

## St. Mark's Parish Pastoral Council

March 9, 2016

### In Attendance:

Arsenault, Sr. Mae  
Beyea, Dianne  
Bourque, Peter  
Breen, Fr. Don  
Carey, Pat

Drummond, Mavis  
Hache, Charles  
Isaacs, Denise  
Bill Lawlor

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

### Absent:

Alexander, Stephanie  
Ellis, Wendy

Johnson, Kayla

Joyce, Ian

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

The opening prayer was led by Charles Hache.

### Business Arising from Minutes:

1. **Youth Group:** Update by Fr. Don: Fr. Don stated that he has met with Kayla, and is in agreement with her concept for the new youth group. Fr. Don asked that PPC be mindful that Kayla will need our support and that establishment of an active group will take time. Kayla plans to speak to Religious Education classes and to gather young people of like minds. She will also reach out to other youth groups, including the group active at St. Alphonsus in Hampton. Emphasis will be placed on service. Anne noted that Kayla has agreed to give an update on her progress at our April PPC meeting. Rick noted that there are three youth representatives on Regional Parish Council (RPC).
2. **"Best Practices" e-mail from Claudette Derdaele:** Update by Fr. Don: Fr. Don confirmed that a meeting was held to discuss this e-mail on February 25. He was impressed by both the number who attended and the degree of participation. Fr. Don presented PPC with a summary of the meeting. Please refer to the document entitled "Best Practices" for details. St. Mark's response has been forwarded to Ms. Derdaele at the Diocesan Office. Fr. Don emphasized that we are "one church" and that we reach out to others, not only in our own area, but around the world, ie. Peru. Rick noted that it will be the role of RPC to implement best practices. Mavis noted that our ability to "do what we do" at St. Mark's is due to the support of our pastor.
3. **Communication Plan:** update by Rick Northrup and Pat Carey. Rick noted that one issue discussed at the "Best Practices" meeting (See above.) was the need to improve communication. He stated that we are trying to address this in an aggressive way.
  - 1) **Parish website: What remains to be done?:** Update by Pat Carey: The technological aspect remaining to be completed is the transition to a new website provider. Our domain name can be changed once we are able to pay using a credit card which will be obtained by the Parish Office. This is in progress. After this is completed, we can "go live". Pat stated that the content side is almost ready. Information from the current website has been cut and pasted over to the new site; Anne has done some proofreading and updates could be done quickly. Rick noted that the website calendar is full, and that the ministry links will assist with ministry scheduling. He

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requested that the PPC photos be adjusted. Rick offered that, while the new site still requires a few tweaks, he likes what he has seen. Pat noted that a "News" section of the new site is still empty. It may be a space where our "Did you know that...?" items could be posted. Pat advised PPC that the ministries e-mail links are not active yet, as he is awaiting permission. Pat and Wendy decided that any new website related information can be sent to Pat. Pat will forward a link to the new website via e-mail to all PPC members.

**Anticipated "go live" date:** A specific date was not set. Pat will liaise with Michael Hogan to expedite the move from the current website to the new website.

- 2) Development of an "e-ministry":** Rick has discussed this with Wendy and Fr. Don. The purpose of this ministry is to disseminate information about faith, church and community. The ministry will consist of technical and information-gathering/processing components (articles, photos, editing, proofreading). Fr. Don confirmed that he has approved the establishment of an 'e-ministry', and we can proceed to recruiting people with the necessary skills to implement the ministry. The next step will be to hold a meeting for those interested in being part of this project. Pat will arrange this. Loryn inquired as to what platforms would be used, and it was established that Facebook, Twitter and a website would be included. This ministry will need to coordinate with the "paper ministry", ie. dissemination of information using non-electronic means, including bulletin inserts, announcements, etc. Bill mentioned that resources exist in local colleges and high schools in digital media courses. There could be an opportunity for a student to assist us as part of a school assignment. PPC agreed that we should proceed with the establishment of an "e-ministry". Fr. Don stressed the importance of security and that the Responsible Ministry Protocol must be observed. Loryn mentioned the importance of using temporary passwords for student access.
- 3) Presentation of the Care & Concern ministry to the Parish:** It was the consensus of PPC that we should proceed with a bulletin insert to highlight this ministry. Please refer to the document entitled "Care and Concern Ministry" that was circulated via e-mail prior to this meeting. The information contained in this document will be made into a bulletin insert and distributed on the weekend of March 19/20. Anne will prepare the insert, which will be printed on coloured paper and may contain ClipArt. She will also manage the logistics of placing the inserts in the bulletins. Fr. Don agreed to ask parishioners to take home a bulletin, pointing out that it contains a new feature: "Did you know that...?". Pat can post the insert information on our current Parish website.
- 4) Presentation of PPC to Parish:** A verbal presentation to parishioners at mass will be coordinated with a "Did you know that...?" bulletin insert, website feature and twitter feed. Anne, Rick and Pat will work on this. Fr. Don suggested this presentation take place on the first weekend of April, which is April 2/3, as it may assist with recruitment for the PPC election in May. Once a draft "Did you know that...?" document has been created, Anne will e-mail a copy to PPC members for their input. This step is necessary, as the presentation will take place before the next PPC meeting.
- 5) "Did you know that...?" Program: Next steps:** PPC decided via consensus that our "Did you know that...?" feature in May would focus on the Funeral Ministries. Rick will invite Shelagh and Don Sherwood to speak to PPC at our April 13 meeting.

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4. **Upcoming PPC election in May:** Fr. Don emphasized that election planning should begin. The election will be organized by those PPC members who are finishing their terms in June: Rick, Peter, Stephanie and Ian, if possible. Other PPC members are to assist. Recruitment is very important, as we have not had enough candidates to hold elections at St. Mark's in recent years.

### New Business:

1. **Improving access to the altar for those with decreased mobility:** Anne suggested that PPC consider the installation of a railing to improve access. This could be installed on the choir side of the altar. She shared a recent experience of watching a parishioner struggle with the steps during mass. Mavis observed that most churches now have small ramps to the altar area. Fr. Don suggested that PPC consult the Building Committee, and PPC members were in agreement with taking this step. Dianne agreed to contact the Building Committee.
2. **Regional Pastoral Council: Rick Northrup:** Rick is working with Carey Ryan and Fr. Ralph McRae to arrange the first RPC meeting in Saint John on April 9. Rick will act as the chair for this meeting. The session will likely consist of introductions, a brief presentation on the history of RPC, its mandate and structure and election of officers-Chair, Vice-Chair and Secretary. RPC consists of 10 adult lay representatives (2 from each of 5 regions), but one representative from Charlotte County has yet to be chosen. Also on the RPC are 3 youth representatives (of which Kayla is one), and 2 members of the Religious-priests or sisters. Fr. McRae is one of the Religious members. The RPC will offer advice to Bishop Harris, by a mechanism yet to be determined. Significant issues on which RPC may provide input include "Best Practices", vision, models and any Diocesan reorganization. The RPC will communicate with the Bishop, Council of Priests and Diocesan Office and members will provide updates to their individual parish councils. Rick noted that the RPCs for the Miramichi and Fredericton zones have already met.

The meeting was closed with a prayer led by Pat.

### **Next meeting will be held on Wednesday, April 13 at 7pm.**

Meeting will be chaired by Rick Northrup.

Opening prayer will be led by Denise Isaacs.

Closing prayer will be led by Denise Isaacs.