

# Meeting St. Joseph's Parish Pastoral Council

## Minutes – March 8, 2016, 18:00-20:00

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### Attendees:

Richard Beaudette (*Pastor*)

Joanne Lee (*Chair*)

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Patricia Malikail (*Finance Committee Chair*)

Eleanor Rabnett (*5:00 Mass*)

Iyobosa Igbineedion (*9:30 Mass*)

Roshene Lawson (*11:30 Mass*)

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

### Regrets:

Jenine Figurado (*University Mass*)

Herman de Souza (*Community Building Cluster*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

Theresa Fournier (*Music Cluster*)

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### Summary:

#### 1. Opening Prayer and Meditation

#### 2. Approval of Agenda

Addition of item **6.5 Community Building – parish dinners**

**Moved:** Patricia

**Seconded:** Roshene

**Approved**

#### 3. Ratification of Minutes

**Approved**

The action Items from previous meetings were reviewed and four items were carried forward for continued action.

#### 4. Operational Update – Chris Adam

**4.1 Parish kitchen** – Renovations to the downstairs kitchen have been completed resulting in a more aesthetic and functional space with improved lighting. A significant amount of mould was found which required the removal of the dry way from wall behind the sinks and the replacement of cabinets and shelving in that area.

**4.2 Bequest** – One parishioner has generously left all items in her apartment to the parish. These items have been removed to St. Joe's and Brandon will coordinate their dispersal (saved, sold or given away), as suitable. Joanne will include a thank you to parishioners for donations and bequests in her monthly report.

**4.3 Parking** – Parking revenues were lower than last year by 1% due to weather and Reading Week.

**4.4 Roof** - Nick, Brandon and Chris met with IRC for an update on plans for Phase 2 of the roof renovation. The estimate is \$150 000 for repairs to the roof on west side of church (over the rectory), steeple and area above the organ. This is 25% lower than the Phase 1 cost since some Phase 2 work was completed earlier than projected due to urgency. To improve the communication between IRC and the parish, the project manager has been changed and regular monthly meetings will be scheduled throughout the project.

**4.5 Sound System** – The Swing Dance Society has committed to installing a new sound system. They also have plans to update the lighting during the next year if their finances permit.

## **5. Finance Committee Report – Patricia Malikail**

- The parish was in a surplus financial position at end of 2015 (apart from the effect of amortization).
- The Finance Council is considering investing in a debit card reader to enable and encourage donations for specific causes.
- Raise the Roof Campaign – the committee is considering a Copper Drive fundraiser in which parishioners will be asked to donate any copper that they may have on hand to be sold along with the copper removed from roof. Copper prices are up 20% since beginning of year.
- The review of staff salaries continues and is on schedule.

## **6. On-going Business**

### **6.1 ROC Update and Syrian Support Group – Jacqueline Dawson and Angela McCanny**

The Syrian Support Group met with interested parishioners on Feb. 18, as planned. As a first initiative, the Group has launched a backpack drive. Twenty backpacks have been collected so far and have been dropped off at the public school board. The group intends to continue the backpack drive in order to make a similar donation to the Catholic school board, as well.

The ROC currently has two sponsorships underway:

- i. A Syrian family of five, who are jointly sponsored by two parish couples and a third community couple. The family was expected to arrive by March 1 but have been delayed.
- ii. Maysaa (an experienced dentist) and her daughter, who are the sister and niece of Qusai. Qusai sponsored his two Syrian teenage orphan nieces who arrived on Feb. 7/16. The paperwork is in process.

An online registry has been set up to receive donations for home articles: [myregistry.com](http://myregistry.com)  
(Search: St. Joe's Refugee Outreach -Organization/Non-Profit section)

### **6.2 Stewardship Working Group – no report due to illness**

### **6.3 Upcoming AGM Agenda**

The parish annual general meeting is scheduled for June 8, 2016. Preparations to be done include:

- Note to cluster reps to be sent to all ministries by end of April requesting ministry reports
- Parish voting sheets to be posted by mid-May to select which ministries will make preparations at the AGM
- Food, refreshments– Chris will provide refreshments from budget
- Clean-up – PPC members will be asked to help

#### **6.4 PPC Renewal**

Eleanor has spoken to a couple of parishioners regarding letting their names stand for election as the 5:00 Mass Representative. She will continue to work on this.

**ACTION ITEM:** The Stewardship Working Group will prepare an announcement for the Apr. 2/3 bulletin to invite nominees as 5:00 Mass Representative. A CA announcement for the 5:00 Mass will also be submitted to Jamie for Sat. April 2.

#### **6.5 Community Building**

**Volunteer Appreciation Dinner** – to be held in early May

**Action Item:** Chris will ask Mary if the Supper Table staff would like to cater the event by providing a modest reception. PPC budget would cover the cost of the food.

**Parish Dinner and Talent Show** – to be held end of October

This event could also foster our connection with the larger community through inviting guests of the Supper Table, Women's Centre, City Councillor Matthew Fleury and members of his staff, possibly surrounding parishes, as well as other members of the Sandy Hill community.

### **7. Cluster and Mass Representatives and Committee Updates**

*5:00 Mass Representative* - There has been some challenge in adapting to the new Eucharistic vessels.

*Pastoral Care and Social Justice Cluster* – The Supper Table has asked PPC to consider the suggestion to serve meals at the entrance of the church from Thanksgiving until March 31<sup>st</sup>. This location would provide a larger space for more family-style eating during the colder months and would eliminate the long walk through the church to the dining area that guests faced this year. The confessional rooms could be cleared to provide storage of tables, chairs, etc.) PPC members expressed concern about various issues including security, controlling access through the main church to other parts of the building, adequate space for serving and storage and the impact on other uses of the church especially to renters who provide much needed funds for operation of the parish (i.e. choirs that pay for use of church with rehearsal

that sometimes run until 5:30/6:00 pm). Angela will ask The Supper Table to prepare a concrete proposal to address these areas of concern.

A parishioner has found errors and Triduum/Easter Mass times to be missing from the website calendar.

**ACTION ITEM:** Chris will check that the website calendar contains the correct Sunday Mass times and see that the Easter liturgy times are posted.

*Fr. Richard* - Fr. Richard and Michelle attended the Los Angeles Religious Education Conference and were impressed by the breadth of workshops, liturgies and participants.

The Oblates 200<sup>th</sup> Anniversary celebration was held on Feb. 17/16. Unfortunately, attendance was affected by the winter storm the day before but nonetheless there was a happy celebration with the Oblates and parishioners from St. Joe's, Sacre Couer and Canadian Martyrs. The reception catered by The Supper Table as a gift to the Oblates.

## **8. New Business**

### **8.1 Proposed amendments to the statutes**

**ACTION ITEM:** All PPC members will check the PPC Statutes online for information about quorum and the voting rights of the Treasurer and Chair before the April PPC meeting. These will be discussed with a view to updating the Terms of Reference to be consistent with Statutes.

### **8.2 Parish Pastoral Council Retreat**

**ACTION ITEM:** Angela will propose possible dates for a half day PPC retreat in the Summer or Fall and will research an outside facilitator/presenter.

### **8.3 Performance Review for Executive Director**

PPC Member received five questions to be answered as part of the Executive Director's performance review.

**ACTION ITEM:** All PPC members will respond to Joanne by email by March. 21, 2016 with responses to the performance review questions.

## **9. Closing Prayer**

**Next Meeting: Tuesday, April 12, 2016 at 6:00 pm.**

**Note: PPC Bulletin Update in:**

March - Joanne

April - Patricia

Food – Fr. Richard and ???

## Parish Council Approval

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Parish Council minutes approved by consensus on:

Parish Council Chair  
Joanne Lee

Minutes prepared by  
Angela McCanny