

General Assembly

01 June 2023, St. John XXIII Parish

Minutes of the Meeting

The General Assembly for 2023 was convened at 18:30 p.m. and chaired by Mr. Oscar Mbeche, President of the Parish Administrative Council (PAC). The meeting was attended by 24 parishioners/participants as indicated in Annex I (attached). The following officers of the Parish Administrative Council (PAC) were present:

Father Paul C. Friel - Parish Priest
Mr. Oscar Mbeche - President
Mr. Joselito Benitez – Vice-President
Mr. Augustine Agyeman Duah - Treasurer
Ms. Camille Roney - Maison Diocésaine de Genève Liaison
Ms. Sandra Simpson - Safeguarding
Mr. William McClain - Human Resources
Ms. Yvonne Moussy - Property Management

1. Opening Prayer (Fr Paul, Parish Priest)

The opening prayer was led by Father Paul C. Friel, Parish Priest. After the prayer, Father Paul welcomed the participants of the General Assembly.

2. Welcome and Approval of Agenda (Oscar Mbeche, PAC President)

Mr. Oscar Mbeche, PAC President, welcomed the participants to the General Assembly, including the PAC officers.

Mr. Mbeche informed the participants, in particular the new parishioners, on the importance of the General Assembly and the PAC. The General Assembly of the St. John XXIII Parish was established as the “legal body which reviews and approves the budgets and accounts, elects members of the Parish Administrative Council, and reviews its work”. The Assembly is composed of our Parish’s Catholic registered members from aged 16 and above. Non-Parishioner attendees are observers. Article 8 of the Parish’s Statutes stipulates that members should attend the General Assembly on an annual basis to participate in approving the Parish’s account, budget, as well as other activities of the Parish.

Mr. Mbeche confirmed that our GA is in conformity with Article 8 of the Parish’s Statutes which stipulates that it be held once a year no later than the 30th of June. Our GA is also in line with Article 10 of the Statutes which state that the PAC President or the Vice-President shall preside over the GA.

He extended his appreciation to the active members of the PAC for their voluntary efforts and/or contributions to the Parish. The Parish Administrative Council (PAC), as an elected body elected by the General Assembly, “is responsible for the Parish’s day-to-day Administration and

Finances, the Parish Office Staff, Grounds and Maintenance and Legal issues regarding the Canton and Diocese”. It supports the Parish Priest.

The General Assembly approved the GA agenda.

3. Approval of GA Minutes held on 19 June 2022

The minutes of the General Assembly held on 19 June 2022 were approved by the Assembly without objections nor amendments. (*Minutes GA 2022 have been posted in the Parish website*).

4. PAC Report 2022 (Mr. Oscar Mbeche, PAC President)

Mr. Mbeche presented the 2022 Report of the Parish Administrative Council (PAC) which included its accomplishments and activities in 2022. The PAC 2022 Report highlighted the following:

- a) At the end of 2022, the Parish had 4,700 registered members representing 101 nationalities including children and 26 new parishioners. The Parish celebrated the following sacraments: 51 Baptisms, 35 First Holy Communions, and 22 received the sacrament of Confirmation. The Parish also celebrated 9 Funerals and 5 Requiem Masses for its deceased parishioners.
- b) Article 16, “Elections and Terms of Office”, specifies that (registered) members our Parish can be elected to fill any open PAC positions. He shared that: (i) the terms of the PAC President, Vice President and Maison Diocésaine de Genève liaison were due for renewal; (ii) the need for the GA’s confirmation of Mr. Julian Senderos, as Property Management Officer to replace Ms. Yvonne Moussy; and (iii) the open Fundraising Officer position which was previously held by Mr. Jorge Flores who left Geneva in December 2021.
- c) Mr. Mbeche extended his appreciation to the following for their spiritual and material support, diligence and volunteer contributions: (i) Fr. Paul Friel, Parish Priest; (ii) the PPC, Office staff, volunteers, lay persons, various ministry members, religious education team, Parish choir, and the Parish members; (iii) Assisting Priests at various Masses and religious events; and to iv) Ms. Yvonne Moussy, outgoing Property Management Officer, who has served the Parish as PAC Officer for 4 years.
- d) We have made excellent progress on the repayment of the CHF 5.2 million loan which was contracted in 2012 to refurbish the parish building for the priest apartments, offices, catechism classes and other meeting rooms. The outstanding loan balance is now CHF 385,000 (from the ECR). This is commendable and we hope to complete repaying all our loans within the next 2 years.
- e) The Parish’s continuous running of its catechism and religious formation classes, and its fundraising activities such as the ‘Barrio Fiesta’, and the ‘International Food Festival’.
- f) There are many positive developments in the Parish’s administration such as the implementation of updated (i) “Finance and Administration Policies” which serve as guidelines for the Parish’s various activities, (ii) several renewed Human Resources policies

to help us manage staff related issues, and (iii) revised Parish Statutes which were recently approved by the Diocese.

- g) Mr. Mbeche shared the following vision for 2023-2024: (i) the Parish will continue to hold a variety of fundraising activities such as the “International Food Festival”; (ii) we will continue to keep our Parish’s policies and procedures updated and will be focusing this year on the Parish Bylaws and the Safeguarding policy; (iii) we will continue our support for Fr. Paul; (iv) we will endeavor to provide our office staff with motivation for effective and efficient work in the Parish; and (v) we will maintain our support for the Parish’s religious formation volunteers.
- h) Regarding the Parish Finances: (i) the PAC has prepared the Parish 2024 Budget; (ii) the Parish has remained financially sound by meeting its approved regular financial commitments and maintaining its 4 office staff.

Mr. Mbeche advised that the other PAC members will present the positive developments in their Ministries. He informed that the Auditor’s report will be read by Mr. Augustine Agyeman Duah, PAC Treasurer.

The General Assembly noted and approved the PAC Report 2022 by Mr. Oscar Mbeche (view [full report](#) as well as other PAC reports on our Parish website).

5. Report on Parish Finances 2022 (Mr. Augustine Agyeman Duah, PAC Treasurer)

Mr. Duah presented the Auditor’s report on behalf of Mr. David Karumba Wanjiru, Independent Auditor of the Parish. The following were the highlights of the report based on the Financial Statement as of 31 December 2022: (i) Increase in the total contributions and other support at CHF 634,232 (2022) as compared with 2021 at CHF 589,435; (ii) Increase in total expenses at CHF 487,549 (2022) as compared with 2021 at CHF 411,189; (iii) Cash flow at end of 2022 is at CHF 629,997; (iv) Loans Paid: the Parish completed payments for 2 loans, namely, (a) Mission Intérieure [EFOZ-08], CHF 50,000 at the end of 2022; and (b) Mission Intérieure [EFOZ-02] CHF 28,470 in January 2023, to be reported in the Parish’s 2023 Financial Statements; (v) Loans Payable: the Parish made payments of CHF 65,000 to the Eglise Catholique Romaine-Genève (ECR loan) and of CHF 39,000 to the Swiss Government Loan. Of note, the contract for ECR loan is due for renewal on 31 December 2023; (vi) the Parish’s total Functional Expenses for 2022 have increased to CHF 677,386 as compared with 2021 at CHF 601,025; (viii) Budget 2023 and 2024: the budgets for both 2023 and 2024 are at CHF 749,895 which is an increase from the 2022 budget at CHF 677,386.

The General Assembly noted and approved the [Auditor’s report](#) and the [Parish budget](#) for 2024.

6. Religious Education Report 2022 (Ms. Anna Berkeley, Religious Education Director)

Catechism classes experienced challenges and restrictions over the last 2 years. The year 2022 marked the start of in-person Catechism classes. For this year, it was back to normal classes with a total of 270 students with a catechist team of 45 volunteers, the resumption of weekly Sunday classes for children aged 4-13, and the Confirmation preparation classes every second week on Thursday evenings for students aged 14-16. The Confirmation preparation consisted of

small group meetings using YDisciple on FORMED and Youth nights. The three days Kairos Retreat held in October 2023 was attended by 24 students. In 27 May 2023, 24 students from C23 will receive their Confirmation.

The formative and fun First Communion Retreat Day was held last 13 May. The First Holy Communions of 43 children will be held the over next few weeks at the Parish.

The First Reconciliations of 53 students was celebrated on two Saturday mornings in May.

The General Assembly noted and approved the Religious Education Report 2022 by Ms. Anna Berkeley, Director of the Religious Education programme ([*full report*](#) has been posted in the Parish website).

7. PPC Report 2022 (Sharon Ledermann , PPC head)

Sharon Ledermann explained the role of the PPC which is supporting Fr Paul in our daily Parish life. The past year was transitional as people are slowly coming back to the Masses. Catechism is now face to face again. Adult formation like Walking with Purpose now meets in the Parish every Thursday. We have adoration every Saturday and Holy Rosary every Thursday. We have choirs that fully cover the masses. Three groups are now in the 10:00 mass, two groups in the 5:30 Saturday mass and two groups in the 11:30 mass. We held beautiful advent celebrations like the 9 day Novena Mass traditionally held in the Philippines called the Simbang Gabi, led by Filipino priest Fr. Jason. Last autumn, the Welcome Weekend encouraged our parishioners to sign up for the different ministries. She emphasized that moving forward the challenge is to get more people involved in the church ministries and activities.

8. PAC Elections

Mr. Julien Senderos was voted unanimously as Property Manager replacing Yvonne Moussy. Fr Paul thanked Yvonne for her work for the Parish as she finishes her term as Property Manager. The PAC positions of President (Oscar Mbeche), Vice-President (Lito Benitez) and Maison Diocésaine de Genève Liaison (Camille Roney) were also renewed. The position for Fundraising Officer remains open for interested applicants.

The General Assembly noted the positions stated.

9. Renewal of Statutes

Camille Roney, Liaison for the Maison Diocésaine de Genève presented the Parish Statutes renewal project. The project involved working closely with the Geneva Diocese and developing Statutes which were tailored to our situation as a linguistic Parish. Our proposal was accepted by the Bishop's representative in Geneva in March 2023

The General Assembly noted and approved the renewed Statutes which now officially come into effect. (*full description of project and approved Statutes are available on the Parish website*).

10. Any Other business / Q & A

Fr Paul thanked everyone who contributed and helped in the payments of our loans. No other questions were raised.

13. Conclusion

In conclusion, Father Paul welcomed the new Property Management Officer, Mr. Julien Senderos, who will replace Ms. Yvonne Moussy.

Father Paul C. Friel expressed his appreciation to the hard work of the PAC, to PAC President, Mr. Oscar Mbeche, to the Ministries' volunteers and to the Parish's administrative staff in meeting the challenges from the start of Covid-19 until the present.

The Parish looks forward to a better future for the Parish's community.

14. Closing of the General Assembly 2023

In closing, Father Paul led the prayer of Thanksgiving for a successful General Assembly meeting. The meeting concluded at 19:30 p.m.

o0o

Annex I

General Assembly 01 June 2023, St. John xxiii Parish

Attendance

- | | |
|-----------------------------------|--------------------------|
| 1. Mr. Augustine Agyeman Duah | 23. Ms. Celeste Sandoval |
| 2. Ms. Ma. Victoria Barnes | 24. Mr. Julien Senderos |
| 3. Ms. Maria A. (Marigel) Barrozo | 25. Ms. Sandra Simpson |
| 4. Ms. Anna Berkeley | 26. Mr. Michael Wido |
| 5. Ms. Evelyn Benitez | |
| 6. Mr. Joselito Benitez | |
| 7. Ms. Cecilia Cuello | |
| 8. Mr. Rene Esuce | |
| 9. Father Paul C. Friel | |
| 10. Mr. Jacquie Julen | |
| 11. Mr. David Karumba | |
| 12. Ms. Sharon Ledermann | |
| 13. Ms. Maribel Mapanao | |
| 14. Mr. Awino Mbeche | |
| 15. Mr. Oscar Mbeche | |
| 16. Mr. William McClain | |
| 17. Ms. Yvonne Moussy | |
| 18. Mr. Robert Oriordan | |
| 19. Mr. Aidan Roney | |
| 20. Ms. Anais Roney | |
| 21. Ms. Camille Roney | |
| 22. Mr. David Roney | |