

**St. Andrew Parish
Annual General Meeting via Zoom
Thursday, June 11, 2020
Minutes**

Present:

Fr. Frank Brewer, Fr. Charles Orchard, Janice & John Pilgrim, Robella Folliet, Serge Bosquet Janice Hoganson, Paula Gallant, Irene Laskowski, Lesley McCoy, Lynn Stewart, Linda Lovelace, Lorraine Young-Tomalty, Mark Bruce, John Kane, Machelie Giovagnoli, Ron Peasley, Bonnie Jackson, Jen Harris, Mellissa Applewaite, Matthew McNab

1. Welcome, introductions and prayer - Fr. Frank

Fr. Frank took a few minutes to explain Zoom to those in attendance and then opened the meeting with prayer.

2. Brief review of the last pastoral year - Fr. Frank

Review of staffing. We have three part-time employees on staff in the office, Janice Pilgrim, Milva Calla and Robella Folliet. Fr. Tavis asked for personal leave in January and Fr. Charles was assigned to the parish in February. Fr. Charles will be with us until June 2021.

Thanks to everyone for support over the past month. We have people who have continued to contribute to the parish.

Confirmations went well last September, as did as did the First Communion last spring. We had another Alpha Session during the winter/spring, bible studies, and the CWL was active. The parish is very well served by committed people from the eucharistic ministers, to the commentators, to those involved with the music ministry and children's liturgy, altar servers, set up and take down teams. To all those, thank you. Your commitment to the parish is appreciated.

Back in November we thought we had our answer to our search for land with the help of the Diocese. It turns out that the person who we thought owned the land did not have the complete all of the land in question. Now the NCC is involved and may be interested in helping us but they move very slowly. We persevere in our search in our search for land.

3. Remarks by Fr. Charles Orchard

Fr. Charles indicated that he belongs to the Companions of the Cross and will be moving to St. Maurice in July. First time in his career that he has had to commute to work. He mentioned that he was just getting to know people at the parish and then the shutdown happened. His last post prior to this one was in Detroit. With Masses resuming, he will be hanging up his guitar. This past year, he helped Father Frank with the school Masses and Confirmation retreats. He has continued his work with the RCIA catechumens and we are looking at Baptisms in September. He has been writing weekly reflections that have been posted on the website. This has been interesting for him since he has really not done any writing in a while.

4. Finance Council Report - Fr. Frank

FYI - Powerpoint presentation of the 2019 Summary Financial Report was shown during Fr. Frank's remarks.

Slight decline in contributions compared to the previous year. Looked at the report quickly line by line. Total Revenue is down by \$12,000.

Question by Jen Harris: Is the donation by St. Joseph High School reflected in this report. Father responded that it depended on whether it was received in 2019 or in the new year.

Question by John Kane: Is the building fund reflected in the report. Father stated the most of the money that was in the building fund went towards paying for the rental of the gym.

Expenses - Fr. Frank is the only priest paid by St. Andrew Parish. Other staff members are part time. Administration tax is 13%.

Question by Paula Gallant: Have we been paying rent to the board during the shutdown. Father - NO.

A copy of the Summary Financial Report is attached with the minutes; it also will go out to all our e-bulletin subscribers.

If anyone would like a copy of the official Financial Report, we can send it to you.

Fr. Frank thanked the Finance Committee as well as the counting teams.

Fr. Frank stated that the parish scrapes by because he tends to be prudent in his spending. We haven't embarked on a big fundraising campaign because it is easier when we have a tangible piece of land to point to. We are trying to encourage more people to contribute automatically either direct deposit or monthly credit card donations. Also new is that we are set up with Canada Helps.

5. Pastoral Council Report - Serge Bosquet

Serge stated that his remarks will be read brief. He thanked everyone for attending tonight.

Since we are in a gym, the impact of COVID to St. Andrew was like a hammer falling, everything shut down. We do not have to worry about taking care of, or maintaining a building; an office, or a rectory.

However, I would like to thank our volunteers among all the ministries for their dedication in keeping St. Andrew working previous to the shut down, and to the CWL for all their fundraising efforts.

I ask Fr Frank, on behalf of St. Andrew Council and all Parishioners, to extend our thanks to the St. Monica Parish council, the volunteers, and clergy for all their efforts in keeping the Parish operating; in particular, the efforts to stream Easter services and Sunday masses that we can all share in; and thanks to the office staff for all their efforts in keeping us up to date with respect to COVID impacts, for their efforts in reaching out to the St. Andrew community with Father Charles weekly reflections, in providing links so we can stream the weekly St. Monica mass, and for providing and encouraging alternate ways to contribute financially to St. Andrew.

6. CWL report - Linda Lovelace

Spoke about what the CWL has done this past year. See report at the end of document

Janice mentioned to Linda that Connie and Alex Weaver are coming up on the 60th Wedding Anniversary in case the CWL would like to send them a card.

Serge expressed thanks from the parish for the work done by the CWL. Even in a year that was interrupted by the shutdown, our CWL chapter accomplished a great deal.

7. Planning the Way Forward - Fr. Frank

During the shutdown Fr. Frank has been meeting with various people, MPPs, principals etc. The longer COVID situation lasts, the harder it is for the general population to continue to cooperate with guidelines. The parish has been reaching out to parishioners but no one has really contacted the parish for help. Many people have had many different types of challenges during this time. There will be people affected in different ways and we need to care for each other. Just because guidelines are loosening, the crisis is not over.

Changes in the Diocese. Archbishop Prendergast is going to be retiring (probably by the end of the calendar year) and his replacement has been announced as a Coadjutor Archbishop Marcel Damphousse. Our Diocese has merged with that of Cornwall now known as the Archdiocese of Ottawa Cornwall. The new episcopal Vicar is Fr. Sean Wegner, also a Companion of the Cross.

Fr. Frank stated that he was sent to this parish because of the West End study. Their recommendation was to close St. Andrew and other parishes would continue with the status quo. Archbishop Pendergast did not like this recommendation. The land search has not gone well but we continue working on it and for Fr. Frank, it has been seven years. Any progress in this will affect other parishes in our area.

Re-opening

Ontario Bishops went to the province for discussions together. The very activity of Mass, groups of people together for at least an hour, is considered a high risk activity. We were surprised by the announcement this week of places of worship could open at 30%. Fr. Frank was measuring the worship area at St. Monica yesterday. Easier to spread out at St. Andrew in the gym. People will have to use a program to reserve a place and need to be checked off at the door. We need to know who is in the building just in case we have an outbreak and need to turn over the list to public health to do contact tracing. This gives us time to work out details about cleaning etc.

There will be no opening procession and no offertory procession. Basket in one location rather than being passed around for collection. One reader/commentator. Only priest to receive the cup, no host on the tongue. Paula expressed that as a eucharistic minister, she is not comfortable giving out communion. Fr. Frank stated that he definitely understands her concerns.

Those with underlying medical conditions or who live with someone who does, should not go to church. We will continue with the Mass webcast. Funerals and weddings are still limited in number due to the fact that people travel for these events.

People should wear masks to go to church. Music - one or two people only.

There will be specifics in the bulletin this weekend.

Concern was expressed about whether or not people attending Mass would cooperate with guidelines and having the volunteer base to be able to handle this. Especially in light of the rally that was held last week. Will there be a surge of cases by the time we re-open?

One suggestion was for people attending Mass to bring their own chairs (lawn chairs etc.) so that we do not have to clean them in between Masses. We could indicate on the floor of the gym where the chairs could be placed. Mark Xs on the floor to indicate where a chair is set up.

There was a discussion by some members in attendance that had been pretty well isolating since the beginning of the shutdown and the possibility of re-opening is inducing anxiety.

Fr. Frank - stated that he very much appreciated being made aware of these concerns. We do not have to rush back. If we do not have the volunteer base to ensure the safety of all, we won't

Question about how people will be receiving communion. Fr. Frank stated that it will be single file, respecting social distancing, extending their arms as far as possible. No communion on the tongue. The process will take longer.

Again Fr. Frank stated that if our core people, who are vital to Mass happening at St. Andrew, are uncomfortable, we won't do it.

There was a question about the disinfectant being used. Rubella stated that it is a 5 minute trigger solution. We can let it dry on its own and if it is still wet after 5 minutes, then it is wiped down.

Question asked about whether or not we could have Mass outdoors behind the portables. Fr. Frank stated that this was unlikely.

There was a request that a survey be taken to see if those who attended the meeting tonight would attend Mass when we come back. Only two people responded that they would be present.

There was a discussion about masks and how they are to protect others. We are all doing our best but feel uncomfortable with this responsibility.

Fr. Frank asked whether or not we may want to wait. Stated that it is entirely ok to wait. This will be reflected in the bulletin this weekend. St. Andrew Parish will not be reopening until we feel we have a handle on the situation.

We will need to aggressively appeal for more help

8. Concluding remarks and prayer

Fr. Frank spoke of the reality that First Communion celebrations likely will wait until fall. He really appreciated the frankness of the discussion tonight and understands the reluctance to proceed with the discussion.

Fr. Charles led the closing prayer.

Attachment #1

The Catholic Women's League of Canada
St. Andrew Parish CWL
Barrhaven, Ontario

1. St. Andrew CWL have 24 members in our League.
2. Ministry Fair (handouts) Sept 21/22, 2019 with a coffee social to follow.
3. Living Rosary, CWL members, Oct 16, 2019. Father Tavis Goski joined us for the Rosary with coffee social to follow. It was a chance to welcome our new pastor. Hosted by Lorraine Young-Tomalty
4. Hosted 04 coffee socials this f/y 2019/2020
5. We held a coffee outing with our Dear Sister Connie Weaver on Oct 23, 2019. We met at ANABIA, Cupcake café at 10:00 am. Our Sisters, Bonnie Jackson, Wanda McCaskill, and Mary Alice Gallagan picked her up and brought her to a warm reception of our CWL Sisters. Connie really enjoyed the outing.
5. Hosted 1 Parish potluck, (Nov16, 2019) for St. Andrew Feast Day after the 5:00 pm Mass.
6. Sold Advent Candles, 80 sets x \$6.00 a set = \$480.00
Sold Parish Missals, 43 ea. X \$5.00 ea. = \$215.00
7. Food Drive, Nov 23/24, 2019 for Barrhaven Food Cupboard. (19 boxes of food and monetary value \$381.80.)
8. Bake Sale, Dec 07/08, 2019 for our CWL expenses & charities (\$782.60)
9. Spiritual Evening: Jan 21, 2020 at Spiritual Chairperson home, Lorraine Young-Tomalty. The evening started with the Living Rosary for Priests and a Spiritual Bouquet for the recovery of Father Frank following his surgery. We enjoyed coffee and dessert.
10. Valentines Day Raffle, sold tickets and the proceeds (\$404.00) went to the Parish Bldg Fund.
11. We held a ½ day of Reflection at St. Monica Parish on March 07, 2020. Our theme was LONELINESS and our guest speaker was Deacon Ray Lamarche. It was open to all women of St. Andrew and St. Monica Parishes. We had 41 who participated in our day of spirituality. We began with Mass celebration, coffee and snacks followed by the presentation.
12. Led the Station of the Cross, at St. Monica on Mar 13, 2020
13. We had a Mass scheduled for Palliative & Hospice Care on May 03, 2019. May 04 is the National Day for prayers for Palliative Care. We joined our Sisters in the League across Canada to pray. Our members did it in half hour periods for up to 12 hours.
14. Our Spring project, Longfield Long Term Care Home was cancelled due to COVID-19. (May 02/03, 2020)
15. Our CWL House Mass scheduled for May 05, 2020 was cancelled due to COVID-
16. St. Andrew CWL had 3 masses said this past year and 2 sympathy cards sent out.
17. Donated to Barrhaven Retirement Home (\$100.00) for letting us hold our meetings.

18. The CWL participate in most Parish activities such as: The Eucharistic Ministry, lectors, coffee socials, counting the collection, music ministry and decorating the altar especially for Christmas and Easter.

19. I attended three Diocesan CWL meetings on behalf of St. Andrew CWL Parish.

20. During COVID-19, our CWL, every Wednesday we wore our CWL Pins in Solidarity with our Ottawa Diocesan CWL Sisters to get rid of COVID-19. We prayed for Father Frank & Father Charles to help them cope in this pandemic. We contacted our own CWL Sisters by e-mail and phone to see if anyone required help and we kept our prayer chain active.

God Bless

Linda Lovelace
St. Andrew CWL
President

Attachment #2

SAINT ANDREW PARISH					
Summary Report of Revenue and Expenses					
For the period January 1 to December 31, 2019					
Balance Sheet as at 31 December					
ASSETS		2018	2019		
Bank and Petty Cash		\$ 41,900	\$ 37,345		
On deposit with Archdiocese		\$ -			
HST receivable		\$ 1,002	\$ 3,038		
LIABILITIES					
Diocesan Loan Fund (Rectory)		\$ -	\$ -		
NET TOTAL ASSETS		\$ 42,902	\$ 40,383		
Revenue	COMPARISON		BUDGET		
	2018	2019	2019	2020	
Weekly Envelopes (includes loose cash)	\$ 100,394	\$ 97,668	\$ 105,400	\$ 103,400	
Monthly DD/CC	\$ 32,454	\$ 31,885	\$ 34,000	\$ 33,000	
Building Fund	\$ 20,731	\$ 8,473	\$ 11,250	\$ 8,500	
Parish Charity	\$ 1,255	\$ 556	\$ 1,280	\$ 600	
Sacramental Programs	\$ 12,730	\$ 12,384	\$ 13,000	\$ 13,000	
Other, inc. HST claim	\$ 8,460	\$ 12,956	\$ 8,600	\$ 13,955	
Masses, Weddings and Funerals (net)	\$ 150	\$ 745	\$ -	\$ 900	
Total Revenue	\$ 176,174	\$ 164,667	\$ 173,530	\$ 173,355	

SAINT ANDREW PARISH
 Summary Report of Revenue and Expenses
 For the period January 1 to December 31, 2019

Expenses	COMPARISON		BUDGET	
	2018	2019	2019	2020
Salaries and benefits	\$ 99,517	\$ 88,520	\$ 100,635	\$ 103,168
Diocesan Administration Tax	\$ 21,709	\$ 19,625	\$ 18,115	\$ 16,095
Liturgy and pastoral activities	\$ 20,537	\$ 22,003	\$ 20,500	\$ 17,600
Office	\$ 1,909	\$ 1,284	\$ 1,950	\$ 1,300
Parochial organizations	\$ 492	\$ 705	\$ 500	\$ 720
gas, oil, electricity & cable/internet	\$ 4,582	\$ 4,722	\$ 4,675	\$ 4,820
insurance, water, munic. tax	\$ 6,398	\$ 7,020	\$ 6,525	\$ 7,160
Maintenance	\$ 2,222	\$ 6,068	\$ 3,000	\$ 3,400
Rent to School Board	\$ 11,107	\$ 10,644	\$ 11,000	\$ 11,000
Bank and credit card charges	\$ 1,508	\$ 1,401	\$ 1,540	\$ 1,500
*Miscellaneous	\$ 4,362	\$ 5,394	\$ 4,450	\$ 5,500
Total Disbursements	\$ 174,343	\$ 167,386	\$ 172,890	\$ 172,263
Net Income	\$ 1,831	\$ (2,719)	<u>\$ 640</u>	<u>\$ 1,092</u>
BUILDING FUND:	COLLECTIONS	EXPENSES		
2015	\$ 14,526	\$ 2,760		
2016	\$ 11,082	\$ 2,200		
2017	\$ 19,754	\$ 11,659		
2018	\$ 20,731	\$ 11,107		
2019	\$ 8,473	\$ 10,644		

Narrative Overview:					
A copy of the official 2019 Financial Statement is available upon request.					
The figures are taken from the official Financial Statement but re-organized for clarity					
Please take note that there was a pledge for 2 years from a Donor of \$10k beginning 2017 and ends in 2018 (total of \$20k, a drop of Building Fund collection noticeably					
Maintenance includes a purchase of new air conditioner unit at the Rectory of \$3,900 but a generous donor step forward to pay it off which included in Income under 'Other'					
For budget purposes, Weekly collection including Monthly DD (Direct Deposit) and CC (Credit Card) and Building Fund has been calculated to increase of 5% in 2020 in hope to generate a more positive response.					
*Miscellaneous - HST expense, bulk set of envelopes and counting expenses					
FINANCE COUNCIL					
The Finance Council is composed of Mark Bruce, Paula Gallant and Father Frank with the Building Committee - John Kane and Serge Bosquet. Through its committees, the Council is responsible for the supervision of the finances/assets of the Parish					