

**ST. MICHAEL CATHOLIC COMMUNITY (“SMCC”)
PASTORAL COUNCIL (“PC”)
MINUTES OF MEETING
SEPTEMBER 30, 2025 @ 7:00 PM**

In attendance: *Ex officio* Fr. Vargas, Fr. Chukwurah, M. McGee (Chair, SMCC Finance Council)

M. Nasse (Chair), M. Tapuska (Secretary)

C. du Toit, M. Fitzsimmons, K. Gibson, D. Helton, S. Kelly, K. McKinnon, G. Puhl, O. Uwagboe.

Regrets: B. d’Souza

Welcome

Opening Prayer – Conversation in the Spirit

Introductions

Role of the Chairperson and Meeting Expectations

Meetings will be presided by the Chair. Meetings will start at 7 pm and will last no longer than two hours. Meeting agendas are approved by Fr. Vargas in consultation with the Chair and will be sent to PC members a week prior to the next meeting. If a PC member would like to have an item addressed at a meeting, it should be sent to the Chair in advance of that timeline. A new item submitted less than a week prior to a meeting will be addressed at that meeting if there is sufficient time; otherwise, it will be tabled to the following meeting. Side conversations should be avoided during meetings.

PC members are asked to notify Fr. Vargas or the Secretary if they cannot attend a meeting.

Meeting dates for the upcoming year will be set as the 4th Tuesday of each month, unless otherwise noted.

Outstanding Items from Previous Year

1. Tuesday Mass Time

A request has been made that PC consider changing the Mass time on Tuesdays from 6:00 pm to 7:00 pm. It was noted that many meetings at SMCC are held on Tuesday evenings and that all start at 7:00 pm. Changing the weekday Mass time would conflict with those meetings. It is recommended that the Tuesday Mass time remain at 6:00 pm.

New Items

2. Youth Programs

There is a strong desire to start a Youth Program at SMCC. It is also listed as an action item in the Parish Renewal Plan (“PRP”). Implementation of a youth program will require Diocesan approval and will depend on the financial ability of SMCC to hire an additional staff member to oversee the program. (There are currently 7 staff members at SMCC, in addition to two janitors and two priests). A sanctioned youth program would have to meet certain requirements, including a spiritual component. It can’t be a purely social venue.

Access 52 will host Saturday Night Lights 5 times this coming year. These events are for youth in grades 7 – 12 and will feature music, food and talks.

Fr. Vargas has received a proposal regarding the children’s Christmas pageant.

There was general discussion regarding other youth programs such as Alpha at high schools. These programs are run by school chaplains, with a Catholic perspective.

It was suggested that consideration be given to providing space at SMCC for an unscripted standing meeting for young adults with one of our priests on a regular interval, such as once a month. This would be a venue to discuss various matters relating to the Catholic faith.

Action Item: G. Puhl will research what programs other churches are offering youth and will provide a report to PC at an upcoming meeting.

3. Kitchen Use

There is an upcoming meeting for all groups that use the kitchen. The kitchen is a shared space, used by separate ministries and groups. It is kept clean, and government regulations related to food handling are followed.

4. Parish Renewal Plan

The official launch of the PRP will be on the weekend of October 4&5. Implementation of the PRP over the coming months will be aided by PC.

PC members were provided a copy of the PRP that was submitted to the Diocese in June. Feedback from the Diocese was incredibly positive, the only concern being volunteer burnout. Volunteer burnout is also a concern of the Parish Renewal Team in view of the many action items in the PRP; however, the timelines for implementation of the action items given in the PRP are guidelines only and will depend on financial and volunteer resources.

A new Mission Statement for SMCC is presented in the PRP and PC was asked to consider and approve same. The Mission Statement was arrived at by the Parish Renewal Team after much prayer, discernment and discussion.

Moved that the Mission Statement in the PRP be approved as presented. **Seconded.** The motion was unanimously approved.

5. Financial Update

M. McGee presented highlights from the following synopsis of year-to-date operating results:

As per the financial statements for the August month end and YTD results, it is noted that August revenues were \$108k with a loss of -\$16k. August revenues were down \$49k (not surprisingly given peak summer vacation) from \$157k in July with roughly equivalent expenses although we note August reflected a \$11.4K increase in Refugee Family expenses (vs. 0 in July) while Maintenance and Admin/Office expenses were down \$15k and \$4k respectively month over month. YTD revenues at \$1.127M are \$182k ahead of budget at \$945k and ahead of 2024 YTD revenue at \$919k and with a 2025 YTD net profit of \$196k ahead of our budget at \$48k and well ahead of our equivalent 2024 YTD loss of -\$124k. Key YTD expenses that remain higher than budget are as follows: YTD Salaries & Benefits +\$40k, maintenance +\$29k, Admin/Office +\$42k, Interest & Bank charges +\$1.3k, Columbarium +\$1k, Rectory costs +.5k, and with Church Programs -\$6.3k below budget.

YTD Building Fund and Other Income at \$230k remains ahead of budget at \$163k, with the August \$11.3k building fund contribution consistent with that of July. Working capital is at a healthy \$996k with total cash & equivalents at \$305k and \$298.5k in Central Fund Savings. We continue to pay down our Central Fund Loan with total liabilities of \$3.6M and total equity of \$19.8M.

SMCC is on track to meet the Diocesan Together in Action obligation for 2025.

The increase in revenues was due in part to an increase in parishioner numbers. Note that the Diocese has been more prescriptive about budgets since COVID.

6. Meeting Dates for 2025/2026

The meeting dates for PC for 2025/26 will be the 4th Tuesday of the month, except for the meeting in November when Fr. Edmund will be away. Instead, there will be a meeting in early December. Meeting dates are scheduled for October 28, December 2, January 27, February 24, March 24, April 28, and May 26. The final meeting will be an end of the year BBQ on June 23.

Action Item: M. Nasse will ask if the meeting dates can be circulated to PC members as an invitation from the office so that the dates will automatically be entered in calendars.

Closing Prayer

Adjournment

The meeting was adjourned at 8:45 pm

Next Meeting – October 28, 2025