



Parish Pastoral Council Minutes

Wednesday, January 20, 2016

7:00 - 8:00 PM

Present:	Phil Schmidt (Chair) Fr. Maurice Okolie Stan Lozinski (Knights) Susie Sirman (Liturgy Committee) Bill Van Hoof (Maintenance) Rebecca LaGrange (Youth) Dennis Woytas (RCIA) Nicole Schoenberger (HFP Office Administration) Erin Cloutier (Vice Chair & Stewardship) Marieta Paul (Sacrament Preparation, School Liaison and Music Ministry) Denise Clarke (CWL)
Regrets:	Deacon Don Logan Fr. Peter Ebidero Ginny Blerot (CWL)

1. **Call to order** – Phil
2. **Opening prayer** – Fr. Maurice
3. Adoption of December 9th, 2015 minutes
Stan motioned that the November 18, 2015 minutes be adopted. Seconded by Bill, Motion carried
4. **Old business**
 - 4.1. **Changes to the reconciliation room**
 - 4.1.1. Phil contacted Emily, Mavis and Gary (Parish Representatives). Planning to meet January 25, along with Bill and two members of the maintenance committee
 - 4.2. **Chairs for Christmas masses**
 - 4.2.1. Thank you to Nicole for organizing the delivery of chairs
 - 4.2.2. Bill contacted a fire prevention officer to double-check that the seating at Christmas Mass in the welcoming area was appropriate – seating for approximately 200 approved as long as the exits are clear
 - 4.2.3. Attendance estimated at 1250 for 5pm, less full for the other Mass
 - 4.3. **AED**
 - 4.3.1. Training for ushers still upcoming (no date)
 - 4.3.2. No update regarding installation

- 4.4. Seating for families for small children
 - 4.4.1. Joanne installed the laminated “Reserved” signs for the back two pews
 - 4.4.2. Phil to continue to research what facilities are available at other churches
 - 4.4.3. Susie to continue to research some affordable, temporary options in the corner of the welcoming area to designate an semi-confined area for toddlers

- 4.5. Family Day event
 - 4.5.1. Email has already gone out to Knights, CWL and youth to organize the Family Day event (Nicole S. is coordinating)
 - 4.5.2. Food to be provided (Knights = beef on a bun, CWL = hot chocolate, dessert)
 - 4.5.3. Mass at 9:00am, outdoor fun, 11:00 lunch / fellowship
 - 4.5.4. Designate that any donations that are offered will go to World Youth Day

- 4.6. Changes to choir area
 - 4.6.1. George did not want any recognition for his donation of the labour so no note was put in the bulletin
 - 4.6.2. Work is now completed
 - 4.6.3. Marieta indicated that there has not been much feedback (negative or positive) from any of the choirs

- 4.7. Jubilee Year of Mercy
 - 4.7.1. Jubilee Door
 - 4.7.1.1. Jonny Sirman is taking care of the vinyl printing, cost should be under \$300
 - 4.7.1.2. Will be installed mid-week and covered with paper until it is revealed
 - 4.7.2. January 31st celebration
 - 4.7.2.1. Estimated cost of \$1000 for food, in addition to costs for beverages or alcohol
 - 4.7.2.2. CWL has requested an estimate of the number of people, estimation to expect 250
 - 4.7.3. Budget
 - 4.7.3.1. Question raised as to who is responsible to cover the costs for these celebrations?
 - 4.7.3.2. Phil indicated that he is still unclear as to the procedure for accessing funds for events such as this
 - 4.7.3.3. Fr. Maurice indicated that the Finance Committee will decide how to cover the costs, and that the committees / groups that are organizing should simply submit their estimates to the Parish office and Nicole will communicate with the Finance Committee
 - 4.7.3.4. Stan wondered why Finance does not attend PPC, Fr. Maurice indicated that it important that the two committees remain separate and the pastor is to be the liaison between them (as per the diocesan recommendations)

5. New business

5.1. Parish Survey – Phil

- Previous Council was working with the Stewardship Committee on the creation and distribution of a parish survey but it was not completed in the fall as planned
- Phil was planning to pursue the matter with Steve Aguiar, with the goal of the results to be collated and general results to be shared at the AGM in June

- Fred (previous PPC chair) and Steve had two survey templates, one is a diocesan parish survey (general), and one that is specific to stewardship, the original plan was to combine them into one
- Dennis indicated his concerns that a survey can be manipulated to give whatever results you want
- Bill suggested that it is necessary that the survey ask both how they feel about each item as well as how important it is
- A number of committee members expressed concern that by asking the questions, you are setting up the expectations that the feedback can be acted upon, as well as the reliability of the survey (valid cross-section of the parish that completes the survey?)

5.1.1. Action: Phil and Susie to meet with the Stewardship Committee to discuss the pros and cons of the survey and decide how to proceed

5.2. Together in Ministry Workshop – Phil

- Offered by the Archdiocese with the purpose of educating Parish Councils
- Two workshops – an Introductory workshops and a goal setting workshop (total of a half-day)
- Also attended by the Finance Committee
- Phil would like our council to attend as a team-building and goal-setting exercise
- Nicole to order the materials (a reference handbook and a manual for each member)
- Hosted at the parish on a Saturday – request that the diocese provides us with three possible dates and we will choose the one that the majority can attend
- Goals set during TIM workshop could be shared in the AGM

5.3. Together We Serve Ministry

- The previous chair of the Together We Serve committee is no longer able to serve due to her commitment with the Refugee Committee
- Fr. Maurice is working on finding a replacement who will meet Fr. and the Chancellor of the Archdiocese

5.4. New Janitor Room – Bill

- Currently there are two closets; one in the kitchen and one by the hall entrance, mostly for equipment storage
- Bill forwarded the suggestion that a corner of the coat room be expropriated to create a proper storage room with two doors to allow access
- Bill indicated that this type of storage room requires particular fire-rated drywall and doors which add to the cost of the space
- Estimated cost of \$2700
- Dennis questioned whether this is a matter for Parish Pastoral Council to decide, and it was felt that it was a matter for the Maintenance Committee to bring to Finance Committee since it does not directly impact the spiritual needs of the Parish

5.5. Hospitality and Kitchen Management Committees – Phil

- Suggestion made in the Stewardship Committee meeting that a hospitality ministry be established to coordinate and host parish events where food is being served
- Additionally, there could be a designated kitchen manager to manage supplies, ensure shared-use protocols are being followed and to ensure that there is always someone present that has the training and food-handling certification
- Denise indicated that three members of the CWL and at least two Knights are certificated through Alberta Health Services for Safe Handling Practices
- Fr. Maurice indicated that this issue/concern has been raised before and no volunteers were found to cover
- Phil and Erin to take the matter back to the Stewardship Committee to pursue the need/desire for having a hospitality and/or a kitchen management sub-committee

5.6. Lenten Stations of the Cross – Phil

- 5.6.1. Fridays in Lent, beginning February 12th – stations of the cross – seeking volunteers to help lead - Marieta, Rebecca, Nicole volunteered, Phil to forward their names to Gary and the Liturgy Committee

5.7. 40 Days for Life – Phil

- 5.7.1. Every Thursday during Lent, either here or at the Back Porch Ministry

6. Next meeting date – March 16th, 2016 - Phil

7. Closing prayer – Marieta
Erin to do closing prayer at the next meeting