

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council (PPC) MINUTES

Tuesday, December 18, 2018 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 Maureen Gustafson
9A.2 Knights of Columbus Matthew Cadrin
9B.1 Judy Dahl, Chair
9C.1 Parish of St. Anthony's **DIDSBURY ABSENT**
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 **ABSENT**
9D.5 Family Life Maria Killoran
9D.6 Liturgy **ABSENT**
9D.7 Social Justice Tara Miller
9D.8 Youth **ABSENT**
9D.9 Stewardship / Safe Environments Deacon Charles Johnston
9E.1 Together We Serve Deacon Charles Johnston
Father Adam Daniluk **ABSENT**
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** – Deacon Charles Johnston

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

C.) **ADOPTION OF AGENDA**

Moved by Donna Litwin that the PPC adopt the agenda as presented.

Motion Carried 18-127

2. ADOPTION OF PREVIOUS MINUTES

Moved by Maureen Gustafson that the minutes from Tuesday, November 20, 2018 PPC meeting be adopted as presented.

Motion Carried 18-128

3. BUSINESS ARISING OUT OF MINUTES

3A) Parish Pastoral Council Committee vacancies update:

1) Building and Maintenance **No Representative**

Judy Wahlstrom has requested to not put her name in at this time.

2) Spiritual Development **No Representative**

Judy Dahl, Chair note standing item on agenda for open discussion.

4. FINANCIAL REPORTS

4A) Financial Report for month ending November 2018 was presented. (HAND-OUT)

Moved by Tara Miller that the financial position report for November 2018 be accepted for information.

Motion Carried 18-129

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 Matthew Cadrin attended TIM workshop in Edmonton and will report back his comments to PPC in January 2019.

6. UNFINISHED BUSINESS

6A) Year in Review 2018 Motions on the table.

18-028 -Mia updated Council on status of lock/door changes. All doors in the building have been changed out with exception of Youth door. Exterior ramp door has had issues that have been serviced by locksmith – however, ongoing challenges with stiffness of hardware.

18 -105 – Status on updated “Custodian” position description is still required. Chair to follow up.

18 -109- Discussion about the history that is required by the PPC to update policy regarding hall rental for multi-use needs. The PPC would like to review the existing policy, review impact on insurance, etc. TABLED

A questions was presented about the Homeschool group that uses the Parish basement on Fridays. The policy review would include a look at this user group and provide guidelines for usage.

18 -110 - Inventory has not been completed. A discussion about possible existing inventory that has not been located. (** An inventory process has been started by Joe Gustafson, aside from PPC discussion)

Moved by John Leussink that PPC members receive for information update on 2018 motions on the table.

Motion Carried 18-130

7. NEW BUSINESS

7A) Building and Maintenance record log book procedure for action on maintenance issues to be addressed.

-The blue log book was presented at the meeting. This is a tool used by Diane and members of the parish to identify any Building and Maintenance needs.

7B) Lock on the RAMP door use unpredictability.

Just prior to the evening of the PPC meeting, the exterior doors were serviced by a locksmith. Education is required to encourage users to push hard on door. A sign is required.

8. PRESENTATIONS / DELEGATIONS

8A) Parish Pastoral Council members’ presentation to employees.

On behalf of Parish Pastoral Council and St. Stephen’s Parishioners, Judy Dahl, Chair presented individual gift cards to staff in appreciation for their meaningful efforts.

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

9A.1 Catholic Women's League Maureen Gustafson (written report)

It was also noted that a notification from the Town of Olds was received to inform the CWL that a public hearing will be held to inform neighbors of St. Stephen's that a request has been made to house a Sea-can on the property. Judy Dahl is willing to attend if a CWL member will represent. Going forward, Maria Killoran will attend PPC meetings as the CWK representative as well as the Family Life Committee rep.

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

The Beer for a year draw will happen on the afternoon of the Christmas concert. A notice is in the bulletin to notify parishioners. The K of C Christmas party saw a good turnout. A presentation for the ADD machine is scheduled for January for the Knights. A follow up date for our parishioners will follow.

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

9B.1 Judy Dahl, Chair (written report Item 6A)

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

9C.1 Parish of St. Anthony's DIDSBURY (no report)

9C.2 Parish of Our Lady of Fatima SUNDRE John Leussink (verbal report)

John Leussink will represent Our Lady of Fatima as the representative for the Ministerial association in Sundre. OLF is prepared and looking forward to Christmas services.

Maureen Gustafson was able to follow up on missing linens or Pall. It had been returned to Sundre, however, the persons involved are no longer available, so no further detail can be determined.

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 (written report)

9D.4 Community Life Shelly Bennett (written report)

9D.5 Family Life Maria Killoran (written report)

Maria added that Family Life will be handing out the Novena to the Holy Family (cards were provided by our Knights of Columbus)

9D.6 Liturgy Francis & Teresa Joosten (written report)

Maureen G inquired about the possibility of investing in an overhead projection for music Liturgy. This question has been posed to liturgy before and reservations have been presented location, proper viewing location,

Deacon Charles suggested that when the new CBW (Catholic Book of Worship) is produced, that might be the time to review the investment of a projection system. CBW4 is the only book that is supported – however, our own diocese has permitted the use of the American Breaking Bread.

Moved by Deacon Charles that the PPC/Liturgy plan to look into purchasing a projection system when the new Catholic Book of Worship is released.

Motion #18-131

9D.7 Social Justice Tara Miller (written report hand-out)

Tara Miller provided a detailed document that summarized the requested proposal for three organizations to receive the re-allocated funds collected for the Syrian family. The remaining funds would go toward Catholic Social Services –specifically to Immigration and Settlement.

Moved by Judy Dahl that the Syrian Refugee Fund be distributed as follows: \$2,500 to each of the three charities 1) Just Equipping 2) Roots of Change 3) A Better World) with the balance of the fund being given to Catholic Social Services for use in the Refugee Program (through Together We Serve)

Motion #18-132

9D.8 Youth Tammy Stankievech (written report)

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

Donna and Father Adam have been primarily involved in maintaining and performing the functions involved with recruiting and sharing info regarding Parish ministries, etc.

Letters are needed and will be provided by Deacon Charles for all volunteers with Catechism, liturgy, and all Parish ministries to request a police check. Deacon Charles will help guide this process in his role of Stewardship chair.

9(E) ADD-ON COMMITTEE(S) (Regulation No. 4 Constitution)

9E.1 Together We Serve Deacon Charles Johnston (written report)

Deacon Charles summarized his written reports and spoke to the update on Development and Peace.

Moved by Judy Dahl that PPC member reports be accepted for information.

Motion Carried 18-133

10. REPORT FROM FATHER ADAM DANILUK, PASTOR

Mia MacDonald read Father Adam Daniluk written report to PPC members on his behalf.

11. IN CAMERA

12. RISE & REPORT

13. CLOSING PRAYER

14. NEXT MEETING DATE: Tuesday, January 15, 2019 Upper Room

15. ADJOURNMENT

Moved by Tara Miller that the meeting adjourn at 8:35 PM.

Motion Carried 18-134

PPC members delighted in a gathering of Christmas networking amongst each other.