



CATHOLIC SCHOOL
CHAPLAINS OF ONTARIO

CATHOLIC SCHOOL CHAPLAINS OF ONTARIO
AGM AGENDA AND EXECUTIVE REPORTS
April 16, 2024

Enclosed:

1. Agenda for AGM
2. Secretary's Report
3. Treasurer's Report
4. Communication Coordinator's Report
5. Membership & Marketing Coordinator's Report
6. Members At Large Report
7. Vice-President's Report
8. President's Report

Additional Attachments:

9. Appendix I: Draft Performance Appraisal Document
10. Appendix II: Draft Ethical Guidelines Document
11. Appendix III: Draft Strategic Plan 2024-2026



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CSCO AGM Agenda

1. Land Acknowledgement (Adriana)
2. Opening Prayer (Dean)
3. Verification of Members present
4. Adoption of Previous Minutes
5. Approval of Agenda
6. Greetings
 - a. Bishop Nguyen, ACBO liaison from Archdiocese of Toronto
7. Secretary's Report
8. Treasurer's Report
9. Communication Coordinator's Report
10. Membership and Marketing Coordinator's Report
11. Member At Large Reports
12. Vice-President's Report
13. President's Report
14. Strategic Plan
15. CSCO Sub-Committee Reports:
 - a. Ethical Guidelines
 - b. Conference Planning Guide
 - c. Performance Appraisal
 - d. CSCO Retirees
16. New Business
 - a. WFMP- Call for Workshop
17. Nominations and Elections
 - a. Vice President
 - b. Secretary
 - c. Communications Coordinator
 - d. Member at Large: 1 and 2
18. Adjournment



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CSCO Secretary's Annual Report 2023-2024

It is with a deep sense of gratitude that I offer my final report as Secretary for CSCO.

Outside of maintaining the executive minutes and correspondence, there were two items tasks which fell under the Secretary's portfolio this year. The first is the digitizing of the CSCO archives. A per box stipend of \$150 per box was agreed upon by the Executive (based on comparable market rates). Thank you to member Andrea Taylor who has begun the work of digitizing the archive. A TeraDrive has been purchased to house the digital version of the archive while the Executive finds an appropriate cloud based solution.

This brings me to the second task undertaken this year. Your Executive members have continued to make the best of the Google Suite of tools, despite some bumps along the road. Currently the Executive uses the free version of the Google Suite. In last year's report I highlighted that finding software and cloud storage solutions that are easily accessible to members of the executive and provide both the capacity and security that we need, while also being flexible enough to transition as new Executive members are elected would continue to be a major responsibility of this role in the future. The challenges faced with our current version of Google Suite as well as the need for a large secure cloud based storage option for the CSCO Archival material has led me to recommend that the CSCO purchase a digital business suite for CSCO. This would include custom, secure business emails for each Executive Member, secure cloud based storage, software to host digital meetings, as well as a support plan for each of these services. Given that the Executive functions almost exclusively in the digital environment in our current reality, I believe that this is a prudent and necessary investment. As I leave this role, I am hopeful that a plan will be purchased before the start of the next school year.

We will follow Robert's Rules for this year's AGM. Included in the documents shared with you for this AGM you will find the "CSCO AGM Motion Template" and a "Robert's Rules Cheat Sheet". The motion template may be completed and emailed to me ahead of the AGM, or paper copies will be available to be completed during the AGM.

Thank you for your trust in allowing me to represent you in this role over the past two terms. I have learned so much from this experience and I am so grateful for the wisdom shared by the members of the executive both past and present with whom I was blessed to serve.

In faith,

Stephanie Jarrett
CSCO Secretary
csc.secretary@gmail.com



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CSCO Treasurer's Annual Report 2023-2024

This past year of 2023 we incurred similar expenses as per previous years. Such as Insurance \$1,352.50 per year, annual partnership fee with Catholic Curriculum Corporation for \$2,000.00 and monthly bank charges and rebates. Some anomalies would be the purchase of a new laptop for our Communications Coordinator for \$1,333.48 and the purchased of 5TB hard drive for archives \$169.49.

Respectfully yours,
Vincenzo Silvestro

**CATHOLIC SCHOOL CHAPLAINS OF ONTARIO
Balance Sheet
As at December 31, 2023**

Assets	
Bank Balance	32,162.75
TD Conference Acct	- 11.16
AR Conference 2023 Event	9,306.48
Total Assets	<u>41,458.07</u>
Accounts Payable	-
Opening Retained Surplus/(Loss)	30,931.70
Current Year Surplus/(Loss)	10,526.37
Retained Surplus/Loss	<u>41,458.07</u>



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CATHOLIC SCHOOL CHAPLAINS OF ONTARIO
Statement of Profit/(Loss)
For the period ending December 31, 2023

Revenue

Conference - 2023	45,796.00
Membership - 2023	15,075.00
Total Revenue	<u>60,871.00</u>

Expenses

Conference Costs - 2023	42,246.76
Bursary	600.00
Meals	44.16
Mileage	451.58
Office Supplies	2,455.17
Insurance	1,352.50
promo	300.00
MISC	27.11
Bank charges	16.16
Monthly Mass	185.00
Gifts	180.29
Partnership Costs	2,000.00
Bookeeping	485.90
Total Expenses	<u>50,344.63</u>

Net Surplus/(Loss)	<u>10,526.37</u>
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OPENING BALANCE (Jan 1, 2023)	\$27,931.70	
	2022	2023
REVENUE		
Membership Fees	\$12,760.00	\$15,075.00
Conference Seed Returned		
Conference Profit		
Conference 2023*		\$45,796.00
Bank Service Charge Rebate	\$59.40	
TOTAL REVENUE	\$12,819.40	\$60,871.00
Accounts Receivable:		
Mount Carmel Pre-Payment	\$500.00	
Total Revenues & Accts Rec.:	\$13,319.40	
EXPENSES		
Accommodations & Facilities		
Accountant Fees		\$485.90
Bank Fees	\$59.40	\$16.16
Bursaries		\$600.00
Conference Related Costs (20/21/22) (23)	\$5,580.76	\$42,246.76
Gifts & Honoraria	\$196.70	\$180.29
Insurance	\$1,283.51	\$1,352.50
Legal Fees	\$0.00	
Marketing and Promotion	\$0.00	\$300.00
Mass Stipends		\$185.00
Meals		\$44.16
Partnerships	\$2,000.00	\$2,000.00
Postage & Courier		



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Professional Development		
Supplies	\$244.61	\$2,445.17
Travel and Mileage	\$140.90	\$451.58
BHA Donation	\$250.00	
Website/ Zoom fees	\$226.00	
MISC *		\$27.11
TOTAL EXPENSES	\$9,981.88	\$50,334.63
Conference Loans Extended:		
Mt Carmel Conference Deposit	\$500.00	
2023 Conference Loan	\$3,000.00	
Total Loans Paid Out:	\$3,500.00	
Total Expenses & Loans:	\$13,481.88	
Net Surplus/Loss		\$10,536.37
Closing Balance	\$27,931.70	\$32,162.75



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CSCO Communication Coordinator's Annual Report 2023-2024

This past year, I have updated and provided new content for the website, responded and forwarded correspondence to CSCO members and highlighted events of Chaplaincy leaders across the province through our Social Media accounts.

Highlighting CSCO members on social media has been a great way to promote chaplaincy and our ministry across the province. Please continue to share your socials (Facebook, twitter, instagram, or tiktok) on your yearly membership so that we can continue to share your wonderful work at your schools.

The 2024-2025 focus will be developing a social media policy/code of ethic, continue to develop a survey on personal retreats and spiritual direction resources, Language translator for the cSCO.ca website and continuing the "I am a Chaplain" videos.

Summary of 2023-2024

1. Internal/External Communications
2. Job postings (March 2023--March 2024) - 20 job postings
3. Website updates
 - Membership section
 - Updated password
 - Professional Development recordings
 - Retreat centres
4. Social Media
 - Twitter followers: 962 (up 74 - from 888)
 - Facebook Subscribers: 338 (up 8 from 330)
 - Instagram followers: 142 (up 40 from 102)
 - Tik tok: New account @cSCO.social as "CSCO -Catholic School Chaplain"
5. Business:
 - Zoom account - yearly renewal - \$214.90 (CAN)
 - Wix.com (business email / @cSCO.ca) - yearly renewal \$108.48 (CAN)
 - Rebel.ca (domain) - yearly renewal \$22.59 (CAN)
 - Wix.com (website) renewed in November 2023 - \$298.32 (U.S.)
 - Communication Coordinator's laptop - purchased

Kathleen Thompson
CSCO Communication Coordinator
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CSCO Membership and Marketing Coordinator's Annual Report 2023-2024

It has been my pleasure acting as your new Membership and Marketing Coordinator for the 2023-2024 school year. Below is a list of the activity completed as your representative:

1. A welcome video was sent to all members at the beginning of the school year
2. A new membership form was created that addressed the need to identify chaplains who were "new" to the profession. In addition, this new membership form included whether or not chaplains were on social media as a way for chaplains to network via social media.
3. An official invoice and receipt of payment was created for those members who requested either as a way to keep track of their payments.
4. Four organizations were contacted to see if they would offer CSCO members a discount on their products. Of those contacted, two responded. One denied the request and the other (Pauline Books & Media) agreed to offer any CSCO member a 10% discount.
5. In consultation with CSCO executive, parameters of the classifications of "full member", "part-time member", "associate member", and "honorary member" was discussed. At the AGM, an amendment to the By-laws in this regard are put forward I would like to propose two amendments to the Membership by-laws for the CSCO as it was published in FEB. 2019. As worded, Associated and Honorary Members seem too vague. Here is the Current wording:

ARTICLE 2: MEMBERSHIP

1. Regular Members

- a. are individuals employed in an Ontario Catholic School or Ontario Catholic School Board and are designated to provide chaplaincy services on a regular basis (full-time or part-time);*
- b. must pay the annual membership fee;*
- c. are entitled to vote at general meetings and hold office in the Organization.*

2. Associate Members

- a. are individuals interested in CSCO but do not meet the requirements to be a regular member;*
- b. must pay the annual membership fee;*
- c. are not entitled to vote at general meetings nor hold office in the Organization.*

3. Honorary Members

- a. are conferred by the organization on individuals who have made a significant contribution to the organization;*



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b. do not pay the annual membership fee;

c. are not entitled to vote at general meetings nor hold office in the Organization.

4. Fees

a. regular and associate membership fees shall be paid to the Membership and Marketing Coordinator with rates set by the membership at the Annual General Meeting.

b. are for annual membership from September 1 to August 31.

Highlighted are the two amendments proposed.

Amendment One:

2. Associate Members

a. are individuals who do not meet the requirements to be a regular member but do fall within one of these circumstances. They are i) a retired Ontario Chaplaincy Leader ii) a current full - time employee of an Ontario Catholic School /Board and serve in a role that is similar to Chaplaincy Leader eg: curriculum consultant, faith ambassador;

b. must pay the annual membership fee;

c. are not entitled to vote at general meetings nor hold office in the Organization.

Amendment Two:

3. Honourary Members

a. are conferred at the discretion of the current CSCO executive on individuals who are not currently employed as an Ontario Chaplaincy Leader but who have made a significant contribution to the CSCO organization by i) winning the Brian Halferty Award at one point in their career or ii) serving on the CSCO Executive iii) volunteering on more than one occasion as a CSCO sub-committee member iv) significantly promoting Catholic School Chaplaincy /CSCO while working in other organizations that have time-tested and well-established partnership with Ontario Catholic Education i.e. ACBO. CPCO CCC ETC...

b. do not pay the annual membership fee;

Joe Rogers
Membership and Marketing Coordinator
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CSCO Member at Large 1 Annual Report 2023-2024

CSCO Member at Large One's Annual Report 2022-2023

BACKGROUND INFORMATION

My role in the CSCO executive has been to work on the discernment process and completion of the following documents CSCO Performance Appraisal and CSCO Ethical Guidelines. Additionally, I volunteered to facilitate the discernment process that would review the existing CSCO Strategic Plan in order to develop a current CSCO Strategic Plan to guide our planning for the years of 2024-26.

I sent out the surveys in November asking for input on the documents. Then I incorporated any changes into drafts and shared all three drafts at the start of January. On January 26th, we hosted zoom meetings to workshop the documents. We added another draft and workshop meeting in the process of developing the Ethical Guidelines document because the draft I sent out in January did not align with the motion passed at the AGM. I had shifted gears when the surveys did not yield any suggestions. The small workshop group decided that we should start fresh and draft a set of Ethical Guidelines based on the CSCO Mission, Vision and Values as approved at the last AGM.

CSCO PERFORMANCE APPRAISAL UPDATE

We have completed the CSCO PERFORMANCE APPRAISAL(see attached copy). There were some minor changes suggested to the introduction as well as to the body of the draft that was sent out in January.

It is the recommendation of the small workshop committee that CSCO postpone publishing this document until we consult a lawyer. This consultation will determine the legal ramifications for both our individual members and our organization regarding the potential ways that this document could be employed by individuals and/ or boards.

CSCO ETHICAL GUIDELINES UPDATE

In essence, the CSCO Ethical Guidelines document now guides individual members of the CSCO about how one might ethically support the mission, vision and values of the CSCO. It no longer offers suggestions regarding how one might function ethically as a Catholic School Chaplaincy Leader. Having shared the new draft with the subcommittee and then with the membership, and having met on February 21 regarding the new draft, we have completed the CSCO Ethical Guidelines (see attached copy).

Like the previous document, It is the recommendation of the small workshop committee that CSCO postpone publishing this document until we consult a lawyer. This consultation will determine the legal ramifications for both our individual members and our organization regarding the potential ways that this document could be employed by individuals and/ or boards.



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CSCO STRATEGIC PLAN UPDATE

We have completed the Strategic Plan Update. Attached you will see a document that has included the previous strategic plan and the proposed one in another column (changes in column colours help to define them). This format is to help the membership see any changes that were made. If approved the new strategic plan will omit any reference to the past strategic plan when published.

Thank you for your confidence.

Blessings,

Margaret Palmer
Member at Large One
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CSCO Member at Large Two's Annual Report 2022-2023

I had the pleasure of organizing two (2) PD opportunities this year.

PD Session #1 Ontario Catholic School Graduate Expectations (OCSGEs) This was an excellent introduction to the topic for our new members, and good reflection and refresher for our veteran chaplaincy leaders. We had the pleasure of hearing from Dr. Anne Jamieson, Executive Director of I.C.E. (The Institute for Catholic Education) on Wednesday, November 22, 2023. The Ontario Catholic School Graduate Expectations (OCSGEs) were developed to provide a framework to represent the distinctiveness and purpose of Catholic education in Ontario. Dr. Jamieson helped us think about how Chaplaincy supports and celebrates OCSGEs in our schools.

PD Session #2 "For a Synodal Church: Ancient Tradition and New Ways of Proceeding" with Dr. Catherine Clifford, Thursday, January 25, 2024. Dr. Clifford was fresh from her participation in the Synod on Synodality in Rome - Fall 2023 and we were blessed to have her early reflections from her conversations and experiences. She characterized the Synod process as vital a movement that will have profound consequences for the future of the Catholic Church as it is intended to set us more firmly on the path to becoming a community characterized by the traits of "communion": living together in unity with God and with one another; "participation": valuing the dignity and gifts all the baptized; and "mission" actively discerning and responsive to the ways we are called serve others in today's world. This was a very valuable PD session to help focus on our preparations for Conference 2024: encounter, listen & discern.

Future recommendations and planning

As CSCO continues to grow it's Professional Development portfolio, we recommend expanding PD development and support in 2 additional areas:

1) New member engagement: In partnership with the CSCO VP portfolio, we would like to reach out to new members and poll their professional development needs ie: interest in virtual support & check in circles as well as providing tailor made PD for Chaplaincy leaders with less than 5 years of experience. This would be an opportunity to tap into the riches of expertises within our membership to help provide knowledge, best practice, and mentorship.

2) PD expertise bank: respond to Partner requests for conference presentations. Specifically, develop a list each year of CSCO members with an interest, skill, or expertise to avoid last minute calls for presenters. CSCO members would have an opportunity to work with/be supported by the Executive Council in their preparations as a conference presenter. Example of partner groups: When Faith Meets Pedagogy, ICE Symposiums, EOCCC, Development & Peace, Canadian Jesuits International, etc ...

I would like to thank the CSCO membership for electing me to this position last year. It was a rewarding opportunity to represent you and organize some valuable PD opportunities. I had an incredible experience working with the CSCO Executive Members, including many zoom calls organizing this conference. I am so



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grateful for their professionalism and mentorship. At this time, I will not be able to let my name stand for re-election but wish my successor many blessings.

Thank you,

Leanne Davis
Member at Large Two
cso.member2@gmail.com



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CSCO Vice President's Annual Report 2023-2024

Happy greetings to each of you! It's been a good year and a busy year.

The year has seen some significant challenges, not only in our ministries but in our work on the Executive: we have not only been your Executive, but also your conference planning team for this year's conference. We wore many hats and often at the same time! It was fun, creative, challenging and rewarding.

Some on-going items in my portfolio in serving you are:

1. Our newsletter;
2. "monthly" masses throughout the province;
3. Masses for special needs and intentions;
4. Prayer requests;
5. Representing CSCO on various committees at the request of our President.

Something that is in the works with other members of the Executive is mentoring/supporting our newer chaplains regularly throughout the year.

I would like to do a call-out for any two of you who would like to be part of the editorial team for the newsletter. If you are interested in this, please let me know and we can set up a meeting (virtual or otherwise) to discuss how this might work.

I thank you for your trust and confidence as I continue to support you as your Vice President. God-willing, I look forward to serving you for another two years.

Adriana Rerecich
CSCO Vice President
cscovp@gmail.com



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CSCO President's Annual Report 2023-2024

It has been a rewarding and challenging year as part of the Executive for CSCO. We have had many good initiatives and gatherings that make me hopeful for the continued growth of our organization. This began with the welcoming of new Executive members following our gathering last April but also included the saying goodbye to other members of the Executive who have been missed.

We were fortunate to have one of our members offer a workshop at WFMP that was well received by the participants. Thank you, Wayne. We also had an excellent PD session with Anne Jamesen in Advent regarding the Catholic Graduate Expectations. In the new year we were privileged to welcome Dr. Cathy Clifford for a session highlighting the Synod and the synodal process from the perspective of a participant. Thank you. Leanne Davis for your work on these initiatives.

We have also undertaken the hard work of updating our Strategic Plan, Code of Conduct, and a potential Performance Appraisal. This work was requested at last year's AGM by the membership. Special thanks to Margaret Palmer and those members who participated in the Zoom sessions for this review and development.

We have continued our connection with ICE and the ACBO as the President was invited to participate in a session regarding the development of programming for the new curriculum document for Family Life Education for Elementary grades.

We are thrilled that we have Conference planning teams for the next 2 years but are also looking to find teams for future years. Please consider having that conversation amongst your friends and colleagues in the ministry.

As mentioned in the Newsletter we are also looking for members who would like to offer workshops, PD, or retreat times for our partner organizations like WFMP or for our CSCO membership. Also mentioned in the Newsletter was the continuation of having Masses said for the members of CSCO and the ministries of Chaplaincy Leaders. I believe this to be a very helpful and powerful support for us all.

Once again I would like to thank you all for your support as we strive to lead CSCO into the future and continue to grow our membership and the professionalism of our ministry. May the God of love and compassion continue to bless you all in your professional and personal lives.

Peace,

Dean Woodbeck
CSCO President
cSCO.president@gmail.com