



**Parish General Assembly**  
**Minutes for Sunday, June 9, 2019**  
**1:30 p.m. – 2:25 p.m.**

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**Present from the Pastoral Council and Finance Council:** Msgr. Kevin Beach (Rector), Fr. Stephen Amesse (Associate Rector), Christine Mathew (Pastoral Council Chair), Mary Whalen (Pastoral Council Secretary), Deacon Jim Scheer (Ex-officio member Pastoral Council); Jean Serge Quesnel (Finance Council Chair), Tom Miles (Finance Council Vice Chair), Susan Madden (Finance Council Secretary), Matthew Andrades (Finance Council Maintenance), Catherine Caule (Finance Council Assets & Insurance), Brian McLean (Finance Council Restoration) and Charito Babol (Finance Council Accounting) and Parishioners at large

**Regrets:** Philippe Beauchamp (Pastoral Council Vice Chair), Alba Pascual, Nathalie Watson, Alex Ayala (Pastoral Council Members), Deacon Michel Pilon (Ex-officio member Pastoral Council)

**Recording Secretary:** Irene Kibel (Parish Secretary)

1. **Call to order:** Msgr. Kevin Beach
2. **Opening Prayer:** Msgr. Kevin Beach
3. **Parish Pastoral Council Presentation:** Christine Mathew (Chair) outlined the plan of the presentation:
  - I. Members of the Parish Pastoral Council
  - II. Role of the PPC
  - III. Key Activities this year
  - IV. Open Mic: Your questions, comments and suggestions

Members of the Parish Pastoral Council:

- Msgr. Kevin Beach (Rector and President), Christine Mathew (Chair), Philippe Beauchamp (Vice Chair), Mary Whalen (Secretary), Alba Pascual, Nathalie Watson and Alex Ayala (members), Ex-officio members: Fr. Stephen Amesse (Associate Rector), Deacon Jim Scheer and Deacon Michel Pilon

Role of the PPC:

- Shares with the Pastor in the building up of the Body of Christ
- Concerned with all aspects of parish life
- Helps to set policies and goals of the parish and to identify the means to achieve them
- Consultative role
- Consensus approach to decision-making
- Final responsibility for decisions belongs to the Rector
- Close liaison with the Parish Finance council

Key Activities this year:

- Day of Reflection

Mary Whalen gave a brief overview of the Day of Reflection held in February. In attendance at the Day of Reflection were representatives of the various ministry heads at Saint Patrick's, including both Pastoral and Finance Councils as well as the Knights of Columbus. Fr. Sean Wenger, CC, gave a presentation with Sr. Anna Chan, SC and Stu Beare. They shared stories of how their parish (St. Mary's) was being revitalized. Discussions were held with respect to our Mission Statement: looking at who we are, what we are about,



and what are the next steps.

- Hospitality Teams

Creating Hospitality Teams was one of the fruits resulting from the Day of Reflection. Many volunteers came forward after Mary made an appeal and we are hoping to have this ministry grow in the coming months.

- Amendment of the Parish Pastoral Council Constitution

Msgr. Beach explained why it was important to amend the Pastoral Council Constitution from an “election” to a “selection” process.

### **Section V Selection of New Members for the parish Pastoral Council**

The objectives of the election process for member of the PPC include the following:

- to ensure that all parishioners have an opportunity to propose parishioners for membership to the PPC;
  - to avoid the "winners & losers" dynamic that an election process could create;
  - to ensure that new members meet the eligibility criteria for membership in a process that respects confidentiality.
1. Nominations of PPC members **by parishioners** will take place on an annual basis over a weekend in September, provided there are ordinary members whose terms are expiring or appointed members, so that, as far as possible, not more than 50% of the ordinary members of the PPC have to be replaced at any one time.
  2. A **steering committee** for nominations is to be appointed by the PPC at least 7 weeks prior to the date of nominations. This committee is composed of the Rector, a current ordinary member of the PPC whose term is finishing and will not permit his/her name to stand for nomination, and one or two parishioners who are not candidates for the PPC.

**Open Floor, Open Mic:** Chaired by Christine Mathew

*Questions/Comments/Suggestions:*

Several parishioners asked questions regarding nominations and the steering committee, including: whether the notice of nominations would be publicized in the bulletin, who was eligible to be on the steering committee, and whether the process would be an open one (making it easy to nominate someone).

*Response:*

Msgr. Beach replied that the notice of nominations will be announced well in advance of the date for nominations. The steering committee for nominations will be appointed by Pastoral Council at least seven weeks prior to the date of nominations, and would consist of the Rector, a current ordinary member of the Pastoral Council whose term is finishing and would not let their name stand for nomination, or another member whose term is continuing, and one or two parishioners who are not candidates for the Pastoral Council. The mechanics of the nominations would be simple but with structure. The steering committee will ensure that the parish membership has ample opportunity to propose candidates.



Proposed by Msgr. Kevin Beach: (**Motion** by Mary Whalen; seconded by Christine Mathew).

Msgr. Beach asked the Chair of the Pastoral Council to call a vote by show of hands. The proposal to change the Pastoral Council Constitution regarding the selection of new members was passed.

*Questions/Comments/Suggestions:*

A parishioner commented that with respect to the Refugee Committee, things seem to be dormant since last October. He wondered whether Pastoral Council had anything to report.

*Response:*

Msgr. Beach replied that Fr. Steve was the clergy representative on the Refugee Committee and they met with Joseph Lo Mascolo. There are concerns regarding new membership which the Committee will hopefully address.

*Questions/Comments/Suggestions:*

A parishioner wanted to know more about the new part-time Pastoral worker position and asked why there was no Lenten Mission at Saint Patrick Basilica.

*Response:*

Msgr. Beach replied that he would put together a job description in the next couple of months with a view to hiring someone in the fall. The pastoral worker would be hired for 15 hours per week, with three key elements forming the basis of the job description:

1. Safe environment procedures
2. Reaching out to isolated seniors
3. Coordinating community activities including hospitality

With respect to the Lenten Mission, he stated that few parishes still give Lenten Mission, but that it was a good idea worth looking into.

*Questions/Comments/Suggestions:*

The Gift Shop manager asked about FORMED.org and whether our parish subscription would be renewed for next year. As the Gift Shop manager, she expressed concern that with regard to the selling of DVD's and books, FORMED.org is a competition. She wondered how many people were subscribed and whether there was sufficient return.

*Response:*

Msgr. Beach replied saying that our representative with FORMED.org is Nathalie Watson, but that he did not want to give too detailed a response without her being present. However, he did mention that the decision to renew our subscription last year as Council thought, among other things, that FORMED.org was not in competition with the Gift Shop. A parishioner mentioned that she appreciated the free access to resources on FORMED as her finances are limited.



*Questions/Comments/Suggestions:*

Another parishioner commented that the Gift Shop is a treasure and wondered if we could do more to advertise them to other churches in the diocese.

*Response:*

Msgr. Beach replied that Carol Reaume recently designed a brochure. It was brought to the recent Pastoral Day at the Diocesan Centre and put into the hands of 40 pastors to take back to their parishes. The brochure is on display at all entrances of the church.

*Questions/Comments/Suggestions:*

A parishioner commented that she had been looking for a book she couldn't find elsewhere, but found it in the Gift Shop after seeing it advertised in the bulletin.

*Response:*

Carol Reaume responded that a different book is advertised each week which has been helpful in promoting book sales.

*Questions/Comments/Suggestions:*

A parishioner commented on FORMED.org, saying that she gets overwhelmed by the amount of emails and advertising they keep sending her and doesn't have time to get through it all.

*Response:*

Mary Whalen replied that a parishioner is able to unsubscribe and opt out receiving the unwanted emails and ads, but could still enjoy the services provided by FORMED.org.

**4. Parish Finance Council Presentation:** Jean Serge Quesnel (Chair) outlined the plan of the presentation:

- I. Members of the Parish Finance Council
- II. Revenues and Expenses trends over the last 9 years
- III. 2019 budget allocations
- IV. Restoration of the Basilica
- V. Restoration of the Rectory
- VI. Restoration debt
- VII. Questions, comments, suggestions

Members of the Parish Finance Council:

- Msgr. Kevin Beach (Rector), Fr. Stephen Amesse (Associate Rector), Jean Serge Quesnel (Chair), Tom Miles (Vice Chair), Susan Madden (Secretary), Matthew Andrades (Maintenance), Catherine Caule (Assets & Insurance), Brian McLean (Restoration) and Charito Babol (Accounting)

Members are appointed for a three-year term, renewable once. Members finishing their six-year term in 2019:

- Matthew Andrades



- Susan Madden
- Jean Serge Quesnel

Revenues and Expenses:

We continue to manage our money well.

Trends over the last 9 years:

<u>Year</u>	<u>Revenues</u>	<u>Expenses</u>
2010	1,247,643	1,089,151
2011	1,273,934	1,178,524
2012	1,392,384	1,257,882
2013	1,405,931	1,302,797
2014	1,326,915	1,134,123
2015	1,321,561	1,249,331
2016	1,381,005	1,305,707
2017	1,361,000	1,348,174
2018	1,418,800	1,345,800

2019 Budget - Revenues estimates:

Gift Shop: expenses are 28% of total parish expense allocations, thus yielding 1% in net revenues.

Donations:	59.8 %
Gift Shop:	28 %
Candles:	7 %
Bequests:	2 %
Masses:	1.8 %
Rent:	0.71%
Socials:	0.69%

- Total: \$1,418,800

2019 Budget Expense Allocations:

Gift Shop:	29%
Maintenance:	15%
Masses & Sacraments:	14%
Administration:	14%
Utilities, Taxes, Insurance:	9%
Diocesan Tax:	8%
Benefits:	4%
Candles:	4%
Socials:	2%
Capital Expenditure:	1%



- Allocated Total: \$1,345,800
- Unallocated: \$ 73,000

#### Restoration of the Basilica:

#### Restoration of the Basilica - 2004-2018:

- Completed Project 1: Creation of the **Scavi** (with special thanks to the Knights of Columbus)
- Completed Project 2: Renovation of the **Interior** of the Basilica
- Completed Project 3: Renovation of the **Exterior** of the Basilica
- Completed Project 4: Renovation of the **Organ**
- Completed Project 5: Renovation of the **Front Steps** of the Basilica
- Completed Project 6: **LED lights** in the Basilica
- Completed Project 7: Renovation of the **Stations of the Cross**
- Completed Project 8: Replaster **front Walls** of the Basilica
- Completed Project 9: Replace the main **Bolt** of the bell

**Approximately \$12 million was invested**

#### Restorations of the Basilica 2019

##### Ongoing:

- |   |           |
|---|-----------|
| • Project 10: Restoration of Nepean Street entry  | \$ 5,000  |
| • Project 11: Fence near air conditioning chiller | \$ 2,000  |
| • Project 12: LED lights in the Sanctuary         | \$ 20,000 |
| • Project 13: Renovation of the Choir loft        | \$ 40,000 |
| • Project 14: New HVAC control system             | \$ 20,000 |

##### Planned for 2020:

- |  |           |
|--|-----------|
| • Project 15: Restoration of interior / exterior doors | \$ 70,000 |
| • Project 16: Rectify & upgrade Scavi plumbing         | \$100,000 |
| • Project 17: Restoration of church stone / windows    | \$150,000 |

**Total** \$407,000

#### Restoration of the Rectory:

#### Ongoing Restorations of the Rectory - A Heritage Building:

##### Completed:

- |   |           |
|---|-----------|
| • Project 18: Restoration of the Rectory Porch: | \$124,000 |
| • Project 19: Replacement of Rectory Windows:   | \$ 42,000 |

##### Ongoing:

- |  |           |
|--|-----------|
| • Project 20: Post-Fire repairs (Covered by Insurance) | \$ 40,000 |
| • Project 21: New Roof                                 | \$ 95,000 |
| • Project 22: Install ship ladder to the roof          | \$ 5,000  |
| • Project 23: Paving of parking & laneway              | \$ 13,000 |



- Project 24: Interior renovation \$ 30,000
- Total** \$349,000

Restoration Debt:

Good news! **Extinguished**

Debt – Amount outstanding at year-end: 2003-2018:

2003	700,000
2004	466,443
2005	228,105
2006	802,136
2007	1,269,297
2008	1,142,581
2009	1,372,839
2010	1,685,745
2011	1,605,052
2012	1,570,772
2013	1,534,738
2014	732,212
2015	334,152
2016	155,099
2017	46,509
2018	0

**More good news:**

Saint Patrick Basilica has **\$185,188.71** as deposit for Restoration in the Loan Fund for Parishes, as of **May 1<sup>st</sup>, 2019**.

**Open Floor, Open Mic:** Chaired by Jean Serge Quesnel

*Questions/Comments/Suggestions:*

A parishioner commented on how wonderful our custodians are. She was impressed by how spotless the facilities are kept and how friendly and helpful they are. Her comments were affirmed by another parishioner.

*Response:*

Msgr. Beach replied that Saint Patrick’s was blessed with quality staff and volunteers. He then thanked all Council members who served so faithfully and were now moving on.

**5. Closing Prayer:** Fr. Stephen Amesse. Meeting adjourned at 2:25 p.m.