

St. Mark's Parish Pastoral Council

February 17, 2016

In Attendance:

Alexander, Stephanie
Arsenault, Sr. Mae
Beyea, Dianne
Breen, Fr. Don

Carey, Pat
Drummond, Mavis
Ellis, Wendy
Isaacs, Denise

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

Absent:

Bourque, Peter
Hache, Charles

Johnson, Kayla
Joyce, Ian

Bill Lawlor

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

The opening prayer was led by Rick.

Business Arising from Minutes:

1. **PPC Priority 1: Youth: Explanation of how the Responsible Ministry Protocol affects youth group:** Wendy Ellis. PPC were referred to an e-mail from Wendy dated February 1. Pertinent excerpts from the e-mail follow:

"With respect of the youth group, I just want to point out that the Responsible Ministry Protocol must be observed at all times. Therefore, there must be 2 unrelated adults over the age of 18 present at all times when up to 15 youth are involved, and another 2 adults for every following 15 (or part thereof) youth. These volunteers must have signed a Volunteer Covenant of Care as well as having a police check and Vulnerable Sector Search completed. If we have volunteers that are 18 or younger, they are considered youth and must be supervised by 2 unrelated adults with the above checks. There are additional rules when transportation or overnight activities are involved."

Some discussion about the proposed youth group then took place. Fr. Don has not yet met with Kayla. Fr. Don mentioned that Kayla will need lots of support from the Parish. Mavis inquired whether a list of those who have already "passed" the Responsible Ministry Protocol might be helpful to Kayla. Wendy responded that this would raise privacy concerns; also, that completion of the protocol is not onerous.

Dave stated that youth today need to get a handle on financial knowledge. To meet this need, he suggested that the youth group look into offering a financial literacy program devised by CPAs. Rick responded that the program Kayla intends to offer is more about service to others, and that that simple focus is the beauty of the program. Loryn also emphasized that the program's focus would be service, not education. Mavis suggested that financial literacy education could be considered at a later date, perhaps in conjunction with youth involvement in the Care & Concern ministry. Rick again stated that the beauty of Kayla's current plan is its simplicity.

2. **PPC Priority 2: Communication:** update by Rick Northrup and Wendy Ellis
 - 1) "Did you know that...?"
 - 2) **Development of a presentation to the Parish about PPC**

St. Mark's Parish Pastoral Council

3) Parish website:

The goal of these projects is to increase awareness and improve communication with, and between, the various ministries in our Parish, and with parishioners. A letter under Rick's signature was sent to all ministries, 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 was January 25. To date, most ministries have responded. Those that have not yet responded include: the Catholic Women's League, the Men of St. Mark's, Baptismal Preparation, Marriage Preparation, Arts & Environment, Lector Ministry and Hospitality Ministry. The coordinators of these ministries will be contacted by members of PPC.

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.

Pat and Wendy are both involved in building the new St. Mark's Parish website. Some of the information received from ministries needs to be edited for length. Information will be rotated to keep it fresh. Wendy has asked Kayla to find "tweet-sized" chunks of information. Wendy already has some photos for the website, so no stock photos need to be used. The goal is to use photos of real Parish events, such as the Fun Fair. Wendy has waivers signed so that photos of Parish children can be included.

The PPC page has been populated with our photos. Users will be able to click on a member's photo and send an e-mail to their personal e-mail address. Phone contact will still be through the Parish Office. The PPC page will include meeting agendas and the most recent six months of minutes. Anne will edit the minutes to ensure they are suitable for public posting; for example, the name of those referenced who are not members of PPC will be removed. After editing, the minutes will be sent to Fr. Don for review before posting.

Ministry information will appear on the parish website, but no phone numbers will appear on the public part of the site, just e-mail addresses. The non-public part of the site will contain names, contact information and schedules, and access will be set up following requests from the ministries.

Wendy will be in contact with our technical person, so that details such as switching over the domain name can take place prior to going live. At issue is how to pay for the domain name, as payment is required via credit card. Fr. Don agreed to look into obtaining a credit card, as the Parish Office does not currently have one. He will discuss this with the Finance Committee. PPC members agreed that payment by credit card was preferable to using Pay Pal.

Discussion took place as to how the "Did you know that..." project will reach parishioners who are not computer literate. A mixture of larger bulletin inserts and smaller bulletin notes could be used. Inserts may be appropriate for larger ministries, and notes for smaller ministries. Fr. Don voiced concern over increasing Dianne's workload. Anne suggested that we could choose a "Ministry of the Month" and place a related note in the bulletin each week for a month, if we decide against using inserts. Dave asked Fr. Don if he would be willing to tell parishioners at mass to check the bulletin for our "Did you know that..?" notes, and Fr. Don responded that he would do so, if asked. Rick stated that ministries may obtain new members as a result of the notes and inserts. He suggested that we start with the Care & Concern ministry, and that we

St. Mark's Parish Pastoral Council

could also offer information about our Syrian Refugee family. Wendy advised that information should be kept to manageable bites and that bullet points and graphics should be used-the goal is not word count. Rick asked that PPC members come prepared to make decisions about next steps at our March meeting. For example, it would be timely to focus on PPC prior to the May election-by "selling" the PPC, more parishioners could be encouraged to run.

3. **St. Mark's representatives on Regional Pastoral Council (RPC):** update by Rick Northrup. Fr. Don has confirmed Rick's appointment, and Kayla's position as one of the youth representatives has also been confirmed; therefore, St. Mark's will have 2 representatives on RPC. A meeting has not yet been scheduled.
4. **"Best Practices" e-mail from Claudette Derdaele:** update by Fr. Don. We are willing to reach out to other parishes to enhance their ministries and to also learn from them. Dianne already works with Our Lady of Perpetual Help Parish. Before responding to Ms. Derdaele, Fr. Don would like to receive input from PPC members. A meeting has been scheduled for February 25 at 1pm. As many members as possible are urged to attend.

New Business:

1. **Care & Concern:** presentation by ministry coordinator, Rosalie Savoy. Please refer to the copy of Rose's presentation which has been e-mailed to PPC members. A period of discussion followed Rose's presentation. In addition to the information contained in her written presentation, Rose added the following: Quispamsis Middle School has also supported 5 families at Christmas; Care & Concern works with and assists groups such as the Fire Department, Romero House, AIDS Saint John, Holy Trinity Church, St. Ann's Church and St. John the Baptist Church, Habitat for Humanity, and the Canadian Diabetes Association; assistance was provided to the Syrian refugee family sponsored by St. Mark's; prizes were provided for St. Mark's Fun Days; Sobeys lends 5 shopping carts to assist with organizing Christmas baskets; Brownies and members of the Catholic Women's League wrap gifts. Rose indicated that Care & Concern works with other groups to ensure that "Nothing is wasted." Rose gave examples of those who assist Care & Concern, including a six year old girl who raised \$500 selling candy. Rose believes that those helped do not take advantage of St. Mark's; for example, a family that required assistance later made a \$500 donation to Care & Concern when their financial situation improved. Care and Concern also received a \$180 donation from a woman who had been provided with groceries just the previous year. Rick thanked Rose for her work, saying "You are what we are supposed to be." Rick asked Rose what PPC could do to help, and stated that she should not hesitate to contact us. He also asked Rose if she would be willing to help us to develop a bulletin insert focused on the Care & Concern ministry. Rose agreed. Denise stated that helping at the annual rummage sale is one of the most enjoyable experiences she has had in our Parish.
2. **Development of a Social Media Ministry:** Rick indicated that this is a very active ministry with only 2 people currently working in it-Wendy and Pat. Wendy stated that this is not actually a "social" ministry, but more of an electronic, or "e-ministry". Wendy believes that this ministry will engage a segment of the population that we are not always reaching at mass. It is a way to get information to people, so that they are comfortable coming to church. This ministry requires 1-2 people to control information flow and many people, who do not need to be knowledgeable about computers, to collect information. People are needed to be present at events, ie. to act as "reporters". People will also be needed to act as proof-readers.

St. Mark's Parish Pastoral Council

Stephanie moved that PPC approve the concept of establishing an e-ministry. The motion was seconded by Loryn. The motion received unanimous approval from PPC.

Wendy will present PPC with information about the role of an e-ministry and how it functions at the March meeting of PPC.

- 3. Future projects for PPC:** There was no discussion of this item due to time constraints and the number of on-going projects.

The meeting was closed with a prayer led by Anne.

Next meeting will be held on Wednesday, March 9 at 7pm.

Meeting will be chaired by Rick Northrup.

Opening prayer will be led by Charles Hache.

Closing prayer will be led by Pat Carey.