

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council (PPC) MINUTES

Tuesday, January 15, 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 Maria Killoran
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 ABSENT**
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
9D.6 Liturgy **ABSENT**
9D.7 Social Justice **ABSENT**
9D.8 Youth Tammy Stankievech
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**

Moved by Judy Dahl that Item 4B) Purchase of Dyson Vacuum be added to agenda.
Motion Carried 19-001

C.) **ADOPTION OF AGENDA**

Moved by Matthew Cadrin that the PPC adopt the agenda as amended.
Motion Carried 19-002

2. ADOPTION OF PREVIOUS MINUTES

Moved by Maria Killoran that the minutes from Tuesday, December 18, 2018 PPC meeting be adopted as presented.

Motion Carried 19-003

3. BUSINESS ARISING OUT OF MINUTES

3A) Parish Pastoral Council Committee vacancies update:

- 1) Building and Maintenance **No Representative**
- 2) Spiritual Development **No Representative**

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

3B) Parish Pastoral council members contact list update as at January 15, 2019

Moved by Judy Dahl that the PPC members current contact list be accepted for information.

Motion Carried 19-004

4. FINANCIAL REPORTS

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

Moved by Shelly Bennett that the financial report ending December 2018 be accepted for information.

Motion Carried 19-005

4B) Purchase of Dyson Vacuum

Moved by Judy Dahl

1. That PPC approve the purchase of a Dyson Vacuum in the amount of \$535.49; the small volunteer group that are involved with cleaning rectory have been working with a heavy and dated vacuum. The request to reimburse the vacuum purchase made from Sheila Fritz was Presented to the PPC. Committee members supported the need for updated and working equipment to make the job of cleaning the rectory easier. It was noted that Father Adam is very hands on and involved with maintaining the rectory, in addition to the ladies monthly cleaning.
2. That PPC Chair forward added item Request for Decision, Receipt and PPC decision by resolution to Finance Committee to allocate in 2019 Building & Maintenance budget; PPC approved the request and PPC will present at January Finance Meeting.
3. That upon approval of 2019 budget the PPC direct Administration to reimburse Parishioner Volunteer, Sheila Fritz the amount of \$535.49.

Motion Carried 19-006

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

5A) Matthew Cadrin attended TIM workshop in Edmonton on November 3rd 2018, and circulated a summary hand-out of agenda for the day.

Matthew highlighted the key points for the PPC Committee gathered for the meeting. He shared that the Archbishop would like to see all meetings begin with a scripture reading and reflection to guide our process. It was noted by Deacon Charles that Father Adam has held back in implementing this practice as it adds an additional time obligation requirement from our members. A possibility for our local PPC might be to hold a retreat separate from our monthly meetings that would allow time for prayer and reflection as a collective group. It was noted that there have been changes to the Praesidium format as the process has evolved since 2012. Deacon Charles spoke further on this matter.

Matthew found that St. Stephen's seemed to be free of some of the outstanding issues that Parishes throughout the Diocese were experiencing.
During the focus on Stewardship –

There was discussion during the workshop regarding the importance of a Hospitality Plan, the need to have a plan in place to welcome New Parishioners

- Say hi to your neighbour
- Swap your seat
- Provide a Parish directory.
- Name tags

Matthew shared with the group that there is a Part Two of the TIM workshop- Goal Setting- that could be offered within our Parish. There was discussion regarding the difficulty in trying to set up the original workshop which led to Matthew's attendance in Edmonton. We will try to make arrangements to see if this can be arranged.

Deacon Charles added that the Stewardship assessment tool could be used for the Stewardship committee to assess the needs of the Parish Community

Please see Matthew's summary for more detail regarding the TIM workshop.

Moved by Deacon Charles Johnston that PPC refer TIM workshop summary notes submitted by Matthew Cadrin to Stewardship Committee for continuation of review. The stewardship committee will use the stewardship assessment tool to assess the needs of the Parish Community.

Motion Carried 19-007

6. UNFINISHED BUSINESS

6A) Status on motion 18-105 updated Custodian position description, Chair Judy Dahl reports will be attending Finance Committee meeting January 28th and will report back.

6B) Policy St. Stephen's Parish Facilities Rental.

It was noted that the existing policy that was provided is quite thorough. Instead of creating a policy from scratch, we should consider taking excerpts from existing Multi-use policies and contracts to create a Policy for St. Stephens. Matthew Cadrin suggested that there is potential to earn revenue with multi-use if guidelines can be determined. Judy suggested that we continue to review how other parishes are dealing with multi-use requests. It was determined that specific guidelines are required for user groups, including existing user groups. The PPC should define user needs based on hall policy using current user groups as our prototype. PPC Chair, Judy and Mia will work on defining policy and user group guidelines.

Moved by Donna Litwin that PPC Chair and Office Administrator Mia MacDonald work on defining policy and user group guidelines.

Motion Carried 19-008

6C) Status on motion 18-120 PPC/Catechetics meet with Father Adam discuss the liturgy of The Word and St. Stephen's existing Catechism format rescheduling.

Father Adam and PPC/Liturgy have not met.

7. NEW BUSINESS

7A) Guide for Funerals presentation by Father Adam held on January 8, 2018. The funeral presentation was well attended.

Moved by Judy Dahl that the Guide for Funerals presentation communication be accepted for information.

Motion Carried 19-009

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)

9A.2 Knights of Columbus Matthew Cadrin (verbal report and hand-out)
Matthew also spoke to an email that was received regarding the icy conditions of the parking lot. Mia noted that an email had been sent to building & maintenance committee member Justin Andrew. Mia will follow up with Justin to highlight the urgency surrounding parking lot conditions for upcoming Garage Sale.

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 Absent

9C.2 Parish of Our Lady of Fatima **SUNDRE** John Leussink Absent

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

9D.4 Community Life Shelly Bennett (written report) –
Shelly also addressed the possibility of serving wine with the upcoming Date Night Dance scheduled for February.

9D.5 Family Life Maria Killoran (written report)
A discussion regarding childcare arrangements for the Mom's morning out were discussed.

9D.6 Liturgy Francis & Teresa Joosten Absent

9D.7 Social Justice Tara Miller Absent

9D.8 Youth - Tammy Stankievech (written report)
Tammy shared with the committee that January had been a low key month, however, they had good attendance for the movie night and they had observed that their attendance is going up.

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

9E.1 Together We Serve Deacon Charles Johnston (written report)
Deacon Charles summarized his written report and encouraged all to continue to support Development and Peace after recent news from the Archbishop.

Moved by Tammy Stankievech that the PPC accept reports for information.

Motion 19-010

10. REPORT FROM FATHER ADAM DANILUK, PASTOR

11. IN CAMERA

12. RISE & REPORT

13. CLOSING PRAYER

14. NEXT MEETING DATE: Tuesday, February 19, 2019 Upper Room

15. ADJOURNMENT

Moved by Maria Killoran that the meeting adjourn at 8:35 PM.

Motion Carried 19-011