

ST. STEPHEN CATHOLIC PARISH

Parish Pastoral Council (PPC) MINUTES

Tuesday, Sept 18, 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 – Maureen Gustafson  
9A2) Knights of Columbus- Matt Cadrin  
9A3) Youth Committee - Tammy Stankieveh and Selina Valencia Youth Leader- **ABSENT**  
9B1) In the Chair, Judy Dahl  
9C1) Faith Community DIDSBUY St. Anthony- John Kohut  
9C2) Faith Community SUNDRE Our Lady of Fatima – John Leussink  
9D1) Building and Maintenance Committee – **NO REPRESENTATIVE**  
9D2) Spiritual Development – **NO REPRESENTATIVE**  
9D3) Catechetics - **ABSENT**  
9D4) Community Life - **NO REPRESENTATIVE**  
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 7:02 PM.

A.) **OPENING PRAYER** – Father Adam

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

4A) Financial Report month ending June, July and August 2018.

7B) Ministry Position Description.

9D.5 Family Life Proposal / Survey.

Moved by John Kohut that the added items to agenda be accepted as presented.

**Motion Carried 18-091**

C.) **ADOPTION OF AGENDA**

Moved by Maureen Gustafson that the PPC adopt the agenda as amended.

**Motion Carried 18-092**

2. ADOPTION OF PREVIOUS MINUTES

Moved by Marian Killoran that the minutes from Tuesday, June 19th, 2018 PPC meeting be adopted as presented.

**Motion Carried 18-093**

There was no Parish Pastoral Council meeting held in July or August 2018.

### 3. BUSINESS ARISING OUT OF MINUTES

### 4. FINANCIAL REPORTS

4A) Financial Report months ending June, July and August 2018 were presented.

Moved by John Kohut that the financial position reports for June, July and August be accepted.

**Motion Carried 18-094**

### 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).

### 6. UNFINISHED BUSINESS

6A) Together In Ministry (TIM) Workshop proposal.

Judy Dahl, PPC Chair received an email from Lucy Kaakyo, Coordinator-Office of Lay Apostolate for The Catholic Archdiocese of Edmonton dated September 12<sup>th</sup>, 2018. Email was to invite members of our Parish Pastoral Council to an information workshop to be held at the Pastoral and Administration Office in Edmonton on Saturday, November 3<sup>rd</sup>, 2018 from 9AM to 3:30PM.

Deacon Charles spoke to the importance of members who have not taken the TIM workshop to review the Manual/Reference Book to gain a better understanding of Together in Ministry structure and leadership and the roles of PPC members.

Deacon Charles shared that the PPC is separate from Finance Committee constitution. The PPC is here to support the Parish Priest and come together to reflect the greater good of our Parish Community. The Manual should provide as a guide to understand what topics a TIM's meeting would entail. The Ministry or Program Position Description for Parish Pastoral Council members (added item 7B.2) in this September 18<sup>th</sup> agenda is provided to clarify what the roles of the PPC member would involve.

Maureen Gustafson commented that in past years, a TIM workshop could be organized through Skype – would Edmonton consider providing this to outlying parishes for November to cut down costs for us? PPC members agreed to inquire about the possibility of moving forward with Skype in Olds for November 3<sup>rd</sup> workshop.

Matthew Cadrin asks permission to attend TIM workshop in Edmonton at his own cost and requests information be sent to him. Judy Dahl, PPC Chair agreed to forward email from Lucy Kaakyo, Coordinator-Office Lay Apostolate to Matthew Cadrin.

Moved by Judy Dahl that Administration confirm with Edmonton the service of Skype for the November 3<sup>rd</sup>, 2018 TIM's Workshop; and further that the PPC members support and approve Matthew Cadrin attendance to the TIM workshop held in Edmonton.

**Motion Carried 18-095**

6B) Parish Pastoral Council Committee current vacancies:

1. Spiritual Development
2. Community Life
3. Family Life
4. Stewardship
5. Building & Maintenance

PPC members welcome Maria Killoran to the table and her request to fill the vacant position of Family Life Committee representative.

Moved by Matthew Cadrin that the PPC members accept Maria Killoran as the Family Life Committee representative for St. Stephen Catholic Parish.

**Motion Carried 18-096**

Father Adam shares he has spoken to different people about Spiritual Development and Maureen Gustafson is aware of parties interested in Community Life.

The question on the table was asked if PPC requires Building & Maintenance Representatives to be present at PPC meetings once a month. Maureen Gustafson shares it is a struggle to get a Building and Maintenance representative to attend PPC meetings. The suggestion was made that they could submit a report when issues arise or information is available to share, and when necessary, they would attend if a vote or authorization was needed.

A follow up question was posed – Does the Building & Maintenance Committee report to PPC members or Finance Committee.

Judy Dahl, PPC Chair and liaison with the Finance Committee will clarify question and bring back.

New member Maria Killoran asked members if her proposal is acceptable. Member response included that it is all encompassing and embodies Spiritual Development and Community Life, for such time that these committees are not filled.

## 7. NEW BUSINESS

7A) Report from Social Justice Committee in regards to Syrian Family update.

An email report was submitted in August regarding preliminary notes of Syrian family moving. Social Justice Committee representative Tara Miller will speak to PPC members this evening with an update.

Deacon Charles gave a brief summary to PPC members - the Family has returned to Syria to be with their sick mother. Since their return, the Mother is out of the hospital, the daughter is enrolled in school and their son is enrolled in Medical school. The Family has not confirmed whether they are returning back to Olds. The house has been turned back to the family who was renting it to the committee and furniture has been donated.

Tara Miller added that the Family arrived with huge expectations regarding anticipated wages, ease of entry into school, and other ideas that was incorrect information and misleading. This was a learning piece for the Social Justice Committee – they still are looking into what our financial obligations are to the family and looking at how they will move forward. CWL Ladies Auxiliary now have extra items for the garage sale from the home.

We extend Praise to the Social Justice Committee for all their dedicated hard work, time and effort given to the well-being of the Syrian Family.

7B) Ministry Position Description PPC Members.

Deacon Charles notes this was taken from the Toronto Diocese and adapted to fit St. Stephen Catholic Parish Pastoral Council member roles. Deacon Charles is asking new and existing members to review.

Moved by Deacon Charles that the PPC members accept the Ministry or Program Position Description for Parish Pastoral Council Members for information.

**Motion Carried 18-097**

<b>9. REPORTS</b> FROM APPOINTED MEMBERS, ELECTED MEMBERS, FAITH COMMUNITIES, STANDING COMMITTEE(S), ADD-ON COMMITTEE(S) and PROGRAMS
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**9(A) APPOINTED MEMBERS** (Article III (1) Constitution)

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

- CWL is looking at adding a Presentation regarding Power of Attorney in November
- Looking at possible presentations including funeral planning for Catholics – cremations, eulogies, etc
- CWL will be committing to an area for the Food Drive
- There have been multiple requests for storage ( garage sale, etc) The CWL is looking at C-Cans and has someone looking into Town Policies regarding this matter. The C-Can would replace existing sheds. CWL always deals with ongoing concerns regarding storage leading up to Garage Sale and require a sealed dry storage for suitable items.
- Judy Dahl, Chair, has received numerous requests from community about storage of items citizens wish to donate to CWL and would like to move prior to garage sale.
- There has been previous concerns about Town policy, which CWL is addressing.
- If CWL is able to move forward, Maureen has asked if the Parish would be willing to put money towards the purchase of a C-Can.
- Knights of Columbus has also been looking into this possibility and will partner with CWL for future considerations.
- The CWL is hoping to bring awareness to the availability of Religious Articles in the Retail store. They are bringing it up for a weekend sale, but would like to look into permanently relocating the items in a more prominent spot in the foyer.

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

K of C is looking into doing a demonstration on how to use the AED (defibrillator) for the general Parish community. They are contacting the Fire Chief for authorization. Matt will keep the committee posted once they are able to move forward.

K of C is looking into providing Prospect cards in the pew – for possible new members- and would like permission from PPC members to move forward on this.

Judy Dahl, Chair, sees great potential in communication and marketing Knights of Columbus to encourage new members. Judy Dahl acknowledges and applauds K of C for their role in assisting Habitat for Humanity in the completion of laying sod on newly built duplex lots.

Father Adam wanted the members of the Knights to know his absence at meetings on Wednesday nights is due to his obligations to St. Anne's and weekly Mass commitments on Wednesday in Trochu.

**9A.3 Youth – Tammy Stankevich & (Selina Valencia Youth Leader)** written report submitted

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

##### **9B.1 Judy Dahl, Chair**

Employee Performance review for Office Administrator, Pastoral Assistant and Youth leader have been completed. Custodian Job description is currently under review. Workers Compensation Board – WCB protocol on outside contractor coverage- St. Stephen's is able to apply for coverage for an independent contractor that does not have their own Workers Compensation when a job is required. If an individual is covered by a company, or the company has their own coverage, St. Stephen's is not responsible, nor do they have to apply.

Judy attended a Webinar with Joe Gustafson and Donna Litwin about technology and communication strategies – she reported that there was good information.

Administration shared that the parish is building our Facebook page, and looking to involve our Parish Community.

Maureen Gustafson inquired about concerns with Privacy guidelines regarding Photos. We ensure that we have permission if a picture is taken with kids from the school. Matthew Cadrin spoke to the assumed responsibility of people posting their personal pictures. This will be something we have to be mindful of.

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

##### **9C.1 Parish of St. Anthony's DIDSBURY - John Kohut**

St. Anthony's is getting back into the routine of monthly masses

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

Our Lady of Fatima was quiet during the summer. They celebrated a funeral during the summer months. Their next PPC meeting will be Sept 20.

#### **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 submitted)**

##### **9D.4 Community Life –NO REPRESENTATIVE**

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

Maria has created a Proposal/Survey to hand out to Parishioners. She is hoping to find out what people are looking for and hoping to find the connection to welcome people gently in to the Parish community. It was suggested to collect people's names and numbers – Maria had considered this but did not want anyone to feel pressured.

Their first event was the Family Picnic and a Clothing Sale is planned. Items left over from the sale could be donated towards the community Lending Shelf in addition to plans to send to Missions.

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

##### **9E.1 Liturgy** – Francis Joosten (written report submitted)

Maureen Gustafson inquired about adding Rite of Acceptance on November 24 and Rite of Welcome at the Sunday Mass. There was an error on Liturgy schedule – New Year's Eve mass on December 31 -5 PM January 1 – 9 AM

##### **9E.2 Social Justice** Tara Miller – Good turnout for the Bag prep for this year's food Drive

See Syrian family update above

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

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

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

Lucy Kaakyo from the Catholic Archdiocese of Edmonton is also in charge of Call to Protect. Our Volunteer Coordinator – Deacon Charles – is responsible for keeping material and ensuring that a safe environment is fostered. The coordinator is also responsible for creating training opportunities and reviewing existing activities/processes. The PPC is in charge of making these decisions and reviewing these programs – Catechism is a good example. Do we continue to offer – is it valuable for attendees as well as leaders.

The Call to protect program is available online for all to use – All PPC members are encouraged to go online and take program. It is different than before – used to be 10 steps and has been simplified. The goal of the program is to ensure effectiveness of programs.

TWS – Together we Serve is not doing as well as we have in the past years. Not everyone grasps the vision of TWS. It is also challenging during current economical times – How many asks are out there, pulling available finances in multiple directions. Maureen inquired as to the process with individual donations made to the different organizations. If a Parishioner indicates that their Home parish is St. Stephen's – the donations should count towards our Parish goal.

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

**Motion Carried 18-098**

#### 10. REPORT FROM FATHER ADAM DANILUK, PASTOR - attached

Father Adam thanked the PPC members for their participation and discussion in matters regarding the Parish.

#### 11. CORRESPONDENCE AND INFORMATION

12. IN CAMERA

13. CLOSING PRAYER

Closing Prayer led by Deacon Charles

14. NEXT MEETING DATE: Tuesday, October 16<sup>th</sup> 2018

15. ADJOURNMENT

Moved by Deacon Charles that the meeting adjourn at 9:12PM.

Motion Carried 18- 099

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Father Adam Daniluk

Judy Dahl, PPC Chair