

Meeting St. Joseph's Parish Pastoral Council

Minutes – January 12, 2016, 18:00-20:00

Attendees:

Richard Beaudette (*Pastor*)

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Patricia Malikail (*Finance Committee Chair*)

Eleanor Rabnett (*5:00 Mass*)

Iyobosa Igbineedion (*9:30 Mass*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

Regrets:

Joanne Lee (*Chair*)

Jenine Figurado (*University Mass*)

Roshene Lawson (*11:30 Mass*)

Herman de Souza (*Community Building Cluster*)

Theresa Fournier (*Music Cluster*)

Summary:

1. Opening Prayer

2. Approval of Agenda

Moved: Walter Hughes **Seconded:** Eleanor Rabnett

3. Ratification of Minutes

Approved with corrections to two parishioner names: Molly Fitzgerald and Terry Byrne.

4. Operational Update – Chris Adam

4.1 Grants

Work is being done to seek federal and municipal grants to assist with the cost of the roof repairs and improved accessibility to the parish hall. In mid-January, Fr. Richard, Brandon, Nick and Chris will meet with city councillor, Matthew Fleury, to provide him with an update on the work that St. Joe's does through the with Women's Center and The Supper Table and ask for assistance with income streams of which we may not be aware.

4.2 Repairs and Renovations

There are plans to update certain church facilities, including modest renovations to the washrooms in the parish hall and the installation of new kitchen cabinets. A good portion of the work will be provided by our in-house carpenter.

Work is being done to eliminate the odour coming from the sink in The Supper kitchen. It has previously been checked, however, no source was identified. A plumber is scheduled to check it again on Jan. 26.

4.3 Financial Statement for 2015

Trial statements will be audited on March 7/16. Bouris, Wilson LLP has provided the audit in recent years and the parish has been satisfied with his work. However, as it is considered sound practice to change auditors periodically, Chris is currently comparing rates among various auditors. He is open to suggestions for other auditors to consider.

5. Finance Committee Report – Patricia Malikail

5.1 Budget

Finance Committee agenda/action items for the coming months:

February - review the 2015 Financial Report which will be audited on March 7

March - provide a bulletin insert to inform the parish about finances

April - final 2015 statements will be available

May - plan the financial presentation for the parish Annual General Meeting
- discuss staff pay adjustments to bring their salaries in line with pay rates for similar work throughout the city

5.2 Raise the Roof Campaign

The campaign raised \$23 000 by end of 2015, just short of the \$25 000 target. The goal is to raise \$55 000 from parishioners for 2015-16 and 2016-17 (additional funds are being sought through grant applications). This should help replenish the Capital Asset Reserve Fund over the three years that the repairs will take place.

The committee explored crowd sourcing options for fund raising and found that a total of 8% in fees would be tallied on each donation through Fund Me. They are currently looking for other options. The “Buy a Tile” fund raiser is waiting on a roof photo. The next pitch for this campaign will be made to the parish in March 2016.

5.3 Membership

A fourth new member has joined the Finance Committee. The committee will discuss choosing a Treasurer at their January meeting.

6. On-going Business

6.1 Stewardship Working Group – Walter Hughes

A plan has been formed to animate the parish ministries, including the following items:

- Determine which Ministries are currently active
- Speak to ministry heads about anticipated upcoming activities, recent PPC minutes, opportunities to collaborate with other ministries, volunteer training and turnover, and any other issues, as appropriate to each ministry: budgets, elections, etc.

- Monthly reporting, each facilitator to the respective cluster representative
- Preparing a draft report for the annual general meeting by mid-May

7. Parish Support for Syrian Refugees

7.1 Parish Meeting - Mon. Jan. 11/16, 6:00-9:00 pm – Jacqueline Dawson

The Refugee Support Information Meeting was attended by about 55 parishioners with another 35 indicating interest in being involved. The decision was made to launch a new Syrian Refugee Action Group which will coordinate the interests and resources of parishioners who would like to serve in this ministry. A team of four parishioners have volunteered to meet with Jacqueline Dawson on Tues. Jan. 19/16 to develop an action plan for the parish. A great deal of appreciation was expressed for the work of the ROC and there was much enthusiasm to engage in further initiatives.

Action item: Jacqueline will contact the 35 parishioners on the email list to let them know the outcome of the parish meeting.

7.2 PPC Membership

The PPC is still missing a Treasurer and a Liturgy Cluster Representative. In addition, Eleanor Rabnett, the 5:00 Mass Representative will be finishing her term in May.

8. Cluster and Mass Representatives and Committee Updates

Pastoral Care and Social Justice Cluster: The One-on-One Healing Touch services have had good attendance from Sept. to Dec. 2015. The next service will be on Fri. Jan. 15, 2016.

9:30 Mass Representative: Parishioners at the 9:30 Mass have noticed that the monthly birthday celebrations have stopped and that the practice of having a Baptism cake with the children's names on it have ceased in recent months.

Action item: Chris will ask Jamie to reinstate the practice of marking birthdays on the last Sunday of each month which will include an announcement at the end of Mass with the priest offering a blessing with the participation of parishioners by the raising of hands.

9. New Business

9.1 – Archdiocese's Responsible Ministry Initiative – Fr. Richard

Steps will be taken in the coming months to comply with the Archdiocese's Responsible Ministry Initiative. This will include providing a job description for each ministry, assessing possible risk factors and determining the need for police checks and compiling a list of parishioners who have been active in the various ministries over the years. An official letter will be sent out by Fr. Richard in January to request that the ministry heads and cluster representatives begin to gather the required information. In the future, new ministers will

be required to apply to ministries that serve vulnerable populations. Parish can expect to be audited for compliance to the Responsible Ministry directives.

10. Closing Prayer

Next Meetings: Tuesday, February 9, 2016. 6:00 pm.

Parish Council Approval

Parish Council minutes approved by consensus on:

Parish Council Chair
Joanne Lee

Minutes prepared by
Angela McCanny