Draft Minutes of the General Assembly
15th June 2017 – Parish House Main Hall

ATTENDANCE

PAC Members:
President: Michael Wilson
Treasurer: Oscar Mbeche
Vicariate Liaison: Craig Titus
Property Management: Leonard Greer
Parish Priest: Fr. Paul Charles Friel

Apologies:
Vice President/Communication: Paula Murphy Ives
Fund Raising: Jorge Flores Child
Protection/Safeguarding: Celeste Sandoval

Parishioners: (36)
Augustine Agyman: Jane Gannon
Marlene Antoulas: Sara Grummer-Strawn
Mary Bapst: Jacquie Julen
Lourdes Berrig: Jerry Lynch
Cyril Boschert: Maribel Mpanao
Mary Bernasconi: Margaret Mcshee
Edith Braunwalder: Lucy Odhiambo
Carol Drake: Brian Taylor
Jonathan Drake: Janet Thomas
Sarah Edejer: Marianne Wilson

Minutes: Marlene Antoulas
Audio Recorder: Maribel Mpanao
1. **Opening Prayer**

The meeting started at 19:00 with an opening prayer by Fr. Paul.

2. **Welcome and Approval of the Agenda**

Michael Wilson, PAC President, greeted the Assembly and introduced the members of the PAC and parishioners who were present. Quorum was satisfied as the Assembly of 20 parishioners was more than twice the number of PAC members (5) present, as per Parish Statues Art. 11 (Sec. 1).

The Chair declared that, pursuant to Art. 8 (Sec. 3) and Art. 9 of the Parish Statutes, the Agenda was published on the Parish website a month prior to the meeting. There were no additions or amendments to the Agenda, which was therefore adopted as published.

3. **Approval of 16 June 2016 General Assembly Minutes**

Michael Wilson presided over the approval process of the 16th June 2016 General Assembly Minutes.

No other questions or amendments were noted and the Minutes of the 16th June 2016 GA were approved.

4. **Parish Administrative Council (PAC) Report 2016**

*Separate sheet containing full PAC report*

Michael Wilson thanked his PAC colleagues for all the work done in 2016-2017. He conveyed the Parish’s gratitude to:

- Oscar Mbeche, who has served on the PAC for the past eleven years, and whose term is finished
- Alistair Davison, who has chaired the Parish Pastoral Council for the past seven years, and has decided to terminate his mandate, and
- Alice De Lapeyriere, who acted as interim Human Resource person during the past year.

Michael Wilson also communicated the appointment by Mgr. Charles Morerod, Bishop of Lausanne, Geneva, and Fribourg, of Fr. Paul Friel as Parish Priest, for a period of five year, with effect from 1st March 2017.
He then reminded all to continue their prayers for Tess Baarde, Office Manager, who is currently ill in hospital.

**Vicariate Liaison – Craig Titus**  
(*Separate sheet containing full PAC report*)

Craig Titus highlighted the continued collaboration with the Diocese, with Fr. Pascal Desthieux (Episcopal Vicar in Geneva) and Michel Colin (Chancellor).  
He also highlighted our Parish’s contribution to the Diocesan collections throughout the year. These collections go towards supporting various charitable works of the Church – at diocesan, national, and universal levels.

**Communications Report – Read by Craig Titus, in the absence of Paula Murphy Ives**  
(*Separate handout containing full Communications report*)

The creation of the new Parish website was highlighted in the report, as well as the enhanced use of current social media.

**Human Resource Report – No report was given.**

**Representative of the Parish Designated by the Pastoral Team - Fr. Paul**

Fr. Paul gave the statutory statement, confirming that the English-Speaking Catholic Parish of St. John XXIII is within the Diocese of Geneva, Lausanne and Fribourg, and is indeed part of the Vicariate of Geneva, Fr. Paul also reaffirmed that the mission of the Parish is in conformity with the mission of the Roman Catholic Church.

Fr. Paul reminded the assembly of the Church's main role: that of healing, caring and witnessing to the Eucharist as its centre. The Parish is called to build up the community of God, with a mother's heart filled with tenderness.

Fr. Paul has been given the mandate to oversee the reorganisation of the office staff, personnel salaries, and that of the pastoral ministries, as is needed. Given the current situation of Tess Baarde's illness, the staff is accountable to him.

He commended the office staff in the work of organising the Kermesse, in the daily running of the office, as well as caring for Tess' needs during her illness. Fr.
Paul reminded the assembly that, whilst most of the staff receive a part-time salary, they work beyond the hours for which they are paid. Most are catechists and are present on Sunday mornings. He also brought to the attention of the assembly that most of the staff do not receive the proper wages due them, and that we as Parish need to be coherent in our support for justice.

Fr. Paul complimented the Parish' collective effort in making the Kermesse a great success. Despite the initial doubts regarding the day and hours assigned for the event, it seemed overall, that holding the Kermesse on a Sunday was positive choice. Due to the good weather, many people came and quite a number of the food stalls ran out of food before the closing of the Kermesse. The disposal of waste and garbage was organised and ran smoothly, thanks to the efforts of the Laudato Si Community.

**Property Management** - Leonard Greer  
*(Separate handout containing full Property Management report)*

Based on his 2016 report, Leonard Greer highlighted the concern regarding the deteriorating condition of the roof in the main church.

**Child Protection/Safeguarding** - Read by Leonard Greer, in the absence of Celeste Sandoval.  
*(Separate handout containing full Child Protection/Safeguarding report)*

Fr. Paul reminded the assembly that "safeguarding" does not only concern children and youth, but adults and catechists as well.

Jane Gannon pointed out an error in the report, which stated under "Challenges": *Personally checking the references of the catechist volunteers have not been done as much as they should be.* It was clarified that **all** catechists from Level Pre-school till Level 8 have been certified as having attended the required Child Protection Workshop. The above statement referred to the mentors of the Confirmation programme, who may have not attended this workshop as required by the Child Protection Policy of the Parish.

**Fundraising** -  
*(Separate handout containing full Fundraising report)*
Parish Finances - Oscar Mbeche 
(Separate handout containing full report of Parish Finances)

Review & Approval of Parish Accounts

Oscar concisely summarised our current debt as follows: Our Parish still owes approximately CHF900,000 to the ECR, and CHF358,500 to Mission Interior.

He highlighted the depreciation rate of the parish house as CHF4.9 million, which is a quarter of the value of the building.

Understandably, the largest expense of the Parish is paying off these debts.

He reiterated the success of the 2017 Parish Kermesse by providing a rough estimate of the gains thusfar. In comparison to 2016's Kermesse which brought in CHF47,414, this year's Kermesse has collected CHF60,000 so far.

Oscar concluded by stating that, after having served as Parish Treasurer for eleven years, he affirms that the parish finances are strong; that financial prudence has been maintained; and recommended a salary review for the office staff. Finally, he attributed the success of the Parish' financial success to the Office Staff, the numerous volunteers, Lucy Odhiambo our bookkeeper, and the guidance of Fr. Paul.

Q&A

Brian Taylor posed the question, "Is there any other incoming funds apart from the Sunday collections? Are the pledges still coming in?"

We have a second collection for Growing in Faith apart from the pledges but also certain events like the Wine Tasting and other fundraising dinner events helps to pay the loan. Oscar's responded by stating that indeed parishioners have pledged an approximate amount of CHF 700,000. However, CHF 782,000 were written off as "unpaid" (those that have not paid for 5 years). Fortunately, there are new pledges coming in from Growing in Faith Phase 2 and pledgers that continued from Phase 1. One thing is sure: the debt needs to be paid within the next nine years.

Approval of Budgets
The Parish annual budget of CHF 698,909. was presented by the PAC Treasurer, and was approved by the General Assembly. The distribution of the budget was detailed in the published Statement of Functional Expenses (See page A2-2016).

**Auditor’s Report** - In the absence of Kevin Mc Kenna, Augustine Agyeman-Duah read the report.

Michael Wilson, PAC President, re-appointed Kevin L. McKenna as the Parish auditor for 2017, and this was supported by the Assembly.

   *(Separate handout containing full PPC report)*

**Religious Education Programme** - Jane Gannon
   *(Separate handout containing full Religious Education report)*

**Youth Ministry** - Emily Toole and Sarah Edejer
   *(Separate handout containing full Youth Ministry report)*

6. **Elections** - Craig Titus officiated the elections of the vacant positions on the PAC.

Augustine Agyeman-Duah presented himself as a candidate for the position of Parish Treasurer. He was voted upon by the assembly, who approved.

Gerry Lynch presented himself as a candidate for the position of Human Resource Person on the PAC. The assembly voted and approved.

7. **Closing Prayer** - Fr. Paul C. Friel

APPROVED BY:

__________________________________________
Michael Wilson – PAC President

__________________________________________
Marlene Antoulas, GA Secretary

DISCLAIMER: This draft version of the GA Minutes is subject to amendments prior to the formal approval of the General Assembly in June 2018. The approved version will then be formally signed and dated by the signatories above.