

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council (PPC) MINUTES

Tuesday, Oct 16, 2018 at 7:00PM Held in Parish 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 – Maria Killoran  
9A2) Knights of Columbus- Matthew Cadrin  
9A3) Youth Committee - Tammy Stankievech  
9B1) In the Chair, Judy Dahl  
9C1) Faith Community DIDSBUY St. Anthony- **Absent**  
9C2) Faith Community SUNDRE Our Lady of Fatima – **Absent**  
9D1) Building and Maintenance Committee – **NO REPRESENTATIVE**  
9D2) Spiritual Development – **NO REPRESENTATIVE**  
9D3) Catechetics - **Absent**  
9D4) Community Life – Shelley Bennett  
9D5) Family Life - Maria Killoran  
9E1) Liturgy Committee – **Absent**  
9E2) Social Justice – Tara Miller  
9E3) Stewardship - **NO REPRESENTATIVE**  
9E4) Safe Environments - Deacon Charles Johnston  
9E5) Together We Serve - Deacon Charles Johnston  
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**

- 3C) Recommendation to appoint an AD-HOC Committee to review Position Description of Parish Custodian.
- 7C) St. Stephen Parish Insurance Query.

Moved by Matthew Cadrin that the added items to agenda be accepted as presented.

**Motion Carried 18-100**

C.) **ADOPTION OF AGENDA**

Moved by Maria Killoran that the PPC adopt the agenda as amended.

**Motion Carried 18-101**

2. ADOPTION OF PREVIOUS MINUTES

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

**Motion Carried 18-102**

### 3. BUSINESS ARISING OUT OF MINUTES

#### **3A) Together in Ministry TIM workshop November 3<sup>rd</sup> follow up motion #18-095 “Skype”**

Judy Dahl shared email response from Archdiocese indicating that Skype was not an option for Olds to join in for the TIM workshop in Edmonton. They would accommodate a workshop in our area so more people from other parishes could attend. Decision was made not to follow-up as PPC member Matthew Cadrin will be attending TIM workshop in Edmonton and report back.

Moved by Tara Miller that PPC accept report & email as information.

**Motion 18-103**

#### **3B) Parish Pastoral Council Committee vacancies update:**

##### **1) Building and Maintenance No Representative**

Follow-up regarding SEP 18, 2018 minutes page 3 Item: 6B.5) Building & Maintenance. Question Does the Building & Maintenance Committee report to PPC members or Finance committee?

Deacon Charles spoke to the history of the Building & Maintenance when he arrived. Lyle Gross and a senior group of individuals helped to keep things running and address any issues. When Lyle's 4-year term expired, Larry Bruder stepped in. Larry held the position of PPC Chair as well as Building & Maintenance Committee Chair. When Larry resigned, the Building & Maintenance position became open. Finance Committee Chair and PPC Chair will review for further report back.

##### **2) Spiritual Development No Representative**

##### **3) Community Life**

Moved by Tara Miller that PPC appoint Shelly Bennett as representative to Community Life Committee.

**Motion 18-104**

**4) Stewardship** – Deacon Charles would like to volunteer to Chair Stewardship Committee and place his Called to Protect report under this committee in future agenda's. Will come back to November PPC meeting for appointment.

#### **3C) Position Description Parish Custodian**

This was created to generate awareness regarding performance review and update of position descriptions. The question on the table is whether we need to appoint a group of 2-3 people from PPC to review the position description and outline job specifications.

The existing Archdiocesan description includes a combination of Custodian and Maintenance responsibilities. We need to determine how we move forward. Recommendation on the table is to appoint an AD-HOC Committee to establish a review on the custodian job description. There has been little history and no adjustments.

Recommended members would include Finance Committee Chair, Pastor, Deacon, Chair and a PPC member.

Moved by Matthew Cadrin that PPC members strike an AD-HOC Committee and appoint Joe Gustafson, Deacon Charles Johnston, Judy Dahl and Matthew Cadrin to review and update the Position Description Parish Custodian; and further report back to Parish Pastoral Council for approval.”

**Motion 18-105**

#### 4. FINANCIAL REPORTS

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

Moved by Deacon Charles Johnston that the Financial position report for September 2018 be accepted for information.

**Motion Carried 18-106**

#### 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).

**5B) NOTICE OF MOTION** proposed amendments to the Constitution of the Parish Pastoral Council of the Parish of St. Stephen’s, Olds and Area presented for an approval vote to be held at the November meeting.

The notice of motion cannot be voted on until PPC members have had time to review amendments. Deacon Charles reviewed and prepared amendments to the Constitution. Parishioners must be made aware and invited to a public PPC meeting prior to vote. Constitution amendments will be made available for Parishioners by handouts after mass and on our website. Copy hereto attached.

Recommended amendments to include changes to standing committees. Deacon Charles suggests adding Social Justice and Stewardship. The loss of the Stewardship committee has fallen on Father Adam and Donna Litwin to continue to build our volunteer base.

Deacon Charles spoke to the different ministries and where we have benefitted from volunteers. Deacon Charles asks if Stewardship needs to continue and will reflect on.

Moved by Deacon Charles Johnston that the proposed amendments to the Constitution of the Parish Pastoral Council of the Parish of St. Stephen’s, Olds and Area presented be shared in the bulletin notice to inform Parishioners that the first part of the meeting will be dedicated to discussing the changes; and further that the location of the PPC meeting will be held on Tuesday, November 20<sup>th</sup>, 2018, in the basement hall.

**Motion 18 -107**

Conversation turned to a discussion on the review of staff position descriptions and Contract arrangements that are in place. Matthew Cadrin spoke to the proper language involved in a terms of contract agreement regarding existing contracts that are in place with snow removal, lawn care, etc. Tara Miller spoke to the commitment by contractor, to the Parish, for our snow removal needs.

#### 6. UNFINISHED BUSINESS

#### 7. NEW BUSINESS

**7A) Recommendation that PPC members approve a 2018 budget adjustment allocation for Catechetics:** Catechetics would like to utilize available funds in their budget to use toward reassigning the play area to a dedicated classroom.

Moved by Tammy Stankievach that PPC members approve the budget re-allocation for catechetics to improve the play area.

**Motion 18 –108**

Deacon Charles reminded PPC members that Committee budget requests are due at the next PPC meeting to be held November 20<sup>th</sup>.

**7B) Recommendation that PPC Members appoint an Ad-Hoc Committee to evaluate the requirement for a Parish Hall Rentals Policy:** Several requests have been received by the administration office to rent the Parish Hall on a multi-use basis.

Moved by Judy Dahl that Item 7B) be tabled to a future PPC meeting after we have had an opportunity for further review of request and information.

**Motion 18-109**

**7C) St. Stephen Parish Insurance Query – Archdiocese Paperwork**

It was decided that the Parish Chairperson and Father Adam Daniluk will sign the necessary paperwork in place of Building and Maintenance.

Moved by Judy Dahl that Father Adam Daniluk confirm with other parishes what their interpretation of the inventory request format will be for completion back to the Archdiocese.

**Motion 18-110**

## 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

CWL has received a better quote on the delivery of a C-can. Deacon Charles spoke to the involvement of the K of C in cost sharing. CWL is wanting to know if the PPC will approve allocation of Parish funds. K of C member, Matthew Cadrin requested PPC do not approve until he meets with K of C members to confirm if they approve to cover allocation of funds.

##### 9A.2 Knights of Columbus - Matthew Cadrin – (written report submitted)

**9A.3 Youth – Tammy Stankevich - Youth are just getting started and Confirmation prep has begun.**

#### 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 – (Absent)**

#### **9D.4 Community Life –Shelly Bennett**

Community Life was wondering if coffee after mass could be made available in the foyer. Father Adam Daniluk disapproves food & beverage use for big groups – coffee, juice and possible treats may become problematic. There was some question to the availability of cookies and treats for coffee volunteers to be served with coffee. Shelley will speak to CWL Chair, Maureen about this.

#### **9D.5 Family Life – Maria Killoran (written report submitted)**

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

##### **9E.1 Liturgy – Francis Joosten (Absent)**

##### **9E.2 Social Justice Tara Miller –**

Social Justice will be having a meeting regarding the remaining funds in the Syrian account and will update the PPC on final decisions.

##### **9E.3 Stewardship NO REPRESENTATIVE**

##### **9E.4 Safe Environments Deacon Charles (written report submitted)**

##### **9E.5 Together We Serve Deacon Charles (written report submitted)**

Father Adam shared that we received Prayers of the Faithful focused on victims. We will share these once a month. Tara asked about any follow up regarding Development and Peace. The report is involved and no feedback has been provided. Deacon Charles provided a detailed description of the ongoing work that Development and peace continues to do while the investigation is ongoing.

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

**Motion Carried 18-111**

10. REPORT FROM FATHER ADAM DANILUK, PASTOR - attached

11. CORRESPONDENCE AND INFORMATION

12. IN CAMERA

13. CLOSING PRAYER - Lead by Deacon Charles Johnston

14. NEXT MEETING DATE: Tuesday, November 20th 2018 Basement Hall

15. ADJOURNMENT

Moved by Deacon Charles that the meeting adjourn at 9:00 PM.

**Motion Carried 18-112**

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Father Adam Daniluk

Judy Dahl, PPC Chair