

## **Minutes of the Transition Team for March 9, 2020**

### **Meeting held at St. Angela parish hall**

**In attendance:** Jason Grossi, Fr. Maurice Restivo, Fr. Steven Huber, Fr. Peter Hrustyk, Jean Beneteau, Jonathan Pinto, Sally McQuaid, Kevin McQuaid, Own Wolter, Frank Gualtieri, Emanuele Calamita, May Ann Smith, Mary Claire St. Pierre, Annemarie Toldo,

**Recording secretary:** Carmen Archibald

**Regrets:** Marisol Rocha, Dcn. Gerard Charette, Vincent Nwaesei

Fr. Maurice began the meeting with a welcome and opening remarks and lead everyone in the opening prayer then asked for feedback on the key words that stood out to them in the prayer. Key words: Mission, New possibilities, to become one and the difference between that and diversity, Treasured and the Body of Christ.

**Agenda item #3 (hopes and fears); Fr. Maurice proposed that this point be skipped for this evening.**

**Naming the Family of Parishes:** This was discussed at the last meeting and sent to the parish secretaries to print and distribute among the individual parishes. Feedback could be received until March 10<sup>th</sup>. The responses received online (186 visits to read the page, 3 negative 16 positive in total) were mostly very positive. Only one response was submitted in the collection basket at Assumption which was positive. We are still waiting on the feedback from the other parishes and communities. Fr. Maurice passed around a draft of a logo prepared by Owen Wolter reflecting the new name of our Family of Parishes. He is also working on a version with colours that will be more of a mosaic of colour that will represent what we will be as a Family of Parishes. Any comments or suggestions can be submitted for consideration. In discussion about the crest there were some suggestions made by the team that will be taken into consideration. A second colour draft will be sent out at the end of the week for discussion at the next meeting.

**Staffing Plan:** The committee has previously recommended the following:

“That the family of Parishes ADOPT a model of maintaining and office in each parish AND that CONSIDERATION BE GIVEN to re-aligning job descriptions for greater efficiency AND utilizing technology such as VOIP and interconnected computer applications to improve communications between offices”. The VOIP system we will use will connect all parish offices to one office management system. Connecting the African and Latin communities into the system needs to be explored and considered for easier contact by their parishioners. “Positions within each parish that are current will remain but additional staffing positions may need to be added in order to efficiently handle the future work loads. In order to have the priests be more present to the parishioners then a Business Manager may need to be added to the staff in order to deal with the day to day operations of the parishes. “

**Conclusion:**

1. The reconfigured jobs have been reviewed and embraced by the affected staff.
2. There will be no change to the number of hours worked by any staff.
3. The work of managing the parking lot will be removed from the bookkeeper position at Assumption in order to enable the bookkeeper to provide service to all parishes. The parking lot manager will be charged entirely to Assumption.
4. The total administrative cost will be shared by the parishes according to a formula not yet developed.

5. The St. Benedict's bookkeeping will continue to be done by a volunteer but will be overseen in that role by the family bookkeeper.
6. The job profiles will be subject to review at 3 months, 6 months, and 12 months from activation of the family.
7. The pastor will be a cheque signer on all accounts.
8. The plan as shown provides for the following:
  - a) It realigns jobs for greater efficiency.
  - b) It allows people to move to a job that they prefer.
  - c) It centralizes tasks where that makes sense and leaves some presence in the parishes.
  - d) It allows for all staff to work together at times in order to foster team building.
9. A future report should deal with the issue of a business or office manager.

**Recommendation:** That the administrative jobs for the family BE RE-CONFIGURED to support the following categories of work: Financial Secretary, Records, Communications, reception, parking lot manager. And that the total staff BE INCREASED from 3.55 to 3.82 FTE with .37 FTE CHARGED to Assumption and the remainder CHARGED to the family by a formula yet to be developed AND that the plan BE REVIEWED at 3, 6 and 12 months.

### **Consensus by all**

It was discussed that a position of office manager/human resource manager could be spread among the current staff unless the work load is too demanding, then a person could be specifically hired to fill that position needed. The main office will probably be Assumption but each parish office would be open to parishioners and staffed on a part-time basis.

Jean Beneteau brought up the question as to whether when we approve a recommendation we are approving every aspect of an item. Some items perhaps need to have further discussion in order to have better clarification on each aspect of the areas presented. Therefore, in giving consensus to the recommendation, doesn't bind the conclusion but allows for modifications.

**Reviewed report #7 regarding Inventory of Facilities.** This report was given as reference to the Transition Team. Will be used to make the decision on the location of the offices.

**Reviewed of report of #31 regarding Schedule and Procedures for Weddings and Funerals.**  
The totals were discussed and reviewed.

**Funerals:** Marilyn Morrison is the Bereavement Minister at Assumption Parish. She previously gave an overview of the what she handles and takes care of in all aspects of the funeral service/Mass preparation. Rossana takes care of how funerals are arranged at St Angela. St. Alphonsus is moving toward the Assumption model and Marilyn has helped with a few funerals.

**Weddings:** Carmen Archibald takes care of the Wedding Ceremony Coordination at Assumption Parish. She previously gave an overview of what she handles and takes care of in all aspect of wedding ceremony preparation. She is paid a stipend by the couples and it is mandatory that all couples consult with Carmen in preparing for their ceremony, this freeing the priest(s) to initially meet with the couples, decide who can take on the ceremony and following up with specific necessary paperwork.

### **Recommendation:**

**That the following policies and procedures BE ADOPTED with respect to funerals**

-that during office hours, the switchboard receives all requests for funerals

Requests made after office hours will be received by the priest on call.

Request will be accepted and a funeral scheduled only when requested by the funeral home.

That Marilyn Morrison extend her service to cover St. Alphonsus until such time as another person can be found.

That the parish recruit one or two additional bereavement ministers (bilingual) to be trained by Marilyn Morrison for St. Angela

That St. Benedict continue with its existing procedures for funerals.

**That the following policies and procedures be ADOPTED with respect to weddings:**

That during office hours, the switchboard receives all requests for weddings.

Administration will undertake an initial screening.

Based on the answers, the administration will contact an appropriate presider or in the alternative will check to see who is available and notify the presider of the scheduled wedding.

The presider will normally meet with the couples and complete the prenuptial investigation. They will notify the wedding coordinator and FOCCUS Administrator that a wedding has been scheduled.

Up to two weddings can be scheduled on day and will normally be at noon or 2pm

That Carmen Archibald extend her service to cover St. Alphonsus until such time as another person can be found.

Administration will have custody of the wedding file and will track the submission of documents, prepare documents, and send reminders as needed.

That the couples are required to take a marriage preparation course of their choice (normally at Corpus Christi) as well as FOCCUS. Additional FOCCUS facilitators will be needed.

That St. Benedict continue with its existing policies and procedures.

**Consensus was by all**

Closing prayer given by Fr. Steven

Adjournment at 8:45pm

**Next meeting: March 23 at 6:30 -Fr. Steven will fill in for Carmen as recording secretary  
Assumption Team will provide a snack for the meeting (water and coffee provided at hall)**