mindful of the fellow parishioners in our neighbourhood .
- The Youth Ministry is excited about new connections within the parish and on campus.
- The Marriage Ministry has a strong team of six couples and is looking for new couples to facilitate the FOCCUS questionnaire for guiding couples in building their relationships.
- The History Committee is always interested in photographs or documents from the parish's storied past. These will be scanned and made available through the parish website and our bound paper archives.
- The ministries in the Community Building Cluster look forward to further planning and interaction with the integrated Stewardship Committee reporting directly to Parish Council.
- The LGBT community looks forward to participating in the Gay Pride parade under the St. Joseph's banner.

English Conversation Group

Ministry Contact: Pat Barr

No updates to report



Communications Committee

Ministry Contact: Chris Adam

No updates to report

Gay Community and Allies at St. Joseph's

Ministry Contact: Ewelina

No updates to report

History Committee

Ministry Contact: Terry Byrne

Accomplishments

The parish no longer has copies of its bulletins prior to 1990. The bulletins provide a snapshot of what is happening in the parish. The Deschatelets Archives has one copy of the bulletins. We have photographed bulletins from 1956 to 1983 and will complete the rest this fall. We continue to capture newspaper articles on St. Joes and have added an additional 200 articles this year. We now possess over 1400 articles dating back to 1878. These articles are kept in six bound books. We continue to seek out photos of St. Joes, its people and events. To date we have amassed close to 1800 photos. One of the 33 books containing all of our parish records back to 1856 was rebound bringing the total to 18 books that have been rebound since 2008. In addition, instead of buying a death registry book for \$189, we created our own book and had it bound for \$60.

Challenges

There is a need for additional secure space to keep all of our historic records. By rebuilding the old shelving in the vault, we can maximize the space and meet our needs.

Finances

No budget allocated though \$180 was spent on binding three books this past year.

Year Ahead

Continue to seek out historic documents, articles and photos of St. Joseph's Parish. If any parishioners have photos or documents, please contact Terry Byrne or Rolly Leroux and we would be happy to scan them and return them to you.

Marriage Ministry

Ministry Contacts: Angela and Steve McCanny

Blessings

- There are presently 6 couples who are the facilitators for our parish Marriage Preparation program, each couple presenting one or two topics during the Marriage Prep sessions.
- Michelle Miller acts as contact person for the engaged couples and overall coordinator of the Marriage Preparation ministry. Currently, she leads planning sessions, takes care of logistics and hosts the sessions. She is the only person who is present for all presentations during the Marriage Prep sessions.



- In Fall 2012 we had 15 couples and we tried offering the program over two (2) Friday night/ Saturday combinations, held a month apart. In Spring 2013 we had 12 couples and we tried a full weekend program. Both have their advantages and disadvantages.
- We welcome couples who are registered and attend St. Joe's, as well as those who are not.
- This program has also included the facilitation of the FOCCUS online pre-marital inventory. Couples take this inventory separately and their results are discussed with a trained facilitator or facilitator couple.
- Most of these couples are young adults and this offers an opportunity for a fruitful "faith intersection."
- We did include the 9:30am Mass as part of our spring program and had a blessing for these engaged couples after communion. Many remarked that they have never been to Catholic Church that was so welcoming. We assume that some of these couples will become regular Mass attendees.

Challenges

- We continue to evaluate the best timing for this program as well as the best length of time for the sessions. This year there were several parishes in the Archdiocese who hosted marriage preparation programs in April, so we see a need to coordinate the timing of sessions throughout the year. We were happy to have 12 couples and many registered within the last 2 weeks.

Finances

- Parishioner couples pay \$75 and non-parishioner couples pay \$150. St. Joe's provides snacks and drinks.

Year Ahead

- We will be evaluating both the timing and the length of this program
- We will be looking to identify additional FOCCUS facilitators, especially couples.
- Finding a couple who would take the role of hosting and facilitating the weekend Marriage Prep sessions would be a gift.

Neighbourhood Project

Ministry Contact: Michelle Miller

No updates to report

Resource Library

Ministry Contact: Elizabeth Behrens

Highlights

Since opening in Nov. 2012, the Resource Library collection has increased 33.3% through book donations and now contains 1,488 titles. Between Nov. 2012 – May 2013, circulation totalled 48 loans, along with in-house use of approximately 37 books. The Resource Library space has also been utilized regularly for student studying and a variety of Parish activities.

The donation by parishioners of six additional bookcases has filled the existing wall space, increasing shelving capacity to 132 linear feet, along with providing room to house a computer for an on-line catalogue and circulation system, currently under development by a volunteer.

Finances

The sole expenditure to date has been the purchase of bookends, with no major additional costs anticipated.



Challenges

Ongoing publicity through the Parish Bulletin would be useful to increase awareness and use of the Resource Library collection.

Year Ahead

Implementation of an on-line catalogue is planned for Fall 2013.

Welcome Ministry

Ministry Contact: Maria Virjee

Highlights/Established practices

- Greeters at the doors at all three Masses
- Greeting in the pews to foster sense of community and belonging
- Welcome Desks at all three Masses to provide information to newcomers, visitors, and parishioners
- New parishioners who have filled in a Registration Sheet receive a welcoming letter
- This welcoming letter is followed up by personal contact – initial meeting over coffee, opportunities to ask questions about St. Joe's, meeting other parishioners over a relaxed meal at somebody's home
- Permanent entry of Welcome Ministry in weekly Bulletin, including name and phone number/email of ministry contact
- As of October 2012, two instead of one parishioners have been hosting welcoming meals
- Keeping statistics on numbers of registration sheets, welcoming letters, successful follow-up meetings, welcoming dinners, and parishioners involved at those dinners

Challenges

- Ensuring adequate numbers of regular greeters at all three Masses
- Encouraging greeters to do the more personal greeting in the pews
- Recruiting more parishioners to help with welcoming letters and personal follow-up
- Raise awareness among established parishioners to look beyond their usual circle of friends to include newcomers and visitors

Finances

No parish funds used so far for hospitality expenses, and there is no plan of doing so in the foreseeable future.

Year Ahead

There are no hard and fast dates and/or numbers for this Ministry. The **Challenges** give a good idea of what work lies ahead.

And just a few figures

- Welcome letters sent 20
- Successful follow-up (meeting over coffee = closer personal contact) 9
- Number of welcoming meals 8



- Number of new parishioners at welcoming meals 16
- Number of welcoming parishioners at meals 20

Worldwide Marriage Encounter

Ministry Contact: Angela & Steve McCanny

No updates to report

Young Adult Ministry for Those 18-39

Ministry Contact: Michelle Miller

No updates to report

Youth Ministry: Grades 6-8 and Grades 9-12

Ministry Contact: Michelle Miller

No updates to report



Faith Formation and Initiation Cluster

Parish Pastoral Council Representative: Kathy Crowe

Cluster Facilitator: Dave Perry

Adult Initiation – R.C.I.A.

Ministry Contact: Michèle Babin

The RCIA Team works in partnership with adults who are seeking to grow in their faith in God within the Catholic faith and community. We journey with both baptized and unbaptized who are interested in learning more about the Catholic faith or are seeking to join the Catholic Church.

Highlights

- In the fall and through the Easter Season, we celebrated Confirmation into the Catholic Church with several adults. We also celebrated Baptism, Confirmation and First Eucharist with one young adult at the Easter Vigil.
- A parish teen seeking Confirmation was formed with Br. David MacPhee and a young adult catechist. At her request, she will be confirmed by the Archbishop at Pentecost at the Cathedral.
- We created and published a calendar of readings to support learning and growing in the Catholic faith and followed these with weekly faith formation sessions for most of the year.
- We lived rites of welcoming with each of the candidates for baptism or confirmation in order to introduce and support their journey within the community. The testimonies from our candidates nourished our relationship with each of them as well as our relationship with each other as community.
- The **Parish Guide Book** describes how parishioners can share their faith and gifts with the adult initiation ministry.

Challenges

- Implementing an apprenticeship model for Catholic initiation.
- Bringing together foundational resources as we journey with inquirers and those who wish to be baptized or confirmed.

Finances

- There is no fee charged to participants of the RCIA program
- Our 2013-2014 needs include baptism candles, an RCIA seminar for 3 Team members, liturgical calendars, and a few catechetical resources to be shared.
- It would be helpful to provide participants with a formation book and maybe a bible.
- It would be helpful to provide specific resources for team members for catechesis as well as training and development.

Infant Baptism Preparation

Ministry Contact: Kathy Crowe

Highlights

The baptism preparation team offered 2 series of baptism preparation sessions to 9 families between January and June 2013. A third series will be offered in September.



Nine infants were baptized or have baptisms scheduled for the period of January to June 2013. Baptism are scheduled to take place at least once per month until Advent and so we anticipate more children to be presented for baptism before the end of this liturgical year. As much as possible, we strive to have the pre-anointing and baptism rituals at the liturgy most frequently attended by the family.

As previously reported, the rite of anointing with the oil of catechumens is now done on a Sunday prior to the actual baptism date. This change was introduced to draw focus to this important ritual and to help with the streamlining of baptism rite itself. Feedback to date on this change has been very positive - for example, many families and members of the assembly have remarked on the special feeling of welcoming and inclusion that they feel this ritual has given them.

Families who are new to the Parish and request baptism for their child are welcomed into the preparation sessions, but are asked to wait a period of time (e.g. 6 months) to allow them a chance to familiarize themselves with St. Joseph's before scheduling a baptism date.

Challenges

The spring-summer 2013 anointing/baptism schedule has felt a bit crowded but we have many new families to welcome. Our community desires new and young families so this is a great challenge to have. Occasionally the team has had to do some creative planning to accommodate special requests from families, or when the baptism preparation team members have scheduling conflicts.

Finances

A suggested donation of \$25.00 is requested of families whose children are baptized. These donations help to cover the cost of the baptism candles and print resources that are provided to the families. Of course the donation is not mandatory. A parishioner hand crafts the baptismal candles at cost and donates her time.

Year Ahead

Dates for baptism Sundays, pre-anointing and preparation sessions are all posted on the parish website for the remainder of this liturgical year. The Baptism Preparation team could use 1-2 new members. We are also interested in working with the other initiation-based ministries to strive towards an overall "apprenticeship" model which would help us integrate families, especially new families, into the life of the parish. The Neighborhood ministry may be a natural partner for this.

Christian Meditation (Mondays 9:30 a.m.)

Ministry Contact: George Martin & Rosemarie Morris: 613-730-0108; morris-martin@rogers.com

Highlights

Provided weekly opportunity for community gathering for Christian Meditation practice on Monday mornings (9:30) throughout the year. The ministry supports St Joseph's mission of providing leadership in spiritual growth for parishioners and guests.

Challenges

A major challenge is parking in the church lot for those attending on Monday mornings. This is an ongoing challenge. Since Administration knows that we have this Monday morning commitment, perhaps a limited number of parking spaces could be reserved for parish-related activities.



Finances

No budget required. Requirements consist of: 1) space to meet in a quiet environment on Monday mornings from 9:00 – 11:00 a.m. on the ground floor (stairs to second floor pose an access problem for some participants); and storage space for a few materials and supplies. (These requirements are already being accommodated.)

Year Ahead

Continue providing weekly Christian Meditation sessions on Monday mornings at 9:30 a.m.

L'Arche Parish Retreats at St. Joseph Parish

Ministry Contact: Raphael Amato

No updates to report

Males Spirituality Open Circle

Ministry Contact: David Perry

No updates to report

Oblate Associates

Ministry Contact: Eleanor Rabnett

Highlights

Although not specifically a ministry of St. Joe's but rather an intentional and specific way of living in partnership with the Oblates of Mary Immaculate, there are members of the Parish who are indeed Oblate Associates and who are involved in various ministries of the parish including Lectors, Eucharistic Ministers, Liturgy Planning Committee, Healing Service, Women's Centre, the Supper Table, etc. Thus the Oblate charism is lived out in mission within the parish community.

Within the past year there have been 2 small retreats offered to St. Joe's Parishioners: (one in September 2012 and one in early March 2013). The first was on Discerning God's Call in our Daily Lives, while the 2nd was "How Is God's Love Revealed To You In Your Life?" Both were Mazenodian (based on the Spirituality of St. Eugene de Mazenod, founder of the Missionary Oblates of Mary Immaculate).

Challenges

N/A

Finances

N/A

Year Ahead

Plans have been made to hold a retreat in the fall (late September-early October), again Mazenodian in nature. The retreat will be built around the idea of the Spirituality of Practicing the Presence of God in Daily Life. A second retreat will be planned again for Lent but topic is not yet been decided.



Parish Yoga Project

Ministry Contact: Kate Macdonald

Highlights

The Parish Yoga Project has been offering free asana classes on Sunday evenings for the past 5 years. Most recently, in the Fall 2012 session, I offered a series of 6 yoga classes, each with a specific anatomical focus. I am in the middle of offering a 2nd series of 5 classes for Lent 2013 with a thematic focus linking themes from the Sunday Lenten reading with certain of Patanjali's yoga sutras, and then exploring the themes in the practice of asana and pranayama.

Through the physical practice of asana and pranayama we are able to create space for the divine energy or "prana" to flow within our bodies and minds. Our practice together has fostered a sense of peace and connection in and among the participants.

Challenges

- Ideally, I would like people sign up to participate for a full session, since I design each session so that the individual classes build on each other. This seems to be unrealistic: many people treat the classes as "drop-ins". This necessitates the reiteration of certain principles that we may have focused on in a previous class.
- I have had some participants with very focused physical concerns that a general "lead" class cannot adequately address: they found the classes were not appropriate to their needs.
- The floor in the basement was sometimes very dirty, but I mentioned it to the front office and Normand cleaned it up for us last week. We were all very grateful for his effort in this regard.

Finances

The church donates the Parish Hall for us to practice in, and I donate my time planning and teaching the classes. I have personally purchased various props that I bring in each Sunday for the participants to use. The classes are free to participants, so I have no finances to report.

Year Ahead

I envision presenting something similar next year to what I presented this year.





Sacramental Preparation for Children and Teens

Ministry Contact: Michelle Miller

Highlights

1st Communion

- We had 9 children celebrate their 1st Communion on April 14 this year.
- Parents worked through the formation booklet each week with their child at home. On Sundays we gathered the children with 2 young adult catechists while Michelle met separately with the parents to discuss both faith formation with children as well as our own faith journey as adults.
- The children made gift bags for the clients of the Women's Centre in a gesture of thanksgiving.
- The children assisted with the Eucharistic Ministers each Sunday.
- Each family was invited to invite Fr. Andy to their home for supper.
- The week before the ceremony, the children gathered for a retreat that included making the bread for communion.
- This year we also added a final session where the children had a chance to reflect on their 1st communion experience.

1st Reconciliation

This program is happenings as this report is being written. The majority of those participating are also those children who participated in the 1st Communion program. We will also welcome older siblings who have yet to celebrate the Reconciliation and opened this up to the parish at large through the bulletin. Again, the parents are working through the formation booklet each week with their child at home. We gathered on June 8 to celebrate the Sacrament with Fr. Andy and another priest.

Confirmation

This year we had one teen preparing for Confirmation. She worked with Br. David MacPhee and a couple of other young adult catechists. She has chosen to be Confirmed at the Cathedral on Pentecost Sunday with other teens and adults from the Archdiocese. She was prayer for at our parish Mass prior to Pentecost.

Challenges

Always trying to focus on initiation formation and not only on preparing for a "sacramental moment."

The timing of 1st Reconciliation is tricky and we plan to move this program to the Fall, thus offering children and families 1st Reconciliation in the fall and 1st Communion in the Spring. Again, we are trying to focus on Christian formation and not only on preparing for a "sacramental moment."

Brother MacPhee attempted to get some other teens together on a weekly basis to support the teen candidate for confirmation to allow her to journey with a larger group, but this, unfortunately did not actualize. Br. David will be leaving the Ottawa area after his ordination, so we will see what organically happens with this ministry.

Financial Considerations

The 1st Communion and 1st Reconciliation programs pay for themselves through the registration fee from parents.

There is no fee charged or cost to delivering the preparation for Confirmation program.

The Year Ahead

Moving 1st Reconciliation to the Fall (see below) will give some more consistency to formation for these children and their families.



Continue to evolve the program for Preparation for Confirmation of Children and Teens

Scripture Study

Ministry Contact: Pamela Dixon

No updates to report

Small Group Faith Sharing

Ministry Contacts: Joy Heft and Lolita Walsh (co-facilitators)

Highlights

Formerly known as Lenten and Advent Reflection this group hosted its 14th season during Lent of 2013. As in previous years, a small but enthusiastic group met during Advent 2012, and Lent 2013 to reflect upon the seasonal readings, share faith stories and pray together. The numbers remained constant with several returning members and a few new ones. Those who participated found their faith experience enriched through commentary on the readings and ensuing discussion in an intimate, trusting atmosphere. Hearing the perspective of others and praying for common and personal concerns led to a bonding within the group as members met parishioners from other masses or some they had not met before. Generally, this sharing strengthens the fabric of parish life and contributes to its spiritual well-being. This past year some members who had lost a loved one or were dealing with failing health of family members derived strength from the prayers and support of group members.

Challenges

Our group normally meets in the upstairs meeting room where the intimate atmosphere enhances our discussions and sharing; the stairs can sometimes be a challenge for those who are somewhat frail though there were no such cases this year. On occasion we have had to meet in the Main Floor Meeting Room, which requires reconfiguration to meet the needs of our group.

Finances

The resource we use is an online publication, Celebrating the Word, published by Resurrection Centre in Waterloo for which the facilitators pay a \$100 copyright fee.

Year Ahead

We anticipate continuing next year during Lent and Advent and for the foreseeable future as long as there is support and sufficient interest.

Spiritual Seekers Series

Ministry Contact: David Perry

No updates to report



Liturgy Cluster

Parish Pastoral Council Representative: Lili Zwart

Cluster Facilitator: Louise Lafond

Altar Service Ministry

Ministry Contact: Front Desk

No updates to report

Bread Baking Ministry

Ministry Contact: Clara Nasselo

No updates to report

Celebrant's Assistants

Ministry Contact: Bob Part

No updates to report

Counters

Ministry Contact: Jill Lamont

No updates to report

Environment Ministry

Ministry Contact: Dorothy Collins

No updates to report

Eucharistic Ministers

Ministry Contact: Tom Okrainec

No updates to report

Family Ministry and Children's Liturgy

Ministry Contact: Petra Nortier-Hughes

Accomplishments

St Joseph's Family Ministry creates a welcoming and inclusive environment for families with children. Each Sunday at the 9:30 mass we organize multiple activities to engage children in the expression of their faith at a level appropriate to their age and to help nourish their spirituality. Currently about 75 children attend our various programs

We build a proclaiming community by sharing the Good News with children. Each Sunday we invite them to celebrate the Liturgy of the Word in three age appropriate groups. Additionally on every third Sunday of the month we facilitate a family mass which invites children to take part in all ministries. We initiate pre-school children in celebrating the liturgy through "My Little Church".



We develop a discerning community by inviting children to respond to the Good News through participation in faith-enhancing activities (e.g. the procession, reflecting on the Word, and acting out the Gospel). We also encourage parents to share their gifts in delivering our programs.

We are a ministering community in serving the needs of families with children through the Children's liturgy, a newsletter, a Facebook page, and family activities. We attract families from the larger Ottawa region because of our inclusive and welcoming program.

Challenges

Attracting sufficient volunteers to run our programs is an on-going challenge. Our Children's Liturgy program alone requires 6 volunteers for each mass – a leader and an assistant for each of the 3 groups. This requires 24 volunteers on our roster if each person volunteers once every 4 weeks. This year was a particularly challenging year in that the program was short of facilitators.

We wish to further develop the "My Little Church" initiative for pre-school children but have difficulty in finding creative and dedicated people to animate and coordinate this aspect of our ministry.

Finances

We use faith formation resources from the Pflaum Publishing Group, which includes a leader's guide for each Sunday and a take-home activity sheet for children and their families. The cost is about \$500 per school year. Art and school supplies for Children's Liturgy as well as gospel-themed toys for "My Little Church" are donated, although a small parish budget of \$250 would be helpful. In addition, each year, we print 500-1000 pages of resources, using the parish photocopier.

Year Ahead

Family ministry activities operate throughout the ten months of the school year. We look forward to resuming our activities after the summer. We will initiate succession planning as the current coordinator has been in the position for nine years. We need to organize a formation workshop for new leaders. We suggest that the Parish revive the "Market Place of Opportunities" in September to help attract new people to our and other ministries.

Gospel Players

Ministry Contact: Sr. Connie Goulet

No updates to report

Lectors

Ministry Contact: Katherine Laundry

No updates to report

Young Lectors

Ministry Contact: Louise Lafond

No updates to report



Liturgical Dance

Ministry Contact: Suzanne Doerge

No updates to report

Liturgy Committee

Ministry Contact: Kathy Crowe

No updates to report

Offertory Collectors

Ministry Contact: David Robb

No updates to report

Prayers of the Faithful

Ministry Contact: Eleanor Rabnett

No updates to report

Reflections Ministry

Ministry Contact: Joe Gunn

No updates to report

Seasonal Planning Committee

Ministry Contact: Martha Dougherty

No updates to report



Music Ministry Cluster

Council Representative: Jacqueline Dawson

Cluster Facilitator: Jamie Loback

Ministry: Music Ministry

Ministry Contact: Jamie Loback, Music Director

Accomplishments

The Music Ministry achieved the following goals:

- 1) **Riser Construction:** Construction of permanent and portable choir risers in partnership with the Ottawa Choral Society. Construction was completed in early November 2012.
- 2) **High Liturgical Seasons:** Easter 2012 and Christmas 2012 were notable successes for the Music Ministry. Overall this was some of the Ministry's finest work over the past decade in terms of quality of singing and quality of repertoire. The Music Ministry is fortunate and grateful to have had the generous support of Tom Fagan who played the organ at Christmas as well as Carolina Nagy who accompanied the choirs with violin. Easter 2013 was also notably successful for the Music Ministry.
- 3) **Children's Choir:** In consultation with the 9:30am Mass Family Choir, the Music Ministry now has an emerging children's choir (approximately 10 children).
- 4) **Pastoral Outreach:** A small number of singers (mainly from the 5pm choir) have maintained their outreach to St. Pat's home, providing music for their Sunday mass on months containing a fifth Sunday.
- 5) **Fund-raising:** Two successful fund-raising concerts (see section on Fund-raising Initiates under Finances)

Challenges

- **Recruitment:** The Music Ministry has experienced a reduction in members throughout 2012 as well as in 2013: While the number 5:00pm and 9:30am mass choirs have remained relatively stable (the 9:30am choir has actually gained members, notably children and youth!), the 11:30am choir has experienced a reduction in members (notably tenors and altos). The Music Ministry will be developing a recruitment strategy over the summer and will aim to implement it in late August and September 2013.
- **Varying levels of musical knowledge and experience:** Like most community choirs, the choirs of St. Joseph's Parish are composed of members of varying levels of musical training. In order to facilitate better integration of new members the Music director will begin holding orientation sessions on music theory and the logistics of choral singing.
- **Social dynamics:** Choirs are small communities and as such require time to socialize. Throughout 2012 as well as in 2013 this has been less of a priority given the Ministry's busy schedule of rehearsals, regular masses, major feasts, and concerts. Throughout the 2013-2014 season the Music Director will work with each of the choirs to incorporate a larger social dynamic within the Music Ministry.
- **Budget:** As is the case with all the ministries of St. Joseph's Parish, the Music Ministry is working to maintain sustainable funding in order to maintain a balanced budget while continuing ongoing development of musical quality as well as the introduction of new repertoire in the liturgy and concerts. In order to assist in the overall Parish effort to address the structural deficit and its potential implications on operations costs the Music Ministry has organized a series of smaller concerts from which the net proceeds have been diverted toward the ongoing effort to sustain the Ministry's budget and programs



(see section on Fund-raising Initiatives under Finances below). In addition to these revenue-generating initiatives, the Music Director will be working to minimize expenditures wherever possible.

Finances

- The Music Ministry was within budget in the 2012 fiscal year.
- To date the Music Ministry remains under budget for the 2013 fiscal year. Based on current (and historical) expenses it is likely that the Ministry's 2013 expenses will be well within the approved operational budget.
- The overall music budget is divided into two categories: 1) Operational Expenses (instrument maintenance, I.T. Expenses, music acquisition, copyright licenses, choir appreciation, photocopy etc.), and 2) Salaries (Music Director) and Stipends for musical support staff (pianist/accompanists/University Mass Music Coordinator). As mentioned previously, the Music Director will work to keep Operational Expenses within the approved budget. Salaries (including stipends for music support staff) is predicted to remain within budget,
- Given the current financial climate at St. Joseph's, the Music Ministry will work to minimise operational costs for the remainder of the year. Concurrently, the Ministry will be actively engaged in several fund-raising initiatives, which will hopefully generate a surplus at year end (see section on the Year Ahead).

Fund-raising Initiatives (2012):

Music Ministry Concerts:

- **Music Ministry Concert #1:** Spring Concert (*GRATIA DEI*) – May 26, 2012: The Music Ministry successfully raised **\$2000** (gross proceeds) from its annual Spring concert. The proceeds from this concert went toward supporting the 2013 operational budget for the Music Ministry
- **Music Ministry Concert #2:** Christmas Concert (*GLORIA*) – December 2, 2012: The Music Ministry successfully raised **\$3000** (gross proceeds) with a performance of Vivaldi's Gloria in collaboration with the Ottawa Catholic School Board's Chamber Choir as well as music students from the University of Ottawa who performed in the orchestra. The proceeds from this concert went to St. Joseph's Supper Table.

Additional Concerts:

- **#1: Ewashko Singers** (Choral Concert - February 18, 2012): The Ewashko Singers split the proceeds of the concert with St. Joseph's (50/50 split). The Music Ministry made a total of **\$2790.94**. This sum was used to pay the outstanding balance on the grand piano (\$1500). The remaining funds went toward supporting the Ministry's the 2012 operational budget.
- **#2: Paul Whitley** (Choral Concert – September 14, 2012): Free-will donation was collected at the door in exchange for the concert space. Total Profit: **\$400**
- **#3: Sonya Sweeney and Jonathan Bondoc** (September 21, 2012): Sonya and Jon performed this concert as a fund-raiser for the Music Ministry in exchange for their use of our choir rehearsal room for private teaching. Free-will donation was collected at the door. Total Profit: **\$700**

Rental Revenue:

- **#1: Ottawa Choral Society** – Concert: November 30, 2012 – Total Profit: **\$1400**
- **#2: Ewashko Singers** – Rehearsal space for September – December 2012 - Total Profit: **\$1750**
- **#3: Cantata Singers of Ottawa** – Concert: November 16, 2012 – Total Profit: **\$850**

Fund-raising Initiatives to date (2013):

Music Ministry Concerts:



- **Music Ministry Concert #1:** Spring Concert (*PACEM IN TERRIS*) – May 24, 2013: The Music Ministry successfully raised **\$2200** (gross proceeds) from its annual Spring concert. The proceeds from this concert went toward supporting the 2013 operational budget for the Music Ministry

Additional Concerts:

- **#1: Calixa Lavallee Singers of the University of Ottawa** (April 5, 2013): In exchange for concert space the Parish collected a free-will donation at the door. Total profit: **\$1000**
- **#2: Antonio Liaca** (Choral Concert – April 21, 2013): In exchange for rehearsal and concert space the Parish collected a free-will donation at the door. Total profit: **\$600**

Rental Revenue:

- **#1: Ewashko Singers** – Rehearsal space from January 2013 – April 2013, plus one concert on April 20, 2013 – Total Profit: **\$1750**
- **#2: Cantata Singers of Ottawa** – Two Concerts: March 16, 2013, and May 26, 2013 – Total Profit: **\$2050**

Year Ahead

Fund-raising Concerts:

- Music Ministry Christmas Concert (December 2013) – estimated revenue: \$2500
- Music Ministry Spring Concert (May 2014) – estimated revenue: \$2000

Additional Concerts:

- Carolina Nagy (June 2013) – estimated revenue: \$400
- Sonya Sweeney and Jonathan Bondoc (September 2013) - estimated revenue: \$600

Programming Considerations:

- Recruitment and orientation of new members
- Continuing expansion of the children's choir at the 9:30am Mass
- Music Ministry retreat in October 2013

Pipe Organ Repairs:

- Continuing repairs to the pipe organ. The funds for this will be coming from a private donation.



Pastoral Care and Social Justice Cluster

Parish Pastoral Council Representative: Dianne Taylor

Cluster Facilitator: Kathleen Allan

Anointing of the Sick

Development and Peace

Ministry Contact: Larry Martin ldmartin@sympatico.ca

Highlights

Share Lent is the high profile education and financial support for Development and Peace. Traditionally, a St. Joseph's member gives a reflection on **Solidarity Sunday during Lent** to highlight our mission and national Campaign. For 2013 it's "**Human Dignity--More Than Ever!**" We include information about some of our **Development Programs** in 20 countries and 90 partner projects which focus on health, education, water, sanitation, and community leadership. Our work also focuses on **Emergency Responses** such as the ongoing drought in the Sahel in West Africa, reconstruction projects in Haiti and climate-induced disasters.

Our **purpose is two-fold:** to educate Canadian Catholics in their parishes and schools and to be of assistance to our Southern partners in community development projects. We work with the Canadian Conference of Catholic Bishops, clergy, parishes and the 11,000 Development members/volunteers in Canada.

Our programs were reduced when the Canadian International Development Agency (**CIDA**) withdrew 65% of our funding in early 2012, in spite of a 45 year reputation of transparent, effective and financially sound long-term development work. Recently Canada's federal government has indicated a new direction linking Canada's economic development being more tied to Overseas Development Assistance (**ODA**). This could hinder the delivery of development projects in true support of our Southern neighbours.

Catholic Social Teaching and the **Caritas in Veritate** encyclical reflect the values of our work and organization. St. Joseph's parish hosts workshops for our members and those in other Ottawa parishes to learn about new campaigns and materials. Social and environmental justice are always the basis of our work and commitment.

During Lent we organized a "Symbols of Solidarity Procession" at mass and "Development and Peace Stations of the Cross" built around quotations, from Archbishop Oscar Romero of El Salvador.

Challenges

Here in St. Joseph's Parish we strive to highlight the needs of our brothers and sisters in the South and the relation to our Christian faith through, prayer, educational activities, financial support and the monitoring of Canadian foreign policy. Our group is small (about 8 regulars) but very committed to faith-led solidarity with people of the South. We also try to be aware of issues of poverty here in Canada and how they relate to our work.

Finances

St. Joseph's has the reputation of generosity every year during the **Share Lent** campaign. We have a number of "Share Year Round", occasional and emergency response donors. We sell Fair Trade coffee after mass, the profits of which go to Development and Peace.

Year Ahead

We meet several times a year on an ad hoc basis and gear up as a committee around Share Lent. We publicize parish and diocesan events sometimes with Southern visitors as they occur over the year. People are welcome to be members of the St. Joseph's committee or to just receive basic information from the national web-site at www.dev.org.



Funeral Ministry

Ministry Contact: Sharon Gravelle

Highlights

The funeral ministry continues to bring compassion and help to those who have lost a loved one. We have prepared many meaningful, personal funerals, which celebrated the lives of these people.

Accomplishments

We have tried to incorporate more creativity into the funerals and have revised our scripts to better reflect the spirit of St. Joseph parish. Apart from deceased funeral preparations, we have assisted individuals in funeral preparation at their homes and hospitals. We follow up with the bereaved families with a card or phone call. We have presided at wakes and committals. We have established a funeral supply cupboard exclusively for funerals.

Challenges

We do not have enough members on the team. We are still need:

- 1) Liturgical Planners and facilitators to meet with families and prepare the scripts
- 2) Trained Celebrant assistants to help occasionally
- 3) People to help set up and disassemble
- 4) Greeters
- 5) People to manage the overheads

Finances

Funds for the Funeral Supplies come from the free will offerings from our Funeral preparation workshops. We count on the remainder of our needs to be met by the parish from funeral fees from families.

Year Ahead

In the Fall we plan to have another Funeral Preparation Workshop to assist parishioners to pre-plan their own funerals or the funeral of a loved one.

In November, we plan to have a memorial service for those who have died in the past year.

We will invite the families of these people.

We will have reserved signs for funeral spaces in the parking lot to better accommodate guests coming to the funerals.

Give a Ride / Need a Ride: Driving Ministry

Ministry Contact: Aileen & Wayne Moyle

No updates to report

Healing and Reconciliation Circle

Ministry Contact: Dorothy Collins

No updates to report



Healing Service Ministry

Ministry Contact: <was Eleanor Rabnett>

Highlights

Within the past year the Healing Service Ministry held three Healing Services in the parish, one in April 2012, October 2012 and April 2013. The number of those attending was steady each time and there was an intimacy with each group. Although the majority of people attending were parishioners, each service was attended by some who were new to St. Joe's, coming with a friend or family member.

Challenges

The biggest challenge is to find a time that best fits all. The last three services have been held on Saturday mornings, however another option might be to hold some services in the evening during the week. It would be good to open this ministry up and invite more parishioners to consider taking part in this small but vital ministry

Healing Space Ministry

Ministry Contact: Pierre Jean-Louis

No updates to report

Kairos Spirituality-for Social Justice Centre

Sponsored ministry of the Grey Sisters of Pembroke

Although Kairos Spirituality-for- Social Justice is not a ministry of St. Joseph's parish our Good Friday Social Justice Way of the Cross has a significant number of people from the parish participating. The parish considers this Way of the Cross as part of their Holy Week Celebrations.

This Way of the Cross takes us through the streets of downtown Ottawa. Each station focuses on an unjust situation in our world and the reflections relate to the suffering of Jesus and those suffering today from injustices.

We invite a number of individuals from St' Joe's to compose one of the stations.

This year about 80 people of various ages and Christian traditions participated. We are grateful for the support of St. Joseph's parish.

Submitted by Anne Taylor, gsic and Marlene Kelly gisc

One-on-One Experience of Healing Touch

Ministry Contacts: Clara Nasello, Norah McMahon, Colette Chartrand, Helena Robb

Highlights

We have a session once a month.

There are no concerns, challenges,

Pastoral Visiting Ministry

Ministry Contact: Kathleen Allan

No updates to report



Practising Attitudinal Healing

Ministry Contact: Margaret Dumoulin

No updates to report

Refugee Outreach Committee

Ministry Contact: Patrick Wells

Highlights

- Provided small loans to three people who have been accepted as refugees in Canada. These loans enable them to pay for their and their family members' permanent residency.
- Acted as trustee for a number of individuals who are undertaking private refugee sponsorships, dispersing their money on a regular basis.
- Provided ongoing support and friendship to several refugees in the community
- Overall our work aspires to support the mission of St Joseph's to be a Ministering Community.

Challenges

Leadership: Patrick took over the leadership of the committee on an interim basis from Pierre Gauthier last September. He is not able to commit to this role for the long-term, but we have not been able to find someone to take over. This is an ongoing challenge.

Membership: we have had three new members join since September, but only one still regularly attends our monthly meetings. New members hope for hands-on work to get involved in, but we have not had any new projects for them to really engage in. Otherwise, we have two members who have served the ROC for many years, but are now looking to 'retire' from active duty. Membership is an ongoing challenge.

Finances

Details pending

Year Ahead

- Though the future of the ROC is uncertain, we plan to celebrate its achievements and recognise its long-time contributors with an event scheduled for later this year: 12th September 2013.
- We will explore the possibility of cooperating with other churches in the Sandy Hill area in order to undertake the sponsorship of a refugee to Canada. We hope this might serve to attract new interest in the ROC, raise its profile in the parish, and revitalise membership. This is something we will explore over the summer and fall.

Seniors Ministry

Ministry Contact: Pierre Jean-Louis

No updates to report



St. Joe's Supper Table

Ministry Contact: David Ro

Highlights

In July of 2012, the Supper Table officially served its 500,000th meal since it started serving meals in 1978.

In 2012, the Supper Table served 33,035 meals to our guests; whereas, in 2011 we served 29,839 meals. Though this was a sizeable increase (3196) in meals served, it is comparable to 2010 when we served 33,030 meals.

To help reduce operating costs, the Supper Table recruited up to 3 daytime volunteers for each day of the week to prepare the meals for the evening. The volunteers are integral part of our operation. Close to 100 volunteers devote nearly 13,000 (thirteen thousand) hours annually which is the equivalent of 7 (seven) full time employees.

Our guests are extremely happy with the quality of the food, the environment and the companionship.

Challenges

The Supper Table continues to face financial shortfalls. Beginning in 2011, in order to get a better understanding of the real costs of the Supper Table, it was decided that the financial statement should reflect all of its costs, including operational costs such as rent (accommodation feeds), utilities, taxes, insurance etc. This approach was continued in 2012 and the shortfall for 2012 will be \$96,000. The Parish reviewed the allocations formula used in previous years and, through a process of consultation, introduced a new formula for 2013, which aims to most accurately reflect the real costs of operating our outreach ministries. However, even with these adjustments, there is a need to raise more money in order to move the Supper Table into a breakeven position.

Finances

The Supper Table is very effective at raising money through donations (\$98,000) however its traditional fundraising events: Bytown Catering golf tournament, Senators Hockey game, concerts and Night at the Races though successful did not raise major amounts of money.

The Community Foundation of Ottawa increased its donation to the Supper Table. It contributes \$28,000 and made a commitment for three years.

Our Lady of Wisdom Catholic School began supporting the Supper Table in 2012 and raised \$4,000 for the Christmas dinner and over \$3,000 during Lent.

Smaller amounts of funds were received from a few other supporters.

The Ontario Trillium Foundation three-year grant that was requested to cover half of the salary of the Supper Table Manager ended in mid 2012.

The Ottawa Little Theatre fundraiser did not take place in 2012.

Rideau Carleton Raceway provided a \$25,000 donation over a three year period; the final amount \$7,000 was received in 2012.

In order to replace the floor in the Supper Table, we requested and received a grant of \$6,000 from the Ottawa Airport Authority.

Year Ahead

Supper Table is in transition and is looking for talented volunteers to help with fundraising ideas and events.



Fundraising events for 2013 will include: Ottawa Little Theatre, "Steel Magnolias" (May 26). Bytown Catering will have their annual golf tournament in August with half of the proceeds going to Supper Table. We will also be holding "Haman Performance" on September 27th

We are mailing out fundraising appeal letters before Christmas, in the spring and in the fall. (Note our spring 2013 campaign raised approximately \$3500 after expenses)

We will be seeking the support from more schools.

We are on Facebook and have received positive feedback.

The advisory committee is discussing other fundraising ideas and we hope to be able to implement a couple of them over the rest of the year.

The Supper Table Manager is continuing to look into other ways of reducing costs and raising funds.

Some of our key supporters of St. Joe's Supper Table

Our Lady of Wisdom School
Islam Care Centre
Ottawa Food Bank
Bytown Catering
St. Patrick Catholic High School
Community Foundation of Ottawa
Rideau Carleton Raceway
Agudath Israel Congregation
Church of the Messiah (former parishioners of St. Albans)
Ottawa Little Theatre
Anglican church (not sure of specific name of church)
St. Mark's High School
Private donors and parishioners from various parishes
Our volunteers
St. Joseph's Parish



A Note From the Retiring Chair

My Fellow Parishioners;

In the fall of 2010, we had a new Pastor, a new Director of Operations and a few first time council members (including me). The question everyone asked was 'how are decisions made in our Parish?'. There was no clear and simple answer. We began the task of creating a new decision making model, and after considering various options, we soon realized that this was a bigger undertaking than we first thought. Father Andy's desire was a collaborative leadership or shared leadership model. After I became chair in 2011, we began the journey of transforming our parish to a collaboratively led governance model. We achieved this difficult task as a result of many parishioners working together, and contributing our God-given gifts, and I'm proud that I was able to be part of it.

A key element of our new collaborative model is greater clarity on how decisions are made and an understanding that we should not be reliant on one or two individuals. Decisions are now made collectively by the Parish Pastoral Council. Our new model should be able to survive changes in leadership, whether it's the cluster representative, mass representative, or the chair of the Parish Pastoral Council.

I'm reminded daily that our Parish thrives on carrying out our mission and helping those in need and I'm grateful and proud to be a member. It's this broadly-based mission that means we need a sound governance structure complemented with a strong financial framework to ensure that we can continue to live out our mission in Christ and that our Parish can continue to flourish for many years to come.

If you ask any member of the Parish Pastoral Council, they would probably say that Council operates very differently than in the past. Even though we've had some long meetings (sometimes 4 hours), we have honest discussions and make decisions. This to me is probably the biggest change. We have some tough decisions ahead, but we are doing everything we possibly can to ensure that our ministries such as the St. Joe's Women's Centre and St. Joe's Supper Table are able to respond to the needs of their clients.

As I retire as Chair, I look back proudly on our collaborative accomplishments, particularly the realisation of our vision of a new governance model and being a truly community-led parish. It's now time for a new Council chair, to lead the next phase and development of a new vision which can be realized by our parish through collaboration. I will be continuing as Chair until our AGM on June 19, at which time Christine Burton will assume the role as the Chair of our Parish Pastoral Council. I wish Christine all the best as she embarks on her journey as Chair, as we have full confidence that she will bring her time and talent to lead Council and our Parish through collaboration in continuing to make our Parish a vibrant community.

Sincerely,

Don Duthie



A Note From the Chair Elect

Dear friends in faith:

Our parish has had an eventful three years, and we were fortunate to have had Don's willing engagement and hard work with Parish Council and the community to support us as we grew in our understanding of collaborative leadership and as we developed and implemented a new governance model based on this philosophy. Now it is time for us to fully live the model. I am confident that our shared efforts have positioned us to become an ever-more engaged and engaging parish which respects and embraces intellectual rigour, ideas and differences as means by which to enhance both our parish life and our community programming. I hope to continue the work he started to address our structural deficit, with the support of Parish Council, the Finance Committee, staff and the parish community itself. Success in this area will allow us to responsibly consider new and expanded ministries. As part of this effort, I hope to encourage parishioners to consider what time and talent they may be able to offer to the community, as well as the more traditional 'treasure' that funds much of our programming. Finally, I hope to expand our membership base. St. Joseph's is a treasure within the diocese, offering a safe and energising environment for those challenged by some other expressions of our shared Catholic faith, as well as for many spiritual seekers. But too few are aware of our mission and message. I am convinced that if people knew about us, they would join us in worship and work. In addition to my commitment to ongoing transparency in communications with parishioners, our staff, our clients and our partners, I want to expand our communications to those who might find a spiritual home here.

Let me close by thanking Don for his faithful service, and Parish Council for their confidence in me as his successor. And I promise you, my brothers and sisters in the pews, that while I may not always be a perfect Council Chairperson, I will always be striving to give you my very best, in the very best interests of our community.

Sincerely,
Christine Burton