

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – April 11, 2017, 18:00-20:30

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### Attendees:

Joanne Lee (*Chair*)

Jacqueline Dawson (*Vice-chair*)

Chris Adam (*Exec. Director*)

Richard Beaudette (*Pastor*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

Terry Byrne (*5:00 Mass*)

Iyobosa Grace Igbinedion (*9:30 Mass*)

Patricia Malikail (*Finance Committee Chair*)

Greg Forestell (*Treasurer*)

### Regrets:

Roshene Lawson (*11:30 Mass*)

Jenine Figurado (*University Mass*)

**Vacant:** *Community Building Cluster, Liturgy Cluster*

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### Summary:

1. **Welcome and Opening Prayer** (5 min.) – Joanne Lee
2. **Reflection** (10 min.) – Fr. Richard  
Sharing and reflection based on an article “Good Friday,” by Ron Rolheiser OMI.
3. **Agenda approved** (2 min.)
4. **Ratification of Minutes of Meeting of March 14, 2017** (1 min.) – Angela McCanny  
**Approved**

#### 4a. **Report of Secretarial Voting Results**

At the March PPC Meeting, council agreed to a secretarial vote on two motions which were sent out for discussion on March 15, with voting completed March 22. Eight of the ten voting members voted. The results are as follows:

**Motion C:** Structure of the PPC Council and Election Process – **defeated:** 8 nays

**Motion D:** Proposals for PPC Committees, their Mandates and Responsibilities – **passed:** 8 yays (*Motion D* document included at the end of these minutes.)

After the defeat of Motion C, Greg, Terry and Angela reworked the motion, separating it into two distinct motions, *Structure of the PPC* and *Election Process*, for discussion and voting at the April PPC meeting (see 6b below).

- b. **Review of Outstanding Action Items** (7 min.) – Angela McCanny

Angela will circulate the document “PPC Yearly Calendar” for PPC members to review prior to the May meeting (Action Item #71 carried over from the March meeting).

ACTION ITEM – Fr. Richard will work on wording for the birthday blessing so that the monthly celebratory acknowledgment of parishioners’ birthdays can be reinstated.

**4c. – Plans for Parish Retreat** – discussion postponed to May meeting

**5. Ongoing PPC Business** (55 min.)

**5a. Pastor’s Report** – (circulated) - Fr. Richard

- *Feast of St. Kateri Tekakwitha* - Planning continues for the combined “One Mass” celebration at 10:30 am. on April 30. The Kateri Native Ministry of Ottawa will have an active leadership role in the liturgy, including leading the congregation in smudging and drumming. Fr. Daryold Winkler, who usually presides at the Kateri Ministry celebrations, will concelebrate and preach at this celebration.
- *Lenten Reconciliation* – The parish tried a new approach this year: two 1 ½ hour periods set aside with a couple of priests available for individual celebration of Reconciliation. Quite a number of people took advantage of the opportunity. Looking ahead, there will need to be some catechesis about the sacrament and some rethinking of how we celebrate it as a community.
- *Easter celebrations* - The volunteer ministry sign up has been going well as people are getting accustomed to signing up for the needed ministries.

**5b. Executive Director’s Report** - (circulated) – Chris Adam

• *Security Needs*

*i* – We currently have a security presence on site on Tuesdays, Wednesdays and Thursdays, from 3:30 PM until 7:30 PM. A rise in incidents in the church/social programs has led to a discussion among staff about extending these hours to include Monday and Friday. Further discussion, considering the effect on the parish budget and our desire offer both welcome and security to all in our community, to be held in May.

*ii* - On April 5<sup>th</sup>, Brandon and Chris met with a representative of FCI Security to request a basic audit of our security system and the creation of a proposal for the installation of a card-based entry system (for the Laurier St. entrance and the side parking lot entrance). More information will be presented to PPC in May.

- *Parking lot update* - In March, our net income exceeded \$22,000 (usual monthly income \$16 000 - \$18 000) due to use of lot by construction workers in the area.
- *2016 Audit* - The audit was completed by Bouris Wilson and went quite smoothly. Draft statements are expected to be ready near the end of April. May 16<sup>th</sup> will be a joint meeting of Finance Committee and PPC, so that the auditor can present and answer questions.
- *Grant for the Supper Table* - The Canyon Foundation Fund of the Community Foundation of Ottawa has provided the Supper Table with a \$30,000 grant to help fund its operations. It will be used to fund food purchases and a part-time staff position. Our previous part-time

cook's contract ended in March. He has since found other employment, though he plans to continue with his weekend Community Kitchen cooking program.

- *Women's Centre "Inspire and Ignite" fundraiser* – The event, scheduled for May 4<sup>th</sup>, is a "Roaring Twenties" themed cocktail reception and a networking opportunity for business leaders and philanthropists in Ottawa, to be held at Capone's Restaurant in the Nepean Sports Complex. Further sales of individual tickets are needed.

**5c. Finance Committee** – Greg Forestell

- March meeting - long discussion of the reserves policy and the management and approval of expenses. Further discussion will be required to reach consensus.
- New quarterly financial reports (cash flow, income statement, balance sheet) due mid-April

**5d. AGM Preparations** – Jacqueline Dawson

Jacqueline circulated for comment the draft text for the request for AGM ministry reports. Cluster Reps (Walter and Angela) will send out the request to ministries themselves and Jacqueline will ask Brandon to send it out to the other clusters and staff programs/ministries. Completed reports will be sent directly to Brandon for compilation.

**5e. Upcoming Parish/Ministry events** – round table

- Walter – The Volunteer Appreciation Event has been moved earlier (4:30-6:30) on May 1. Parish Council Members are expected to attend.
- Chris – The "Flight to Freedom" Conference (History of refugee claimants in Canada) to be held in Ottawa Oct. 21-23/17 is accepting papers for the conference (due June 1).
- Jacqueline – The choir will be working on producing a CD this year, rather than performing a spring/summer concert.
- Joanne – Monday Night Yoga started April 10, 2017
- Terry - End of June – A visiting group of forty people from Poland will be in Ottawa and have requested a tour of the church. Terry will be assisted by Greg Lopinski who speaks some Polish.
  - July 2 - Concert by Douglas Refroe, an internationally acclaimed bass baritone, in generous support of The Supper Table. The concert is being coordinated by Caroine Midgley.

**ACTION ITEM** – Chris will arrange for a Thank you/Congratulations card to be prepared and sent to the ROC in gratefulness for their work and celebration of the safe arrival of the Alrifae Family.

**5f. Social Group Initiatives** – Terry Byrne

The group consists of 16 members, fairly equally representing the 3 regular Masses. Their goal is to have a low environmental impact and recycle everything! They have ordered 150 mugs for use at parish events.

- *Community Sunday*

- 11:30 Mass - The first event was held on Mar. 17, with 152 people taking nametags and visiting for 1.5 hours after Mass.
- 5:00 Mass – A Community potluck dinner is planned for Sat. Apr. 22. Everyone is invited.
- 9:30 Mass –Community Sunday is planned for Sun. May 7.
- *Speakers Bureau* – ideas have come forth but speakers need to be lined up.

**5g. Postponed items**

- *Governance review* – postponed for discussion and action by the new council in September
- *Supper Table* – PPC would like to hear more from Mary about the suggestions and issues she raised as part of her presentation at the January PPC meeting.

ACTION ITEM - Chris will ask Mary to prepare a written request about her suggestions for the Supper Table which will be discussed at the June PPC meeting.

**6. Standing Discussion Items (50 min.)**

**6a. Vision/Faith** – nothing to be discussed at this time

**6b. Governance** - our goal is to have a solid functioning council in place by the end of June

**A. Motion on Structure – Greg**

After the defeat of Motion C on March 22, Greg, Terry and Angela (with input from Joanne) worked on clarifying the *Structure of the PPC* portion, aiming not to change the essential motion.

**It is moved that:**

1. The number of Clusters from whom membership is drawn be reduced to four, with the Liturgy and Music Clusters amalgamated into one Cluster
2. The three regular Mass representatives be changed to Members-at-Large positions
3. Two additional Members-at-Large positions be added
4. The Parish as a whole through an election process selects individuals to fill the Members-at-Large positions, with PPC authorized to select individuals to fill any vacancy in the positions allocated to Cluster representatives, University Mass representative or members-at-large.

**Moved:** Greg Forestell      **Seconded:** Terry Byrne and Angela McCanny

**Discussion:**

When the new governance model was created in 2013, providing representation for all parishioners was fundamental to discussions about the selection and roles of PPC members. St. Joe’s Parish Statutes and Terms of Reference, the Diocesan PPC Guidelines and Canon Law all specify that we are trying to represent the whole of the community and the variety of people within it. There was some concern that the selection and election of Members-at-Large may not represent the diversity of the parish (i.e. that only 9:30 Mass members happen to be elected as the members-at-large). The process of electing reps from each of the various masses was to help to diversify representation on council. Similarly, representatives were to come

from each of the clusters, not to represent the activities of the clusters but the variety of people who are attracted to the various ministries.

Are there other ways to create a diverse representation other than elections? To encourage diversity, Walter proposed that the fifth member-at-large would be selected from a group not traditionally represented by council as is suggested by the Archdiocese of Ottawa (2015) in line with the intent of Canon Law 1015. It was also noted that moving to a “Members-at-large” model allow us to invite whole parish to share their gifts without limitation by the Mass attended or involvement in a cluster ministry.

To ensure a strong, active council, it will be important to identify the qualities that are needed on the PPC when advertising for nominees. The Nominating Committee will be charged with finding a diverse set of nominees.

**Voting results:**

Yay – 5      Nay – 1      Abstention – 1      **Carried**

**B. Motion on Elections - A Motion to Implement a Standard Annual Election Process for St Joseph’s PPC (with a Special Set of Rules for 2017)**

**Moved that:**

1. There will be a Parish-wide election conducted no later than the end of June of each year to select the appropriate number of members-at-large representatives to sit as members of PPC.
2. All registered Parishioners 16 years or older be given a vote for Parish Pastoral Council.
3. The positions to be filled at an annual election would be such that no more than half of the representatives would be up for election. See Background paper for a staggered term model.
4. The 2017 Parish election would be held in June 2017. See background paper “2017 St. Joe’s PPC Elections Process and Timeline” for recommended process for this election.

**Moved by:** Greg Forestell      **Seconded by:** Angela McCanny & Terry Byrne

**Discussion:**

The clusters which require a new representative currently have no single person to approach to coordinate an election/selection process. (Either the current cluster representative is seeking a new term and so it would be a conflict of interest for that person to solicit nominations or the role of the cluster representative is already vacant.) Therefore, it will be necessary to approach the individual ministry leaders and ask them to spread the call to their ministry volunteers. In order to encourage clusters to have a vibrant nomination process for representatives, ministries will be personally approached by the Pastor and Council Chair in April/May rather than be more passively approached through email.

It was proposed that, outside of this motion, we create an additional well-described process about how to invite representatives from clusters. This will be developed through experience and allowed to evolve. The specifics of the 2017 election will be further discussed.

**Voting results:**

Yays – 7      Nays – 0      No abstentions      **Carried**

**ACTION ITEM** – The document “St. Joe’s PPC Elections Process and Timeline” will be circulated after meeting.

- 7. Food for next council meeting** (1 min.) - Jacqueline
- 8. Member Bio** (5 min.) – Jacqueline shared about herself with the rest of PPC. Thank you, Jacqueline.  
**May meeting** – Greg
- 9. Closing Prayer**

**NEXT PPC MEETING:**      **May 9, 2017**  
**JOINT MEETING WITH FINANCE COMMITTEE:**      **May 16, 2017**

**PPC article for bulletin or newsletter** - Walter will do the April article.  
Jacqueline will do the May article.

Parish Council Approval

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Parish Council minutes approved by consensus on: May 12, 2017

Parish Council Chair  
Joanne Lee

Minutes prepared by  
Angela McCanny

## **Proposals for Parish Pastoral Council Committees and Their Mandates and Responsibilities**

### **Introduction**

- PPC could establish Standing Committees as well as ad hoc Committees as needed
- The purpose of the committees would be to focus attention on specific missions and further strategic objectives of the Council.
- Making the Terms of Reference known for possible standing committees could assist in recruiting new PPC representatives with specific talents to offer or who are inspired by specific missions.
- A Committee could at its discretion recruit ad hoc members from the Parish at large. This could expand engagement with parishioners and provide parishioners to contribute on an ad hoc basis.
- Membership and allocation of roles and responsibilities within committees would be determined by the Committee
- Ministries and Committees may wish to prepare updates for inclusion in the bulletin or other communications efforts working through the Communications Committee

### **\*Community Life (Standing Committee) – Sample Terms of Reference**

- Develops proposals for strategic planning as a catalyst for council discussion
  - Maintains overview of composition of Parish
    - Can include preparing the substance of surveys of parishioners
    - Considers births, deaths, marriages, departures and registrations
  - Is active in recruitment of Council Members
  - Designs Orientation Program for new Council Members
  - Maintains overview of volunteers and engagement of parishioners
  - Volunteer appreciation event: co-ordination
  - Liaises with community (St. Joe's members, guests, visitors; external to church: businesses, City of Ottawa, media, etc.)
- \*Committee name to be determined

### **Communications Committee (Standing Committee) – Sample Terms of Reference**

- Engages parishioners co-ordinating messaging across multiple channels of communication (PPC bulletin announcements; calendar of Parish events, website, bulletin board at the back of the Church, *The Spirit*, AGM Report)
- Keeps parishioners aware of range of SJC initiatives supporting the dignity and faith life of individuals at St. Joseph's and support for broader community goals.
- Organizes Feature Ministry Selection for AGM: voting arrangements (list of all ministries, sheets printed & posted, notice in bulletin & at mass, arrange count and notification)
- Provides feedback to parishioners on follow-up to consultations with parishioners and issues raised in AGM
- Maintains the PPC bulletin board at the back of the Church

**Social Committee (Ad Hoc Committee)** - connects to Community Building Cluster.  
Terms of Reference have been established.