

St. Mark's Parish Pastoral Council

January 20, 2016

In Attendance:

Arsenault, Sr. Mae
Beyea, Dianne
Carey, Pat
Drummond, Mavis

Hache, Charles
Isaacs, Denise
Johnson, Kayla
Lawlor, Bill

Losier, Loryn
Murphy, Dave
Northrup, Rick
Stroud, Anne

Absent:

Alexander, Stephanie
Bourque, Peter

Breen, Fr. Don
Ellis, Wendy

Joyce, Ian

The meeting was called to order by Chair, Rick Northrup at 7pm.

The opening prayer was led by Anne Stroud.

Business Arising from Minutes:

1. **PPC Priority 1: Youth: Update by Kayla Johnson:** Kayla distributed a document that she had prepared entitled "Youth Involvement 2016-Action Plan (January 13th)" to all PPC members. Please refer to the document for specific details.

In the discussion that followed, Anne suggested that any youth projects involving the Syrian Refugee Initiative concentrate on the "welcome" rather than the fundraising aspect. With regard to the possibility of working with the Peru Committee, Anne mentioned two possibilities: The Bake Sale/Plant Sale in May and the annual book sale held in November.

Mavis offered to be a resource for Kayla if she wishes to bounce ideas off someone. She has experience in working with several youth organizations.

Rick commended Kayla on the document that she had prepared, and thanked her on behalf of PPC, stating that the document was well thought out and well organized. Rick stated that he will update Fr. Don during their upcoming meeting. Discussion followed on the role of PPC with regards to a youth group. Pat emphasized that PPC is here to support Kayla, and that she does not need to come back to PPC to obtain our permission for details. This sentiment was echoed by Mavis-once the youth group has been established and approved, Kayla needs to update PPC regarding activities, rather than seeking permission. Rick stated that it is PPC's function to offer advice to Fr. Don, and that he will pass along PPC's approval of the plan that Kayla has crafted. The next step would be for Kayla and Fr. Don to discuss her plans. Rick suggested that Kayla find helpers.

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2. **PPC Priority 2: Communication:**

1) **"Did you know that...?":** update by Rick Northrup

2) **Development of a presentation to the Parish about PPC:** update by Rick Northrup

3) **Parish website:** update by Rick Northrup

The goal of these projects is to increase awareness and improve communication with, and between, the various ministries in our Parish, and with parishioners. Rick circulated copies of the letter with his signature which was sent to all ministries and organizations in the Parish requesting information such as contacts, calendar of events and items that can be shared in a bulletin insert or on the Parish website. The information received will be used for both the "Did you know that..." project and for the website. The deadline for responses is January 25. Once the deadline has passed, a list of those ministries that have not responded will be created, so that follow-up phone calls can be made in order to obtain the information requested. Charles, Denise and Sr. Mae have volunteered to make calls. Bill suggested that callers use "closed ended" questions to best extract the information. Rick and Bill will work together to develop questions.

As in our previous discussions on this topic, it was agreed that information must be available to all parishioners, regardless of their degree of computer literacy.

Rick mentioned Wendy's concerns regarding launching the website before it is more fully populated. Mavis stated that those new to the Parish need to know who to contact in the many ministries at St. Mark's.

Rick stated that there can be links to webpages for various ministries. Bill suggested that there be a feature enabling those who visit our site to leave their contact information and submit questions and feedback. Loryn mentioned that many sites allow you to click on a contact person/ministry and immediately send an e-mail.

Rick asked PPC to consider how we would like to present ourselves on the website. He suggested that PPC have a fully linked webpage, and that we include an introduction to our role, along with photos, meeting agendas and the most recent six months of minutes. Anne offered her opinion that minutes may need to be edited to remove the name of those who are not members of PPC; for example, when we invite a non-member to fill a role, and they decline, their name should not appear in the minutes. PPC agreed that the minutes should be "sanitized". It was also agreed that PPC members would provide their e-mail addresses, but that only one telephone number would be provided-likely that of the Parish Office.

Pat offered to work with Wendy and to take on the development of a PPC webpage. The page content could be used to also develop a bulletin insert. Anne offered to help with the writing of bulletin inserts.

It was agreed that we should move to obtain ministry information by making follow-up calls and develop our webpage as soon as possible.

3. **St. Mark's representatives on Regional Pastoral Council (RPC):** update by Rick. Rick has been in contact with the Diocesan Office and has confirmed Kayla's position as one of the youth representatives. As per a motion made by PPC at our December meeting, Rick approached a former PPC member as to his interest in acting as a representative from St. Mark's;

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unfortunately, that person was unable to do so. Rick stated that the Diocesan Office then added his own name as a representative, but that this is a temporary measure and that PPC needs to select a permanent member. Anne asked Rick if he was interested in being the permanent member, and Rick stated that he was. Rick left the meeting, and Dave Murphy acted as Chair so that PPC could discuss their wishes in this matter. After a short discussion, it was moved by Charles and seconded by Mavis that Rick be selected to represent St. Mark's Parish on the RPC. The motion passed unanimously. Fr. Don will be asked to approve Rick's selection.

New Business:

1. **"Seasons of Hope"**: a document containing an update and program information was circulated by Mavis. Please refer to the document entitled "Report for Parish Pastoral Council January 2016 SEASONS OF HOPE".
2. **"Best Practices" e-mail from Claudette Derdaele, Diocese of Saint John**: Rick circulated the email, which is dated January 13, 2016. In the e-mail, we are asked to consider the following 2 questions:

* What does your parish do best (e.g. youth ministry, stewardship campaign, ministry fair, greeters, Lenten retreat, faith formation, liturgical environment, baptismal preparation, music ministry, bereavement, outreach, social justice, etc.)?

- Would you be willing to open this up to people from neighbouring parishes?
- Would you be open to people coming from neighbouring parishes to be mentored that they may then bring it to their churches?

* What is needed in your parish community ...

- Is there something to learn from another parish community to bring back to your community, or to collaborate with them?

Mavis noted the importance of sharing resources. Anne mentioned the mentoring aspect of best practices. As Father Don is away until February, we are unable to meet the deadline of January 31. Rick has notified Claudette. It was motioned by Mavis and seconded by Charles that this request be filed until it can be reviewed with Fr. Don. The motion passed unanimously.

3. **Letter from Bishop Robert Harris**: Rick circulated copies of the Bishop's letter regarding a project of revitalization and realignment of the diocesan church, which will begin with a survey administered by the Catholic Leadership Institute. Please refer to the letter for details.
4. **Update re: Knights of Columbus donation to the St. Mark's Refugee Initiative**: Anne confirmed that K of C Council #937 had made a \$5000 donation, and that an article and photograph had appeared in the January 15 issue of The New Freeman.
5. **Date of February PPC meeting**: Anne raised the issue of changing the date of the next PPC meeting, as the second Wednesday in February is Ash Wednesday. After discussion, it was agreed that PPC would instead meet on Wednesday, February 17.
6. **Ministry Invitee for February PPC meeting**: Rose Savoy will be invited to speak about the Care and Concern ministry.

The meeting was closed with a prayer led by Rick.

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Next meeting will be held on Wednesday, February 17 at 7pm.

Meeting will be chaired by Rick Northrup.

Opening prayer will be led by Charles Hache

Closing prayer will be led by Charles Hache.

2016-03-04: Edited by Anne Stroud for website publication