

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council **MINUTES**

Tuesday, January 16, 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 Maureen Gustafson  
9A2) Knights of Columbus Jack Sell  
9A3) Youth Committee Tammy Stankieveh  
9B1) In the Chair, Judy Dahl  
9C1) Faith Community DIDSBURY St. Anthony John Kohut  
9C2) Faith Community SUNDRE Our Lady of Fatima Sandy Rock  
9D1) Building and Maintenance Committee Larry Bruder  
9D2) Spiritual Development Sandy Rock  
9D3) Catechetics Donna Litwin  
9D4) Community Life Joanne Sell  
9E1) Liturgy Committee Francis Joosten  
Deacon Charles Johnston  
Office Administrator/Recording Clerk, Mia MacDonald

**ABSENT:** Father Adam Daniluk, Family Life, Social Justice and Stewardship

**1. CALL TO ORDER**

Larry Bruder Chair called the meeting to order at 7PM

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

B.) **ELECTION OF CHAIRPERSON** – Article IV Officers, Procedures and Meetings of Council Section 8: Vacancies of the Council due to resignation or termination shall be filled by appointment by the Council. Such appointments shall hold office until the next general election.

Mia MacDonald, Office Administrator received a letter of resignation from Parish Pastoral Council Chair, Larry Bruder on January 10, 2018. (attached to minutes)

Moved by Joanne Seller that Council accept Larry Bruder resignation letter dated January 10, 2018, as Chairman of St. Stephen's Parish Pastoral Council.

**Motion Carried 18-001**

Judy Dahl accepted nomination invitation presented by Council members for the position of Parish Pastoral Council Chair; until next general election in June 2018.

Moved by Larry Bruder that Judy Dahl be the elected member as Chair of St. Stephen's Parish Pastoral Council until next general election in June 2018.

**Motion Carried 18-002**

Joanne Sell let her name stand for the position of Vice-Chair; until next general election in June 2018.

Moved by John Kohut that Joanne Sell be the elected member as Vice-Chair of St. Stephen's Parish Pastoral Council until next general election in June 2018.

Motion Carried 18-003

Larry Bruder was asked if he would still like to let his name stand for the position of (Acting) Vice-Chair; until next general election in June 2018. Withdrew his request and noted will stay on PPC as Committee representative.

Judy Dahl, Chair began presiding over the meeting.

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

Moved by Jack Sell that the following Items be added to the agenda as presented:

9C(1) Report from Faith Community DIBURY St. Anthony

9A(2) Report from Knights of Columbus

Motion Carried 18-004

D.) **ADOPTION OF AGENDA**

Moved by Jack Sell that Council adopt the agenda as amended.

Motion Carried 18-005

2. **ADOPTION OF PREVIOUS MINUTES**

2A) Moved by Maureen Gustafson that the minutes from Tuesday, December 19, 2017 Parish Pastoral Council meeting be adopted as amended to read:

#3. Correspondence ( strikethrough CWL)

Motion Carried 18-006

3. **BUSINESS ARISING OUT OF MINUTES**

3A) **Elevator** – Building and Maintenance Committee Larry Bruder update Council on results in regards to alternate service provider.

Moved by Judy Dahl that Council approve and secure a service contract with RW Elevator Service from Red Deer to complete service repairs within budget on entrance hall elevator.

Motion Carried 18-007

3B) **Budgets** – budget deadline is complete for submissions of draft budgets to be delivered to Finance Committee Chair, Joe Gustafson.

Moved by Joanne Sell that Office Administrator contact Finance Committee Chair and confirm back to Council Chair, that receipt of all budgets have been secured.

Motion Carried 18-008

3C) **Youth** – with regards to the question raised that the Youth Committee Chair attend PPC meetings. New Committee Chair appointed Tammy Stankeviech has not met.

Moved by Judy Dahl this Item remain a standing item for February meeting.

Motion Carried 18-009

#### 4. FINANCIAL POSITION UPDATE

Moved by Jack Sell that the Financial Position Update report for month ending December 2017 be accepted for information.

Motion Carried 18-010

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

##### 5(A) CONSTITUTION OF PARISH PASTORAL COUNCIL (May 12, 2012) Attachment 5(A)

A.1 Judy Dahl, Chair has reviewed the constitution and recommends Council strike an AD-HOC Committee to update the constitution. In reference to Article II – Aims and Purposes; we refer to the constitution to direct and coordinate our Parish. It is 5-years old and requires revisions.

Council agrees that clarity on St Stephen's Parish strategic direction moving forward must be made clear before we attempt to revise the Constitution.

Moved by Jack Sell that PPC "TABLE" request to update Constitution until after February 2018 PPC workshop on structure and priorities is held.

Motion Carried 18-011

#### 6. UNFINISHED BUSINESS

6A) **Hail Claim** – quote for skylights and/or recommendations. Larry Bruder will meet before end of January 2018 and report back.

6B) **Security** – Parish facility locks. Larry Bruder received one quote in the amount of \$8,000.00 will continue to work to secure a reasonable quote through month of January.

6C) **Photocopier** – MIA please fill in with your report made

Moved by Sandy Rock that Zone 3 Business Solutions attend as delegation to provide options with costs on photocopier; and further that a date; time and place will set by Office Administrator for available PPC members to attend a Special meeting and move forward with a resolution decision.

Motion Carried 18-012

#### 7. NEW BUSINESS

Feed the Hungry program: Attachment 7(A)

Moved by Judy Dahl that Council refer Feed the Hungry Program request for decision to the Social Justice Committee for further discussion and draft of a Terms of Reference.

Motion Carried 18-013

#### 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 – MIA insert report from submission

A.2 Knights of Columbus – MIA insert report from submission

A.3. Youth – NO REPORT

**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 John KOHUT  
MIA insert report as submitted

C.2 Parish of Our Lady of Fatima SUNDRE Sandy Rock

**MIA please fill in with your report made**

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

D.1 Building and Maintenance Larry Bruder no report will send MIA.

a) Replaced light ballast in seated area.

b) Discussion on ice safety in main entrance whether to use ice-melt or try new product called rock-chip.

D.2 Spiritual Development Sandy Rock - MIA insert report from submission

D.3 Catechetics – Donna Litwin - MIA insert report from submission

D.4 Community Life - verbal report

a) Booked hall for St Patrick Day March 17<sup>th</sup> potluck supper.

b) Invite Council members to engage with parishioners for a coffee meet and greet one Sunday per year. This would involve each taking a turn making coffee that Sunday.

Moved by Judy Dahl that Joanne Sell draft a sign-up sheet and Council members will confirm dates available to meet and greet with parishioners for coffee.

**Motion Carried 18-014**

D.5 Family Life – NO REPRESENTATIVE

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

E.1 Liturgy Francis Joosten – NO REPORT

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

MIA insert report from submission

E.5 Together We Serve

Deacon Charles Johnston is named the Program Coordinator

10. REPORT FROM FATHER ADAM DANILUK, PASTOR

No report Father on vacation until January 25<sup>th</sup>, 2018.

11. CORRESPONDENCE AND INFORMATION

Moved by Judy Dahl that Council accept thankyou cards from Office Administrator and Parish Pastoral Assistant addressed to Council and Father for Christmas gifts.

Motion Carried 18-015

12. IN CAMERA

13. CLOSING PRAYER - Deacon Charles Johnston directed

14. NEXT MEETING DATE: February 20<sup>th</sup> Tuesday (after Family Day weekend)

15. ADJOURNMENT

Moved by Judy Dahl that meeting adjourn at 9:10PM

Motion Carried 18-016

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Father Adam Daniluk, Pastor

Judy Dahl, PPC Chair

These minutes approved by signature this day                      of                      , 2018.