



Parish Pastoral Council Minutes

Thursday, November 17, 2016

7:00 - 8:00 PM

Present:	Phil Schmidt (Chair) Fr. Maurice Okolie Fr. Thomas Erin Cloutier (Vice Chair & Stewardship) Susie Sirman (Liturgy Committee) Megan Findlay (Youth) Nicole Schoenberger (HFP Office Administration) Ginny Blerot (CWL) Marieta Paul (Pastoral Care and Music) Bill Van Hoof (Maintenance) Stan Lozinski (Knights)
Regrets:	Dennis Woytas (RCIA) Gary Hutnan (Ministries Liaison)

1. Call to order – Phil
2. Opening prayer – Fr. Maurice
3. Adoption of October 19, 2016 minutes
Correction: Rebecca LaGrange was incorrectly listed as being present at the last meeting
Bill moved that the October minutes be adopted. Seconded by Ginny, Motion carried
4. Old business - Review of Action Items from September 21 meeting
 - 4.1. Sound system
 - Sound system in the hall is currently being serviced to be functional
 - Imperative that is tested when the hall is completely full of people – maybe during Ukrainian night or during a pancake breakfast
 - 4.2. Removal of pedestal from reconciliation room – we were unable to donate it but it went to Archives for a future group to use
 - 4.3. Seating area for small children
 - rather than a Q&A, we will be putting an item in the new bulletin (to be debuted in Advent) encouraging families with small children to sit in the front pews

4.4. Succession planning

- Ministry Leadership Day has been rescheduled to January 21, 2017

4.5. Better use of meeting room space

- Nicole and Susie met and determined the issues and potential solutions to be related to two rooms: the Marguerite d'Youville room and the boardroom
- Marguerite d'Youville room:
 - Issues:
 - the tables are too large and cumbersome and don't seat enough chairs around them
 - there is a piano in the room that is rarely used and tempting for children to bang on
 - there are several groups that use the room that would prefer a less formal meeting space if one were available
 - Proposed solutions:
 - adjustable tables: the proposed new tables would allow children to stand at them when on their lower setting or have people seated at them with the same chairs we currently have
 - we have purchased one table to test it out and it seems to be working well
 - we would need 10 tables to seat the current 24 chairs and have some extra tables for a large group of children at Children's Liturgy
 - move the piano: suggested that the piano in the Marguerite d'Youville room be posted for sale in the bulletin and allow parishioners to bid on a fair price. Of the piano in the Marguerite d'Youville room and the one in the Brother Anthony room, keep the piano that is in better shape but move it to the Brother Anthony room.
- MOTION: Susie proposed that we move forward with the purchase of 10 tables for the approximate price of \$450 from Costco. Seconded by Erin, Motion carried
- MOTION: Susie motioned that one of the two pianos be posted for sale in the bulletin for parishioners to bid on. Seconded by Ginny, Motion carried.
- ACTION ITEM: Marieta to speak to Jody (the leader of the Knights' choir who use the piano most regularly) to get her input on *which* piano to choose. She will also solicit feedback from the piano tuner who will come to tune the piano in the sanctuary before Christmas

- Boardroom:
 - Issues:
 - currently the room is underutilized because it is rarely more than half full
 - the table is the wrong height relative to the chairs and makes it difficult to work with a computer
 - the table is very large and creates an inflexible room layout
 - the table was originally donated by a law firm who were refurbishing their board room
 - the room is not conducive to a prayerful atmosphere or for a less formal meeting, such as during a meeting with a family for funeral planning
 - groups that might want this type of atmosphere are currently using the Marguerite d'Youville room which puts more pressure on the other space
 - Proposed solutions:
 - remove the current board room table and explore options for more modular, flexible tables
 - ideally, choose tables that will work with our current board room chairs to save cost
- **ACTION ITEMS:** Joanne to contact the law firm that donated the table to us. If they do not want the table back, we will potentially move forward with selling it.

4.6. Together in Ministry Workshop

- It has been confirmed for 9:00 am – 1:00 pm November 26th, here at Holy Family.

5. New business

5.1. Parish bulletin revisions

- The new bulletin will be debuted at Advent
- We are hoping that with a new layout and a new look, more parishioners will read the bulletin
- The bulletin will also refer people to the new website for more information

5.2. Good Shepherd AV system presentation

- Phil met with Mike Abraniak (former Good Shepherd parishioner, now a Holy Family parishioner) on October 20, 2016
- Phil made a presentation to our PPC describing the process that Good Shepherd went through to implement their AV system.
 - Process

- Their PPC approved the hiring of COMTECH Associates Ltd, a consultant firm that conducted a Request for Proposal
- Three phases, each with payment required after delivery of each phase.
 - 1) Analysis and proposal
 - 2) Design system
 - 3) Project implementation
- Timelines
 - From concept to installation – 4 years
 - Once the consultation firm got involved – 18 months
 - Installation – 6 days (weekend masses were not disrupted)
- Features
 - push button start
 - can operate audio only, video only or both
 - no system feedback
 - installation of baffles on walls to improve acoustics
 - two screens in the sanctuary and one in the hall
 - their command centre located at a tall counter behind one set of pews
- Music source
 - Easy Worship Software (available to download a demo to try out before commitment)
 - The choir is responsible for the AV that supports their music, which entails running the system for their mass (each choir has two trained operators)
- Funding
 - cost was fronted by a parishioner and will be paid back over time
 - this cost included training
 - included Archdiocesan approval, which was handled by Fr. Mark
- Drivers for moving forward at Holy Family
 - continued performance issues with current sound and audio system
 - opportunity to integrate all three areas (hall, welcoming area, sanctuary)
 - existing music materials (e.g. duo tangs) are outdated
 - video can enhance weekly announcements
 - much easier to update electronic music library
 - strengthens music worship
- Proposed next steps
 - review this presentation with Finance Chair
 - create project team
 - hold stakeholder meetings to determine needs/interest = require parish support to proceed

- PPC approval to request proposal from consultant as per Good Shepherd's approach – i.e. needs assessment and recommendation including price estimate
 - investigate potential for parishioner funding
 - Note: *no financial commitment required to this point in the project*
- Discussion ensued
 - a lot of appeal in having one consulting firm handling and coordinating the project
 - appealing that it replaces the current sound system that is still not functioning as well as we would like
 - due to the challenges of the architecture of our building, the cost in this building may be even higher than that of Good Shepherd
 - potential for evangelization – e.g. messages from the Archbishop, photos to support a WYD or refugee presentation
- **ACTION ITEM: Phil and Fr. Maurice to discuss the feasibility of this project with Finance Committee**

5.3. Hiring of full-time Youth Minister

- Rebecca LaGrange will be moving on at the end of December, leaving Noelle as the only part-time Youth Minister
- If someone within the parish is ready to do it, that would be preferable over a complicated hiring process of an outside candidate
- **ACTION ITEM: Fr. Maurice will meet with the current Youth Team to see if anyone is willing and able to take over. If there is a still a need, then publicize within the parish that there is an opening for a Youth Minister.**

5.4. 'Resisting Happiness' Advent project

- Nicole proposed that as a Christmas gift for parishioners, we could consider a book: Resisting Happiness by Matthew Kelly
- The cost is \$3.00/each and we would need to purchase 500 copies.
- The copies will be distributed at Christmas masses and will go to both parishioners as a gift, and to visitors in the hope that it may draw them back again. If we run out we will ask parishioners to contact the office and more will be ordered.
- **MOTION: Erin motioned that we distribute 500 copies of Matthew Kelly's book Resisting Happiness as a gift to parishioners at Christmas. Marieta seconded, motion carried.**

6. Other

- 6.1. Fr. Maurice has been called back to Nigeria for a meeting on December 27th, which means he will have to leave on Christmas day. He will be taking some of his vacation time after the meeting and intends to return around the 25th of January
7. Next meeting – Thursday January 19th, 2017
 - 7.1. Phil to send out a request for a PPC get together in December.
 - 7.2. Closing prayer for next meeting – Bill