

**Pastoral Council Meeting  
Sister Bay January 21, 2020  
1:00PM to 3:00PM**

**Members present:** Paul Liss, Tom Polacek (via Skype), Pete Passuntino, Linda Cumner, Mark Kuntsman, Fr. Farrell, Sharon Brabson, Michelle Piatek, Anne Rose, Allen Moser, Pat Gureski, Kathy Wolff

**Guest Present:** Kevin Revolinski

**Opening Prayer and Reflection**

Sharon read from the chapter concerning St. Theresa of Avila from Rediscovering the Saints. Several members noted that they too had a daily routine for prayer.

**Review of Minutes:** The minutes of 10/19/2019 were approved by consensus.

**Pastor's Words**

Fr. Tom said that he is very pleased with the way that things are going in the parish. He mentioned that we could use more liturgical ministers. Michelle noted that the position of sacristan is hard to fill because the parish has few sacristans. She explained that the job requires more time than other positions and covers a multitude of details. It was noted that we also could use more servers. While fifth grade and older students have been trained, they often lack transportation to mass. Fr. Tom suggested that personal invitations were successful ways to recruit. All agreed that Fr. Tom speak at masses about the need for liturgical ministers when the seasonal residents return. When asked how we could assist him, Fr. Tom encouraged us to meet and make sure that things are going efficiently.

**Follow-up:** Suggest an appropriate weekend for an appeal for more ministers.

**Pastoral Council Norms Discussion**

As we reviewed the norms for council discussions, several suggestions were made:

- In "Meeting norms" section: unapproved minutes of Pastoral Council meetings should be sent within two weeks of the meeting so that Kevin can post them on the website.
- In "Norms to be a consultative body...." section: members of the Pastoral Council should extend personal invitations to new parishioners, volunteers or others to help them become involved in the parish.

**No follow-ups determined**

**Communication and Support for Living Our Values**

**Discussion of the value of "Welcome and hospitality":** Mark reported that a faith formation group raised the idea of holding a welcome event for new parishioners. After discussing timing and details about ways to new members to the parish, **Pastoral Council suggested that the Faith Formation Committee should consider how to welcome new members**

**Going forward with value of Prayer:** In order to advance our parish's value of prayer, Father Tom has instituted a "Holy Hour" on Wednesdays from 11:30AM to Noon at Egg

*Unapproved Parish Council minutes 01.21.2020*

Harbor as the time when the parish staff will pray together. Father has invited all members of the parish to attend this time for prayer as often as possible. Council believes that attendance by parish leaders sets a good example of living our values and will encourage others to do likewise. Paul and Sharon asked members of the Parish Council to encourage the members of our respective commissions and committees to attend this time of prayer and to discuss with our respective groups how that group can enhance the parish's practice of the value of prayer.

**Follow-up on advancing parish values:**

- **Members of Parish Council are asked to do the following:**
  - Attend the holy hour when they are able
  - Share Sharon's and Paul's letter with their respective committees/commissions
  - Encourage members to attend Holy Hour as well
  - Engage committees in brainstorming ways that the group can enhance the parish's effort to advance the value of prayer
  - Report back to the Parish Council

**Discussion on connecting with youth:**

Linda Cumner shared the activities/strategies catechists use currently to help the faith formation students deepen their faith and their connection to the parish. Children in all classes have had prayer partners. Students have created craft projects with residents at Scand; they have written plays based on scriptures and produced them using puppets. Linda has trained 5<sup>th</sup> graders to be altar servers; those students are serving at Egg Harbor and at Sister Bay.

One class is doing the Alpha Youth program, and the kids are "loving it." As part of the Confirmation students' twenty hour service requirement, several students shoveled snow at Baileys Harbor last weekend. Older students have been offered the chance to usher at masses for service hours. Students and families have been asked to be greeters at mass, and several families have participated. These latter activities advance one of the program's goals of getting parents and children to attend mass together. The idea of a children's choir remains a possibility in the future.

Members thanked Linda and Pat and Allen for their years of service with our students. It was suggested that focus groups might help us learn more about how the parish could better serve our students and their families.

Kevin noted that focus groups are a strategy we might also employ as we determine how to achieve the goals we set for our parish mission. He updated us on the schedule and planning of the parish mission which may be rescheduled from March to June. He explained that the diocese assigns two mentors to a parish. Kevin sought the council's input about having the mentors speak to us before we begin the process. Council welcomed the opportunity to provide input, so Kevin will arrange for Barry Metzentine and Jane Angha to attend our April 21 meeting. Parish Mission Planning Core Team will also include Tom Mulligan as Facilitator and Lou Covotsos as Communications Liaison. The tech representative for the team has not been determined yet.

**Planning for Emergencies:**

Pete Passuntino has consulted two local safety officers, Sister Bay Fire Chief Chris Hecht and Police Lieutenant Bob Lauder, for advice on procedures for a medical emergency, a fire, or an emergency evacuation at one of our churches. Both commended our proactive approach and offered to teach ushers what to do in case of an emergency. Anne reported that all churches on Washington Island have defibrillators.

Kevin reported that the following work has been completed: routine fire inspections, posting evacuation maps, holding fire drills, and posting emergency lights for the religious education classes. The parish is also investigating and reviewing options for a video doorbell to provide security at the parish office. In addition, these suggestions were made: that all chairs share meeting minutes between parish committees and commissions; that all parishioners be invited to a meeting on emergency preparedness; that all liturgical ministers should attend this meeting, especially sacristans.

Committee agreed that we should schedule a meeting with the ushers in late May or June.

**Annual Report development and preparation:**

Tom Polacek has requested that the Parish Council assume the responsibility of preparing the Annual Report. He explained that it would be more appropriate for the Parish Council to produce the annual report than the Finance Council because the report represents more aspects of the parish's activities than the Finance Council, and because the report requires the coordination of many groups. Finance Council will continue to prepare the financial aspects of the report just as other commissions/committees will prepare reports and data related to their respective areas. PC members agreed to prepare the annual report for FY2020.

In a brief discussion, members made these observations/suggestions for the AR:

- PC ought to review the 14 page narrative
- The report has not described challenges.
- PC should consider how to represent challenges and growth.

**Follow-up for preparation of the annual report:**

Tom P. will supply templates and suggestions for revision of different sections of the report.

- Council will allot time during the April meeting to work out plan and schedule for putting together the annual report.

Kevin announced that the 2020 Bishop's Appeal will kick off on February 1 & 2.

Next Meeting: April 21, 2020 from 1-3 pm.

Council members prayed the Our Father together before adjourning at 3:15pm.

Respectfully submitted by Kathy Wolff