

**Meeting St. Joseph's Parish Pastoral Council  
Minutes – August 16, 2016, 18:00-20:30**

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**Attendees:**

Richard Beaudette (*Pastor*)

Joanne Lee (*Chair*)

Chris Adam (*Exec. Director*)

Jacqueline Dawson (*Vice-chair*)

Herman de Souza (*Community Building Cluster*)

Theresa Fournier (*Music Cluster*)

Walter Hughes (*Faith Formation & Initiation Cluster*)

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

**Regrets:**

Iyobosa Grace Igbiniedion (*9:30 Mass*)

Roshene Lawson (*11:30 Mass*)

Jenine Figurado (*University Mass*)

Patricia Malikail (*Finance Committee Chair and Treasurer*)

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Summary:

**1. Welcome, Opening Prayer and Meditation**

**2. Approval of Agenda** (with removal of duplicate agenda item 4e)

**Moved:** Walter Hughes

**Seconded:** Jacqueline Dawson

**Approved**

**3. Ratification of Minutes**

Approved with modifications

**4. On-going Business**

**4a. Executive Director's Report – Chris Adam**

*i. Parish Accountant* - The parish has hired a new Finance Coordinator to replace Anthony Churko who has moved to British Columbia. Saul Mendoza was the successful candidate out of 45 applicants.

*ii. World Social Forum* - In August, Chris attended the World Social Forum in Montreal. He moderated an OMI panel discussion entitled, "Justice, Peace and the Service of Creation" on liberation theology which discussed the history of the Oblate commitment to the marginalized and shared some of the challenges and lessons learned over the decades. A key message of the panel was the reciprocal nature of the relationship between the Oblates and communities they served, in that the Oblates grew, developed and learned from those living on the margins.

*iii. Roof Update* - At the most recent core team meeting, it was decided that phase 2 of the roof replacement project would go ahead. After rejecting the first three quotations earlier this summer, the consulting firm was able to solicit a fourth quote which came in at \$136 000. Although lower than the first three, it was still higher than the anticipated cost of \$125 000.

The team will meet to discuss the details of proceeding with the work, with the possibility that non-urgent aspects of phase 2 will be postponed in order to stay within the budget and preserve a reserve fund.

*iv. 160<sup>th</sup> Anniversary Celebration* – November 2016 - A meaningful but more modest celebration than the 150<sup>th</sup> is being planned for the first weekend in Advent. One proposal envisions a two-day celebration:

- *1<sup>st</sup> day - Nov. 26 – 1:00-5:00 pm – International Festival in the Parish Hall*  
12-15 embassies who are our neighbours in Sandy Hill will be invited to set up with food, wine, art, and music representing all regions of the world. Parishioners, the wider community and our Ottawa city councillor, Matthew Fleury, will all be invited.
- *2<sup>nd</sup> – Nov. 27 – One Mass to be followed by lunch in the Hall*

**4b. Finance Committee Report – Fr. Richard**

- Phase 2 of the roof repair was discussed thoroughly (see E.D. report, above)
- The need to develop an investment strategy has been identified and work will begin on this
- Long range planning for the 2017 budget process has begun
- Operating account update – so far this year, our income is exceeding expenses

**4c. Stewardship Working Group – Walter Hughes and Herman de Souza**

Three years ago, the parish developed a new governance structure to facilitate collaborative leadership within the parish. Its purpose was to develop leadership, to represent the parishioners and to develop modes of communication so that the direction of the parish can be guided by the parishioners. To evaluate the effectiveness of the current governance structure, the Stewardship Working Group met in May with ministry leaders, facilitators, and representatives of the various clusters. Much of what was shared at the meeting was challenging.

The feedback included these points:

- the clusters have no functioning purpose but are merely descriptive
- the PPC serves more as a watch dog than a board of governance
- the existing governance model places a perhaps unnecessarily heavy reporting burden on some ministries
- regular communication between the cluster representatives, cluster facilitators and individual ministries requires too many meetings
- the cluster representatives are in a difficult position as many do not believe that their representative actually speaks for/represents them

Some questions for the PPC to address as we review the current governance model:

- Can the cluster model work as way for parish council members to represent the parish?  
How?

- What works now – what do we want to keep? What do we need to add as we look towards the future?
- In the event that at some point in the future the aging OMI community is no longer able to lead our parish, who will speak for us? Who speaks on behalf of the parish?
- How do we revitalize the parish ministries and the parish council?
- Are we spending enough time and attention as a council on the spiritual development of the parish?
- What are the spiritual underpinnings of the work that we do in the parish? How can we remain grounded in our spirituality? The parishioners and ministries need the opportunity to explore this.
- How can we help our children and young people develop as Christians, to develop their spirituality and social conscience?

In discussion, PPC members reflected that the work we do as a parish and as individuals is part of our Christian mission. We are inspired by the mission statement of the parish and the OMI's mission to serve the poor and the marginalized. As we think about nourishing our own spirituality and developing the next generation as Christians, we need to talk aloud about our faith, and about how, as Christians, we live out our spirituality and social conscience.

It was agreed that this conversation would be continued at the PPC Retreat in October.

#### **4d. Updates**

##### **i. Syrian Refugee Updates**

The Refugee Outreach Committee is waiting two families to arrive at some point in the next 4 or 5 months. Some parishioners who were looking to get involved with supporting the Syrian refugees and are hosting and, in some cases, working with families with significant challenges. The Catholic Immigration Centre has approached the Refugee Outreach Committee for assistance in developing a pilot project to support Syrian families with high medical needs.”

##### **ii. Residential School Meeting** – For all parishioners: Sept. 21<sup>st</sup>, 7:00, Parish Hall

A small group of parishioners, including Fr. Richard, Gerry Kelly, Marlene Kelly, Ann Taylor and Joe Gunn, met to discuss the current state of the settlement process and how the Catholic Church is meeting its settlement commitments with aboriginal groups. In response to the Truth and Reconciliation Commission's report, a parish meeting will be held on Sept. 21 to give an opportunity for information sharing, discussion and reflecting on the TRC's call to action.

##### **iii. Staff Salary Study**

After thorough research, the Finance Committee has provided a set of classifications for the roles of parish staff including job descriptions and a range of salaries associated with each position. For some positions, the salaries we are paying are at top of the range, others are close to top or at the middle of range but in some significant instances we are paying our staff at the lowest end. The goal is to correct these discrepancies over the next two years, to be accomplished, perhaps, by instituting the first increase in salary on Jan 1, 2017 and the second

Jan 1, 2018. This will result in a \$29 000 increase each year in our operating budget. The Finance Committee will work to see how this correction in salaries can be made feasible by researching new sources of income, such as possible grants or fundraising for our social programs that would alleviate the need for directing parish funds to those areas and allowing some money to be directed towards the salary increases. While we are possibly reaching the end of new rental income opportunities, this will be explored, as well.

PPC agreed to bring the salaries up to scale and has asked the Finance Committee to work on making this happen. Updates to this item will be heard after the Sept. 20 Finance Committee meeting.

#### **4f. Special Event Working Group**

Theresa will work with a group of parishioners to plan an event for early this fall (end of September, early October). Suggestions include a pot-luck evening or Coffee after the Masses.

**ACTION ITEM:** PPC members are asked to send names of parishioners who are able to help with planning a social event to Theresa as soon as possible.

**4g. September Volunteer Drive** – Discussion of this item will now be included as part of Parish Council Retreat in October.

#### **4h. October Retreat Planning**

In preparation for the agenda item, “Meeting Parish Needs” at the October Retreat, we will ask for input from parishioners about their needs in three areas: social activities, faith formation and prayer/liturgy. Three flip charts will be erected at the back of the church for several weekends this fall to give parishioners a chance to respond. The suggestions will be compiled and circulated to PPC members prior to the PPC Retreat.

- The retreat agenda will be sent around as a draft prior to the retreat.
- Possible locations include: Notre Dame de la Providence, Upper Room, St. Paul’s University
- Proposed date: Saturday, October 22 or October 29, 2016

**5. Cluster and Mass Representatives and Committee Updates** - none

#### **6. New Business**

**6.1 160<sup>th</sup> Anniversary** – see E.D. report in item 4a. above

#### **6.2 Request for a group to use the hall**

The group, Christians of the Holy Land, sells items that were created by Christians living in the Holy Land as a way of raising funds to support this community. PPC has given permission for the group to set up a fair in the Parish Hall one weekend and to offer items for sale to parishioners.

### **6.3 Women's Centre Presentation at the September meeting**

Marsha Wilson will make a presentation about the Women's Centre at the September PPC meeting.

ACTION ITEM: In preparation for the September presentation about the Women's Centre, PPC members will send questions that we would like answered to Chris a week before the September meeting. Chris will send a reminder.

### **7. Food for next PPC Meeting**

Chris, Joanne and Angela

### **8. Closing Prayer**

#### **Next Meeting:**

Tues., Sept. 13, 2016 at 6:00 pm.

#### **Note: PPC Bulletin Update in:**

September	<del>Jenine</del> - changed to Herman
October	<del>Chris</del> - changed to lyobosa
November	<del>Joanne</del> - changed to Chris
December	Roshene

#### Parish Council Approval

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Parish Council minutes approved by consensus on: Sept. 13, 2016

Parish Council Chair  
Joanne Lee

Minutes prepared by  
Angela McCanny