

# ***Pastoral Council Meeting Minutes***

February 2, 2017

## **1. Prayer and Attendance**

Dorothy called to order the regular meeting of the Pastoral Council at 7:15pm on February 2, 2017 at Canadian Martyrs Parish.

The following persons were present: Pierre Beemans, Dorothy Wood, Fr. Jim Fiori, Heather Duggan, Sheila Foy-Connolly, Scott Rufolo, Bob Gorman, Jane Staples, Rosemarie Hoey, Alex Amato, Rob Criger, Joseph Duggan, and Anthony Carty

Absent: Margaret Moriarty

## **2. Approval of agenda:**

Additions: 4.7 Photos needed from PPC. 5.2 Discuss next FC meeting on Feb. 21. 5.3 Epistle articles for next issue.

Rosemarie moved that the agenda be approved. Rob seconded the motion. The motion was carried unanimously.

## **3. Minutes from Jan. 12, 2017**

The minutes of January 12, 2017 were accepted electronically and sent to the Finance Committee.

## **4. Business Arising**

### **4.1. Parish Survey (Dorothy/Pierre/Joseph Duggan)**

Dorothy and Pierre had met with Joseph to talk about the parish survey. They were concerned about the length of the survey and considered dropping a number of questions.

After meeting with Joseph, it was decided to consider a 3<sup>rd</sup> option, i.e. asking parishioners to register with the parish. We could use this info to help with parish administration and management. This data could help when organizing confirmations, etc. This would also benefit the parish by helping with coordination of ministries, better programming, and fewer surveys.

We could also ask for parishioners' occupations as this could help when we are looking for a plumber, architect, etc.

Cards would be put in pews and then deposited in the collection baskets and would also be available on-line. We would have an initial blitz over Lent and Easter and then would have the registration cards available for newcomers.

Privacy statement to be included stating that the data is only for parish use and only for our database. It will not be shared.

PPC had a consensus that we will have registration cards available ASAP. Dorothy asked Pierre and Joe to work on putting a registration form together. Motion to move ahead was put forward by Rosemarie and seconded by Sheila. Approved by all.

#### **4.2. PPC Pre-Lenten Parish Pancake Brunch**

Planning has started and is under control. Allan MacGillivray was consulted about set-up. He suggested to limit the number to 45 and seat everyone in the parish centre and the breezeway.

It was suggested that those who sign up be given tickets. This would help to control numbers further on the day and avoid walk-ins as at the Parish BBQ when we ran out of food. We would have a waiting list.

We will ask Allan, Nancy and Kaye for help setting up the space. We will need to count the number of mugs and glasses but there are plenty of plates and cutlery. We will look into borrowing griddles from Ascension Church.

**Action Item:** Alex will send out a sign-up sheet for jobs. Dorothy and Rosemarie will do the announcements at Mass on the weekend.

#### **4.3. Pictorial Directory:**

Prestige Images will contact Greg Gertz about the parish directory.

#### **4.4. PPC Working Year**

The fiscal year for FC is January – December. PPC works on a schedule from September to June starting with the election of new members. Should PPC change their year to mirror FC so that their planning cycle is the same as the budget? The AGM would be in November and the pastoral plan would be updated in the fall. Elections would then be in October/November. There would be one year where there would be overlap for new and current members of PPC.

**Action Item:** Bob Gorman will speak with Bob Richer of the Finance Committee to get a better idea of their financial planning cycle. PPC members are to think about how best to ensure a transition to the new PPC year and this topic will be discussed again at the next meeting.

#### **4.5. Charitable Donations**

There are 3 poor and needy collections throughout the year. This money is donated to charities at the “Poor at the Door”. The parish has 7 or 8 organizations that we give to every year with some leeway to meet unexpected needs of organizations or individuals. Amounts donated may vary depending on our budget/donations and need.

It was proposed that Heather and Jane will report to PPC on how much money is in the Poor and Needy account and how this money has been distributed at the April, September and December meetings. The pastoral team will decide where the money will be donated. PPC will let the pastoral team know if there is a specific charity that they would like to support.

**Action Item:** Heather will write an article for the Epistle about where the Poor and Needy Collections have been donated.

#### **4.6. Kateri Native Ministry:**

Nothing to report. Fr. Jim will let us know when he has spoken with them.

#### **4.7. Photos for bulletin board:**

**Action Item:** Please get your photos to Heather

#### **4.8. Doors Open Ottawa:**

Alex reported that the application is done and has been sent in. We should get a reply by March 1.

### **5. New Business**

#### **5.1. Pastoral Plan Update:**

Will be affected if we change our year (Jan.- Dec.).

Stewardship/Leadership section can be reviewed during a regular PPC meeting. Dorothy will attend the next FC meeting and will talk to the members about including FC in the objectives of the pastoral plan.

The Learning about Our Faith area in the Parish Pastoral Plan will be revised by the Faith Formation Committee.

Modifications to activities: This will be a separately scheduled meeting with parishioners being invited. PPC members are encouraged to attend. We will discuss ongoing activities: what is working, what has been completed, what is ongoing, new activities to include/add and which activities to take out (e.g. ministry fair).

**Action Item:** Dorothy will look at material we already have from ministry interviews in order to find possible new activities to include.

#### **5.2. Epistle**

Bios of the following PPC members will be included in the February issue: Bob, Sheila, Rosemarie, and Pierre.

### **6. For Information**

There is a lenten workshop on February 25<sup>th</sup> at 9:30am with Fr. Normand Bonneau.

Dorothy will attend the FC meeting in February as Sheila will be away.

Arising from an injury incident, a legal agreement was agreed with Immaculata for use of their parking lot on the weekends. Insurance has been secured by the parish.

**Action item:** Heather will send out to the PPC members the minutes of the December meeting of the FC.

**7. Communications**

None reported.

**8. Next meeting:** March 2, 2017 at 7:15pm

**9. Meeting was adjourned** at 9:15.