

**Meeting St. Joseph's Parish Pastoral Council
Minutes – May 10, 2016, 18:00-20:30**

Attendees:

Richard Beaudette (*Pastor*)
Joanne Lee (*Chair*)
Chris Adam (*Exec. Director*)
Jacqueline Dawson (*Vice-chair*)
Eleanor Rabnett (*5:00 Mass*)

Herman de Souza (*Community Building Cluster*)
Walter Hughes (*Faith Formation & Initiation Cluster*)
Angela McCanny (*Secretary/Pastoral Care & Social Justice Cluster*)

Regrets:

Iyobosa Grace Igbinedion (*9:30 Mass*)
Roshene Lawson (*11:30 Mass*)
Jenine Figurado (*University Mass*)

Patricia Malikail (*Finance Committee Chair and Treasurer*)
Theresa Fournier (*Music Cluster*)

Summary:

1. Welcome, Opening Prayer and Meditation

This meeting concludes Eleanor Rabnett's term as Representative for the 5:00 Mass. We will miss her.

2. Approval of Agenda

Moved: Eleanor Rabnett **Seconded:** Fr. Richard Beaudette **Approved**

3. Ratification of Minutes

Approved

4. Operational Update – Chris Adam

4.1 Cost of living increase for Staff (Fr. Richard)

As part of balancing the parish budget in 2014 and 2015, the parish staff received bonuses rather than their customary cost of living salary increase. In 2016, the goal is to reinstate the cost of living increase, at 1.5%, which is based on the CPI indexes for Ottawa and Ontario for the period from March 2015 to March 2016. This would result in an added expenditure of \$7000 - \$8000 in total. Setting aside the effect of amortization, the parish had a surplus on \$55000 in 2015 so the budget can accommodate this increase. A study of salaries for similar positions throughout Ottawa shows that the staff salaries are currently near the median or slightly above. As a parish, we want to provide a fair, living wage for our staff.

MOTION: That the staff salaries would increase by 1.5% in 2016, retroactive to Jan. 1/16.

Moved: Herman de Souza **Seconded:** Walter Hughes **Approved**

MOTION: That the parish would provide a COLA (an automatic salary increase) each year that matches the CPI unless the CPI rises above a specified amount (either 3% or 5%).

Moved: Herman de Souza **Seconded:** Angela McCanny **Not in favour at this time**

Discussion: The PPC would like more information about the salary and benefits packages that have been in place for staff in 2014 and 2015 before accepting the motion. It would be useful to find an outside standard to compare whether the proposed combination of salary, benefits and COLA bring the compensation package to a fair level for our staff. The council will revisit this issue at the June meeting.

Also for later discussion is the issue of three staff salaries that may need to be brought into line with the salaries of similar positions within the city. Before taking this step, the position descriptions will be compared to verify whether the role descriptions are similar enough to warrant the change.

4.2 – Sector II Regional Meeting of the Archdiocese of Ottawa

St. Joseph's Parish recently hosted the semi-annual local meeting of English-speaking churches in the Sector II area of the Archdiocese of Ottawa (which comprises the downtown core, the Market, Sandy Hill, Little Italy, the Glebe and some areas to the southwest of the Queensway).

4.3 – Roof - Phase 2

On May 3rd, IRC Building Group (our engineer consultants) reported on three proposals that had been submitted for Phase 2 of the roof project, which was initially estimated at costing approximately \$100,000. All three proposals quoted pricing that was approximately double that estimate. IRC has advised us to reject these three bids and solicit new bids for the work since we have adequate time for the work to be done this summer. The Phase 2 areas are not as critical and the work could be delayed until next year if needed.

4.4 – Parking

The parking revenue has seen a 6% increase in the month of April compared to last year.

4.5 – New Renters

Discussions are underway regarding a lease agreement with the Ottawa Children's Choir.

4.6 – Parish Pastoral Council budget

The 2016 Parish Budget included a \$500 line item for PPC-related expenses. The "May Day" Volunteer Appreciation reception cost \$209.00 for cheese, vegetable and cookie trays, as well as non-alcoholic beverages.

5. Finance Committee Report – Joanne Lee

- Finance Committee's Terms of Engagement are due for review
- 2016 Budget – Overall, there are no concerns about the budget for the coming year. The revenue from collections is down slightly but this is not a serious concern at present.

- Staff salaries – A great thank you goes out to the working group that studied the staff salaries and made well considered recommendations to the Finance Committee.
- Job descriptions for all staff positions will be revised of the next year in consultation with the staff.
- Joint meeting with PPC, May 17, 2016 - to review and adopt the audited 2015 Financial Statements.

6. Ongoing Business – All

6.1 ROC update and Syrian Support Group update (Angela/Jacqueline)

- Refugee Outreach Committee – continues to wait for their family of five, who are expected sometime between September and next January.
- Syrian Support Group – some of the volunteers would like to get more personally involved in supporting refugees and they are approaching some of the drop-in centres to see where they might contribute.

6.2 Volunteer Appreciation Day (Wed. May 4, 2016) - Report

The set-up for the event was beautiful with good food and good conversation. The attendance was low and we agreed that there needs to be earlier publicity for this event next year.

6.3 Upcoming AGM Agenda (Wed. June 8, 2016)

The template for the ministry reports has been sent out to the Cluster representatives. The reports are to be sent to Joanne, Jacqueline and Chris. Brandon will compile then and then post the Annual 2016 Ministry Report online <http://st-josephs.ca/agm-2016/>. A few copies of the report and the 2015 Financial Statement will be available for those who cannot access the internet. A representative from the City of Ottawa will be present, as usual.

ACTION ITEM: The voting sheets for the two ministries to make special presentations at the AGM will be posted on May 20/21 and May 27/28.

ACTION ITEM: A CA announcement will be prepared for this coming weekend, May 13/14, to say that the voting sheets will be up next week, and to announce the date of the AGM.

6.4 Governance Review (Joanne)

The Chair acknowledged the report resulting from the recent meeting hosted by the Stewardship Working Group on parish communication between clusters, the Parish and Pastoral Council and thanked the authors. After three years of working with the new governance structure, it is time to examine how it is functioning, whether there are areas that are too idealistic, impractical or may not reflect the actual interactions between ministries, parishioners, staff and the PPC. While we need financial stability and continuity, we want to avoid being overly bureaucratic. Plans for the Pastoral Council fall retreat will include revisiting the Parish Governance Documents and discussions centered on ensuring that parishioners find a warm and welcoming community at St. Joe's where all can seek out a satisfying spiritual life. We want to nurture the spirit of our community and follow the Spirit. The Chair proposed a

parishioner survey for early September to give an opportunity for parishioners to say what they want from their parish. The results will inform discussions at the Fall Retreat. Plans for the survey and the retreat will be discussed at the July PPC meeting.

7. Cluster and Mass Representatives and Committee Updates – All

Pastoral Care and Social Justice Cluster

- Several parishioners have mentioned that the Offertory Procession has become rushed. We need time to appreciate the ritual of offering the bread and wine before the food baskets are brought up and collection begins. This will be brought to the attention of Bob Part.
- Another parishioner has requested that we include prayers for our enemies, especially ISIS, in our Prayers of the Faithful. This will be mentioned to Dick Gunstone who is currently preparing the prayers.
- The presentation by Marsha Wilson about The Womens' Centre has been moved to the August meeting.

5:00 Mass – A parishioner has requested that there be a second parking spot for people with disabilities.

ACTION ITEM: Chris will look into the feasibility of creating an addition parking spot for people with disabilities.

Music Cluster – The choir is preparing for a concert on Sunday, June 5, 3:00 pm. The concert this year will include a good number of instrumental contributions.

Liturgy Cluster – At the June PPC meeting, Kathy Crowe will make a presentation regarding the new requirements of the GIRM in terms of liturgical practices.

8. New Business

8.1 Food for next PPC Meeting

June – Joanne (BBQ on the deck with Fr. Richard as cook.)

9. Closing Prayer

Next Meetings:

Tues., May 17 at 6:00PM - Joint Meeting of PPC and FC to discuss the Audit

Tues., June 14, 2016 at 6:00 pm – next PPC meeting

Note: PPC Bulletin Update in:

May - Patricia

June - Herman

Parish Council Approval

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

June 14, 2016.
Minutes prepared by
Angela McCanny