

**OLV Warden's Meeting**  
**July 13, 2021**

**In attendance:** Bill Cameron, Father Murray, Susan Lemieux, Bill Raby, Nancy Lanthier, Gail Preston, Lyall Campbell

**Absent:**

Item	Description	Action by
<b>1</b>	<b>Opening Prayer:</b> opening prayer led by Bill Cameron	
<b>2</b>	<b>Approval of Agenda:</b> Agenda approved by Susan Lemieux and seconded by Bill Raby	
<b>3</b>	<b>Approval of Minutes:</b> Minutes as presented by Gail Preston are approved by Susan Lemieux and seconded by Lyall Campbell	
<b>4</b>	<p><b>Administration Activities:</b></p> <p><b>1. Secretary's Report:</b></p> <p>Nothing to report for this meeting</p> <p><b>2. Treasurer's Report:</b></p> <p>Nancy Lanthier in attendance and provided the financial statement for period ending June 30/21, and also the investment statement.</p> <p>We are currently in a deficit position of \$11,264.00.</p> <p>The cash in the bank is \$33,000.00.</p> <p>Financial report approved by Susan Lemieux and Lyall Campbell.</p>	
<b>5</b>	<p><b>Business Arising from Minutes:</b></p> <p><b>1. Schematic Plan Update:</b></p> <p>Currently, there is no detailed document in place to show how the furnace works. Documenting the basic functions of the furnace would be required to ensure that there is information available to assist the volunteers prior to making any type of service call if there was a problem with the furnace (i.e. identify water valves that are in furnace room/thermostat requirements when seasons change).</p> <p>As well, we need to determine where the water valves and shut off valves are located in the church and rectory and where they are connected for the functionality of the furnace boiler system.</p> <p>We will also have to document the various electrical breaker boxes in the church and the rectory to ensure that the breakers are properly labeled.</p> <p>It was suggested that a video document along with a written document with photos be created.</p> <p>We need to ask our current base of volunteers for their schedules to set up a time to commence this project.</p>	

	<p><b>2. Basement Project (leakage) Update:</b></p> <p>Bill Cameron will contact BMR (Gilles) for the availability of top soil. Lyall Campbell will contact Susan Lemieux for the 6x6 patio stones that she has donated for this project.</p>	
6	<p><b>New Business:</b></p> <p><b><u>PARISH OVERVIEW Presented by Bill Cameron</u></b></p> <p><b>1. Snapshot of Parish Life:</b></p> <p><b>CHALLENGES</b></p> <ul style="list-style-type: none"> <li>•Dwindling attendance at mass accentuated by the COVID 19 pandemic. Spacing guidelines have a direct impact on attendance.</li> <li>•As a result of an aging population of parishioners, there is now a limited volunteer base to support parish spiritual, social and administrative activities. Difficult to recruit volunteers for the position of warden, membership on the Inter-Parish Planning Committee, as well as all ministers.</li> <li>•Presently, a small group of volunteers keep the parish going.</li> <li>•There is a need to focus on pastoral activities, as this has fallen through the cracks. For example, spiritual activities to engage parishioners in various seasons, such as annual retreats during Lent.</li> <li>•No longer have volunteers for sacramental preparation, except for baptisms.</li> <li>•Availability (lack of) spiritual counselling.</li> </ul> <p><b>WHAT WORKS WELL</b></p> <ul style="list-style-type: none"> <li>•Small, dedicated group of volunteers that support the parish.</li> <li>•Strong financial support from parishioners.</li> <li>•Parish financial investments sound.</li> <li>•Strong participation in social activities (prior to pandemic)</li> <li>•Zoom mass made available for those who cannot attend mass or for those who choose not to.</li> <li>•Strong community outreach program in support of: <ul style="list-style-type: none"> <li>○The local food bank,</li> <li>○Self-help groups such as Narcotics Anonymous, Alcoholics Anonymous and Over Eaters Anonymous,</li> <li>○Lions Club Christmas food basket drive, and</li> <li>○Cereal bar drive for the local English-speaking elementary school.</li> </ul> </li> </ul>	

- Funeral coordinator.
- Development and Peace coordinator for annual campaigns.

## **2. The Fabrique:**

The Fabrique is responsible for:

- Responsible for the implementation of the Fabrique act.
- Managing the financial and administrative affairs of the Parish.
- Ensuring strong financial controls are in place.
- Ensuring the upkeep and maintenance of the Parish's properties.
- Responsible for managing relationships with the Diocese.
- Implementing Diocesan guidelines and directives for finance and administration.
- Ensuring all federal and provincial reporting requirements are addressed in a timely manner.
- Develops and implements fund raising strategies to address the financing of special capital projects.
- Ensuring that governmental and diocesan guidelines with respect to COVID 19 are followed.

## **3. Inter-Planning Parish Committee:**

**NOTE: This committee will setup a meeting with Father Murray.**

### **Overview**

The Fabriques of both parishes will appoint representatives. The committee will:

- 1.Provide leadership, information sharing and content planning in the area of Liturgy. This committee will also be responsible for coordinating the activities of the various Liturgy Ministries.
- 2.Provide leadership and coordination of the content in the weekly Parish bulletin.
- 3.Respond to specific requests from the Diocese.
- 4.In conjunction with the wardens develop special projects as required (i.e. training, education etc.)
- 5.Develop an approach for sacramental preparation.
- 6.In partnership with the wardens seek to recruit more volunteers in support of

	<p>liturgical celebrations and other parish activities.</p> <p><b>Committee Structure</b> The Committee will be comprised of Father Murray, two representatives from each Parish. The presidents of the Fabriques will also participate.</p> <p><b>Duration</b> Committee members will be appointed by the Fabriques of both parishes for the first year.</p> <p><b>Evaluation</b> After a one year term the effectiveness of the committee will be evaluated</p> <p><b>4. Financial Reporting:</b> (Investments and year to date situation)</p> <p>Please see item 4.2.</p> <p><b>5. OLV Insurance policy 2022:</b></p> <p>Bill Raby has graciously agreed to take over this file, and will look into other insurance companies for quotes.</p>	
	<p><b>6. New Seating Spacing:</b></p> <p>Bill Cameron will contact the diocese for information on the new Covid regulations for mass seating. We all agreed to keep the 2 meter distancing regulations for now, until we receive new directives from the diocese.</p> <p><b>7. Fundraising Event – Homemade preserves</b> Monique requested that Susan bring forward at our Warden meeting the possibility of a fundraising event with the sale of homemade preserves.</p> <p>Monique would make the homemade preserves. She would contact parishioners with the type of preserves (sizes 250ml and 500ml and associated prices). The parishioner's would make the order with Monique and then pick up at the church.</p> <p>All wardens' are in agreement with this fundraising event.</p>	
7	<b>Next Meeting:</b> Aug 17, 2021 @10:00 a.m. in the church hall.	
8	<b>Adjournment:</b> Susan Lemieux and Bill Raby	