



Parish Pastoral Council Minutes

Thursday, March 10, 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) Marieta Paul (Pastoral Care and Music) Ginny Blerot (CWL) Guest: Laura Callbeck (Chair of Finance Committee)
Regrets:	Deacon Don Logan Fr. Peter Ebidero Joanne Willette (HFP Office Administration) Nicole Schoenberger (HFP Office Administration) Erin Cloutier (Vice Chair & Stewardship)

1. **Call to order** – Phil
2. **Opening prayer** – Fr. Maurice
3. Adoption of January 20, 2016 minutes
Stan motioned that the January minutes be adopted. Seconded by Ginny, Motion carried
4. **Old business**
 - 4.1. **Changes to the reconciliation room**
 - 4.1.1. Bill described the meeting he had with some of the parishioners
 - 4.1.2. The following recommendations were made by the committee:
 - Occupancy light approved
 - Adding a window into the Chapel would not provide substantial security and may be distracting
 - Room is sound proof except for through the door. Possibly a seal could be added to the bottom of the door to reduce sound transmission
 - An alarm should be added that will be received by someone in the church – the priest should not be left alone in the church to hear confessions

- Room should be uncluttered and not used for storage, and the art could be repositioned
- A chair should be added to the penitent side for those who couldn't kneel
- Perhaps the screen could be made larger to provide more privacy for those who desire it

4.1.3. Discussion about whether there was a need to provide an alarm on the penitent side

- it was decided that this is not necessary at this time as it may imply to some that there is a lack of trust

4.1.4. Dennis motioned that we add occupancy lighting (red, green, off), an alarm (panic button) for the priest's use which would sound within the church; Rebecca seconded, Motion carried

4.1.5. Bill will bring the estimate to the Finance Committee

4.2. AED

4.2.1. AED has been installed, and Debbie is coordinating a training day for ushers through June Fuller

4.2.2. Will be an opportunity for other parishioners to obtain training after the ushers are trained

4.3. Parish Survey – Phil

- Steve Aguiar, Phil and Susie met on February 25th to further the discussion that occurred during our previous PPC meeting about the possibility of the Parish Survey
- The outcome of the February meeting was if that we proceed with the survey, we do so with caution. The focus of the survey should be on awareness campaign.
- Phil contacted Lucy at the Archdiocese to ask if she was aware of any other churches in the diocese that had conducted a survey of that nature – she indicated that Sacred Heart in Wetaskiwin but Phil has not yet had an opportunity to contact them
- Discussion ensued:
 - It was generally felt that a focus on awareness was preferable
 - There is a danger that people may not feel as though they can answer honestly
 - Some were supportive of doing an awareness survey following the Open House in June
- The question was raised about the mechanism for a parishioner sharing a concern right now
- Fr. Maurice reminded us that the original purpose of the survey is to improve communication, and that there might be other means to accomplish this that don't have the same risks. Fr. Maurice suggested that we leave the survey for now, and instead encourage parishioners to use the following avenues for expressing their feedback:
 - speak to Fr. Maurice in person
 - Open House

- 4.3.7 Susie suggested that we should communicate to the parish that there is a new PPC, and be more present or recognizable to the parish as a whole
- It was felt that the priority should be making us known to the ministry leaders
 - Stan felt that if someone had a concern, they should approach the Parish office rather than turning to members of the PPC
 - website to be updated with the current names & bios

5. New business

5.1. Laura Callbeck, chair of Finance Committee

- Laura shared the Financial Report for 2015 that will be shared with the parish on an upcoming Sunday
- This year we raised \$95,000 to sponsor refugee families (2 families with full sponsorship, one partial sponsorship)
- We exceeded our Together We Serve target of \$65,000 by almost \$10,000
 - Diocese returned 75% of the overage back to the parish, and it was decided that it would be put forth toward this year's Together We Serve target, which has gone up slightly from last year to \$67,000
- Nicole and Laura have assumed the role of the Ministry Leaders for the Together We Serve Ministry
- Our savings account sits at the equivalent of 6 months of expenses, which aligns with the recommendations made by the Archdiocese.
- Our building fund increased by \$113,000
- Donations are exceeding our expenses by about \$10,000, even with the following expenditures in 2015:
 - sound system upgrade
 - vestments
 - walk in cooler
 - full-time Youth Ministry Coordinator
- Like to add the "Donate" button to our parish website to select where you would like to direct your donation to – General Fund, Building fund, Together We Serve, Refugees or World Youth Day
- A goal for 2017 would be to re-establish Ministry Budgets for each ministry. The Youth Minister has created a great budget that other ministries can use as a template – more discussion will occur at the next Ministry Leadership Day

5.2. Together in Ministry Workshop – May 14th, 2016

- Based on the feedback from the PPC regarding their availability, we have suggested May 14th as the tentative date. Awaiting confirmation from the Diocese.

5.3. Hospitality and Kitchen Management Committees – Phil

- Currently there aren't manuals or documented procedures for kitchen management practices, though there are a number of CWL and Knights that have the Food Handling Certificate
- For information:
 - We had a parishioner who expressed an interest in helping to coordinate the hospitality for the Ministry Leadership Day. There is potential for her to become more involved as a Hospitality coordinator, as currently hospitality for parish events typically falls to Stewardship or the Office Staff.
 - This would provide continuity, proper record-keeping, and shared resource management
 - This would not be for events that are hosted by the CWL or the knights, but for events such as feast days, visiting bishops, and other special events.
- The hospitality coordinator position will be further discussed with the Stewardship Committee

5.4. Annual General Meeting - June 5th after the 11am mass and pancake breakfast

- While people are eating, there will be a slideshow of ministry in action
- PPC should provide some structure to the Stewardship committee to further their plans
- The purpose is to improve the flow of communication between parishioners and the ministry leaders
- Agenda:
 - A representation of the Finance Committee's report
 - Major ministries give their highlights
 - PPC
 - Liturgy Committee
 - Organizations (CWL and Knights)
 - Faith Formation (Youth, Children's Liturgy, RCIA)
 - Should we choose one or two major themes to focus on (e.g. Finance and Maintenance) rather than every ministry?
 - There is an opportunity to ask questions of the Ministry Leaders
- Timing of meeting – it would begin in the hall once the majority of people have gotten their food.
- Dennis suggested that we do a test run during a previous pancake breakfast to ensure the sound system will carry over the din of the breakfast service
- Key points summed up in a future bulletin for those people who were unable to attend.

5.5. HFP Support for Unemployed Parishioners

1. A parishioner suggested that we could support parishioners who are seeking employment, such as:
 - A place to post job opportunities and contacts within the parishioners
 - A place in the bulletin for people offering or seeking work
 - Message board on the website

5.6. PPC Members – Bios & Website updates

- **Action:** PPC members should submit a brief bio (4-5 sentences) to Phil prior to the next meeting
- Brian Holdsworth – webmaster

5.7. Farewell to Fr.Peter

- on the Saturday evening June following the 5pm mass – potential dates – May 28th or June 11th – **May 28th was the date chosen.**
- Details TBD once date is finalized

6. Next meeting date – **April 20th, 2016** - Phil

7. Closing prayer – Phil

Erin to do closing prayer at the next meeting