

# ANNUAL GENERAL MEETING

JUNE 11<sup>TH</sup>, 2016

## 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 Michelle Lotan (Chair), Nicole Lahey, Franca Lalonde, Marjorie Cassidy, Betty Dolan, Fran Blair, Gerry Blair and Dan Melone. However, Michelle, Franca, Betty and Nicole are stepping down this year.

The PPC meets the 1<sup>st</sup> 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:

**Sept** – We hosted our first annual BBQ and Ministry Fair with the help of the Knights and CWL. It was a great success. Several Ministries reported getting new volunteers.

**Oct.** – Hosted a Parish Welcome dinner for anyone who joined the parish in the last year. We had the largest group ever, about 35 adults and their children attended. Food Drive – Thanksgiving (12 bags of food) donated to the Richmond Food Bank.

**Dec.** - Christmas food drive, no numbers given but it was also successful.

**Jan.** - Peru Coffeehouse. We tried a different format this year, going with a Dessert theme. We raised \$861.36 for the Mission. The turnout was much lower than previous years. Several factors were involved with this we believe. **1.** There was a PD day that Friday, the Children’s movie night had less than half the numbers they usually do. **2.** The Legion and another local church also had events that same Saturday evening. That being said, next year’s Council will look at all the factors, including the format, and decide how it will be handled next year.

**June** – Barefoot Sunday – still collecting shoes and packsacks as we speak. Marjorie was able to get school supplies donated from the City of Ottawa for the children in Peru and hopes to have 10-15 packsacks to send.

This November, we are hosting a concert on Friday the 25<sup>th</sup> with the Ennis Sisters. This will be a fundraiser for the Canopy. It’s going to be great so mark your calendars now.

**Budget:** Our 2015 budget was \$8,500 and we came in just under that at \$9,440. \$939 over budget due to Liturgical Publications (Missals – two years expenses went through same year) Expenses included

under our budget range from Hospitality (BBQ, Welcome Dinner), Altar Supplies, Missals, Flowers, Sacramental Expenses, Clergy Development, RCIA, et.

Ministry Name: **Peru Mission**

Description:

We provide Eucharist (spiritual guidance) and material goods to help alleviate poverty in three different communities.

We serve three different communities. One in downtown Lima, one north of Lima (Huanagascar) and the last in Huánuco deep in the Andes mountains.

We help the Parish understand that outreach to different communities is very important.

Year in Review:

We ran a coffee house to raise funds.

We ran Bare Foot Sunday to provide material good.

Volunteer Requirements

People who want to help and contribute to the people of Peru.

The time spent is based on the needs of the projects. We spend more hours at the time of the Coffee House and when we are packing for the Peru trip.

Responsibility Designation : Low.

Contact: Father Bob Poole

# St. Philip Parish – General Assembly Report

June 11, 2016

Ministry Name: **200th Anniversary Committee**

Description: Develop plans and strategies for celebrating the 200th anniversary of the founding of St. Philip's Parish.

What we do: Develop project plans for approved project; ensure projects are carried out and fundraising for the events of the celebration and for special projects.

Who we serve: All parish members.

How we contribute to Parish life: Projects will beautify our church infrastructure; help the needy; record parish history and help build a sense of belonging to parish members.

Year in Review: Restoration of the high altars; stations of the cross in memoriam plaque (ongoing in 2016); Peru Mission support.

Plans for next year: New church lighting project, new confessionals.

Volunteer Requirements: **Creative; good organizer; motivated to succeed; fundraising skills.**

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- Who would be interested in this ministry?
  - How often do we meet or what time is necessary to perform this ministry : The Committee meets as required.
  - Special requirements/training/callings
  - Responsible Ministry designation: Low

Contact Information: Brian McSheffrey [613 489 3448](tel:6134893448)

# St. Philip Parish – General Assembly Report

June 11, 2016

Ministry Name: Coffee Sunday

## Description:

- **What we do:** Provide refreshments and an opportunity to socialize in the hall following 10:30 Mass. The chair also ensures there are coffee/tea supplies in the kitchen for the various parish groups when they have meetings (non-fundraising events)
- **Who we serve:** Open to all parishioners
- **How we contribute to Parish life:** Provide environment for easy socializing and building camaraderie among parishioners.

## Year in Review:

- **Highlights and Accomplishments in the 2015/2016 Liturgical Year:** Weekly Sunday socializing and support for internal groups.
- **Plans for next year:** Continue weekly event, explore opportunity to engage youth (high school age) involved.

## Volunteer Requirements:

- **Who would be interested in this ministry?** Open to all, basic familiarity with kitchen.
- **How often do we meet or what time is necessary to perform this ministry:** No meetings required, orientation is done when a new member has their first duty day, rotation involves approx 3 hours every 6 weeks,
- **Special requirements/training/callings:** Basic comfort level in kitchen as you are required to set up coffee/tea urn, put desserts on trays and clean up afterwards.
- **Responsible Ministry designation (low, medium, high):** low

## Contact Information:

- Gisele Moore
- [gmoore4772@gmail.com](mailto:gmoore4772@gmail.com)
- 613-838-5642

**St. Philip Parish – General Assembly Report**  
**11 June, 2016**

**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
- Coordinate grave "openings/closing"
- 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 Bylaws
- 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

**Administration Change**

Commencing this year, the parish secretary/office manager is now responsible for conducting all administrative duties pertaining to the cemetery.

The onsite work, attending to burials openings/closings, marking graves, etc. will continue to be performed by the cemetery committee...and additional volunteers willing to help in this regard would be greatly appreciated.

**Year in Review:**

There were 15 burials (5 caskets/10 Urns) and 3 “Interment Rights” plot/sales in 2015

**Finances**

Bank Balance end year 2015: \$12,574.85

Funds deposited with Archdiocese Trust account (held by TD Waterhouse): \$60,021.64

Investments Diocesan Parish Loan Fund: \$37,027.05

**TOTAL ASSETS: \$109,623.54**

**Plans for next year:**

In preparation for the parish’s 200th Anniversary, the Cemetery Committee has identified three projects: installation of Stone Gate posts at cemetery entrances, replacement of the Cross and installation of a columbarium a vault with niches for urn burials.

**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 5 – 7 burials per year; each burial requires approximately 4 hours work – grave markings, ordination with the Funeral Home and being present (onsite) to supervise grave “openings / closings” work performed by contractor).

**Special requirements/training/callings** None

**Responsible Ministry designation** Medium

**Contact Information:**

Luc St. Jean, email: [stjean08@sympatico.ca](mailto:stjean08@sympatico.ca) ; Phone: 613-838-2880

## REPORT TO THE ST. PHILIP'S PARISH AGM

### St. Vincent de Paul Society

We have now completed our 2<sup>nd</sup> year. We met our objectives set out at the last AGM to expand our membership and become better known in the Richmond community. Our conference has increased to 5 members and 1 Spiritual advisor to provide assistance to the poor in the region around Richmond in Southwest Ottawa.

We continue to increase our presence in the Community. We meet every 3<sup>rd</sup> Thursday of the month in the Church rectory. During the year we

- Contacted and provided materials to St Philip's Catholic School via a visit with the school principal Brian Kelly.
- Attended the Ottawa Central Council AGM.
- We did not conduct an Annual Appeal this year because we felt sufficient funds were available in the Conference to meet requirements.

We had contact with 3 clients (6 adults and 3 children) during the year. We had 8 visitations and provided assistance with food, clothing, and pharmaceutical supplies. With King's Independent Grocer we were able to provide food vouchers to 2 needy families at Christmas. There are no client files currently active.

The National Council recently sent an appeal to assist the relief effort in Fort McMurray. We are sending \$250 to the Ottawa Central Council to be forwarded, along with funds from other Ottawa conferences, to the National Council.

Key Objectives for next year are (1) to expand our membership and (2) become an aggregated conference. That step will allow us to obtain a charitable tax status and issue tax receipts directly to donors.

We would like to express our thanks to Fr Bob Poole for his continuing support; Lynn Lane for acting as liaison in the Church office; and the Knights of Columbus, under Grand Knight Bill Flynn, who have graciously donated funds to the Conference in the past year.

The Society of St. Vincent de Paul is a Catholic lay organization that remains faithful to the teachings of the Church. "Members join the Society because they seek to develop their faith by living it both individually and communally. The Society is for people who feel a need to improve their Christian life and view the Society of Saint Vincent de Paul as a means to accomplish this end."<sup>1</sup>

David Vickers

President The Society of St Vincent de Paul – St Philip's Parish Conference

June 11, 2016

1. The Rule and Statutes of the Society of Saint Vincent de Paul Canada, Section 1.4 Membership in the Society

**St. Philip Parish – General Assembly Report**  
**June 11, 2016**

Ministry Name: **Children's Liturgy**

Description:

**- What we do**

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.

**- Who we serve**

School aged children of the parish, Liturgical instructors/leaders, and teen helpers.

**- How we contribute to Parish life**

To facilitate an environment during Sunday Mass that enables children to be instructed in the Gospel in a way appropriate to their age.

Also, to give an opportunity for teens to provide ministry and role modelling for the younger children.

Year in Review:

**- Highlights and Accomplishments in the 2015/2016 Liturgical Year**

We have a steady stream of children attending children's liturgy regularly. (Approximately 15-20 on a weekly basis, more during Advent) We are proud to contribute to the welcoming atmosphere at St. Philip where families enjoy sending their children to children's liturgy so that they can focus on mass.

Thank you to the Knights of Columbus and CWL for supporting us in the purchase of craft supplies and rosaries for all of the children.

**- Plans for next year**

Continue developing our team of teen helpers and providing more leadership opportunities.

Volunteer Requirements:

**- Who would be interested in this ministry?**

Teachers, parents of young children, or any other interested adults who are passionate about teaching children about the Word of God.

**- How often do we meet or what time is necessary to perform this ministry**

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.

**- Special requirements/training/callings**

none

**- Responsible Ministry designation (low, medium, high)**

- High

Contact Information: Dana Kean, [danakean@gmail.com](mailto:danakean@gmail.com), 613-447-5366

# **St. Philip Parish – General Assembly Report**

## **June 11, 2016**

Ministry Name: **St. Philip and St. Clare 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 95, as a result of a very successful recruiting campaign in 2016.

### Year in Review:

This fraternal year the Knights hosted several activities which helped foster a healthy Parish community. We hosted (with the CWL) 4 Parish Breakfasts, several movie nights for kids and Parishioners. We catered a brother Knight's Wedding in October, hosted a spaghetti night in November and in December did the St. Philip School BBQ Christmas Social, entered a float in the Santa parade and hosted Lunch with Santa.

Spiritually, we hosted (with the CWL) Rosary service the last week-end of every month and hosted a Men's retreat in March (Father Mark Slatter – presenter). We also were involved with Stations of the Cross during Lent.

In the spring, we held a very successful Garage Sale and catered a brother Knight's 90<sup>th</sup> birthday party. We hosted a basketball free-throw at St. Philip School, sold Roses on Rose Sunday, will BBQ at the St. Philip School Fun fair in June and will also present grad awards at both St. Philip School and Sacred Heart High School.

### 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 2<sup>nd</sup> 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!

### Contact Information:

Bill Flynn (Grand Knight) 613 838-4098; bill.flynn@ottawa.ca

## **AGM AGENDA**

1. Welcome from Fr. Bob and Michelle Lotan
2. State of Parish – Fr. Bob
3. Peru Mission – Marjorie Cassidy
4. Parish Council Report – Michelle Lotan
5. TAC, (Temporal Affairs Committee) Report – Michael Lotan
6. Knights of Columbus – Bill Flynn
7. Catholic Women’s League – Janet Seward
8. St. Vincent de Paul – David Vickers
9. Pro-Life – Anastasia
10. Music Ministry – Nicole Lahey
11. Sacristans – Betty Dolan
12. Euchre – Rita Dodd
13. Coffee Sunday – Gisele Moore
14. Children’s Liturgy – Michelle for Dana Kean
15. Cemetary – Michelle Lotan for Luc St. Jean
16. 200<sup>th</sup> Anniversary Committee – Michelle Lotan for Brian Mc.
17. Responsible Ministry – Fr. Bob

Closing Remarks