

**Meeting St. Joseph's Parish Pastoral Council
Minutes – February 14, 2017, 18:00-20:00**

Attendees:

Joanne Lee (*Chair*)

Jacqueline Dawson (*Vice-chair*)

Chris Adam (*Exec. Director*)

Richard Beaudette (*Pastor*)

Herman de Souza (*Community Building Cluster*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

Terry Byrne (*5:00 Mass*)

Patricia Malikail (*Finance Committee Chair*)

Greg Forestell (*Treasurer*)

Regrets:

Iyobosa Grace Igbinedion (*9:30 Mass*)

Roshene Lawson (*11:30 Mass*)

Jenine Figurado (*University Mass*)

Summary:

1. Welcome and Opening Prayer

This was Herman de Souza's last meeting after serving four years as representative for the Community Building Cluster. He will continue to contribute to some council tasks but is also ready to be involved in other faith and community activities. The council is grateful for Herman's presence and hard work.

2. Approval of Agenda

Moved: Terry Byrne **Seconded:** Jacqueline Dawson **Approved**

Suggestion: That future agendas include time allocation for items.

3. Reflection – Fr. Richard

Reading: Matthew 4: 18-24 – Jesus calls his disciples

What in our society is calling out for the freedom, light and healing of Jesus' way and presence? How do I, in my day to day relationships with others, become a way of healing and forgiveness, light, healing – a sign of Jesus' life in our world?

4. Ratification of Minutes of Meeting of January 10, 2017

Approved by email Jan. 30, 2017

4a. Update report on items in minutes

- AGM set for Sunday afternoon, June 4, 2017 – date has been confirmed
- Chris will distribute the finalized 2017 Budget

- The issues raised by Mary in her presentation about The Supper Table in January (namely membership, fundraising, advisory committee and representation at the parish leadership level) will be discussed at under the **Community** section of the March PPC meeting agenda.

5. On-going Business

a. Pastor's Report (circulated)

- Pastor ministers to various groups on an on-going basis: presided at University Masses; attended Seniors' Luncheon and Males Spirituality Circle (in January); continued chaplaincy hours on campus (alternating Wednesday mornings with Michelle Miller)
- Met with a number of students and other parishioners who make appointments for various reasons – spiritual direction, Reconciliation, sacrament preparation (mostly for celebrating Marriage), prayer/blessing
- *Closing Mass for Catholic Student Week* - February 5, concelebrated with Archbishop Durocher at St. Joe's
- *Dialogue Circle on Renewed Relations* (response to Calls to Action from TRC) - Steering group met to plan the gathering February 21 at 7 pm in the parish hall for a Blanket Exercise; Feast of St. Kateri - preliminary planning is underway for a combined celebration at 10:30 am on April 30 (Easter Monday) with the Kateri Native Ministry of Ottawa.
- *Liturgy Committee* - met February 10
 - reviewed Christmas season liturgies and started planning Lent and Easter liturgies
 - Reflectors group recruiting a couple of new members
 - Eucharistic Ministers adjusting to new directives from Liturgy Committee – invitation went out for new ministers, roster is between 65 and 75 ministers now
 - Prayers of the Faithful have slowly been evolving into shorter, more appropriate format
 - Reviewed feedback from parishioners on our liturgies
 - Began discussion regarding replacing the present platforms for Altar and Ambo

b. Executive Director's Report (circulated)

- *Stair-lift update:* We have received \$34,000 in funding from the Ontario Trillium Foundation and have obtained a revised quote of \$48,839 (equipment is HST exempt) from Upper Canada Elevators. We are ordering two Garaventa Xpress II inclined wheelchair platform lifts (since the stairway into the hall has a landing, two lifts are required). The lift has a 225 kg capacity and a speed of 4 metres per minute. There will be an additional \$2,000 in costs associated with the installation of the power supply and disconnect switch and an option of a 7-year extended warranty (beyond the original 24 months) for an additional \$3,000. As this additional cost would still keep the project within the \$55,000 included in our capital budget, Chris recommends that the Parish consider the extended warranty. The goal is to have the new lift installed by the time of the AGM in June.

- *Parking update:* The parking lot performed well in January, even with University of Ottawa students being away for the first week of the month. The net revenue for January 2017 stood at \$17,953 and represents a significant 20% increase over January 2016 net revenues. This is in line with higher revenues seen over the past five months.
 - *Cooperation with OMI Lacombe's Justice, Peace and Integrity of Creation (JPIC) office –* Chris is working with OMI Lacombe's JPIC office on organizing of an upcoming symposium entitled *Forging A New Path: Reconciliation and Ecological Protection in Canada's Natural Resource Development* in late March 2017 at St. Paul University. In addition to St. Joseph's, the organizing committee of these symposiums include Citizens for Public Justice (CPJ), which is led by a St. Joe's parishioner (Joe Gunn), as well as Kairos, Development and Peace and the Rector of St. Paul University, Chantal Beauvais.
 - *Roof update –* Chris has been meeting with Nick Cacciato, our Maintenance Manager, to discuss Phase 3 of our roof replacement project. Discussions with consultants in March will determine a precise framework for this phrase.
 - *Brandon Rushton (Front Office Coordinator) -* will be on leave for four weeks beginning around February 21st, 2017 following the birth of his first child. His hours are being filled by existing front office staff.
 - *Women's Centre update -* Cathy Dolan, who has been a very dedicated and collegial co-worker in the Women's Centre for the past 17 years, is retiring at the end of February. Staff will wish her well for her retirement later this month; Marsha Wilson and Jen Clarke are working on a new Centre Handbook outlining hours of work, pay periods, vacation leave/sick leave/bereavement leave, statutory holidays, Group Insurance benefits and RRSP and crisis Intervention training.
 - *The Supper Table Update -* submitted a fundraising application on February 10th (as per our fundraising policy) for a Music Trivia Night event. This proposal will be reviewed by the Core Team for completeness and will then be brought to PPC for discussion/ approval.
- c. Finance Committee Report**– postponed to March meeting
- d. Revival of The Spirit** – In response to the Fall 2016 Parish Survey, an excellent first issue of the parish newsletter was published on the weekend of Feb. 11/12, 2017, with articles by Terry Byrne, Robyn Warren, Chris Adam, Gerry Kelly and Fr. Richard. Volunteers for this project, as well as feedback regarding frequency, content and name of the publication, are being sought from parishioners.

PPC members will continue their tradition of taking turns to write an article each month to communicate with parishioners. The article will be published in either the newsletter or the bulletin, depending on the frequency of the newsletter.

Article Writing Schedule for 2017

Month	PPC Member	Bulletin/Newsletter
January	Terry	Bulletin – PPC photos

February	Terry	Newsletter – Social Group launch
March	Angela	
April	Walter	
May	Joanne?	
June	Jacqueline	
July		
August	Chris	
September	Greg	
October		
November		
December		

e. **Member bio – postponed to March meeting**

f. **Upcoming Parish/Ministry events**

- *St. Joe’s Dialogue Circle on Renewed Relations: Blanket Exercise* – Feb. 21, 7-9 pm.
 - *Finance Committee* – reviewing the investment policy, reserves policy and soon fund raising policy - will be presented to council in the Fall for discussion (current policies are available on the parish website); also planning PPC presentation about how amortization is being handled in the budget
 - *Advanced Care Planning Workshop: Who Will Speak for You?* – the first session offered in partnership with Bruyère Continuing Care went very well; demand was high so two more sessions will be offered. Caroline Midgley offered to work with Roshene Lawson to bring further education sessions for seniors to the parish.
 - *Speakers Series* – is planned to start after current series “Understanding Early Christians: The People, the Politics, and the Promise,” presented by Dr. Timothy Pettipiece, finishes on Mar. 27
- g. *Social Group* – event planned for Mar. 19 Feast of St. Joseph (perhaps spaghetti dinner); Terry will send out list of social activities happening in the parish until July;

6. PPC Goals for 2017

a. **Volunteer Recognition Event** – postponed to March meeting

b. **Outreach program for new condos** – postponed to March meeting

c. **Parish Retreat** – postponed to March meeting

d. **Revitalizing PPC** – Joanne Lee

- Council was asked to consider, in using a committee approach to do our work, whether we have the right kind of committees to address the needs of the parish.
- Given the tradition of a Fall selection process for new PPC members, the Chair asked that members whose terms are up in the next few months stay on until the Fall. This request is extended to Jacqueline Dawson, Walter Hughes and Angela McCanny, at present.

Suggestion: That the need for new members on PPC be included in the Prayers of the Faithful and as a standing announcement in bulletin.

7. Standing discussion Items

a. Vision/Faith – no discussion at this meeting

b. Governance – presentation by sub-committee Herman de Souza, Walter Hughes and Angela McCanny

- **Transitional arrangements for PPC membership**
- **Future of Ministry clusters**
- *Introduction:* The task of filling vacant roles on the PPC is tied in with assessing how well the governance structure created and implemented in 2012 has been working in the parish. The Stewardship Committee met with various ministry leads in May 2016 to discuss this and learned that some aspects have not worked as well as hoped, especially: collaboration among the cluster ministries; communication between the clusters and the PPC; and the process of reporting ministry activities for the monthly PPC meetings and the AGM.
- *Proposed Plan:* The sub-committee presented a possible revised model of the PPC that attempts to address these issues:
 1. Fill all 4 Mass Rep positions (5:00, 9:30, 11:30, University)
 - Through additional terms for current PPC members who wish to continue serving
 - Elections for vacant spots
 2. Ensure that 3 Ministry Representative positions (currently named “Cluster Reps”) are filled
 - 2 members through additional term for current members OR through nominations from ministries OR elections for members-at-large who will be assigned set of ministries to represent
 - 1 member from Liturgy Planning Committee
 3. Create 2 new positions to be elected as Members-at-Large who will lead specific sub-committees to meet the goals set by PPC for each year.
- *Discussion:*
 - What does representation mean?
 - The important thing is the function of having a voice on council.
 - As a council, we need to encourage diverse membership on PPC from across the parish.
 - If the Cluster Representative role is assigned to a Member-at-Large rather than the individual being selected from within the Cluster itself, this person becomes a liaison rather than a representative - this changes the democratic process and risks the possible sense that the PPC is controlling communication and representation. Members agreed that it is important to take the question of how to be represented to the ministries.
 - Roles and responsibilities of PPC members need to be clearly defined so that those joining council are prepared to serve. Right now, we have issues with people who

do not show up for meetings; need dedicated, outgoing people on council – parishioners talk to the people they know so council members need to work at getting to know parishioners.

MOTION: That council consider the following governance changes:

1. That we continue to nominate Mass Representatives, and before the next election, we clarify the role of representative, as described in our report.
2. That we reduce the number of ministry reps to three to represent those ministries who meditate on their faith, those who serve other parishioners and/or the broader community, and those who collaboratively serve in the Eucharistic celebration
3. That ministries led by Parish staff be represented by the Executive Director
4. That two new Council positions be created to be selected from the parish-at-large to lead on key sub-committees, that their mandate be further determined, and that this be done in accordance with the notion of responsible government
5. That council undertake to revise the Terms of Reference to reflect these changes

Moved: Walter Hughes **Seconded:** Angela McCanny **Voting Deferred**

MOTION: That PPC strike two sub-committees that take into account the five motions (above) from Feb. 14, 2017.

One committee will:

- draft a new cluster structure;
- determine an elections process;
- update the roles and responsibilities of Mass Representatives, Cluster Representatives and Members-at-Large

The second committee will:

- arrange for a canonical review of current governance documents (Statutes and Terms of Reference);
- update the terms of reference;
- create an implementation plan with timelines.

Moved: Greg Forestell **Seconded:** Jacqueline Dawson **Approved**

ACTION ITEM: By the March PPC meeting, Terry, Walter, Angela, Patricia and Jacqueline will:

- draft a new cluster structure (which will include consulting with clusters and ministry leads about how they would like to be represented on the PPC.);
- determine an elections process;
- update the roles and responsibilities of Mass Representatives, Cluster Representatives and Members-at-Large

Note: In conversation after the February meeting, Herman de Souza offered to work with this committee on the above tasks.

ACTION ITEM: By the March PPC meeting, Greg, Fr. Richard and Joanne will:

- arrange for a canonical review of current governance (which includes consulting with Frank Morrisey, asking him to look at Terms of Reference and Statutes and bring to our attention areas that need revision in order to be canonically sound);
- update the terms of reference;
- create an implementation plan with timelines.

c. **Community** – no discussion at this meeting

8. New Business - none

9. Food for March Council Meeting - Terry Byrne

10. Closing Prayer

NEXT PPC MEETING: March 14, 2017

PPC article for bulletin or newsletter - Angela will do the March article

Parish Council Approval

Parish Council minutes approved by consensus on:
Parish Council Chair
Joanne Lee

March 14, 2017
Minutes prepared by
Angela McCanny