

# PASTORAL COUNCIL MEETING

APRIL 20, 2010

## MINUTES

### **Attendance**

Present: Dan Ackerson, Connie Benko, Lou Corozzi, Dan DiGuglielmo, Father Ray Forester, Pat Hearn, Mindy Hete, Ed Holley, Gerry Lore, Jack Mulholland, Mary Jane Schanno, Jim Walls, Denise Westbrook, Bob Wolhar, Betty McFann  
Excused: Linda Coxton, Cathleen Lutz, Mary Theresa Morrison, Jim Walsh

Dan DiGuglielmo, Presiding Officer, called the meeting to order at 6:35 pm and led the Council in an opening prayer.

Minutes of the Pastoral Council meeting of March 16<sup>th</sup> were approved.

### **Pastor's Report**

Father Ray did not have anything to report at this meeting. However, Father did encourage members of the Council to take home a copy of "Today's Parish".

### **Other Business**

"Monthly" committee reports were submitted by: Public Affairs, Building & Maintenance, Liturgy, and Parish Outreach. Additionally, a financial report reflecting "profit & loss previous year comparison/balance sheet as of 3/31/2010" was made available to those in attendance. There was no discussion of these monthly reports.

### **Presiding Officer's Comments**

Dan announced that Gerry Lore would oversee the activities for the annual election of members to the Pastoral Council (May 22-23). He, likewise, reminded Council members that the deadline for nominations is Friday, April 30<sup>th</sup> at 3:00 pm. Appropriate forms are available on the Parish website. A discussion/decision as to which Pastoral Council positions should be elected and which positions on the Council should be appointed has been tabled until the fall.

The following current members of the Council have indicated their willingness to run for another term:

Ed Holley & Mary Jane Schanno

Mindy Hete will not be running for another term but has expressed an interest in joining the new Youth Leadership Council (YLC) which should be functioning by June.

## **Strategic Plans**

### **Building & Maintenance Committee**

Ed Holley, Committee Chairperson, presented the strategic plan. He reviewed all of the strategies first before opening to the Council for discussion. In discussing strategy #3, Ed stated that an example of a long-term project would be updating the parish's HVAC system. The "action" steps for the various strategies were then reviewed...

Strategy #1 – Dan asked how the committee is made aware of maintenance issues/needs. Ed replied by saying that the pastor, ushers, office personnel, etc. keep him informed of the maintenance problems that need to be addressed. Ed emphasized that various groups who use the facilities, such as Religious Education, likewise, need to communicate maintenance problems through the proper channels

Strategy #2 – Ed said he is responsible for briefing the Pastor/Finance Council on all costs relative to maintenance of parish facilities including bidding and contractor selection for various projects.

Strategy #3 – Brainstorming sessions are ongoing and are routinely reported in the monthly building & maintenance report.

Strategy #4 – The committee maintains a file listing 20-25 people who have indicated a willingness to help out on various projects. However, a core group of about five people can be counted on to do most of the work. Increased involvement of parish youth for such activities as painting and leaf raking is being reviewed.

Strategy #5 - Ed maintains a history/chronology of various maintenance work and building projects on his computer. These records are also on file in the parish office. Ed also stated that he presents a final summary of completed projects to the Pastoral Council. Dan expressed concern about insurance coverage. It was noted that such coverage, to include project insurance, is reviewed annually and updated/expanded when necessary by the Finance Council.

Dan D. recommended adding an "emergency response" strategy to the strategic plan. Ed concurred.

Strategy #6 – To facilitate a smooth transition, Ed has developed a position description for the committee chairperson and it is on file in the parish office.

Strategy #7 – Ed remarked that he and/or his committee members interact with the Liturgy Committee when necessary to insure all requirements for liturgical celebrations are met in a timely manner. It was also agreed that the second action step regarding 70<sup>th</sup> Anniversary events/activities be deleted as this observance will be completed by the end of May.

Strategy #8 – Public Affairs tries to issue bi-monthly updates and progress reports to keep parishioners informed on any building/maintenance projects.

Strategy #9 – To increase awareness of the various service opportunities for our youth, it was recommended that the Christian Formation Committee (CFC) likewise be kept informed on what volunteer activities around the parish exists.

## **Liturgy**

Connie Benko, Chairperson, presented the strategic plan for the Liturgy Committee. In reviewing its goal, Ed Holley asked that the committee consider adding “and approved diocesan guidelines” which is found in the goal statement of the current strategic plan. Connie went on to address the various strategies and then open the floor for discussion of the action steps relative to these strategies.

Strategy #1 – The Liturgy Committee is working more closely now with our parish youth in an effort to engage them more fully in our liturgical celebrations. The committee communicates its programs/liturgies on a monthly basis with Public Affairs to ensure such information relative to these programs is disseminated in a timely manner to our parishioners. The Liturgy Committee has also published procedural manuals on all liturgical celebrations, i.e. Holy Week services. These procedural manuals are located in the sacristy. Ed Holley recommended that this information be documented on a PDF file as a backup, in case of a fire or other disaster.

Strategy #3 – There are also procedural guidelines for ushers, lectors, altar servers, and Eucharistic Ministers. It was recommended that these various groups meet on a regular basis to review their understanding of the unique requirements of their ministries.

Strategy #4 – Ed recommended that the word “implement” be deleted and replaced with “review and update as necessary”. Additionally, the Pastoral Council should be aware of the individuals who comprise the emergency response team and their respective responsibilities on this team.

Strategy #6 – In addition to identifying individuals for potential leadership positions on this committee, position descriptions outlining key responsibilities should also be on file.

## **Public Affairs**

Gerry Lore, Chairperson, presented the strategic plan for Public Affairs.

Gerry began his presentation by acknowledging the contributions and efforts of the Public Affairs team. He then went on to review the strategies of the Public Affairs strategic plan.

Strategy #1 – The parish calendar is reviewed on a regular basis and revised as necessary.

Strategy #2 - The parish website will be updated/revised and the bulletin format will be revamped.

Strategy #3 – Emphasis will be placed on a DVD focusing on younger families.

Strategy #5 – Gerry emphasized the importance of feedback from all parishioners and parish ministries in order to create and maintain an effective public affairs effort.

Dan D. reiterated the importance of the public affairs team coordinating activities within the committee with each other. Gerry responded by saying that subcommittees have access to the parish calendar. As an aside, the Knights of Columbus also need to communicate with public affairs any planned activities to ensure the widest dissemination of information in a timely manner. The Public Affairs Committee also informs area parishes of events/activities taking place at St. Edmond.

Gerry closed by saying a job description for the Chairperson of the Public Affairs Committee is in place.

The next scheduled meeting of the Pastoral Council is scheduled for Tuesday, May 18<sup>th</sup> at 7:00.

There being no further business, Mary Jane Schanno led the Council in a closing prayer. The meeting adjourned at 8:20.

Respectfully submitted,

Nancy M. Krzyzanowski  
Recording Secretary