



**Parish General Assembly**  
**Minutes for Saturday, June 10, 2017**  
**10:00 a.m. - 11:50 a.m.**

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**Present:** Msgr. Kevin Beach, Fr. Rick Lorenz, Fr. Larry McCormick, Kevin Isenor (Pastoral Council Chair), Rebecca Chandler (Pastoral Council Vice Chair), Steve Winogron (Pastoral Council Secretary), Renze Nauta and Bruce Wilson (Pastoral Council); Jean Serge Quesnel (Finance Council Chair), Tom Miles (Finance Council Vice Chair), Matthew Andrades (Finance Council), Chris Irwin (Business Manager) and Parishioners at large

**Regrets:** Deacon John George and Deacon Jim Scheer (Ex-officio members Pastoral Council), Alba Pascual (Pastoral Council); Susan Madden (Finance Council Secretary), Catherine Caule and Delio Marimon (Finance Council)

Recording Secretary: Irene Kibel

1. **Call to order:** Steve Winogron (Pastoral Council Secretary) welcomed everyone to the 2017 Parish General Assembly and outlined the agenda.
2. **Opening Prayer:** Msgr. Beach
3. **Parish Pastoral Council Presentation: Chair Kevin Isenor and Secretary Steve Winogron**
  - I. Members of the Parish Pastoral Council
  - II. Role of the PPC
  - III. Key Activities this year
  - IV. Mission Plan
  - V. Open Mic: Your questions, comments and suggestions

Members of the Parish Pastoral Council

- Msgr. Beach, Rector and President; Kevin Isenor, Chair, Rebecca Chandler, Vice Chair, Steve Winogron, Secretary, Renze Nauta, member, Bruce Wilson, member, Alba Pascual, member, Ex-officio members: Fr Rick Lorenz, Vice-Rector, Deacon Jim Scheer and Deacon John George

Role of the PPC – Kevin Isenor

- Shares with the Pastor in the building up of the Body of Christ
- Concerned with all aspects of parish life
- Helps to set pastoral policies and goals of the parish and to identify the means to achieve them
- Role is primarily that of consultation
- Consensus approach to decision-making vs. taking votes
- Final responsibility for decisions belongs to the Rector and he must be comfortable with decisions made.
- Close liaison with the Parish Finance Council (representative attending each others' meetings and sharing minutes).

Key Activities this year

- Established an officially supported Facebook presence
- Developing a "Mission Plan" to define where we are heading and how we get there
- Worked with groups such as the Knights of Columbus and other outreach organizations acting on our social agenda (helping the poor) - i.e. St. Vincent de Paul and the Miriam Centre
- Supported the continuation and growth of our monthly coffee days, dinners, fund-raisers, and parish social gatherings such as the upcoming Sunday barbecues



### Mission Plan – Bruce Wilson, Member, PPC

- Saint Patrick Basilica parishioners and visitors encounter Christ through the sacraments, the preached word of God and through works of mercy. Thus we come to know, love and serve God, and hope to be with Him forever in heaven.

### Define our Mission

- Why do we exist?
- What do we value?
- Who are we? Our strengths, weaknesses, opportunities, and threats?
- What do we want to be? ... Our aspirations? Does this fit with the future environment?
- Longer term (3-5 years) things that must be achieved?

### Next Steps

- Parish Council develops a draft plan
- Draft plan is discussed with some parishioners for improvements
- Plan printed and distributed to all parishioners, inviting comments
- Plan evolves, and progress is reported to parish
- We establish an ongoing, unending process to monitor our work

### **Open Floor, Open Mic:** Chaired by Steve Winogron

#### *Question/Comments:*

Dirk de Vos asked for a clarification of the Mission Plan commenting that this parish is unique and the Mission Plan should reflect the challenges we face and the diverse character of being a downtown parish.

#### *Response*

Steve Winogron replied that we did begin this process and will hand out copies of the demographics taken last year. Introspective view was considered and will be made available

Msgr. Beach commented that we must develop a sense of mission to effectively deal with all the various groups that come here during the week and on weekends.

#### *Comment:*

Tom Rooney commented on the need for adult educational catechesis programs including studying scripture. Parishioners of Saint Patrick's and Catholics in the wider community need solid catechesis. Many people don't come to church, including parents and young people, and we need to bring them back. Many people come into the Basilica just from walking by. There are real prayer warriors here and their prayers help to build community.

#### *Question/Comments:*

Nathalie Watson commented that she drives an hour just to come here and is inspired by the atmosphere of beauty and reverence. She tried different parishes, but this place is special. The way Mass is celebrated by the priests is inspiring and she is moved by the liturgy, artwork and music. We need to live our Catholic identity and not be ashamed of it. She would like to see Mass *ad orientem* included.

Bruce Wilson echoed Nathalie's statements and added that we need to remain true to the Magisterium.

Steve Winogron added that we are blessed with outstanding priests who are relevant for today, giving homilies we treasure.

Andree O'Donnell remarked that the Young Adults Group of our parish offers activities for young Catholics in the age range of 18 to 35 years old. This year, they sponsored the Friday evening Scavi Sessions where notable speakers presented on themes which explored Catholic faith in our day. She would like to encourage regular education for that age group saying it would be an excellent opportunity to invite people from the community to witness the



beauty and history of this church.

Msgr. Beach confirmed there were usually 70 young adults in attendance at each session. Many were not even part of that category, but they are welcome to attend.

Tom Rooney mentioned there was a reception in the Scavi after a Funeral Mass and he overheard a woman comment "what a beautiful church"

#### *Question/Comments*

Basil Houlahan stated that in order for us to take our faith out into world (including the workforce), we need to be empowered and trained. Without proper knowledge and training, we are not equipped. We need a program in place to teach the basics of our Catholic faith so that we know what we're talking about and can defend what we believe in. We need to know how to evangelize.

Cecile Suchal commented on the importance of providing funding for these training programs from within the finance budget.

#### *Response*

Fr. Rick Lorenz replied that the Alpha program is being promoted by the Archdiocese as a tool of evangelization.

Michelle Merkowsky countered that Alpha does not fully reflect our Catholic values and should be well-researched before being implemented.

Nathalie Watson added that Alpha is watered down and should be more Catholic.

#### *Comments*

Msgr. Beach provided an update of recently announced Pastoral Appointments: Fr. Rick will be going to Holy Redeemer and Fr. Tim will be going to Blessed Sacrament (as Associate Pastors). The changes take effect as of August 1<sup>st</sup>. No announcement has been made yet regarding the appointment of a new Associate Rector at Saint Patrick Basilica. Msgr. introduced staff in attendance: Chris Irwin (Business Manager) and Irene Kibel (Parish Secretary).

#### *Comment*

Steve Winogron commented that we held a ministry fair in the past to let people know what ministries are here and what they do. The Pastoral Council is considering how people can become more involved in the parish and this is an ongoing process.

#### *Questions/Comments*

Tom Rooney commented that his wife has bad knees and can't kneel in the confessional.

#### *Response*

Msgr. Beach replied that she can stand as the screen is high enough for the priests to hear. Priests can also hear confessions in the baptistery (wheelchair accessible) or in the rectory (by appointment).

#### **4. Parish Finance Council Presentation: Chair Jean Serge Quesnel & Vice Chair Tom Miles**

- I. Members of the Parish Finance Council
- II. 2017 budget allocations
- III. Revenue trends over the last seven years
- IV. Renovation of the Basilica
- V. Renovation of the Rectory
- VI. Renovation debt
- VII. Ongoing renovation projects
- VIII. Follow up to General Assembly 2016
- VI. Questions, comments, suggestions



Members of the Parish Finance Council

- Msgr. Beach, Rector; Fr. Rick Lorenz, Vice Rector; Jean Serge Quesnel, Chair; Tom Miles, Vice Chair; Susan Madden, Secretary; Matthew Andrades, Maintenance; Delio Marimon, Accounting; Catherine Caule, Assets & Insurance

2017 Revenues and Allocations

- 2017 Budget - Estimated Budget Revenues is \$ 1,361,000
  - Key revenues include: donations (59%), gift shop (29%), candles (7%), socials/bequests/Mass
  - Gift Shop: Expenses are 27% of total Parish expense allocations, thus yielding 2% in net revenues (operational budget)
- 2017 Budget Expense Allocations: Allocation Total: \$1,348,174 (Unallocated: \$12,826)
  - Key budget allocations are Gift shop (27%), Maintenance Staff & Supplies (17%), Administration & Housekeeping (13%), Clergy & Organist (13%), Utilities, Taxes, Insurance (11%), Diocesan Tax (9%), Employment Benefits (5%), Socials and Candles (5%)

Revenues over the last seven years

- 2010: \$1,247,643 (Actual)
- 2011: \$1,257,882 "
- 2012: \$1,392,384 "
- 2013: \$1,405,931 "
- 2014: \$1,326,915 "
- 2015: \$1,249,331 "
- 2016: \$1,305,707 "
- 2017: \$1,348,174 (Budgeted)

Expenses went up mainly due to inflation and salaries and is now at a "tipping point". We are reviewing staffing and taking measures to reduce expenses.

Renovation of the Basilica and Rectory

Renovation of the Basilica - 2004-2016 (Tom Miles – vice chair)

- Completed Project 1: Creation of the **Scavi** (with special thanks to the 4<sup>th</sup> Degree 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

Some \$12 million were invested

Project 3 – Exterior Renovation of the Basilica: 2005-2012

- Phases 1-3: Front and Nepean side of the building: \$3,098,970
- Phase 4: Front side on Gloucester: \$ 894,206
- Phase 5: Rear side on Nepean close to the Rectory: \$ 546,607
- Phase 6: Rear side on Gloucester: \$1, 014,529
- Phase 7: Back end of the building \$ 796,670

All phases of Project 3 were completed for a total of \$6,350,982

Ongoing Renovation of the Basilica

- Project 6: LED lights in the Basilica: \$ 5,000
- Project 7: Renovation of the Stations of the Cross: \$10,000
- Project 8: Replaster the front interior walls of the Basilica: \$45,000



- Project 9: Maintenance of the bell: \$10,000

Total: \$70,000

This facility needs constant care and switching to LED lights will save money. Project 8 is a major one. Paint and plaster in the Sanctuary is coming loose. It will require scaffolding which will curtail other activities (i.e. weddings). The largest expense will be putting the scaffolding in place. Money is in the budget this fiscal year.

#### Renovation of the Rectory

- Phase 1: Assessment of the condition of the Rectory (Completed): \$12,000
  - Phase 2: Immediate projects
    - 2.1 Renovate public space (Completed): \$15,000
    - 2.2 Repair Front Porch (Being launched): \$45,000
  - Phase 3: Other project
    - 3.1 Code compliance Review: \$10,000
- Total: \$82,000

For an old building it is in good shape and the structure is sound.

Upgrades were done to the rectory office (i.e. carpeting, painting ...) and make greater use of space for public access.

Major repair (Phase 2.2): the front porch needs repair and once we dig, it may prove to be more costly than planned. 3.1 involves wiring and things you don't see (some work already completed).

#### Renovation Debt

- Amount outstanding at year end 2016 is \$155,099.
- We pay \$9,000 each month on the loan debt.
- Noted: before the Diocese authorizes a loan the Parish needs to have collected 50 % of the amount required.

We do not have to pay diocesan tax on funds collected for renovations.

#### Repayment of the debt

- Amounts paid per year: 2014 (\$723,212); 2015 (\$334,152); 2016 (\$189,154); 2017 Budgeted (\$113,724)

#### Shortfall in revenues for Restoration 2017

- January: \$ 20,833 (Budgeted) \$12,344 (Actual)
- February: \$ 41,667 (Budgeted) \$23,146 (Actual)
- March: \$ 62,500 (Budgeted) \$33,976 (Actual)
- April: \$ 83,333 (Budgeted) \$47,164 (Actual)
- May: \$104,166 (Budgeted) \$58,770 (Actual)

It seems that when restoration projects are not seen by parishioners there is a decrease in blue envelope contributions.

Jean Serge Quesnel thanked Chris Irwin for helping prepare the charts and figures in a simple and comprehensive presentation. He also thanked the staff of the Book & Gift Shop for providing an invaluable service to the community and acknowledged their significant impact to the parish in revenue and contributions.

#### Follow up to General Assembly Suggestions from 2016

1. Repair stucco wall of the Rectory (done)
2. Endowment fund for maintenance (under consideration - especially if sufficient bequests and contributions are received)
3. Parking lot and Parish hall (we received a generous donation for the paving of the parking lot, but the possibility of constructing a parish building on the lot is a massive multi-million dollar project, it has been postponed for now)
4. Electronic machine for collection (not for now; one can go to Book & Gift Shop and make non-cash contribution)



5. On fund raising
  - a. Lower prices of books to attract clients [\$1 subsidy per book] (will be kept in mind as a future possibility)
  - b. Have organ concerts in the Basilica (favourable reaction not received - will be resubmitted to the Pastoral Council for consideration)

**Open Floor, Open Mic:** Chaired by Tom Miles

*Questions/Comments:*

Bruce Wilson asked about the 12% Archdiocesan tax and whether it was a government tax.

*Response*

Jean Serge Quesnel replied that we pay tax to the Diocese. It is not a governmental tax.

*Questions/Comments:*

Tom Rooney stated he was under the impression that the rectory is a heritage building site.

*Response*

Andy Doyle said that it was and added that parts of the rectory were less than 100 years old (1920's).

*Comments*

Fr. Rick suggested the Scavi conference room could use new furniture and better sound-proofing between the conference room and Knights of Columbus chambers. He also suggested lighting to accentuate the new Stations of the Cross with individual controls to highlight each station.

*Questions/Comments*

Basil Houlahan: inquired about the collections taken up during the daily weekday Masses (especially in the morning).

*Response*

Jean Serge replied that daily collections were a significant amount (\$172,323.62 for 2016) and made a difference in revenue to meet expenses.

Tom Miles commented that we should acknowledge these offerings as being significant to the parish.

Jean Serge Quesnel suggested putting a notice in the bulletin to recognize the contributions made.

*Comment*

Nathalie Watson commented that the Gift Shop has an excellent reputation for being a great resource and a treasure for the whole community.

*Question/Comment*

Mervin Merkowsky asked whether the church had looked into some form of self-insurance.

Msgr. Beach replied that Catholic Mutual is indeed a type of self-insurance among Catholic dioceses in in Ontario and in other Dioceses across Canada. Catholic Mutual is a fraternal society based in the United States which came to Ontario, at the invitation of the bishops, when obtaining reasonably priced insurance became increasingly difficult for the Church.

*Question/Comment*

Bruce Wilson brought up the subjects of parking and a revenue-producing office tower down the street with pro-life contributor to parish finances.

*Response*

Jean Serge Quesnel replied that the question regarding a parking garage was brought up at the annual meeting last year. A project of this magnitude is very costly and we cannot finance it alone. In the short-term, this needs



to be delayed for a few years due to our ongoing renovations and restoration projects.

Andy Doyle added that we should keep our eyes on parking availability at the school across the street (if we can afford it).

*Questions/Comments*

Dirk de Vos commented that he saw the budget with reductions for administrative expenses. He expressed his opinion that clergy should be rewarded for their hard work and many sacrifices, and that budget restraints should not skimp when dealing with the clergy. He asked if clergy salaries were under the control of the Diocese, and if so, does the Diocese impose salary limits? Can a parish do extra to financially support the clergy in their parish? What about substantially increasing their transportation allowance?

*Response*

Msgr. Beach replied that salaries for clergy are set by the Diocese and there is a published remuneration schedule for clergy sent to the parishes in January each year. Salaries are based on classification (i.e. pastor/associate pastor, age, incardinated or not, priests serving more than one parish ...etc.). Msgr. stated that members of the clergy are well compensated in Ottawa and he thanked Mr. de Vos for his concern. Parishes are on a clear schedule and not permitted to give extra compensation to priests. This is a matter of transparency. If clergy receive payment as a gift for preparing or administering a sacrament, the money must be given to the parish. Our accounting system is subject to review by the Diocese and CRA. However, financial gifts given to clergy, such as Christmas presents, can be kept. The Priests' Pension Fund is in good shape and our Ottawa priests receive sufficient financial support to live a dignified retirement.

**5. Closing Prayer:** Msgr. Beach – Meeting adjourned at 11:50 am