

Pastoral Council Meeting Minutes

December 1, 2016

1. Prayer and Attendance

Dorothy called to order the regular meeting of the Pastoral Council at 7:15pm on December 1, 2016 at Canadian Martyrs Parish.

The following persons were present: Pierre Beemans, Dorothy Wood, Fr. Jim Fiori, Anthony Carty, Margaret Moriarty, Heather Duggan, Sheila Foy-Connolly, Scott Rufolo, Bob Gorman

Absent: Rob Criger

Excused: Alex Amato and Rosemarie Hoey

2. Approval of agenda

2.1. Additions to the agenda:

Add to 5.4 Oblate Corner (Fr. Jim); 6.3 Thank yous (Fr. Jim); 6.4 Christmas Cards (Sheila); 6.5 Parish History (Pierre)

Margaret moved that the agenda be approved. Anthony seconded the motion. The motion was carried unanimously.

3. **Minutes from Nov. 3, 2016** – The minutes of 3 November 2016 were accepted electronically and sent to the Finance Committee.

4. Business Arising

4.1. Parish Refugee Sponsorship Committee – (all information from this discussion is confidential)

4.1.1. Note from David Gilmour: The sponsored family is hoping to rent a townhouse for Dec. 1st, this would mean that they will be paying rent on 2 homes for 2 months as their lease on the current apartment is not up until Feb. 1, 2017. They are in need of more space for their big family.

4.1.2. Request for Sponsorship: Fr. Jim received a letter from the employee at Springhurst who is seeking support and funding to bring his friend from Africa to Ottawa. He will need help with the costs of bringing his friend here: airfare etc.

Action Item: Fr. Jim will talk with Julie at CCI about the costs associated with this and will get more information about the refugee who is seeking to come here and whether the Springhurst employee has approached his own worship community.

4.2. Priority Setting: Dorothy

4.2.1. Revive Saturday Evening Gatherings: Rob and Sheila are happy to help at pizza night. The Saturday night parishioners are happy to have pizza night back so the decision is that nothing further needs to be done with this priority.

4.2.2. Young Parishioners and Families: Pierre and Fr. Jim will do some prep work to find out what is available through the Diocesan Center and other resources and will meet with the young families/couples of the parish. This ministry/group should be led by a young couple.

Action Item: Fr. Jim and Pierre will do some research.

4.2.3. Greater Group of Volunteers: Liturgy committee will discuss the ministry fair which is currently scheduled for Feb. 15th. We need to do more than the fair to recruit more volunteers. The best approach seems to be to tap shoulders, approach people. We need to engage people and not do everything ourselves.

Action Item: Ministry fair to be added to liturgy committee's agenda.

4.2.4. Gathering Space: We need more space for social gatherings or we need to better utilize our current space. We will move Sunday coffee into the parish centre as the breezeway gets crowded and cold in the winter with the door being opened. We will look into renting space at Sagrada Familia or Immaculata or Ascension Anglican church for bigger events.

Action Item: Scott and Heather will look into rearranging the parish centre and contacting Immaculata about rentals.

4.2.5. Outreach in Old Ottawa East including the new development. Organize an ecumenical service for the week of Christian Unity (January 18-25, 2017).

Action Item: Fr. Jim and Anthony will brainstorm on this and Dorothy will ask Alex if she would help.

4.2.6. Parish Census – Pierre: The census will be available online and there will be paper copies. We will not ask how many members of the family attend Mass as it was thought that this was too intrusive. We will run the census starting in January 2017. The communications committee and Joseph Duggan will be asked for their input. The results of the census will be published in the Epistle and on the website. It will be advertised in the bulletin and announcements will be made in advance.

Action Item: Pierre to contact communications committee and Joseph. Heather and Pierre to update the parish email address Excel worksheet.

4.2.7. Update on Pastoral Plan Priorities - Jane: Integrated Liturgy Prep: It was suggested that the lector, music, and prayers of the faithful ministries meet once a month to prepare for worship. Meeting scheduled for November was postponed because of lack of preparation time. Liturgy committee does a lot of this work already and would like a representative from lectors, who would be the lectors' coordinator, and prayers of the faithful to join their committee. This could be the model for integrated liturgy prep. Jane indicated that training for lectors, ministers of the eucharist and music would be organized. We will discuss this again in 2017.

Mass coordinators: Volunteers who are able to prepare the church for Mass and help during Mass with the gifts, lectors, and collection. This will allow Jane to be more pastoral and take the

occasional weekend off. Teams of two will provide support for each other and Jane. A checklist of duties has been developed.

Action Item: Find lectors' coordinator and rep from prayers of the faithful for liturgy committee. Jane to arrange for training for lectors, ministers of the eucharist and the music ministry. Jane will approach parishioners about becoming mass coordinators.

4.3. Commissioning of Ministries in Parish

4.3.1. Commissioning of the ministries will be discussed at liturgy committee with Fr. Jim. A schedule will be set and the ministries that to be commissioned will be discussed. Dorothy suggested that a base be established by commissioning all ministers this year and then only new members of ministries would be commissioned each year thereafter. The ministers will be commissioned at the Mass at which they serve.

Action Item: Commissioning to be scheduled by liturgy committee after the ministry fair.

4.4. How can parishioners get to know PPC?

4.4.1. A display on the bulletin board at the back of the church is being organized by Rosemarie and Heather. **Action Item:** Photos of each member of PPC will need to be provided.

4.4.2. Chart of Ministries: Anthony is working on this and hopes to be done by the next meeting in January.

4.4.3. Possible event hosted by PPC and FC for the parish. It was suggested that a pancake breakfast be held on Sunday Feb. 26th, possibly at Immaculata. **Action Item:** Heather will contact Immaculata.

4.5. **Doors Open Ottawa:** The application was not available online at the time of the meeting.

4.6. **Parish Constitution Update:** The first meeting will be held on Dec. 14th at 7:30pm at Springhurst. Rob, Jane, Marilyn and Fr. Jim and Greg will attend. They will identify areas that need to be changed and will look at St. Margaret Mary's and St Joe's constitutions for ideas. Different areas identified will be assigned to people to update. This should be completed by the AGM in May.

4.7. **Calendar Sales for Fr. Nicanor's Parish in Winnipeg:** So far, \$500 has been raised.

5. New Business

5.1. **Pictorial Directory of Parish:** The last directory was published in 2006. The directories are free and would include a list of ministries at the parish. Parishioners can order prints of the photos taken. PPC agreed that this is a good idea and will contact the communications committee to see if they will be involved.

Action Item: Contact communications committee. Heather and Jane will provide to communications committee for their consideration.

5.2. Palliative Care Seminar: This event was unfortunately not well attended by parishioners. It was excellent and Lisa Shishis, Manager of Residential and Community Care at Hospice Care Ottawa, was a good speaker.

Action Item: Look into this topic for a future Lunch and Learn.

5.3. Fr. Bonneau's Advent Reflections: This Saturday morning workshop was well attended. Rather than speak of the Advent readings themselves, Fr. Bonneau talked about where the Advent readings spring from and point to.

5.4. Oblate Corner – Fr. Jim: 2017 is the 200th Anniversary of the foundation of the Oblates. Fr. Jim would like to create an oblate corner in the space where the confessionals are located. He envisions storage space underneath and a display area above. The display area would contain photos of former priests, items explaining the Oblate identity, our history, and what it means to be an Oblate parish. Fr. Jim has found a bronze-coloured bust of St. Eugene de Mazenod at Springhurst which could also be displayed.

Action Item: Fr. Jim will bring the bust into the church.

6. For Your Information

6.1. Lunch and Learn Dec. 11: The second part of the Many Faces of Fear video by Fr. Ron Rolheiser will be shown.

6.2. Advent Penitential Service: December 15, 7:30pm.

6.3. Thank You: We received a thank you note from St. Brigid's camp for our contribution to them.

6.4. Christmas Cards – Sheila. Sheila would like to send Christmas cards to the elderly members of the parish.

Action Item: Heather and Jane will provide Sheila with names and addresses for the cards.

6.5. Parish History: Pierre circulated some items he had found at home about the parish including and old listing of candidates for the parish council as well as two pictorial directories. Discussion was also held on availability of information on the lives of the individual Canadian Martyrs for which it was explained there is a biography for each martyr on the Canadian Martyrs' website.

7. Communications: Announcement of census in bulletin.

8. Next meeting: January 12, 2017 at 7:15pm

9. Meeting was adjourned at 9:40.