

**Meeting St. Joseph's Parish Pastoral Council
Minutes – March 14, 2017, 18:00-20:30**

Attendees:

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*)

Patricia Malikail (*Finance Committee Chair*)

Greg Forestell (*Treasurer*)

Regrets:

Joanne Lee (*Chair*)

Iyobosa Grace Igbinedion (*9:30 Mass*)

Roshene Lawson (*11:30 Mass*)

Jenine Figurado (*University Mass*)

Vacant: *Community Building Cluster, Liturgy Cluster*

Summary:

1. Welcome and Opening Prayer (5 min.) – Jacqueline Dawson

2. Reflection (25 min.) – Fr. Richard

We reflected on a series of seven quotations by Pope Francis asking us to consider how we live out our baptismal invitation to love. Some practical suggestions include: reaching out folks in the new high rises in our neighbourhood and finding ways to welcome them to our community (i.e. provide a list of resources in the neighbourhood that includes our parish), supporting each other within our parish community.

3. Ratification of Minutes of Meeting of February 14, 2017 (1 min.) – Angela McCanny
Approved

3a. Review of Outstanding Action Items (5 min.) – Angela McCanny

Discussion: What has happened to re-introducing the blessing and song on Birthday Sunday each month? Chris to follow-up with Jamie regarding reintroducing Birthday Sunday at the end of March.

3b. Posting Reports on Website (4 min.) – Jacqueline Dawson

Due to the sensitive nature of some of the items shared in the Executive Director's and Pastor's reports, portions of these reports that are of interest to the parish will be included in the minutes rather than posting the complete reports on the parish website.

4. Ongoing PPC Business (55 min.)

4a. Pastor's Report – (circulated) - Fr. Richard

- *Nurturing our Hearts for the Work of Reconciliation* - “One Mass” and Social, Sun. Apr. 30, 10:30 am for the Feast of St. Kateri (which falls on Easter Monday). The Kateri Native Ministry of Ottawa and their faith community will participate; the communities of St. Elizabeth, St. Basil and Canadian Martyrs will also be invited.
- *Liturgy Committee* - initiatives for Easter season to emphasize the importance of Easter and to help the community celebrate with a new appreciation:
 - entrance and recessional processions during Holy Week and the Easter Season
 - Book of the Gospels will be carried in the procession; the Gospel will be proclaimed in the midst of the assembly
 - sprinkling rite during the Easter Season

4b. Executive Director’s Report - (circulated) – Chris Adam

- *Snow removal and parking lot operations* – Four loads of snow were removed from the parking lot at the end of February at a cost of over \$800. Parking revenues in February were 4% above levels in the same month in 2016.
- *Roof leak in steeple* - In February, a leak developed in a section of the roof that had been repaired. This was repaired under warranty by Raymond Roofing in early March.
- *Security needs* –After six months of having a part-time security presence in the parish over, staff gave feedback to help determine what aspects of this service are working best and to reconsider hours or days of service.
- *Refugee conference* - As part of Canada’s 150th anniversary celebrations, a multi-day conference on the history of refugees in Canada will be held at the Museum of History and at the University of Ottawa. Chris has been attending the planning meetings and there will be an opportunity for St. Joe’s volunteers who have been involved in refugee initiatives at St. Joe’s to be part of a panel.
- *Women’s Centre update* - The March 8th International Women’s Day event was very well attended with over 100 participants including external partners and other NGOs involved in offering services to the marginalized. Local companies provided lunch, free of charge. The Women’s Centre was informed in late February that it will be receiving a bequest estimated at \$20,000 this year.
- *Supper Table update* - The Supper Table is grateful to be receiving a \$28,000 grant from the Community Foundation of Ottawa for the fifth straight year, allowing it to have a Cook/Assistant Manager working alongside the Manager. The Supper Table continues to explore social enterprise possibilities—including selling plants during the spring/summer season and setting up an ice cream cart and selling homemade ice cream during the summer. The Supper Table is leaning more towards the former possibility. A Trivia Night fund raiser is also being planned.

4c. Finance Committee – Greg Forestell

The Finance Committee is reviewing and updating all financial policies, planning to be done by the end of May. Some proposed changes include altering the frequency of internal reports and measures to increase their quality. The committee is also looking at a range of options for investing our funds.

4d. Parish Newsletter Feedback – Fr. Richard

Six people responded with very positive comments. There were some suggestions for the addition of pictures, different fonts, etc. Overall, it seems worthwhile to continue. Fr. Richard will lead the initiative with the help of a few parishioners who are willing to help.

4e. Upcoming Parish/Ministry events – round table

Jamie is going to France with his Ottawa Youth Choir during the week of April 3 to conduct at 100th anniversary of the Vimy Ridge battle commemoration.

4f. Social Committee Initiatives – Terry Byrne

The 11:30 Mass will hold the inaugural Community Sunday event after Mass on Mar. 17. The 5:00 and 9:30 Masses will have their Community event at some point in the future with parishioners bringing snacks to share (or supper possibly after the Saturday night Mass).

4g. PPC goals for 2017 – Jacqueline Dawson

Volunteer recognition event – We will recognize the generous efforts of St. Joe's volunteers at the weekend Masses on Apr. 22/23 and at an evening event, Mon. May 1st, (Feast of St. Joseph the Worker). Last year the event was not advertised far enough in advance for people to reserve the date so we will begin to advertise at beginning of April. PPC members are strongly asked to be there. Walter will coordinate the communication, Chris will purchase the food and PPC members will provide the manpower in preparing it.

ACTION ITEM: Walter will coordinate the Volunteer Recognition events: Apr. 22/23 – blessing of volunteers at the weekend Masses; May 1 – evening reception for volunteers.

Parish retreat – In the fall, we would like to invite the congregation to take part in a time of reflections and prayer, led facilitator. Possible timing could be a Saturday afternoon with Eucharist at 5:00 or a couple of evenings, running 7:00 - 9:00pm. Fr. Richard will talk to a few people about facilitation; theme to be determined.

Outreach to high-rise condos – to follow up from our sharing during the Reflection earlier in the meeting, we brainstormed ways to reach out in welcome to people living nearby. Suggestions include:

- Free concert in the evening with light refreshments - October
- Garden party with tours of the Supper Table garden and St. Joe's facilities, lemonade, guitar music
- Outdoor mass at Tabaret Hall.
- Promote events through flyers distribution in the apartment buildings, announcement in community newspaper, L'Image.

Plans to be solidified at April meeting.

4h. AGM Reports – Jacqueline Dawson

- The Front Office will send out an invitation to the Ministries to start working on their reports for the AGM. Brandon will be asked to do the compilation of the reports. The final document will include an article about the composition of the clusters.
- The parish will be invited to vote on the two ministries that will make presentations at the AGM for two weekends at the beginning of May.
- The slide deck for the AGM will be prepared fresh in advance of the AGM.

ACTION ITEM: Jacqueline will coordinate the request for ministry reports for the AGM.

ACTION ITEM: Walter and Angela will prepare the report template and, at the end of March/early April.

5. Standing Discussion Items (50 min.)

5a. Vision/Faith

5b. Governance

A. Report on New Representation Structure and Selection Process (Item 55 on Action Items List)

i. The draft document “Structure of Parish Council and Elections Process” was presented to council with the following discussion:

- Liturgy and Music Clusters be combined to reflect their collaboration within the parish, thereby reducing the number of Cluster Reps to four. The eliminated position will be replaced by a member-at-large who will be elected by the parish
- Five members-at-large elected as representatives of the parish, three of whom will act as liaisons for the three regular weekend Masses.
- Electing five members-at-large maintains the council at twelve voting members. It essentially front-fills the vacancy that is created when the Chair is selected from the members of council and removed from his/her role as Cluster or Mass Rep.
- If a cluster is not able to select a representative from within, an additional member-at-large will be elected by the parish and be paired with the cluster after the election
- How are positions renewed? Cluster reps may let their name stand for an additional two terms. The Cluster decides whether to renew the rep or select a new representative.

MOTION A That the document “Structure of Parish Council and Elections Process” be accepted as written.

Moved: Angela McCanny

Seconded: Walter Hughes

Voting will be done by email since we do not have quorum at this meeting.

Note: Patricia will make the minor adjustments to the “Structures...” document that we discussed at this meeting and they will be included in the document sent out for voting.

ACTION ITEM – Angela will circulate Motion A and its accompanying document “Structure of Parish Council and Elections Process” (with edits from Patricia) for voting. The vote is to be concluded by Mar. 24, 2017.

ii. The draft document “Options for Parish Pastoral Council Committees and Their Mandates and Responsibilities” was presented to council with the following discussion:

- Approve the first page of document (including the introduction, Stewardship Committee and Communications Committee) and the Social Committee (on page two).
- Leave out the Plant Operations Advisory Committee and Fundraising Committee suggestions until the other sub-committee has a chance to look further at structure and statutes.
- Change the name of the “Stewardship Committee” to “Community Life Committee” to better reflect the mandate of that committee.

MOTION B: That the introduction and description of the first three committees (Community Life, Communications and Social) in the document “Options for Parish Pastoral Council Committees and Their Mandates and Responsibilities” be accepted as part of the structure of the current Parish Pastoral Council.

Moved – Greg Forestell

Seconded – Terry Byrne

Voting will be done by email since we do not have quorum at this meeting.

Note: In the “Options...” document, the name of the “Stewardship Committee” will be changed to “Community Life Committee” as discussed. This change will be included in the revised document which will be circulated with Motion B.

ACTION ITEM – Angela will circulate Motion B and its accompanying document “Options for Parish Pastoral Council Committees and Their Mandates and Responsibilities” (with edit to the name of the Stewardship Committee) for voting. The vote is to be concluded by Mar. 24, 2017.

iii. Update Roles and Responsibilities of Mass Reps, Cluster Reps and Members-at-Large

In order to attract parishioners to become members of PPC in an upcoming election, we need to prepare a document that clearly outlines the job of members of council, based on our current statues and terms of reference.

ACTION ITEM – Walter will prepare one-pagers on the roles of Cluster and Mass Reps and Members-at-Large for distribution to parishioners in order to attract them to council. He will circulate these by email for comments and edits.

ACTION ITEM - Angela to include the proposed changes to PPC Structure in the March bulletin insert.

ACTION ITEM – PPC to bring forth names for nominating committee to April meeting.

ACTION ITEM – PPC members to review and provide comments on PPC Yearly Calendar for April meeting.

B. Report on Terms of Reference and Implementation (Item 56 on Action Items List)

The revision of the Terms of Reference will be postponed for the present as many of the discussions that we are having regarding composition of the PPC, roles and elections will affect the Terms of Reference document. A suggestion was made for quorum to be reduced to 7 when there are 11 voting members on council rather than the current requirement of 8. This will be discussed as part of the review of the Terms and Statutes in the fall.

5c. Community

A. Seniors' Club – Fr. Richard, Chris Adam

In discussing the possibility of forming a Seniors' Club, it was noted that there is currently a Seniors' Luncheon held one Thursday per month after Mass, attended by a small interested group. We have some expertise within parish (including Carolyn Midgely and Roshene Lawson) who could recommend workshops/events that would be interesting and beneficial for our parishioners.

B. Issues from Mary Murphy report – Jacqueline Dawson

Proposed that we dedicate a significant amount of April meeting to this conversation.

6. New Business (5 min.) – round table

Member Bio – Walter shared about himself with the rest of PPC. Thank you, Walter.
April meeting - Jacqueline

7. Food for April Council Meeting (1 min.) - Angela

8. Closing Prayer

NEXT PPC MEETING: April 11, 2017

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

Parish Council Approval

Parish Council minutes approved by consensus on: April 11, 2017

Parish Council Chair
Joanne Lee

Minutes prepared by
Angela McCanny