

St. Mark's Parish Pastoral Council

February 21, 2018

In Attendance:

Arsenault, Sr. Mae
Beyea, Dianne
Brown, Sandra
Carey, Pat
Carvell, Trinda

Connors, Michele
Doherty, Bob
Ellis, Wendy
Glasgow, Mary Alice
Howe, Marilyn

Isaacs, Denise
Johnson, Kayla
MacDonald, Mike
Stroud, Anne

Absent:

Burns, Fr. Owen

McGrath, Lawrence

The meeting was called to order by Chair Pat Carey at 7pm.

The opening prayer was led by Anne Stroud.

Rick Northrup, Coordinator of the Hospitality Ministry at St. Mark's, updated Council about this ministry. Rick spoke to Council about his vision for Hospitality, the vision of current members, and issues facing this ministry, including possible solutions.

Rick's vision:

1. There are 3 types of Mass attendees and they require different approaches:
 - a) Regulars: the goal is to establish a rapport-this is their home!
 - b) New parishioners: try to identify and welcome them; provide basic information, ie. location of restrooms; provide a copy of the bulletin and suggest that they complete a registration card or contact the office; mention the possibility of a visit from our Newcomers Ministry.
 - c) Visitors: provide a welcome and basic information ie. location of restrooms.
2. It is the role of Hospitality ministers to open doors, help those requiring assistance, hand out palms, hand out bulletins and take up the collection. They must also be ready for emergencies.
3. It is no longer the responsibility of ministers of Hospitality to deal with lights, heating and air conditioning. These will be handled by Fr. Burns. **(Please note: At our March meeting, Fr. Burns clarified that his schedule may not always allow him to do this; also, there may be times when he is unavailable and a visiting priest serves Mass.)**

Vision of Current Hospitality Ministers:

Members have traditionally focused on building issues such as lights, heat and air conditioning and on taking collection. The focus is changing to emphasize welcoming. It is important to have members at each door to do this.

Issues:

1. There are insufficient members to cover all weekend Masses. A minimum of 3 Hospitality ministers are required for each Mass, while 4 are preferred for weekend Masses, and 6-7 are needed at the Easter and Christmas Masses. Covering Masses this summer will be challenging.
2. We have experienced issues with no-shows and late-shows by scheduled ministers.
3. More training/direction is needed.

Possible Solutions:

1. Rick is working with Anne McIntyre to improve scheduling.
2. The focus of this ministry will change from building-related tasks to welcoming.

Minutes by Anne Stroud.

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3. Use of young people is now permitted, and families will be encouraged to perform this ministry together.
4. The contact information of Hospitality ministers has been added to our ministries scheduling site.
5. Rick will provide ministers with a one-page summary of their tasks/responsibilities.

A discussion followed Rick's presentation. Comments and questions included:

1. Mary Alice stated that she likes Rick's plan to change the focus of the Hospitality Ministry to its core ministry vs. the mechanics.
2. Rick stated that he is working on assigning Coordinators for each Mass.
3. Bob suggested that those who enjoy greeting invite their friends to this ministry.
4. Anne asked if there was a minimum age to serve. Rick stated that there is now no minimum age. He also mentioned that Regional Pastoral Council plans to hold a workshop in Youth Ministry for all churches in the Saint John Region. He hopes this will encourage youth to participate in the mass.
5. Anne asked whether there was anything Council could do to assist in promoting the Hospitality Ministry. Rick responded that Fr. Burns has suggested a 1:1 approach, ie. personal invitation. Rick did feel that recruiting new members through the parish bulletin and website might be helpful.
6. Denise suggested that, as we are all now aware of the need, we can check when we come to Mass to see if help is needed.
7. Mary Alice stated that better training is needed for Hospitality ministers.
8. Mary Alice suggested that the Ministers of Hospitality consider moving down to the landing so that they are standing just inside the exterior doors. Trinda felt that this would be helpful, especially for parishioners with mobility issues.
9. Mary Alice asked if it was necessary for Hospitality Ministers to sit by the doors throughout Mass; she prefers to sit with her family while she is serving in Hospitality. Rick stated that it is not necessary to remain stationed at the door for the entire Mass.
10. Bob asked whether the confirmation class was offered the opportunity to participate in this ministry. We learned that they had, but that only two of the candidates signed up.
11. Bill Stroud, a parishioner in attendance at our Council meeting, requested that Hospitality ministers be asked to close the inside doors once Mass has started in order to reduce noise levels and keep hot (or cool) air in the main body of the church. Mary Alice was of the opinion that this practice would not be welcoming for late arrivals.

Pat reviewed highlights of the minutes of our last meeting.

The minutes of the January 10, 2018 meeting of Parish Pastoral Council (PPC), were approved on a motion by Trinda Carvell, and seconded by Denise Isaacs.

Business Arising from Previous Minutes:

1. **Revision of Parish Information Booklet:** Next Steps for Bookmark: This item was carried forward from our January meeting. Council had expected that Bishop Harris would release his decision regarding the diocesan re-alignment in late January, and were waiting to finalize the information on the bookmark. As that decision has been delayed, Council discussed whether to proceed with the printing of the bookmark. Comments included the following:
 1. Pat felt that, as we have no definite date for Bishop Harris' announcement, we should proceed.
 2. Wendy stated that bookmarks were much more likely to be picked up by parishioners and visitors than the booklet currently in use.

Minutes by Anne Stroud.

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3. Clarification was requested as to whether we would print a bookmark, or a larger card with a portion to be used for registration of new parishioners. Wendy was of the opinion that smaller collateral is of higher value.
4. Wendy stated that the current draft with space for registration is of a traditional design. She suggested that we print some of these cards along with a less traditional looking bookmark. Bookmarks are usually retained for a time. Their purpose will be to make it easy for people to return to St. Mark's. Michele stated that Council should make a decision to go forward, and that the design could be modified later, if needed.
5. Marilyn spoke of the success that the library has had with branded bookmarks which show its days and hours of operation.
6. Anne stated that we will need to decide where in the foyer the bookmarks are to be placed to ensure that they are visible and easily accessible.
7. Wendy stated that cards and bookmarks could be printed relatively cheaply; the cost of producing 250-500 is expected to be about \$150.00.

Council agreed by consensus to authorize Wendy to proceed with finalizing the design of the cards and bookmarks and having them printed.

2. **Appointment of a second youth member to PPC:** This item had been deferred from our January meeting. Although Council had initially requested that Wendy contact the prospective member selected at our December meeting, Pat felt that the invitation should come from a member of Parish Council. Kayla knows the person we selected, and volunteered to contact her with our invitation. If the diocesan re-alignment results in the amalgamation of St. Mark's Parish with another parish, or parishes, then Parish Councils will be dissolved and new elections will be held; therefore, Kayla will mention this possibility to the potential youth member at the time of invitation.
3. **Sea Dogs Faith and Family Night:** Update: Kayla: 70 people registered for the event, and 65 of them attended. An entire section was filled by those from St. Mark's. The talk prior to the game was very good. It is recommended that St. Mark's participate again next year. Dianne added that we had the highest enrolment of any church. Wendy felt that with more notice, we could create even more interest next year.
4. **Family Day Event:** Kayla: Only 3 families/15 people attended the event. \$60.00 was raised through a 50/50 draw. Lesson learned: do not hold such events on holidays, when rinks and museums are free! Kayla is planning to hold a party for youth in grades 7-9 following the 11:15am mass on April 22. She will send information to Wendy, so that the event can be promoted.

New Business:

1. **Suggestion from parishioner: Purchase of a defibrillator/establishment of a First Aid Ministry:** Anne and Pat: Anne was approached by a parishioner at the recent C.W.L. annual meeting at St. Mark's. This parishioner was aware that Our Lady of Perpetual Help (OLPH) planned to acquire a defibrillator and asked if St. Mark's would do the same. Pat presented information regarding AEDs (Automated External Defibrillators) from the St. John Ambulance. This is the device that OLPH has purchased with the help of the Knights of Columbus and a recent fundraising spaghetti supper. The approximate cost would be \$2000.00 and a multi-year warranty and some training would be included. Anne presented a recommendation from the "Position Statement on Public Access to Automated External Defibrillators (AEDs) from the website of the Heart and Stroke Foundation of Canada which suggests:

"Sudden cardiac arrest occurs with a frequency of roughly 1 per 1000 people 35 years of age or older per year."⁶

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Any location that has 1000 adults over the age of 35 present per day during the normal business hours (7.5 hours/day, 5 days per week, 250 days per year) can expect 1 incident of sudden cardiac arrest every 5 years. ”

In the discussion which ensued, the following comments were made:

- a) Bob expressed concerns about liability. Pat indicated that a lawyer is currently looking into this issue for OLPH.
- b) Marilyn stated that she has received First Aid training supplied by her employer.
- c) Mike expressed concern about battery life.
- d) Michele asked what Council's next step should be: a recommendation? Establishment of a committee?
- e) Mary Alice stated that “ just because OLPH had purchased an AED, should not be justification that St. Mark's get one also”.

Michele suggested that this agenda item be deferred until our March meeting to allow time for more research and to allow Fr. Burns to provide input. Council concurred.

2. **Concern from parishioner:** Communication about changes re: Mass: Trinda: Trinda was approached by a parishioner who expressed her belief that changes affecting the Masses and other events needed to be better communicated to parishioners. Denise indicated that she had also been approached by parishioners voicing the same concerns. Michele stated that she missed the vocal announcements at Mass. Mary Alice suggested that e-mails be sent to parishioners. Denise noted that this method of communication was not well suited to older parishioners and Michele stated that there is no “one size fits all” communication method that will work. Bob inquired if there was a specific event which triggered the parishioner's concern, and Trinda indicated it was holding the blessing on the throats on the Feast of St. Blaise at a special Mass, rather than after all Masses on the nearest weekend.

Bill Stroud advised Council that he would be assisting Fr. Burns in the area of change management. He stated the manner in which changes are announced is important, and that significant changes are to be announced. Anne mentioned that it has been proposed that a lector provide a short welcome and summary of the readings just prior to the start of Mass. Wendy suggested that those with specific concerns should take the opportunity to approach Fr. Burns to discuss them. It was decided to re-visit this agenda item at our March meeting so that Fr. Burns could hear this feedback.

3. **Photo Album of parish families:** Pat: A company that specializes in producing photo albums for parishes has approached Pat about doing an album for St. Marks. This would be done at no cost to the parish. We would need to provide the contact information of parishioners, and the company would contact them to schedule photo sessions. Wendy stated that according to Responsible Ministry Protocol (RMP), every photo of an individual under the age of 18 requires a waiver signed by a parent. The form the company uses will need to be checked against the form approved by our diocese. She also indicated that RMP considers a parish photo album to be of medium risk; if a digital version is also created, the risk level increases to high. Pat stated that he believed a digital version would be created. Wendy stated that in smaller parishes with older adults, RMP would not be as a great a concern. Michele asked whether this project should be delayed until after the announcement regarding diocesan re-alignment is made by Bishop Harris. Council decided that we did not wish to proceed with a parish photo album. Pat will advise the company of our decision.
4. **Net Team:** Wendy: The Net (National Evangelization Team) led a confirmation retreat at St. Mark's on February 18. The team members are young adults who have dedicated 2 years of their lives to travelling across Canada to perform mission work. Various retreat options were

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available; St. Mark's chose to pay for a 6.5 hour retreat, which was attended by students from St. Mark's and from 8 other parishes. The retreat included small group sessions. Supper was provided by the Men of St. Mark's. Six priests heard confessions: Bishop Harris, Fr. Burns, Fr. Knox, Fr. McQuade, Fr. Melanson and Msgr. Sheehan. Wendy reported that 40 bibles, 40 rosaries and 80 prayer journals were given out.

5. **Parish Mission:** Fr. Burns: This was deferred until our March meeting, as Fr. Burns was unable to be in attendance.

Updates re: Parish Ministries:

1. **Peru Committee:** Anne: The quilt raffle held by the Peru Committee was very successful and \$635.00 was raised. The "Postcards for Peru" Lenten project started on the weekend of February 17/18 and will continue after all masses on the weekend of February 24/25.
2. **Lights, Camera, Faith:** Anne: Three sessions will be held during Lent: February 25, March 4 and March 11. Sessions consist of a scripture reading, a movie and discussion over a potluck meal. This year's theme is "You shall not commit adultery". Because of this year's theme, the program is being offered to those over the age of 18. Sessions are led by Bill Stroud. Anne circulated a poster for the program.
3. **World Day of Prayer:** A celebration will be held at St. Mark's on Friday, March 2 at 7pm. The guest speaker will be Sr. Muriel Buckley. Denise informed Council that she and Trinda developed a "turtle" bookmark to mark World Day of Prayer. Bookmarks will be given to the children in our Religious Education program on Sunday, February 25.
4. **Adult Faith Formation:** Update: Wendy: Current programs have been well received There are currently over 100 participants. Wendy attributed this success to the fact that modern good quality programs are being offered, materials used are professional and the programs were well promoted. "Forgiven" was promoted using bookmarks. Programs include:
 1. Bible Basics: This course is being held on Saturday mornings during Lent. There are 14 attendees from 3 parishes.
 2. Forgiven: This course about the sacrament of Reconciliation is being held on Tuesday evenings following mass. It is a brand new video-based program. Approximately 60 people from several parishes are attending and Wendy has received very positive feedback.
 3. Alpha Leader Training: This program is being held on Wednesday mornings. It is being offered to 24 parishioners of St. Mark's and St. Joseph's parishes who were invited by their pastors.

Divine Renovation: PPC members discussed the material in Chapters 6 and 7 of the book.

The meeting was called to a close by Pat Carey.

The closing prayer was led by Dianne Beyea.

Next meeting will be held on Wednesday, March 14, 2018 at 7pm in Room 1.

Opening prayer to be led by Sandra Brown.

Closing prayer to be led by Michele Connors.

Minutes by Anne Stroud.