

Parish Pastoral Council Meeting Minutes

October 4, 2018

1. Prayer and Attendance

Dorothy called to order the regular meeting of the Parish Pastoral Council at 7:15pm on October 4, 2018.

The following persons were present: David Gilmour, Rob Criger, Sheila Foy-Connolly, Fr. Tim Coonen, Mary Egan, Heather Duggan, Dorothy Wood, Bob Gorman, Anthony Carty, Jane Staples, Margaret Moriarty, Scott Rufolo, and Patrick Zdunich

2. Approval of agenda:

Addition: 6.6 Finance committee representative: Sheila

Rob moved and Margaret seconded the approval of the agenda. Approved by all.

3. Minutes:

Action item: The minutes of Sept. 6 2018 will be sent out again electronically for approval.

4. Sponsorship of Syrian family: David Gilmour, Chair of sponsorship committee

David presented a proposal to sponsor another family. The parish has \$20,000 left in the sponsorship account and we have finished helping our 2 families. They are both self-sufficient now. The parish would need \$31,000 to support a family for 12 months. We would need to fundraise. A family of 4 has been identified and David will start on the paperwork to bring them to Canada.

We will let the parish know that we do not need the amount of money that was required last time. We will only need to raise about \$15,000 which will include an emergency fund.

Action item: David will email the supporters from last time and an announcement will be put in the bulletin.

Motion: Mary moved that we move forward with bringing in the family contingent on not getting an overwhelming negative response from the parish. Patrick seconded. Carried.

5. Business arising:

5.1 Ministry to young families survey: Dorothy handed out a draft survey. Julie Ann Zdunich has approved the survey and we are still waiting to hear from Pam Dixon. Jane will hand the survey directly to young families at Mass.

Action item: Dorothy will follow up with Pam and email the survey to Heather.

5.2 New members of PPC: Two new members have been nominated. Jordan Samaroo and Chidinma (Chitty) Njoku. While Jordan is well known to a number of parish council members, this is not the case with regard to Chitty. It is recommended that a member of parish council or of the pastoral team meet with Chitty in order to get to know her and answer any questions she might have.

5.3 PPC and FC retreat: The retreat will take place on Nov. 3rd at St. Paul. The use of the St. Paul facility stipulates that a faculty member must be present for the entire morning. Cathy Clifford has agreed to attend the second half of the morning.

The Agenda for the morning:

9:00 a.m.: Morning prayer

9:30 a.m. – 10:15 a.m.: Mission presentation by Prof. Giffard

10:15 a.m. – 10:45 a.m.: Break

10:45 a.m. – 11:15 a.m. continuation of presentation on mission

11:15 a.m. – 12:00 p.m.: Magda Kubasiewicz will come to talk to the group about the Parish Pastoral Plan

12:00pm: Lunch

Richard Wink and Greg Gertz will come to a PPC meeting at a later date to talk to PPC about the pastoral plan. This will be fit into a meeting with a light agenda.

Action item: Dorothy still needs to confirm whether the day will include a segment on the pastoral plan.

5.4 Review of the Constitution:

Dorothy brought documents from the Archdiocese, St. Margaret Mary parish and St. Joseph parish for reference.

Edits/Amendments to our Constitution:

p. 3 paragraph 10: Council is composed of 5-10 people will be changed to 5-9 people. (This is recommended by the Archdiocese)

p. 4 Term of office New: Beginning term of 3 years with possibility of being nominated for three further one-year terms to a maximum of six consecutive years of service on Council.

p. 5 paragraph 18: Nominating committee: One PPC member plus two members from the parish at large. New: One PPC member plus two past or present members of PPC.

Changes will need to be approved at AGM. Anthony moved to recognize changes; seconded by Rob. Carried.

5.5 Renewed Relations Committee representative:

We do not have a representative yet. The committee has been on hiatus and is not sure of the date of their next meeting. They will be in touch with Jane with their future plans.

5.6 Ministry reports:

Liturgy Committee: Jane reported that the Liturgy Committee is aware of the pastoral plan and is being guided by it. The committee feels well supported and continues to welcome PPC input. The meeting for the preparation of the feast day of Canadian Martyrs went well and the Children's Liturgy of the Word workshop was well attended and informative.

Sacramental Preparation: Jane reported that we currently have nine children for confirmation and eight for first communion, including several children from St. Margaret Mary parish. Enrollment will take place on October 28th.

Action item: The ministry of altar servers/presider's assistants still needs to be reported on by Dorothy. This ministry has not met recently.

5.7 New instructions for lectors and Eucharistic ministers:

Action item: Tim and Jane will meet to decide when the new instructions will be introduced and will schedule a meeting with the lectors and Eucharistic ministers.

6. New business:

6.1 Green audit

Action item: Robert will look into the green audit done by Stephen Collette. PPC will look at the website www.greenchurches.ca to get other ideas for greening the church.

6.2 First Memorial Funeral Services:

This is a business looking for business so it was decided not to invite them to the church to do a workshop.

6.3 Knights of Columbus:

The Knights have asked for 2 minutes after Mass to talk about their organization. There is a council in the city that has open membership and meets at St. Basil's Church. PPC agreed to allow them to present at both the Saturday and Sunday Masses.

Action item: Tim will contact the Knights to invite them to Mass.

6.4 Action Life:

Michael Rowan, a parishioner, would like to make an Action Life petition available for parishioners to sign. The petition will be available at the back of the church and an announcement will be made after Mass. PPC approved this petition.

Action item: Tim will talk to Michael

6.5 DREAM Team and Sagrada Familia:

Immaculata's DREAM Team will be presenting at Masses on Oct. 20-21 to ask for prayers and fundraising for their trip to the Dominican Republic in February.

Sagrada Familia, the Spanish Catholic Parish in Old Ottawa East, has asked to sell religious items after Mass to fundraise for their trip to World Youth Day in January. PPC agreed to invite them on a weekend.

Action item: The parish team will look at the calendar and schedule a date for Sagrada Familia group to visit the parish.

6.6 Finance Committee representative:

Sheila has passed on her file of minutes from FC. PPC thanks her for attending the FC meetings.

Action item: In January, PPC will ask for a new rep from PPC to attend FC meetings.

7. Standing items:

7.1 Pastoral Team report:

Tim attended the Immaculata Man Up group's day which took place at our parish centre. This group helps boys grow up to be responsible men.

Pastoral Care Ministry is struggling. It has 3 members, 2 of whom are in their 80s. They have much work to do and are struggling to meet the needs. They visit Villagia and St. Pat's retirement homes and make individual visits to parishioners in their homes. They would like new members. Their primary role of this ministry is to bring communion but they also provide a social visit when they have time.

Action item: Jane will look into the Friendly Visiting Program through the Diocese. This program does not require that you bring communion but is primarily for a social visit. High school students can earn volunteer hours through this program.

7.2 Communications Committee report:

Anne Louise Mahoney asked for feedback on the Epistle newsletter: the newsletter is well done, has good content and PPC believes we should continue to publish it. The Epistle has a narrower audience than the bulletin as it is only available at the church.

Communications Committee strategy session with Joe Gunn: Dorothy and Sheila will attend this session.

The Communications Committee would like any feedback that PPC members may have on the welcome table at the back of the church.

8. For information:

Lunch and Learn October 21

Faith Formation Committee October 12

Parish Clean-up. 9am-noon October 27

8. Communications:

Announcement in the bulletin concerning the sponsorship of a new Syrian family. Publication of the names of the new parish council members in accordance with the parish Constitution.

9. Next meeting: Thursday November 1, 2018 at 7:15pm.

Meeting adjourned at 9:30pm.