

Pastoral Council Meeting Minutes

October 6, 2016

1. Prayer and Attendance

Dorothy called to order the regular meeting of the Pastoral Council at 7:15pm on October 6, 2016 at Canadian Martyrs Parish.

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

Excused: Alex Amato and Rosemarie Hoey

2. Approval of agenda

2.1. Additions to the agenda:

2.1.2. Update on thank you notes - Sheila.

2.1.2. Explanation of role of Pastoral Council – Fr. Jim.

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

3. **Minutes from Sept. 2016** – The minutes of 6 September 2016 were accepted. Sheila moved that the minutes be approved. Anthony seconded the motion. The motion was carried unanimously.

4. Business Arising

4.1. Role of Pastoral Council (PC). - Fr. Jim

4.1.1. Fr. Jim indicated that new pastors are advised to change little in their first year at a new parish. Fr. Jim has been here for a year and sees no need for change. He expressed his view that it can be expected that this lay operated entity will go on with or without the pastor's intervention. Fr. Jim sees PC as the governing body of the parish

4.1.2. The PC expressed its appreciation of Fr. Jim's support of the role of the laity in the Parish

4.2. Commissioning of Parish Pastoral Council

4.2.1. Dorothy suggested that the PC and Finance Committee (FC) should be commissioned at both weekend Masses. This could be done over 2 weekends. Heather will create a Doodle poll to find out what weekend between Oct. 23 and Nov. 5 works best. The commissioning of other committees in the parish will be spread over several weekends. The commissioning will take place after the Prayers of the Faithful.

4.2.2. Parishioners should know their PC members. PC is the decision making body and is responsible for the spiritual well-being of the Parish.

4.2.3. We will post photos on a bulletin board of PC members and in the Epistle newsletter.

4.3. Parish Refugee Sponsorship Committee – Pierre and Dorothy

4.3.1. In the Sept. 10 2015 minutes of PC it was stated, in the Catholic Centre for Immigration (CCI) presentation, that sponsoring a refugee family is a Parish project and not a PC project, and the PC should not provide ongoing leadership. However, this contradicts what was stated in the survey that was distributed to the Parish which stated the role of the sponsorship team and that PC would be aware of and approve any key decisions. A common view was shared that the Refugee Sponsorship Committee should report to PC. It was expressed that PC should receive a year-end report and audit of money received/spent.

4.3.2. Sponsorship of 3rd family: David Gilmour of the Refugee Sponsorship Committee has put the Parish name forward to the CCI to get on the list to sponsor another family. This does not mean that the Parish is committed to another family. The PC agreed that the CCI can be told that the Parish is interested without committing. However, the Parish would need to be informed and permitted to agree before committing further. Money raised by the Parish for sponsoring refugees needs to be used for the purpose for which it was donated.

4.3.3. The PC was informed that the two families that are sponsored by the Parish are not self-sufficient. Through the Refugee Sponsorship Committee, the Parish supports them with a monthly stipend (the amount is set by the CCI). Although one family has a member that works full time and is effective in saving money, the other family, due to a serious health issue, is unlikely to find or have gainful employment to support the family. This family is dependent upon the Parish stipend as well as Child Tax Benefits and, due to the health issue and employment challenge, an application is being made for additional, long term support through the Ontario Disability Allowance program. After 12 months residence in Canada, the family will receive welfare so any cash they receive from the Parish would lower the welfare amount. In an effort to continue to offer support to the family, alternatives are being considered by the Refugee Sponsorship Committee for leftover funds in the refugee account such as establishment of a scholarship fund for the children; this would not be counted as part of the family allowance. There is approximately \$40,000 left in the refugee account at this time.

4.3.4. Fr. Jim believes that PC needs to have a say in all Parish activities. PC should provide oversight for the Sponsorship Committee, and to ensure that there is no ambiguity, the PC should clarify this. It was suggested that a representative from the Sponsorship Committee attend PC meetings if there is anything new to report.

4.3.5. It was explained that at their Oct. 11th meeting, the Sponsorship Committee will discuss guidelines and rules, terms of office, quorum requirements and schedule of regular meetings.

4.3.6. It was agreed that sponsorship is a project and commitment of the Parish and, as such, any additional commitment requires the knowledge and approval of the PC. It was proposed that a letter be drafted by Pierre Beemans to the attention of the Refugee Sponsorship Committee to include the following points: to indicate the PC's recognition of and appreciation for the excellent work being carried out by the Refugee Sponsorship Committee; to confirm the status of the Refugee Sponsorship Committee as created by and responsible to the PC, the representative body

of the Parish; and to invite the Refugee Sponsorship Committee to delegate a member to attend monthly PC meetings in order to report on the situation of the refugee families and the state and disposition of the refugee fund, and to present recommendations on major items for informed decision by PC.

- 4.3.7. Anthony moved that Pierre write the letter to be signed by Fr. Jim and Dorothy stating the relationship between PC and the Sponsorship Committee. Bob seconded the motion. The motion was carried unanimously.

4.4. September 24th Retreat

- 4.4.1. Feedback: All participants agreed that the team building exercise with Fr. John and Fr. Andy was a very positive experience. Results of the SDI tool/experience helped show participants' interconnections. It was acknowledged that the dynamic of PC changes when members leave and new members arrive and that the SDI tool/experience was helpful in understanding the dynamic. It was agreed that use of the tool could help PC members listen better to one another, consider others' opinions and understand different motivations and points of view. The session was enjoyed and a lot was learned. It was agreed that there was no follow-up needed at present with Fr. John and Fr. Andy.

5. New Business

5.1. Developing closer relationship with Finance Committee

- 5.1.1. Finance Committee (FC) functions completely separately from PC. There is not a lot of communication. The Parish is only required by Canon Law to have a Finance Committee. PC would like to develop a closer relationship with FC. There is no mention of FC in the Pastoral Plan. We would like to see a section of the Pastoral Plan concerning FC. It was uncertain whether the FC had a constitution or governing document and the FC would be approached to determine its status. Sheila volunteered to sit in on FC meetings if acceptable to the FC. It was recommended that, if possible, PC and FC should exchange their respective meeting minutes.

5.2. Constitution and Information Session/Annual General Meeting

- 5.2.1. Dorothy suggested that revision to the Constitution would be beneficial to clarify PC election procedures. Discussion was held on whether there were separate constitutions for the Parish, PC, FC, etc. and, if so, whether an effort should be taken to locate and identify each and, if possible or appropriate, to consolidate for a single constitution. It was suggested that other constitution templates be obtained from the Diocese, St. Margaret Mary's and St. Joe's. Dorothy and Rob Criger offered to revise the Constitution and the Mission Statement. It was expressed that any changes be completed and agreed by the PC in advance of the PC's Annual General Meeting (AGM). Fr. Jim and Jane will also be part of the group revising the Constitution and another parishioner will also be asked to join.
- 5.2.2. Information Session: Last year a report from PC was read after Mass. It was proposed that, in lieu of a one way presentation of a report, PC hold an AGM. It was suggested that the AGM be

held separate from Mass and that all parishioners be invited to attend. Other committees would also be invited to give reports.

5.3. Archbishop's Dinner

5.3.1. The Archbishop's Dinner is scheduled for Oct. 20th, a table of 9 costs \$1170. It was agreed that the Parish would purchase a number of tickets and offer them to parishioners (FC, choir members, volunteers). Heather will find out if tickets are still available.

5.4. Saturday, Oct. 15th PC meeting

5.4.1. The PC has planned for an objective setting meeting to be held 9:30 am to noon, Saturday Oct. 15th. Dorothy committed to send an email asking members to imagine/think of ideas for activities for 2016-17. Members of PC were encouraged to review the Pastoral Plan and identify ongoing and new activities for 2016-17 with a goal of creating a list of 10 items to work on for 2016-17.

5.5. **Parish Clean-up:** Has been scheduled for Nov. 12. There will be sign-up sheets.

6. Other Business

6.1. **Kateri Native Ministry** have invited us to their mass that is held on the first Sunday of the month at 11am. We would like to get a group together to go on Nov. 6th.

6.2. Faith Formation:

6.2.1. Advent Readings Session on Nov. 26th with Fr Normand Bonneau, omi.

6.2.2. A rep from Hospice Care Ottawa will come in November for a presentation on palliative care.

6.2.3. Lunch and Learn Oct. 16th after Mass. A DVD of Fr. Ron Rolheiser will be shown.

6.3. Update on thank you notes – Sheila

6.3.1. Sheila sends sympathy notes, get well cards and thank you notes to parishioners. Heather passes on info to Sheila on who might need a card. Response has been good.

7. **Next meeting:** November 3, 2016 at 7:15pm

8. Meeting was adjourned at 9:30pm.