

St. Philip Parish

Ministry Reports

Presented at the 2014 Parish General Assembly

June 14, 2014

(For more information on any of these ministries please contact the office at 613-838-2314 or by email at stphiliprcp1819@gmail.com.)

Ministry Name: Pastoral Council

Description:

According to the Diocesan Guidelines "The Parish Pastoral Council (PPC) is the basic leadership grouping, called from, and by, the parish community, to share with the pastor the building up of the body of Christ and to be concerned with the overall welfare of the parish family. The PPC, as a consultative body, shares, with the Pastor and his staff, the planning and coordinating of the overall policies and goals of the parish."

The members of the PPC are Peter Moore (Chair), Debbie McSheffrey, Michele Lotan, Betty Dolan, Eileen Kavanaugh, Nicole Lahey and Donna Hawkes. Debbie, Betty, Eileen and Donna have completed their terms and are stepping down this year. We are looking for 3-5 new members.

The PPC meets the 1st Tuesday of every month in the Hall beginning at 7:30 pm for approx.. 2 hours. There is a modest amount of work required outside of the meeting depending on the projects underway at any given time.

Year in Review:

After last year's many changes, including the arrival of Fr. Bob and our new office manager, this past year was uneventful in comparison. In truth this was a year in which Fr. Bob's vision for the parish and commitment to Christ have taken firm hold in our Parish to our great collective joy and benefit.

The PPC worked on several projects this year including the introduction of the Lighthouse CD resource centre which has been well-received. We have also been exploring the storage and digitization of our historical records which is an ongoing project. A Welcome Night for new parishioners was held in November (thank you to Nancy Williamson) and, recently, we introduced a Prayer Box to each liturgy at St. Philip.

There have been numerous other activities that will be addressed by Fr. Bob and the other Ministry Leaders so I will not go into further details now. Except I would like to mention two significant events from the past year. The first was the 25th Anniversary of the Ordination of Fr. Bob. This was truly a joyous occasion and Donna Hawkes organized wonderful receptions following both Masses in mid-October. The second event was the Coffee House in late January organized to raise funds for the Peru Mission. This was a resounding success and many thanks are due to Elizabeth Sterritt, Nancy Williamson and Marjorie Cassidy for their devotion to this cause.

On a practical level, the Pastoral and Finance Councils have been well staffed and worked closely together on many projects. I would like to personally thank Pat McIver, Chair of the Finance Council, for his dedication, leadership, advice and support this past year. I would also like to recognize the incredible services of Bill Flynn who has been a stalwart of the Finance Council for many years. The other members of the PFC, including Luc St. Jean and Gisele (my wife) who are stepping down, are also deserving of our thanks for all their efforts on our behalf over the past few years. Finally I would like to extend a sincere thank you to Debbie McSheffrey, Donna

Hawkes, Eileen Kavanaugh and Betty Dolan who are stepping down from the PPC this year. Your service to the Parish will always be remembered and you have our gratitude.

Finally you will shortly hear from many of the dedicated volunteers who head up our various Ministries here at St. Philip. I am grateful for each of them.

Volunteer Requirements:

There is no special training or skills necessary to serve on the Pastoral Council. However prospective members should be able to work cooperatively in a team environment where decisions are made by consensus. Good communication skills and a strong commitment to the continued spiritual growth of our Parish will be helpful.

Responsible Ministry designation is Low.

Contact Information: Peter Moore (Chair)

Ministry Name: St. Philip Parish Finance Council ("PFC")

Description:

- Under Canon Law, a PFC is to be established in each parish and mission. This body consists of the parish priest and at least three other members of the parish community (elected or appointed to three-year terms), and is accountable to the Archbishop of the Archdiocese of Ottawa for the temporal administration of the parish property and assets. It is important to note that the *PFC is an advisory body only*, and while consisting of competent and able people, it is the parish priest who makes the final decision regarding parish property and assets.
- Current PFC members include: Pat McIver (Chair), Bill Flynn (term expires August 2014), Dianne Bruce, Brian Goss (term expires February 2015), Dan McKenna (term expires August 2015), Gisele Moore (term expires August 2014), Dcn. Louis Seward, and Luc St-Jean (term expires August 2014).
- The PFC, in conjunction with the parish priest, shall:
 - o attend to the temporal affairs of the parish: revenue, expenses, loans, investments, bookkeeping, repairs, constructions, contracts, sales, purchases, employee relations, salaries, etc., in accordance with diocesan regulations and policies; however, the bookkeeper need not be a member of the council;
 - o establish, according to the principles governing sound administration, the administrative guidelines for the temporal administration of the parish;
 - o prepare and approve the annual budget and publish the latter at the same time as the annual financial report; the council shall select the more appropriate means to enable the greatest number of parishioners to be informed as to the contents of the budget and the financial report, as well as of the overall financial situation of the parish. While the finance council establishes fixed and variable expenditures for the parish, once it has set aside funds available for pastoral work, it is not to decide further. Such responsibility lies with the parish priest and the pastoral council;
 - o attend to the proper maintenance of the buildings;
 - o administer the goods of the parish in conformity with the civil, canonical and diocesan regulations pertaining to the temporal administration of parishes.

Year in Review:

- The PFC reports on its activities through our quarterly report to the parish, so much of what would be contained in a "2013/14 Year in Review" are already, at a high-level, communicated to the parish
 - o This includes the drafting of the 2014 parish budget, the completion of the 2013 year-end Diocesan report, CRA charity return, HST Rebate application, and our regular ongoing results and monitoring of the parish's finances and property maintenance items
- However, there are several items that are currently being discussed by the PFC:
 - o Long-Range Financial Plan ("LRFP")
 - The PFC recently adopted a parish LRFP that identifies potential major maintenance / repairs / replacement issues the parish may face over the next ten years, estimates what these costs may be, and identifies potential funding sources that may be used to pay for them.
 - It is an evolving document that will be reviewed annually (in the Fall) in conjunction with the development of the parish budget
 - This document is attached for parishioner's reference

- Cash Flow Monitoring
 - As highlighted in our March 31, 2014 quarterly report, the PFC has been, and will continue to, monitor the parish finances to ensure our bills are paid on time and sufficient cash is maintained in the parish's operating account to handle the day-to-day expenses.
- Parish Hall Rental Activities
 - The PFC is currently working to improve the Parish's revenues earned from the renting out of the Parish Hall.
 - We have begun working with a few local high school students from Sacred Heart to develop some marketing materials, and are exploring the possibility of bringing on a "hall manager / hall coordinator" to oversee all Hall-related activities.
- Fundraising Policy
 - The PFC is reviewing the diocesan requirements relating to fundraising from within the parish for the benefit of outside organizations / individuals, and a memo will be issued shortly that explains the diocesan rules on this issue
- Parish List Disclosure to Parish Groups
 - The PFC is reviewing when parishioners' contact information can be released to parish organizations (individuals) for the purposes of informing parishioners of a particular activity or for soliciting donations from them
 - At present and in conformity with civil law, no parishioner contact information is disclosed without prior consent being obtained first
 - The PFC is developing a process through which parishioners can provide their consent to be put on a "disclosure list", which will be distributed to these organizations (or individuals) when a request is made and the parish priest approves that request.

Volunteer Requirements:

- Parishioners who have skills, talents and an interest in any of the areas that fall under the PFC's purview are always needed. Whether it is dealing with the Parish's finances, overseeing and managing the Parish's buildings or tending to their maintenance (at a high level), or reviewing a particular concern that has arisen and identifying possible solutions, there are many ways for any parishioner to be an involved PFC member
- Ideally, every PFC member would assume responsibility for a particular PFC area that aligns with their skills and talents (e.g. one member with an accounting background would be responsible for monitoring the parish's finances, another member with "handyman" skills would be responsible for property and maintenance, another member would act as the recording secretary, etc).
- The PFC meets monthly (except July and August) and while the time requirement varies greatly depending on a PFC member's duties and time of year, a PFC member's duties could require between five-to-ten hours per month.
- For Responsible Ministry purposes, participation on the PFC is considered a medium-risk activity.

Contact Information:

- For more information on the PFC, its activities or to discuss any of the items contained in this report, please contact Pat McIver, Chairperson.

St. Philip's Church (Restoration / Major Maintenance / Replacement of Assets)

Long Range Financial Plan - 10 Years (2014 - 2023)

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Project	Bal. Fwd	2014	2015	2016	2017	2018	2019 2023	Total	
Current Projects									
Replace furnace in Church	3.5	3.5					0.0	7.0	
Front Walkway Project...approx. \$50k project	10.0	5.0	5.0	5.0	5.0	20.0	0.0	50.0	
Replace Ceiling Fans		1.0					0.0	1.0	
Replace two sump pumps in basement		0.5					0.0	0.5	
Bell Tower - paint wheel; flooring repair		0.5					0.0	0.5	
Refinish Floor in Parish Hall		1.0	0.5	0.5	0.5	0.5	2.5	5.5	
Remove old chimney in Attic of Church		0.5					0.0	0.5	
Repair ceiling leak in Church		2.0					0.0	2.0	
Church									
Window Replacement	3.0	2.0	3.0	2.0	3.0	2.0	10.0	25.0	
HVAC, Electrical & Plumbing	0.0	0.0	0.0	2.0	2.0	0.0	0.0	4.0	
Paint			1.0	2.0	1.0	3.0	2.0	9.0	
Flooring			1.0	1.0	1.5	1.5	0.0	5.0	
Other	0.7	1.5	1.0	1.0	0.5	0.5	0.0	5.2	
200th Anniversary Temporal Projects	21.0	0.0	0.0	0.0	0.0	0.0	0.0	21.0	
Parish Hall									
HVAC, Electrical & Plumbing	3.0	1.0	2.0	2.0	2.0	2.0	13.0	25.0	
Paint			0.5	0.5	0.5	0.5	0.0	2.0	
Appliances - Replacement & Repair	0.0	0.4	0.5	0.5	0.5	4.7	12.4	19.0	
Other	0.0	0.5	2.0	2.5	2.5	1.0	0.0	8.5	
Rectory									
HVAC, Electrical & Plumbing	0.0	0.0	0.0	0.0	0.0	0.0	14.0	14.0	
Paint						0.9	4.0	4.9	
Roof	0.0	0.0	4.0	0.0	0.0	0.0	9.0	13.0	
Other	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Exterior includes provision for mtc of parking lot	0.5	0.1	1.8	1.0	1.2	1.4	43.0	49.0	
								0.0	0.0
Note - LRFP is a <u>GUIDELINE</u> and will be refined each year to be more reflective of current needs									
								0.0	0.0
TOTAL FORECAST EXPENDITURES									
	41.7	19.5	22.3	20.0	20.2	38.0	109.9	271.6	
FUNDING SOURCES									
	Bal. Fwd	2014	2015	2016	2017	2018	2019 2023	Total	
Restoration (Pink Envelopes)	20.7	10.0	10.2	10.5	10.5	10.6	55.5	128.0	
Government Rebate	0.0	5.0	5.0	5.0	5.0	5.0	25.0	50.0	
Parochial Organizations	0.0	2.0	2.0	2.0	3.0	3.0	15.0	27.0	
Personal Donations or Loan (Walkway Project)						15.0	0.0	15.0	
Other Fundraising (inc. Richmond Fair)	0.0	8.5	1.0	1.0	3.1	11.0	6.2	30.8	
200th Anniversary Fund (for Temporal Projects)	21.0	0.0	0.0	0.0	0.0	0.0	0.0	21.0	
TOTAL FUNDING									
	41.7	25.5	18.2	18.5	21.6	44.6	101.7	271.8	

Ministry Name: Lectors

Description:

Lectors proclaim the Word of God during the Saturday and Sunday Liturgies in a clear and meaningful way as to convey to the faithful gathered, the importance of the saving, uplifting and challenging message of God's Word.

This is a very important ministry as our proclamation can affect the listeners and help them hear the Word not just by their ears but by their hearts as well.

Volunteer Requirements:

Volunteers should have a love of Sacred Scripture, a pleasant and clear voice and be well spoken.

Right now the rotation is about once every seven weeks on Saturday evenings and once every six weeks on Sundays. If we get more volunteers then obviously the time between serving would be longer.

Proper dress code is required. Lectors should be at Church 15 minutes before Mass starts. We meet by the sacristy with Fr. Bob for a quick prayer.

We also ask that each lector practice, out loud, their readings at home until they are comfortable with the flow of the words and proper pronunciation. We provide each lector with a workbook that has every reading for the year's Masses. The workbook also includes a brief summary of the reading, as well as phonetic breakdowns of difficult words so as to help with the pronunciation.

As new members sign on, training is provided by the Ministry Leader.

Responsible Ministry designation is low.

Contact Information: Michelle Lotan

Ministry Name: Extraordinary Ministers of Holy Communion

Description:

To assist the priest and/or deacon in distributing Holy Communion under one or both species to their brothers and sisters in Christ.

Personal qualifications

“The faithful who are [Extraordinary] Ministers of Communion must be persons whose good qualities of Christian life, faith and morals recommend them. Let them strive to be worthy of this great office, foster their own devotion to the Eucharist and show an example to the rest of the faithful by their own devotion and reverence toward the most august sacrament of the altar. No one is to be chosen whose appointment the faithful might find disquieting”
(Immensae Caritatis, 6).

All ministers of Holy Communion should show the greatest reverence for the Most Holy Eucharist by their demeanor, their attire, and the manner in which they handle the consecrated bread or wine.

Volunteer Requirements

Right now the rotation is about once every three weeks on both Saturday evenings and Sundays. If we get more volunteers then obviously the time between serving would be longer.

Proper dress code is required. Eucharistic Ministers should be at the Church 15 minutes before Mass starts. We meet by the sacristy with Fr. Bob for a quick prayer.

As new members sign on, training is provided by the Ministry Leader.

Responsible Ministry designation is low.

Contact Information: Michelle Lotan

Ministry Name: Children's Liturgy

Description:

- Weekly children's liturgy occurs during the 10:30AM Sunday mass in the Parish hall. An age appropriate liturgy is presented. Songs and crafts relevant to the gospel, readings or liturgical time of year are taught.
- We serve children who have not made their First Communion Children's Liturgy, instructors/leaders, and teen helpers. Older children who have completed their First Communion are also welcomed.
- We contribute to Parish Life by facilitating an environment during Sunday Mass that enables children to be instructed in the Gospel in a way appropriate to their age.
- We provide an opportunity for teens to provide ministry and role modelling for the younger children.

Year in Review:

- There were new additions to our team of instructors/leaders this year. We are thankful and blessed for their time and commitment to this ministry.
- The number of children taking advantage of children's liturgy has shown significant growth. We have been preparing materials for 25 children on a weekly basis. (previously 10-15 were the norm)
- For next year we wish to implement a more age appropriate program for children who have completed their First Communion

Volunteer Requirements:

- Teachers, parents of young children, or any other interested adults who are passionate about teaching children about the Word of God.
- Leaders run children's liturgy no more than once a month. Prep time can vary depending on complexity of craft chosen. As a team, there may be one or two meetings per liturgical year.
- There are no special requirements or training required for this Ministry.

The Responsible Ministry designation is High.

Contact Information: Dana Kean

Ministry Name: Knights of Columbus Council 11825

Description:

- Our mission is to serve the Parish community – our parishioners, our pastor, our membership, and our families – through acts of Charity, Unity and Fraternity.
- Being a Knight is about helping others, while enjoying the company and benefits of belonging to a Brotherhood. .
- Our membership now stands at 75, as a result of a very successful recruiting drive this year which initiated 8 new members and one transfer-in (from another council); however, we are always in need of new Brothers to continue to conduct programs in support of our church, community, families, and youth.

Year in Review:

- This fraternal year the Knights hosted several activities which helped foster a healthy parish community, such as Parish breakfasts on Sundays and monthly Family movie nights. Other events included our participation in the annual Richmond Santa Parade, where we entered a St. Philips float with the theme “Keep Christ in Christmas”, a Santa Lunch with over 120 kids attending, a BBQ for St. Philips School Christmas Social, support to the Peru Mission fundraiser, support to “coffee Sundays” and providing ushers for all weekend masses.
- The Knights bid on and won the catering contract for the 91st CWL Ottawa Diocesan Convention held in May in our parish hall; this was a very successful event, and the proceeds will enable the Knights to continue supporting various local and National charities such as: Pro-Life Movement, Youville Centre, Richmond Food Bank, Arthritis Society, as well as sponsoring a Seminarian, and providing support to Children’s Liturgy. We also award annual Bursaries to graduating students at Sacred Heart Catholic High School and St. Philips school.
- Plans for next year – in addition to the above activities, the Knights hope to re-new our involvement in the K of C Basketball Free Throw Contest, the Wheelchair program and the Coats for kids program, which are all annual initiatives of the Knights worldwide.

Volunteer Requirements:

- All Catholic men are welcomed to join the Knights, regardless of age or experience. The Council’s General meetings are held once per month (Sep thru June), usually on the 2nd Tues of the month; as a Knight, each member, depending on individual circumstances and availability, decide their own level of participation in council activities. Naturally, some involvement is encouraged and appreciated, but members are never pressured to do so – we all have our own family priorities to take care of first!
- **Special requirements/training/callings** - None
- **Responsible Ministry designation** – Not Applicable

Contact Information:

Luc St. Jean

Ministry Name: CWL (Catholic Women's League)

Description:

The CWL at St. Philip has 66 members. The President is Sheila Hearne.

Following is a list of Chairs and what each person does.

SPIRITUAL DEVELOPMENT –Janet Seward along with Father Bob helps to lead us in prayer.

ORGANIZATION CHAIR- Julie Brown- Keeps records of how long each lady is a member, so pins can be presented at the correct time. Helps with our yearly member drive.

EDUCATION & HEALTH - Maureen Stitt, keeps us updated with health issues, and some issues that were brought forward to pass a bill in Parliament: example:-tanning beds for youth..

COMMUNICATIONS, RESOLUTIONS AND LEGISLATION CHAIRS NOT FILLED.

COMMUNITY LIFE - Community Life is led by Lucy Robichaud, helps out with the Youville Centre that the CWL sponsors. Have the Parishioners involved at Christmas time by having angels on the wall for people to choose and donate a child's gift, also food for the Youville Centre Christmas.

CHRISTIAN FAMILY LIFE - Margaret Charron kept us updated in all the Pro Life movement, and encouraged the March of Life and Mass on May 5th in fasting and praying for the unborn. CWL sent 3 representatives to the rose dinner.

OTHER PARISH ACTIVITIES

- Organize Coffee Sunday
- Organize Exposition of the Blessed Sacrament
- Holding Funeral Receptions
- Presenting a gift to a female grade 6 graduate at St. Philips
- Joining in and laying a wreath on Remembrance Day

Any Lady at St. Philips can join the CWL

We meeting once a month

Everyone has something they can bring to our group, it can be prayer, leading one of the chairs, or being a member until you feel comfortable in other roles.

The Responsible Ministry designation does not apply to membership in the CWL. However our Coffee Sunday coordinator has a Low Responsible Ministry designation.

Contact Information: Sheila Hearne

Ministry Name: Cemetery Committee

Description:

Coordinate and manage cemetery affairs

What we do:

- Prepare contracts for “Certificates of Interment Rights” and burials
- Coordinate grounds-keeping requirements
- Conduct the financial affairs of the cemetery and prepare the annual Cemetery Financial Report to the Archdiocese of Ottawa
- Ensure that cemetery records (plot sales/Certificates of Interment Rights and burial registry) are properly maintained
- Prepare and update cemetery By-laws
- Comply with Ontario’s “Funeral, Burial and Cremation Services Act” and the Administrative Guide for Parish Cemeteries of the Archdiocese of Ottawa
- Answerable to the Director of Cemeteries for the Archdiocese of Ottawa

Year in Review:

There were 4 burials and 5 “Interment Rights” plot/sales conducted in 2013

Plans for next year:

In preparation for the parish’s 200th Anniversary, the Cemetery Committee has identified two projects: the installation of Stone Gate posts at cemetery entrances and replacement of the Cross.

Volunteer Requirements:

For the past several years this committee has consisted of only two members – a proper Cemetery Board should have 4 to 6 Director/Members - additional volunteers are certainly welcomed. Meetings are held as required - there are no set timings. Majority of burials (and plot sales/contracts) are conducted during period May to Nov. Burial requirements outside this period are delayed until late spring when conditions are suitable. On average there are 4 – 6 burials per year; each burial requires approximately 4 hours work – coordination with the Funeral Home and being present (on-site) to supervise grave “openings / closings” (work performed by contractor).

Special requirements/training/callings -None

Responsible Ministry designation -Medium

Contact Information:

Luc St. Jean

St. Philip Parish – General Assembly Report

June 14, 2014

Ministry Name: COLLECTION COUNTING

Description:

- responsible for the counting of Parish donations for St. Clare Mission and St. Philip Church.
- Ensure all money is counted, accounted for and deposited in the bank following the Diocesan Finance Protocol and Parish Cash Handling procedures.

Comments:

- As the person responsible for this Ministry, I would like to extend my sincere thanks to those dedicated volunteers who count each week. New recruits in 2014 were Mary Roosen, Erin Flynn-Brown, Donna Flynn and Ronald McKenna. A special note to say that Pat Sabourin passed away in 2014. Pat was one of our dedicated collection counters.

Volunteer Requirements:

- Who would be interested in this ministry?
Any Parishioner but ideally a person with some finance background (though not necessary).
- How often do we meet or what time is necessary to perform this ministry?
There are five teams who count currently (so every five weeks)
- Special requirements/training/callings
In-house / on the job training provided.
- Responsible Ministry designation (low, medium, high)
Medium

Contact Information:

Bill Flynn Director Collection Counters