

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council (PPC) MINUTES

Tuesday, April 16, 2019 at 7:00PM

Held in Upper Room

MISSION STATEMENT: To build a new strong Christian community by serving others with love and mercy as **JESUS** taught us

PRESENT:

9A.1 Catholic Women's League	Joanne Fewster, President
9A.2 Knights of Columbus	Matthew Cadrin
9B.1 PPC Chairperson	Judy Dahl
9C.1 Parish of St. Anthony's DIDSBURY	John Kohut
9C.2 Parish of Our Lady of Fatima SUNDRE	John Leussink
9D.1 Building and Maintenance	No Representative
9D.2 Spiritual Development	No Representative
9D.3 Catechetics	Donna Litwin
9D.4 Community Life	Shelley Bennett
9D.5 Family Life	Maria Killoran - Absent
9D.6 Liturgy	Francis Joosten-Absent
9D.7 Social Justice	Tara Miller - Absent
9D.8 Youth	Tammy Stankievech - Absent
9D.9 Stewardship / Safe Environments	Deacon Charles Johnston
9E.1 Together We Serve	Deacon Charles Johnston
Pastor	Father Adam Daniluk
Office Administrator/Recording Clerk	Mia MacDonald

1. CALL TO ORDER

Judy Dahl, Chair called the meeting to order at 7:00 PM.

A.) **OPENING PRAYER** – Father Adam Daniluk

B.) **ADDED ITEM(s) to AGENDA**

Item 4B – Finance Committee – Joe Gustafson, Chairman
Moved by Deacon Charles to accept added item to Agenda

Motion Carried 19-031

C.) **ADOPTION OF AGENDA**

Item 7B to be moved up to follow 2A.

Moved by John Kohut to adopt the revisions to agenda as presented.

Motion Carried 19-032

2. ADOPTION OF PREVIOUS MINUTES

Moved by Donna Litwin that the minutes from Tuesday, March 19, 2019 PPC meeting be adopted as presented.

Motion Carried 19-033

3. BUSINESS ARISING OUT OF MINUTES

3A) Parish Pastoral Council Committee vacancies update:

1) Building and Maintenance **No Representative**

The position remains open. This committee requires an individual to oversee the process and identify what is needed for Building Maintenance and upkeep for future projects.

-Joe Gustafson from the Finance Committee will follow up with administration with a job description to post in bulletin to attract strong candidates with proper skill set.

2) Spiritual Development **No Representative**

Judy Dahl, Chair notes these are standing items on agenda for open discussion until full.

4. FINANCIAL REPORTS

4A) Financial Report for month ending March 2019

-John Leussink followed up on the request from Sundre Parish Council as to a report that would reflect what it costs to run the church and facilities.

-Mia informed John that a follow-up conversation was made with Finance Chair. The Finance Chair is reflecting on the proper way to present the information that Parishioners are wanting to see without complicating the process.

- Further discussion followed regarding the reports as presented at the AGM.

Moved by John Leussink that PPC accept the financial report month ending March 2019 for information, and further that PPC include a copy of the Archdiocese 2018 financial report in the Saturday, May 18th and Sunday, May 19th bulletin prior to the AGM.

Motion Carried 19-034

4B) Finance Committee – Joe Gustafson, Chairman

Finance Committee Chair delivers PPC members up to date report that staff job descriptions and contracts are now completed. Finance Chair informs PPC members of the Archdiocesan policies in regards to contracts and timesheets that the Finance Committee adheres to. His update narrative concludes that we have received written notice from the Youth Leader of her resignation effective June 21st, 2019.

Moved by Judy Dahl that the Finance Committee update report presented to PPC be accepted for information.

Motion Carried 19-035

5. CONSTITUTION / POLICIES / COMMITTEE TERMS OF REFERENCE

Motion 18-011 CONSTITUTION OF PARISH PASTORAL COUNCIL May 12, 2012

- **“Tabled”** until after PPC TIM workshop on structure & priorities (date to be determined).
- Constitution amendments presented at November 20, 2018 PPC meeting and updated
- March 30, 2019 Goal Setting workshop cancelled from Archdiocese

6. UNFINISHED BUSINESS

6A) Status on motion 18-105 updated Custodian position description, Judy Dahl met with Finance Committee in January and Finance Chair will forward to PPC Chair.

-Finance Chair updated PPC members tonight and will forward aforementioned to Chair.

- 6B) Policy Facility Usage Agreement (template) Non-Parish or Private Group.
- The existing document can still be simplified to better serve St. Stephen's needs. The document can be edited and shared with Administration, Matthew Cadrin and Chair, Judy Dahl to further update the document.

7. NEW BUSINESS

7A) Letter of Notice that the position of PPC, Chair will be available at Annual General Meeting May 21st, 2019

Judy notified the PPC that she will not be submitting her name for nomination for the 2019/2020 upcoming year.

7B) Request call-out for volunteers work bee to be held Saturday April 27th at 9 am to assist CWL clean out of storage shed to locate new SeaCan. Maureen Gustafson presented an update on SeaCan situation concerning the existing storage shed. There has been some work done to clear up space in existing sheds, however, the big shed will need to be cleared out and moved to accommodate the new SeaCan. A notice will go into the bulletin to notify Parishioners of work bee on April 27 to purge the sheds of any unnecessary items. Communication with possible parties interested in the existing sheds will be followed up on.

8. PRESENTATIONS / DELEGATIONS

9. REPORTS FROM APPOINTED MEMBERS, ELECTED MEMBERS, FAITH COMMUNITIES, STANDING COMMITTEE(S), ADD-ON COMMITTEE(S) and PROGRAMS

9(A) APPOINTED MEMBERS (Article III (1) Constitution)

9A.1 Catholic Women's League Maria Killoran (written report)

- Item F – "Maureen Gustafson has someone who will donate their labour to build racks to move the tables around downstairs. Would PPC consider funding this endeavour?"
- Chair, Judy Dahl suggested to the CWL that the request be put forward to Finance as a Building & Maintenance project. PPC Chair will forward the request once the CWL is able to provide an estimated Cost for the materials.

9A.2 Knights of Columbus Matthew Cadrin (verbal report)

- The K of C are looking for permission to have a work bee to fix outside stairs. A discussion followed – this request is on hold until permits are in place and the scope of the job is confirmed.
- A notice will go in the bulletin regarding the upcoming Highway Clean-up. It was suggested that the K of C could contact the school to see if they have middle school students who are looking for community service hours.

9(B) ELECTED MEMBERS (Article III (1) Constitution)

9B.1 Judy Dahl, Chair

9(C) FAITH COMMUNITIES (Article III (1) Constitution)

9C.1 Parish of St. Anthony's DIDSBURY John Kohut – Verbal presentation/ Hand out
-A volunteer has stepped up to take over the position of treasurer. They will begin following the Easter season. St. Anthony's is looking forward to the Easter Triduum.

9C.2 Parish of Our Lady of Fatima SUNDRE John Leussink - Verbal presentation/Hand out

- Our Lady of Fatima is looking at having the Altar recovered.
- The hall is being rented out for exercise classes.
- Our Lady of Fatima will forward their Rental policy agreement to admin for review.
- John L informed the PPC of maintenance updates that are happening at OLF.
- the OLF funeral committee has requested a budget.
- The Mayors Breakfast in Sundre was a success.

9(D) STANDING COMMITTEE(S) (Regulation No. 4 Constitution)

9D.1 Building and Maintenance **No Representative**

9D.2 Spiritual Development **No Representative**

9D.3 Catechetics Donna Litwin - report submitted

- the last day of Catechism classes will fall on May 5.
- the numbers have been down, however, Children's Liturgy numbers have gone up.
- we had 6 teachers on the schedule consistently throughout the year for Childrens Liturgy.
- Upcoming celebrations include First Communion on May 5th and Confirmation on June 2, 2019

9D.4 Community Life Shelly Bennett - report submitted –

9D.5 Family Life Maria Killoran -report submitted

9D.6 Liturgy Francis & Teresa Joosten - no handout

9D.7 Social Justice Tara Miller - ABSENT - Deacon Charles informed the PPC that a meeting is being organized for the near future.

9D.8 Youth - Tammy Stankievech- report submitted

9D.9 Stewardship / Safe Environments Deacon Charles Johnston (VERBAL report)

The Stewardship committee has had a few organizational meetings. The Volunteer appreciation will be held on June 23. Deacon Charles notified the PPC that they are expected to be involved with the event – donate squares, help serve, etc

- Deacon Charles will present the Thank You at the luncheon for all our Volunteers
- Community Life had budgeted \$150 to go towards the Volunteer tea and the Knights of Columbus have donated \$100 towards the event.
- Deacon Charles would like to work with the Volunteers in Sundre to update the Parish List. . Once they have completed that, they will be in contact with Didsbury volunteers to do the same.
- Deacon Charles will continue to work with Olds to update their list as well

-Information for volunteers is required as well as police record checks – or else the volunteer position must be limited.

9E.1 Together We Serve Deacon Charles Johnston

-Our goal for 2019 is 21 500. Due to the large donation towards Catholic Social Services at the beginning of the year through Social Justice, we are well on our way to our 2020 goal.

Moved by Donna Litwin that the PPC accept reports for information.

Motion 19-036

10. REPORT FROM FATHER ADAM DANILUK, PASTOR Hand Out - attached

-Father Adam welcomed everyone to Holy Week. He informed the PPC that Father Michael Schumacher will be leading the Triduum Masses in Olds, Sundre and Didsbury as Father Adam would be in Trochu this year.

-Father Adam extended a Thank You to Judy for her dedicated work and time given to the PPC. Her service is appreciated. Father wished Easter Blessings to all.

11. IN CAMERA

12. RISE & REPORT

13. CLOSING PRAYER – Deacon Charles

14. NEXT MEETING DATE:

Tuesday, May 21st, 2019 Annual General Meeting 6:30PM in Parish Hall

Tuesday, May 21st, 2019 Regular PPC Meeting (to follow Annual General Meeting)

15. ADJOURNMENT – 8:45 PM

Moved by Judy Dahl that the meeting adjourn at 8:45 PM.

Motion Carried 19-037