

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council **MINUTES**

Tuesday, February 20, 2018 at 7:00PM Held in the Upper Room

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

**PRESENT:**

9A1) Catholic Women's League CWL Isabelle Blatz  
9A2)  
9A3) Youth Committee Tammy Stankievech and Selina Valencia Youth Staff  
9B1) In the Chair, Judy Dahl  
9C1)  
9C2)  
9D1) Building and Maintenance Committee Larry Bruder  
9D2)  
9D3) Catechetics Donna Litwin  
9D4) Community Life Joanne Sell  
9E1) Liturgy Committee Francis Joosten  
Deacon Charles Johnston  
Office Administrator/Recording Clerk, Mia MacDonald  
Father Adam Daniluk,

**ABSENT:**

Knights of Columbus Jack Sell; Faith Community DIDSBURY St. Anthony John Kohut  
Spiritual Development Sandy Rock

**NO REPRESENTATIVES:** Family Life, Social Justice, Stewardship and Faith Community  
SUNDRE Our Lady of Fatima

**1. CALL TO ORDER**

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

A.) **OPENING PRAYER** – Deacon Charles Johnston directed

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

Moved by Francis Joosten that the following Items be added to the agenda as presented:  
7D NEW BUSINESS: CWL commercial grade sliding glass door cooler refrigerator  
7E NEW BUSINESS: Finance Committee appointment of a close liaison as per  
Constitution.

**Motion Carried 18-018**

C.) **ADOPTION OF AGENDA**

Moved by Francis Joosten that Council adopt the agenda as amended with additions.

**Motion Carried 18-019**

## 2. ADOPTION OF PREVIOUS MINUTES

2A) Moved by Donna Litwin that the minutes from Tuesday, January 16, 2018 Parish Pastoral Council meeting be adopted as presented.

Motion Carried 18-020

2B) Moved by Charles Johnston that the minutes from Wednesday, February 7, 2018 Parish Pastoral Special Council meeting be adopted as presented.

Motion Carried 18-021

## 3. BUSINESS ARISING OUT OF MINUTES

3A) Youth – Moved by Judy Dahl that PPC members accept the recommendation that Youth Committee Tammy Stankieveh and Selina Valencia Youth Staff attend PPC meetings; and further that Youth Committee Tammy Stankieveh will be voting member.

Motion Carried 18-022

## 4. FINANCIAL REPORTS

4A) Moved by Charles Johnston that the Financial Report for the month ending January 2018 be accepted for information as presented.

Motion Carried 18-023

4B) 1. Moved by Charles Johnston that the Social Justice 'Benevolence Committee' criteria and funding in 2018 budget be directed to Finance Committee for clarity.

Motion Carried 18-024

4B) 2. Moved by Larry Bruder that the Parish Committee Budgets presented by Finance Committee for 2018 be received for information.

Motion Carried 18-025

## 5. CONSTITUTION / POLICIES / COMMITTEE TERMS OF REFERENCE

Motion 18-011 CONSTITUTION OF PARISH PASTORAL COUNCIL **“tabled”** until after February **APRIL** 2018 PPC workshop on structure and priorities.

## 6. UNFINISHED BUSINESS

6A) **Hail Claim** – quote for skylights estimate for repair was \$9,900 and is in the hands of our Insurance Company.

Moved by Francis Joosten that the Building Committee bring back when decision made and that PPC receive for information report.

Motion Carried 18-026

6B) 1. **Security/KEYS** – PPC members reviewed email dated February 5, 2018 from Finance Committee Chair, Joe Gustafson. Email summarized ‘Issues’ and ‘Solutions’ proposed in regards to security in St. Stephen parish. Building Committee Chair Larry Bruder recapped the background/history and current status of keys and security. Moved by Judy Dahl that PPC members direct the Office Administrator to be the distribution point for release of keys; and a deposit fee of \$20.00 will be collected - refundable upon return; and further that individual must be on parish list to receive a key (no minors will receive a key).

**Motion Carried 18-027**

6B) 2. **SECURITY/Keys**

Moved by Larry Bruder that PPC members agree that door paddles be installed for temporary security; and further that O-NET monitoring system service lease for security continue further discussion and review with Finance Committee Chair.

**Motion Carried 18-028**

6C) **Photocopier** – Special PPC meeting was held February 7, 2018 to which minutes have been approved. Office Administrator provided PPC members background, history and current report of Council discussion throughout the past months. Finance Committee Chair, Joe Gustafson communicated several questions for Mia to answer. Email received February 14, 2018, from Finance Committee Chair with request to disclose with PPC members explanation of lease and impression costs. All information shared. Moved by Larry Bruder that PPC members approve administration enter into agreement with Zone 3 Business Solutions to provide photocopier machine upgrades that will deliver increased efficiencies.

**Motion Carried 18-029**

6D) **Elevator** - complete

6E) **Feed the Hungry Program** – was referred to the Social Justice Committee for further discussion and draft of a Terms of Reference (Motion 18-013) Social Committee has not met to date.

6F) **Reports: Community Life** – Joanne Sell shared that information sheets and sign-up forms were left on tables after mass for coffee attendees and they received some interest. April 7<sup>th</sup> will host an ethnic potluck with parishioners sharing their dishes. Was done in the past and a success.

## 7. NEW BUSINESS

7A) Moved by Charles Johnston that Council direct administration to update St Stephen’s Parish website “Our Parish” Our Pastoral Team with addition of Mia MacDonald, Office Administrator; and any further updates.

**Motion Carried 18-030**

7B) Moved by Larry Bruder that Council direct administration to add St. Stephen's Parish Pastoral Council meeting minutes to our website; and further that note will be made 'prior to adoption' if not approved at time of post.

**Motion Carried 18-031**

7C) Moved by Judy Dahl that the Our Lady of Victory Camp Survey request for feedback be placed in church bulletin February 24 & 25 weekend.

**Motion Carried 18-032**

7D) Moved by Francis Joosten that PPC members approve the CWL request for renovation in kitchen for the installation of newly purchased commercial grade sliding glass door refrigerator cooler; and further CWL contact Building Committee Chair prior to construction.

**Motion Carried 18-033**

7E) Moved by Joanne Sell that PPC members appoint Judy Dahl, Chair to the Finance Committee as stated in the PPC Constitution Article III – Organization Section 4 (close liaison and a cooperative relationship shall be maintained with the Finance Committee).

**Motion Carried 18-034**

## 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)

A.1 Catholic Women's League –

A.2 Knights of Columbus – report attachment

A.3. Youth – report attachment

1. Moved by Charles Johnston that PPC members approve a 2018 budget adjustment cost split of \$250.00 between Family Life and Youth Ministry for 'Hill Rental' in Innisfail involving family ski and sled night event.

**Motion Carried 18-035**

2. Moved by Donna Litwin that PPC members grant approval to Youth Committee to paint the Youth Room.

**Motion Carried 18-036**

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

B.1 Judy Dahl, Chair – no report

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

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

C.2 Parish of Our Lady of Fatima SUNDRE **NO REPRESENTATIVE**

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

D.1 Building and Maintenance Larry Bruder

D.2 Spiritual Development Sandy Rock -

D.3 Catechetics – Donna Litwin -

D.4 Community Life - Joanne Sell report attachment

D.5 Family Life – **NO REPRESENTATIVE**

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

E.1 Liturgy Francis Joosten – report attachment

E.2 Social Justice – **NO REPRESENTATIVE**

E.3 Stewardship – **NO REPRESENTATIVE**

E.4 Safe Environments (new name replaced past Called to Protect Deacon Charles Johnston is named the Volunteer Coordinator)

E.5 Together We Serve (Deacon Charles Johnston is named the Program Coordinator)

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

**Motion Carried 18-036**

10. REPORT FROM FATHER ADAM DANILUK, PASTOR

Moved by Judy Dahl that PPC members accept for information the report from Father Adam Daniluk.

Motion Carried 18-037

11. CORRESPONDENCE AND INFORMATION

Moved by Larry Bruder that PPC members accept for information the group contact list of Parish Pastoral Council members as amended; and copy be sent to voting members.

Motion Carried 18-038

12. IN CAMERA

13. CLOSING PRAYER - Deacon Charles Johnston directed

14. NEXT MEETING DATE: MARCH 20, 2018 Tuesday

15. ADJOURNMENT

Moved by Judy Dahl that meeting adjourn at 9:30PM.

Motion Carried 18-039

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Father Adam Daniluk, Pastor

Judy Dahl, PPC Chair