

**ST. MICHAEL CATHOLIC COMMUNITY (“SMCC”)
PASTORAL COUNCIL (“PC”)
MINUTES OF MEETING
FEBRUARY 27, 2024 @ 7:00 PM**

Present (*In person*): Fr. Vargas, B. Choquette (Chair), M. Tapuska (Secretary), A. Bitter, S. Gaela, T. Klassen, N. McIntosh, T. Novecosky, K. Renger, P. Van de Mosselaer, A. Valdez, M. McGee (Chairman, SMCC Finance Council)

(*By conference call*): B. Popp

Absent: Fr. Bustalino, G. Brand, L. Iovinelli, P. Tan

AGENDA

Opening Prayer

Moved that the minutes from the January 23, 2024, meeting of PC be approved. The motion was approved.

M. McGee was welcomed to the meeting.

ITEMS TO REVISIT FROM JANUARY MEETING

1. Communication Coordinator (Update)

The Diocese is awaiting the results of the first quarter fiscal update before approval to hire a Communications Coordinator will be given. The financial situation is questionable. Consideration should be given to raising awareness of the financial situation of SMCC. There was brief discussion about the re-introduction of “passing the basket” during the Offertory.

2. Diocesan Renewal (Update)

The Parish Renewal Team (“PRT”) of eight members has been formed and introduced to SMCC via the bulletin: Karen Bout, Scott Dixon, Christian Estrella, Michael Fitzsimmons, Sarah Ibrahim, Sean Thomas Kelly, Julie Sisenda and Margaret Tapuska. Margaret is a member of the team per the Terms of Reference for PRTs that a minimum of one member is from PC.

There was a diocesan-wide orientation for the renewal teams on February 10. Additional guidance for the next steps is being prepared and will be shared with the PRTs on February 29. The teams will soon enter their “team formation/orientation stage.” More information to follow at the next PC meeting.

There is a Diocesan Renewal Team that is available to offer guidance to the parish teams.

3. World Day of the Sick (February 9, 9 am Mass)

The Healing Mass went well, and the feedback was positive. The Prayer for the Sick that was used at the Mass was from the prescribed ritual and was liturgically correct.

It was suggested the Healing Mass is always celebrated on the Friday preceding February 11.

Fr. Vargas was thanked for his support.

4. Eucharistic Miracles Exhibit (Update)

Work on the exhibit is coming along well; there is a great team in place, but there is still a lot of work to do. 200 volunteers will be needed for the exhibit when it is on display from May 24 to June 2. The Volunteer Coordinator will send a recruiting email to the various ministry leaders in the coming days for circulation to the respective ministry members to recruit volunteers.

5. Library Program (Update)

The librarian (a parish volunteer) has been instructed to purchase the computer program for cataloguing books and to ask volunteers to help with its implementation. It was noted that the library is open after some of the weekend Masses. The librarian offers a selection of books in the Narthex after the Sunday 9 am and 11 am Masses.

OLD BUSINESS

6. Prayer Petition Basket

It was requested that the prayer petition basket be brought to the altar after the Prayer of the Faithful at all Friday weekday Masses and that the Proclaimer, or the Priest, remind the congregation to take a petition to pray over after Mass. It was noted that the table holding the petition basket should be placed in front of the Sanctuary at Friday Masses to make it easy for Mass attendees to both write and take a petition.

Action: A form of announcement will be prepared for the Welcome script to be read by the Proclaimers.

Action: A table for the petition basket will be placed at the entrance to the Sanctuary and the basket will be carried to the altar after the Prayer of the Faithful.

7. Basket at Offertory (Update)

It was proposed that we try to re-introduce the collection basket during the Offertory, despite the logistical challenges. It was noted that at least 6 volunteers will be needed per Mass. The Hospitality Ministry has fewer volunteers than needed at the 5 pm Mass. All

volunteers must complete the screening requirements, including a police check because money is being handled.

It was suggested that the collection baskets be passed around at the Easter services.

It was further suggested that the amount of revenue generated by basket collection is monitored for any increase to determine if basket collection becomes permanent. Basket collection at Christmas and Easter is important.

Fr. Vargas was asked to make note of the need for more volunteers to facilitate the re-introduction of the baskets in his weekly newsletter.

Action: An announcement will be placed in the bulletin and in the pre-Mass welcome message to request additional hospitality/collection basket volunteers for the Easter Masses.

8. Bishop Barron's Book

It was asked if Bishop Barron's book, *This is My Body*, can be sold at the SMCC bookshop. The bookshop coordinator should be contacted for this. The book could be sold at the Eucharistic Miracles Exhibit in May.

9. Announcements at the end of Mass

It was observed that although the Announcement Committee (three members of PC) had previously sent protocols to the office, there have been inconsistencies. The official decision with respect to announcements should be confirmed. Some announcements are shown on the overhead screens prior to Mass. Fr. Vargas noted that announcements are OK, but there should be a representative on hand in the Narthex at the end of Mass to answer questions relating to a particular announcement. It was noted that announcements are a way to connect with parishioners and to inspire people to attend Mass or other special events.

Suggestions from PC members included the PRT reviewing the matter and announcements made at the beginning of Mass, as part of the welcome message.

Concern was expressed that announcements at the end of Mass can interrupt the liturgical flow of the Mass and that some people may prefer to learn of parish events by reading about them in the bulletin.

Action: Fr. Vargas will coordinate with the office staff to incorporate announcements into the pre-Mass welcome message.

NEW ITEMS

10. Update on what is happening in our Parish

There was a request that members of PC be made aware of what is happening in the parish more frequently than PC meetings so they are prepared when parishioners ask and

can promote what is happening. It was noted that it is not always an easy matter to communicate what is happening because issues and matters often arise very quickly. It is often a timing issue.

It was suggested that ministry reports (as recommended in Promising Practices) be utilized for more effective and timely communication. (Please see page 6 of these minutes for the full text of Promising Practices from the Diocese of Calgary).

11. March Pastoral Council Meeting

The next scheduled meeting of PC is on March 26, the Tuesday of Holy Week. To avoid meeting in Holy Week, it was agreed that the March meeting be cancelled, and that the April meeting be moved up by one week, from April 23 to April 16.

12. May Pastoral Council Meeting

The scheduled May meeting of PC is on May 28, during the Eucharistic Miracles Exhibit. It was agreed that the May meeting be held on May 21. This will be confirmed at the April meeting.

13. Finance Council Presentation to the Parish

Current members of the Finance Council (“FC”) are:

Anthony Chima, Joelle Chu, Mike McGee (Chair), Julie Sisenda, Ed Tapuska, Murray Weimer and Ted Williams. The new parish bookkeeper is Ryan Summers; his services are shared with other parishes.

A financial presentation to SMCC will be made at all four Masses the weekend of March 16/17 and members of the FC will be available after all Masses to answer questions.

The current format used in the bulletin for financial reporting is soon to be revised.

PC was provided a brief financial report for SMCC, including current equity, liability, working capital, revenue, net income and expenses. For 2024, a 7 % increase in revenue is forecasted.

PC members asked

- if any bequests have been made to SMCC – no.
- what is happening with the Together in Action campaign. SMCC has not met its target for the past two years; any shortfall is taken from general revenues. It was suggested that TIA should be better promoted for the coming year.

Bob thanked Mike on behalf of PC for his presentation.

14. Saturday 9:00 am Mass

Another request has been made that Saturday morning Mass is re-introduced. One will be introduced if appropriate.

15. Parish Reconciliation Night

It was noted that the format of lining up for reconciliation seems to promote talking and even eating. Can this be changed to foster an atmosphere of quiet and reverence?

Fr. Vargas suggested that perhaps people could line up in the Sanctuary, and that the Blessed Sacrament is exposed to promote a more quiet and prayerful atmosphere.

16. Volunteer Forms Completed as a group with SMCC Volunteer Coordinator

It was suggested that a general session for volunteers with the Volunteer Coordinator present to assist with the completion of the required paperwork be offered.

Fr. Vargas will discuss this with the Volunteer Coordinator as the Diocesan training session for accreditation of trainers has occurred. He thought that a session could be offered before the end of June, or in September.

17. Divine Mercy Sunday Celebration (Chapel Anniversary)

There will be a Divine Mercy celebration (also the anniversary of the completion of the St. Mary's Chapel renovations) on Sunday, April 7, with a reception to follow.

CLOSING PRAYER & ADJOURNMENT at 8:40 pm

NEXT MEETING OF PC

April 16, 2024

Promising Practices

Every committee and ministry in the parish should provide the Parish Pastoral Council with a regular written report concerning their work.

Some committees do not function regularly but should be noted and remembered. All groups who use the parish facilities or fund raise through the parish could also be submitting monthly written reports to the pastor.

There are two types of reports:

The first is an update on what is happening in a ministry or committee. These should hardly ever be read at a Parish Pastoral Council meeting. They should be in the hands of the Parish Pastoral Council members before the meeting. If there are questions, they should be given to the secretary prior to the meeting and be addressed as new business.

The second kind of report is a committee report on an ongoing project. A written report should be in the hands of the Parish Pastoral Council members prior to the meeting and discussion is usually expected and falls under old business. A reminder that committee reports should go out 2 weeks before the meeting. Reports should be in the hands of the Parish Pastoral Council at least 5 days prior to a meeting.

All ministries should submit to the Parish Pastoral Council and Parish Finance Council a yearly budget request for discussion by both the Parish Pastoral Council and Parish Finance Council before being added to the budget.

Roman Catholic Diocese of Calgary