

# **Parish Pastoral Council Meeting Minutes**

May 3, 2018

## **1. Prayer and Attendance**

Dorothy called to order the regular meeting of the Parish Pastoral Council at 7:15pm on May 3, 2018.

The following persons were present: Vince Marsh (Finance Committee), Fr. Tim Coonen, Jane Staples, Heather Duggan, Rob Criger, Sheila Foy-Connolly, Bob Gorman, Anthony Carty, Patrick Zdunich, Margaret Moriarty, Scott Rufolo and Mary Egan.

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

Additions: 5.6 Renewed Relations Committee

Sheila moved and Bob seconded the approval of the agenda. Agreed by all.

## **3. Minutes:**

The minutes of Mar. 1, 2018 were accepted electronically and sent to the Finance Committee.

## **4. Finance Report – Vince Marsh**

Vince provided the PPC with the audited financial statements for 2017. PPC members were encouraged to call Vince (613-563-1443) if there were any questions concerning the church finances.

Notes: The PPC has \$6,600 of interest from the Tobin Estate to distribute to charities of their choice.

The Finance Committee will look at how the money in our GICs is invested (e.g. whether invested ethical funds or investments or not) and will consider moving this money to OMI Lacombe to invest for the church.

Fr. Tim's stipend is based on the Diocese scale.

The Finance committee has the following list of expenses for 2018 that will be taken from our fundraising account:

Outdoor space:	
Wheelchair ramp	\$7,000
Deck alteration	\$5,000
Chain link fence removal	\$2,000
Rendering back area	\$3,000
Landscape & curb parking lot	\$ ?
Parish Centre:	
Carpet/Flooring	\$15,000
Choir Space:	
Music alcove step & storage	\$15,000
Music alcove electrical	\$2,500
Music alcove railing	\$1,500

## 5. Business arising:

**5.1 Flyer for neighbourhood distribution:** Margaret suggested various changes to the flyer and will send her edits by email. For example, she suggested changing “Social Action” to “Love in Action” to wide approval.

We will look into distributing the flyer using Canada Post snap ad mail program, <https://www.canadapost.ca/sam/> based on research by Bob. Canada Post will print, fold and deliver the flyers (e.g. fee for 500 brochures is \$595 and for 1000 brochures is \$1000.) Canada Post will distribute in our geographic boundaries based on postal codes / routes.

We will consider doing a brochure at Christmas and Easter with the neighbourhood churches, “Christians in Old Ottawa East” and changing the ad in the Mainstreeter for each issue (Communications Committee).

**Action Item:** Ask Communications Committee to look after the brochure

**5.2 Fundscrip:** Based on research and summary by Bob, Fundscrip program is simple, has more pros than cons. If adopted, could use the funds raised to support our Poor and Needy Account. We will use the paper order forms to start and then introduce ordering online.

**Action Item:** Post in bulletin, distribute flyer and have sign-up sheet to gauge interest. Look for a volunteer to run the program.

**5.3 Representatives:** Jean Cassidy will represent the parish at OOE meetings and Sr. Maureen Killoran will continue representing us at the CCSAC.

**5.4 Fundraising Dinner:** 30 people have signed up so far at \$75/person and there will be announcements this weekend to sell the 10 remaining spots. It is well organized.

**5.5 Ministry Reports:** Scott reported on the Hospitality Committee and Patrick reported on Bible Study. Reports will be emailed. **(attached here, following minutes)**

### 5.6 Renewed Relations Committee:

**Action Item:** Look for someone to attend these meetings (usually on a Tuesdays between 1-4pm). Put announcement in the bulletin.

## 6. New business:

**6.1 Choice of charity for sessions on the Mass proceeds:** The parish’s Poor and Needy account.

**6.2 Date of June meeting:** Tim will be away on June 7<sup>th</sup> but PPC will still meet.

**6.3 Poor and Needy account:** \$600 has been sent to the Centretown Emergency Food Centre.

**6.4 Mass on the Grass:** June 17<sup>th</sup>. PPC will take care of food, set-up, BBQ and clean-up.

**Action Item:** Dorothy will send out a sign-up sheet.

**6.5 Faith Formation sessions:** Amoris Laetitia: this session was well presented, excellent. JPIC session: Br. Len challenged us on the topic of social justice.

**7. Standing items:**

**7.1 Pastoral Team report:** The pastoral team met for 4 hours. They discussed Immaculata's Grad Mass, the parish's donation of money for a prize at Immaculata's graduation, Catholic Education Week, the choir space, the Poor and Needy account, the kitchen/dishwasher, and the Pastoral Team's need re. Villagia residence.

**7.2 Communications Committee report:** Heather will be updating the website. The next issue of the Epistle will be distributed on Pentecost weekend. Some of the articles from the Epistle will be put on the website. The Communications Committee will be creating a strategy, developing a welcome table in the church foyer. Will ask St. Paul University to buy an ad in the bulletin. Will contribute articles for the OOE Mainstreeter.

**Action Item:** Find out what the budget is for Communications Committee. Put the resurrection of the Welcoming Committee on the next PPC meeting agenda.

**8. For information:** Pot Luck that was planned for Pentecost will be moved to the Feast of Canadian Martyrs.

**9. Communications:** Fundscrip and Renewed Relations Committee in bulletin

**10. Next meeting:** Thursday, June 7, 2018 at 7:15pm. Meeting adjourned at 9:45pm

## **Ministry Report for Pastoral Council**

Canadian Martyrs Parish

May 1, 2018

Prepared by Scott Rufolo

Ministry: Hospitality

Ministry Coordinators: Nancy MacDonald

Ministry Description: This ministry is responsible for coordinating social events and activities that provide opportunities for parishioners to build Christian fellowship, participate in meaningful camaraderie, and simply enjoy one another's company. Hospitality runs the coffee service following Mass, hosts pizza nights and seniors lunches, and ensures that events such as lunch-and-learns are well catered. Members of the Hospitality Ministry also make themselves available to assist in irregular and special events that require set up, food preparation and service, decoration, cleaning up, etc.

### Concerns and Comments

Nancy MacDonald, coordinator for this ministry, as well as the general members of Hospitality, were consulted about the current state of the ministry. All report being satisfied with the support and encouragement provided by the Pastoral Council and the broader parish in general. A few specific matters were discussed:

- All members of the hospitality committee agree that the parish hall would benefit from some general sprucing up.
- It was additionally agreed that the upstairs kitchen at the very least should eventually be renovated to create a larger, more efficient kitchen design; ideally, this would be part of a broader reconfiguration of the parish hall to improve the appearance and functionality of the entire space.
- The Hospitality Ministry would be happy to work with the Pastoral Council as well as the Finance Committee to develop a plan for renovating the Parish Hall. It is recognized that this will be a lengthy process that might have to be undertaken in stages spread out over an extended period of time, and that the financial resources are not yet in place to commit to a major renovation.
- A summary of the possibilities for renovation discussed with members of the Hospitality committee was drafted and submitted as a separate document to the Pastoral Council.
- Feedback from participants in the most recent pizza supper night and seniors luncheon was compiled and submitted to Nancy MacDonald, who is considering ways to address the two minor constructive suggestions for improvement. The feedback – a copy of which was also submitted to the Pastoral Council – was overwhelmingly positive and highlighted the fact that participants greatly value these opportunities to gather with fellow parishioners.

## Ministry Report for Pastoral Council

Canadian Martyrs Parish

6-March-2018

Prepared by P. Zdunich

Ministry: Scripture Study Update

- Met the group for their final session which was also a pot-luck supper.
- 8 people were present

How are things going with the ministry?

- Very well
- Discussion is free and intimacy is high
- A real and deep connection, further than that generated on Sunday, is developed
- It's not formation, it's sharing

What is going well?

- Pam!
- The discussion and prayer is going well
- The opening prayer alone drew one of the members in
- Enjoys bouncing ideas off others; can develop one's faith in a way one cannot alone
- Comes for the people
- It works because it is small; trust is developed in a small group
- No more than 8 weeks (2h/week) – done before Advent, done before Triduum

What needs to be improved/changed?

- Can be a bit intimidating to someone who has never done it
- Afternoon group for seniors?
- Reach out more? Vs. Keeping the group small and intimate

What can the PPC and pastoral team do to help/support you?

- It is validating when PPC member comes to visit the group, then joins/stays!
- Appreciate being welcome here
- Very helpful that pastoral council pays

Are you familiar with the parish pastoral plan and with the objectives and activities that relate to your ministry?

- Yes x2:
  - sharing faith
  - encouraging each other
  - learning scripture (but not just that) more than reading commentary