

Meeting St. Joseph's Parish Pastoral Council

Minutes – April 12, 2016, 18:00-20:00

Attendees:

Richard Beaudette (*Pastor*)

Joanne Lee (*Chair*)

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Eleanor Rabnett (*5:00 Mass*)

Iyobosa Grace Igbiniedion (*9:30 Mass*)

Herman de Souza (*Community Building Cluster*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

Patricia Malikail (*Finance Committee Chair and Treasurer*)

Regrets:

Roshene Lawson (*11:30 Mass*)

Jenine Figurado (*University Mass*)

Theresa Fournier (*Music Cluster*)

Summary:

1. Opening Prayer and Meditation

2. Approval of Agenda

Addition of item **7.2 PPC Communication with the Parish**

Moved: Herman

Seconded: Eleanor

Approved

3. Ratification of Minutes

Approved

Accepted with correction to the spelling of the name of Iyobosa Grace Igbiniedion.

Moved: Eleanor

Seconded: Jacqueline

Approved

ACTION ITEM: Angela will circulate the outstanding Action Items along with the minutes before each meeting. A review of Actions Items will be included as an On-going Business item on alternating meeting's agendas.

4. Operational Update – Chris Adam

4.1 Parish Hall Stair Lift

Chris is waiting for proposals from two chairlift companies for the cost to replace all or part of the stair lift equipment. These will then be submitted to Matthew Fleury's office for recommendations about private or public funding that may be available. Those who rent the Parish Hall are advised that the current stair lift equipment is under repair.

4.2 Replacing Parish Hall Tables and Banquet Chairs

The replacement of tables and chairs in the parish hall will begin this summer with the goal to have all of them replaced by 2018.

4.3 Parking

Chris has been analysing the parking lot revenue patterns in preparation for reviewing our current contract with ParkLink which expires in June. The increase in revenue appears to be largely a result of monitoring the parking lot through the weekends whereas the monitoring company had predicted that we were missing weekday daytime revenue as a result of inadequate monitoring at those times. This does not seem to be the case. A decision needs to be made whether to continue using a third party or returning to monitoring it ourselves.

4.4 Database

The database program, Breeze, has been implemented for tracking parishioner and donation information, replacing the old database system.

5. Finance Committee Report – Patricia Malikail

There was no Finance Committee meeting in March; the next meeting will be April 26. On Tues. May 17, PPC members will attend the Finance Committee Meeting to review the 2015 audited financial statements and the information that will be presented at the AGM.

6. On-going Business

6.1 ROC and Syrian Support Group update (Angela/Jacqueline)

The ROC is still waiting for the Arlifaie family to arrive from Syria. It could be as late as September or early 2017 before the family arrives.

The Syrian Support Group's backpack drive has received over 80 backpacks. Most of these will be donated to the public board as they are receiving the majority of school aged children. An additional \$700 has been collected to put towards assembling more backpacks. At the April 20th meeting, the Group will discuss a second project for supporting the refugee families.

6.2 Stewardship Working Group Report - Communication/Facilitator Consultation Update (Herman)

The Stewardship Working Group will meet with cluster representatives and facilitators as soon as possible to discuss the current state of communication between the two roles and ways to improve it. Groups which have no facilitators will be asked to send one or two ministry leaders instead.

6.3 Upcoming AGM agenda – Wed., June 8

Within the next two weeks, the request for the annual ministry reports, including thereport template, will be sent out to the Cluster Representatives to be distributed to the Ministry Leaders. Other preparations for the AGM will be designated in May.

6.4 PPC Representatives Renewal

5:00 Mass Representative – The bulletin announcement will continue to run until a replacement has been found.

Liturgy Representative – Joanne continues to invite parishioners to consider serving as the Liturgy Representative. She is also looking for a Liturgy Facilitator.

6.5 Proposed Amendments to PPC Terms of Reference (Joanne)

Postponed to the May meeting.

ACTION ITEM: Patricia will circulate the Finance Committee's Terms of Engagement to the PPC to review for the May meeting.

6.6. PPC Retreat Possibilities

Angela will continue to work on finding a presenter for a half day PPC retreat in the Fall, probably in September. Two possible presenters are Carol Kuzmochka ckuzmochka@ustpaul.ca (a St. Paul's professor has done some work with Oblates) and Sr. Rosemary O'Toole, director of the Upper Room House of Prayer in Ottawa. Further discussion regarding the theme and logistic has been designated for the June meeting.

7. Cluster and Mass Representatives and Committee Updates

7.1 Pastoral Care and Social Justice Cluster

- The Supper Table's proposal to use Space in the Church (Angela) – Update – none at this time as the Board of The Supper Table needs an opportunity to discuss the topic further.
- The Women's Centre – Marsha would like the opportunity to present the results of the AGM annual report to the PPC in person for fuller communication about the daily reality, challenges and successes of this ministry. She will be invited to the June meeting to make a ten minute presentation with additional time allotted for questions. Chris will ask Marsha to prepare a half-page summary about topics to be covered (i.e. numbers of people served, increases or decreases in numbers, visions for the future, major challenges) to be available to the council before the June meeting. A similar invitation for a different PPC meeting will be made to Mary Murphy regarding The Supper Table.

ACTION ITEM: Angela will respond to Marcia regarding representing The Women's Centre at the June PPC meeting. Angela will invite The Supper Table to present at a later meeting. Chris will communicate with Marcia regarding content for the presentation and the half-page summary.

5:00 Mass Representative – The next PPC meeting will be Eleanor's last meeting as the 5:00 Mass Representative.

Fr. Richard – The parish fully celebrated the Triduum and Easter liturgies. Many parishioners dropped off donations of flowers which was much appreciated.

Community Building Cluster – There has been positive feedback from the ministry leaders to the proposal to talk about the governance model, “Everything needs renewal!”

Faith Formation Cluster– Sacramental Update:

- 2 adults (a couple) were baptized at the Easter Vigil.
- 3 young adults are preparing for baptism at the University Mass.
- 3 teens were confirmed at the 9:30 Mass this past weekend, Apr. 10, 2016
- 12 children will receive their First Communion this coming Sunday, Apr. 17, 2016
- There are a number of families preparing for the baptisms of their babies.
- 24 couples participated in the Marriage Preparation sessions this past weekend, Apr.9/10, 2016

Other ministries continue to meet on a regular basis. The Small Group Faith Sharing met through Lent.

7.2 Communication Between PPC and the Parish

ACTION ITEM: Future PPC Monthly Updates will include the web address for accessing our parish council minutes.

ACTION ITEM: Herman will set up a PPC bulletin board space. The PPC monthly Updates bulletin articles will be part of the information posted.

8. New Business

8.1 Food for next PPC Meeting

May – Eleanor

June - Herman

8.2 Volunteer Appreciation Day - Wednesday, May 4, 5:30-7:00 pm

Chris will provide food purchased from Costco and ask the Supper Table to help with food

9. Closing Prayer

Next Meeting: Tuesday, May 10, 2016 at 6:00 pm.

Note: PPC Bulletin Update in:

April – Angela

May –Patricia

Parish Council Approval

Parish Council minutes approved by consensus on: May 10 , 2016

Parish Council Chair
Joanne Lee

Minutes prepared by
Angela McCanny