

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – January 14, 2014

---

Meeting: January 14, 2014 at 18:00-20:00

### Attendees

---

Christine Burton (Chair), Andy Boyer (Pastor), Jacqueline Dawson, René Danis, Dianne Taylor, Chris Adam, Eleanor Rabnett, Joe Gauthier, Joanne Lee, Phil Spencer, Kathy Crowe

Regrets: John Cuddihy, Rose Purification

### Summary

---

- 1) Agenda approved by consensus with a few small additions. Minutes approved by consensus.
- 2) *Operational Update:*
  - a) HVAC: Arborus has indicated that the kitchen in the Parish Hall is not up to code (which they must legally report) and so cannot be used for its intended purpose. Chris will have a specialist look into it and we will receive a revised quote in 2-3 weeks for replacement and renovations. It was noted that the kitchen has only been used twice by external renters in 2013. PPC can expect to see February as the planned date for the tender documents. By May we should be able to select the company to do the HVAC work and June 2014 as the expected start date.
  - b) Parking Lot: there is a continued lack of space for volunteers and parishioners despite having 5 spots reserved close to the church. The signage will be replaced to indicate that the parking lot is not for public use and we will enforce fines. We have looked into payed parking unites but these cost upward of \$10K up front!
  - c) The Hungarian Embassy chef is to cook for the Supper Table sometime in February; embassy staff will volunteer to serve as well!
- 3) *New Business:*
  - a) Vatican Questionnaire: the Parish response has been completed and shared with the archdiocese. It will be uploaded to the St. Joe's website. Michelle Miller, in consultation with Faith Formation and the Marriage Prep group, completed the survey on our behalf.
  - b) January bulletin is being done by Dianne Taylor.
  - c) Donation cards: Christine has provided PPC with a draft.
    - i) **DECISION:** PPC approves a go ahead for a final draft with the following recommendations: the Parish link should go directly to the donation page, text should be more obvious in its explanation, the font needs to be larger. Comments and final approval shall be done via email.
    - ii) **ACTION:** Christine to write a final text for PPC approval.
  - d) Letter – confidential discussion.
  - e) Emergency policy – draft needs further work to determine its exact purpose as a policy, e.g. do we have existing safety codes that need to be incorporated, etc.

- i) **ACTION:** Eleanor and Joanne have volunteered to revisit text. Chris to send out copies of the existing draft to Eleanor and Joanne.
  - f) OMI 2016 Anniversary – what is the potential role for St. Joe’s? Should we host something? Should there be a partnership between the 3 OMI parishes in Ottawa? History Committee needs to be consulted re: their plans.
    - i) **ACTION:** letter to be sent to OMI-Lacombe to indicate our interest in hosting a celebration and being part of other activities.
  - g) The selection of a Vice –chair is deferred to the February 2014 meeting.
- 4) *Previous Action Items:*
- a) AGM: an email was sent to cluster reps with a heads-up for their AGM reports in May 2014.
  - b) The Communications Committee has a new member: Natalie Flynn.
    - i) **ACTION:** The Communications Committee will need to move forward on outreach to Canadian Martyrs and Sacré-Coeur.
- 5) *Cluster Update:*
- a) Dianne and Joanne will discuss placement of the Funeral Committee.
  - b) Jacqueline - TOR to be shared with Walter Hughes for comments and with the Music Ministry for discussion.
  - c) Catherine notified the Communications Cluster that she was stepping down as their PPC representative. There will be a meeting on January 16 to discuss finding a replacement for the February 2014 PPC meeting.
  - d) Phil – planning for young adult brunches continues.
  - e) Eleanor – the 5PM Liturgy continues to feel separate from the Sunday Masses, especially at high feast day celebrations where they feel they are not being invited to participate except as an afterthought (e.g. there is a marked preference for choosing volunteers from the Sunday Masses).
    - i) **ACTION:** Joanne and Christine to discuss with Jamie how the Music Ministry moved to include the 5PM Choir with the Sunday choirs and see if that is something that can be replicated to better include the congregations as a whole.
- 6) *Finance Committee Update:*
- a) Budget will be ready for the January 29 meeting. It was noted that collections for 2013 were generally higher.
  - b) PPC and Finance Committee Retreat – 15 people to attend, don’t forget it’s a potluck!
  - c) **ACTION:** Jacqueline will compose the closing prayer for the February meeting.

January 18 is the Retreat.

The joint PPC-Finance Committee Budget Review Meeting is January 29.

The next regularly scheduled PPC meeting is February 11, 2014.

## Parish Council Approval

---

Parish Council minutes approved by consensus on \_\_\_\_\_.

Parish Council Chair  
Christine Burton

Minutes Prepared By  
Jacqueline Dawson