

Meeting St. Joseph's Parish Pastoral Council

Minutes – October 8, 2013

Meeting: October 8, 2013 at 18:00-20:00

Attendees

Christine Burton (Chair), Andy Boyer, Christopher Adam, Jacqueline Dawson, Joe Gauthier, Mark Dallaire, Paul Dobranski, Joanne Lee, Kathy Crowe, Mary-Anne Burke

Regrets: Catherine Kilbride, Dianne Taylor, John Cuddihy

Summary

- 1) Agenda approved with minor edits.
- 2) Minutes for the September 2013 meetings approved by consensus with minor edits. Secretarial decisions made during the interim period between September and October 2013 meetings were confirmed.
- 3) *Cluster Updates*: Cluster Representatives are working on finishing their Terms of Reference for November 2013.

Artwork purchase: A parishioner would like St. Joe's to purchase a unique piece of aboriginal artwork for \$2500. The proposal will officially come before council at the November meeting.

Liturgy Taskforce: A group of parishioners will be examining the GIRM and compare the new Liturgy with the existing practices in use at St. Joe's. The group will finalize recommendations from past committees and will present to PPC for review. Many of the minor differences have already been changed to conform to the GIRM but there are some major variances in the St. Joe's tradition that will need to be addressed/reviewed. An examination is important in order to realize why we have the traditions we do and whether they have a valid reason for being continued.

Seasonal Planning: The committee has started planning for the Advent and Christmas seasons.

Faith Formation: A session will be led by Eleanor Rabnitz on: 'God embracing us in the Eucharist.'

Family Mass: A family mass will be held for those that have lost a loved one this year.

- 4) Operational Updates:

HVAC: The boiler update has been pushed to the spring. Chris has worked with Schermerhorn Ltd. (the original installers of the boiler system) to address service for the winter months. Schermerhorn has agreed to make the minor changes needed to bring the system up to code and the boiler will be re-inspected by TSSA in October/November.

- **ACTION**: Chris to follow-up with Schermerhorn on the updates and the service agreement for the winter.

Asbestos removal: The removal will take place at the beginning of October and last four working days. This needs to be done so as to facilitate replacement of the HVAC system in the spring.

One-Mass Proposal with Sacré Coeur: This has been pushed back to spring 2014.

5) New Business:

Mass Representative Selection: Three submissions so far have been received. Kathy has made and distributed almost 25 information packets to parishioners! All information can also be found in the bulletin and on the website. The selection process will take place on November 3 and 10.

Fundraiser Events: The Ha!Man South African performance raised \$1700 for the Supper Table. The Clothing Swap was a great idea but few actually participated and the remaining clothes were not cleared from the premises until a week later. The main lesson learned is that parishioner led ideas are very welcome but it must be understood ahead of time who is handling the follow-up (i.e. the parishioner or the staff).

Chair Selection Process proposal: Discussed Christine's proposal for the Chair selection process, which covers both the usual chair selection process and the selection of a new chair under extraordinary circumstances (e.g. in cases where a Chair is removed from their position).

- **ACTION:** Christine will send proposal (with minor edits) to Walter for comments and then return to PPC for final approval.

6) Finance Updates:

Roofing: We have received several quotes for the work but the numbers of companies available to do this work are few in Ottawa (for reasons of both the height of the building and our status as a Heritage building). There are at least four places on the roof in need of repair.

Assessment of the Parish's assets: Is being deferred to January 2014.

Budget: Chris has preliminary numbers and is getting clarifications on several issues (mostly to do with staffing). On October 21, PPC will hold a separate meeting to discuss the Budget. Finance Committee has chosen December 31 as an end date to produce the 2014 Budget.

Midyear numbers: Were not ready for the October meeting but will be out to PPC members the same week via email for review. So far, we know that we have a 50k deficit for the year which is 10% better than anticipated; the numbers for 2013 budgeted for 60k.

7) New Business:

Supper Table: Will move to giving regular updates to PPC (through Dianne Taylor). There are now 8 active members on their committee. The latest food drive was successful and they will hold several themed food drives over the next several months (a proposal will be submitted to PPC). An exploratory meeting with All Saints in Sandy Hill was held to see how the communities can work together to support the Supper Table. The annual Christmas appeal letters are to be sent out (these typically bring in about 20k in funds). The rewritten Grocery Card proposal will return to PPC for new discussion.

8) Previous Action Items:

Stewardship Campaign: Herman will potentially continue on the committee and Greg Lopinski has indicated an interest in serving.

International Day: Will take place on November 17; there will be one Mass held that weekend.

PPC Retreat: Will be held in mid-January and will focus on both spiritual and business dimensions.

Communications Strategy: On October 22, they will have a meeting with new and existing members. A budget ask of \$500 is being submitted for consideration.

9) November 12, 2013 is the next PPC meeting.

Parish Council Approval

Parish Council minutes approved by consensus on _____.

Parish Council Chair
Christine Burton

Minutes Prepared By
Jacqueline Dawson