

GROUP MEMORANDUM: Pastoral Council Meeting

November 6, 2017

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Jesus calls us, the Catholic community at Holy Name of Jesus Parish, graced by the Holy Spirit, to invite all people to experience the living and loving presence of Christ by nurturing the spiritual growth of all our members through energetic celebration of the sacraments, especially the Eucharist, daily prayer, lifelong study of our faith, witness, service and hospitality.

Subject: Ministry Leadership Night & HNJ Pastoral Council meeting

Date: November 6, 2017

Place: HNJ North Room

Attendees: Stephanie Petras, Chair, Morell Crane, Past Chairman, Eddie Gros, SJ, Stephen Rowntree, SJ, Chris Elliott, Jeremy Burke, Jessica Dwyer, Kyle Galloway, Katherine Buras Gitlin, Don Hauber, Michael Hosemann, Danielle Newlin, Dan Sanders, Donald Toso and newest councilors: Nadege Assale, Paul Buras, Jim Lamy, Harriet Rouhana.

Ministry heads: Karen Buras, Patty Mathes, Carl Lister, Stephen Bullock, Bernadette D’Souza, Phillip Brooks, Patricia Toso, Bonnie Talbot

Not present: Courtney Jansen, Michael Bagot and John Kinabrew.

PLEASE NOTE: Our next meeting is our regular Pastoral Council meeting on December 11, 2017 in the North Room of the Parish Center

Revised 11/7/2017a

Desired Outcome:

To identify and discuss Ministry needs and plans for this fiscal year.

WHAT HAPPENED AND HOW

- 1. Prayer.** Fr. Eddie led our meeting with a prayer
- 2. Welcoming our new Councilors.** Stephanie Petras welcomed each new councilor with a short portrayal of each one’s qualifications and gifts to be shared with our church.
- 3. Introduction to Ministry Leadership Night and Ministry planning.** Stephanie affirmed that our objective with Leadership Night is to celebrate the achievements of each of our ministries, to study their plans for this fiscal year, to thank ministry heads for their efforts and to share their successes with our parishioners. This will augment our ongoing need to recruit new ministers.

One of the big plans for this fiscal year is the creation of a formal Communications function to support our ministries. A key component of this improvement is the expansion of our bulletin by 4 pages to 12 total pages once each month. This provides us ample billboard space to regularly feature several ministries each month with our parishioners. The expanded bulletin will also be downloaded to our website for online access. And the communications committee will also offer advice and service to ministry heads in promoting their upcoming events and campaigns. We designed a new format for Ministry Leadership Night to promote these goals.

4. Overview of the Councilor Orientation kit. Stephanie then supplied an peek at the contents of the Councilor Orientation kit including:

- A Copy of the HNJ Constitution and Bylaws
- A graphic showing our HNJ Mission statement; how it reflects the Church's 4-fold mission revealed in Vatican Council II; how our 5 ministry Commissions align with the universal Church's mission. All 40+ ministries in our church are organized under one of these 5 Commissions;
 - Formation & Spirituality
 - Liturgy & Worship
 - Outreach & Service
 - Social & Community and
 - Administration
- A Listing of Ministry heads for each HNJ ministry
- A List of Roles and Responsibilities for Councilors, Commission Liaisons and Ministry heads
- A list of the email addresses of our 2017-2018 Pastoral council
- A list of Ministry heads' email addresses and phone numbers
- The HNJ Pastoral Council meeting schedule for 2017-2018 including scheduled Ministry Leadership Nights and community dinners.
- A List of Pastoral Council Highlights for the 2016-2017 past year

5. Ministry Leadership updates by Commission liaisons—

a. FORMATION & SPIRITUALITY COMMISSION—

- **HNJ School of Religion**—School opened this year with over 100 students. Ministry focus this year is on building community among young families, teachers and children served, developing the curriculum, recruiting and training teacher-volunteers, developing the 5 new volunteers into a cohesive team, listening to teachers needs and dreams with a focus on personal and community prayer and working toward obtaining grants, donations and allocations of funds from the Religious Education account.
- **Adult Faith Formation** (includes *Scripture Study, Faith and Bible Study groups*)—Continue Sunday Scripture Discussions, Michael Hosemann, Tuesdays, Wednesdays at 8:10 AM in Manresa Den, all year round; Offer Scripture literacy courses from *The Great Adventure Bible Study* by Ascension Press (E.g. Bible Timeline, or Matthew's Gospel, or Acts—TBA); Attracting 6 members to our evangelization ministry team; Approval to launch an **ALPHA** pilot for evangelization team leaders in fall, 2017 with ALPHA training for evangelization team and first ALPHA 11 weekly session for evangelization team; Plan to launch ALPHA session #1 to HNJ parishioners, Spring, 2017. Launch evangelization team book study of *Divine Renovation: Moving from Maintenance to Mission*, by Fr. James Mallon and *Forming Intentional Disciples* by Sherry Weddell.
- **HNJ School Religious Ed PreK-7**—report is pending. Continue sponsoring school grades at Sunday liturgy for lectors & ushers to attract school parents.
- **RCIA & Adult Confirmation**—we retained all young adults confirmed Spring, 2017, retained all 9 candidates and catechumens in RCIA 2017. Adult Confirmation this year for 5 undergrads, grad students and alumni Dec 3, 2017 with Archbishop Hughes. All 5 RCIA candidates will enter the Church at the HNJ Easter Vigil on April

31, 2018. Our needs: to continue our proven process next year. All candidates give us positive feedback.

- **Marriage & Family Life Ministry**—new ministry still in its formative stage.
- **Vocations Ministry**—made affirmation cards for Sisters of Mercy; inside these cards were invitations to come to GatorFest; taught students about the RSM order and their role at HNJ School and Mercy High School; students pray for local seminarians & those discerning religious life as well as the Prayer for Generosity on a regular basis. Several students attended World Youth Day.

b. LITURGY & WORSHIP COMMISSION--

- **Church Environment--** The ceiling has become noticeably molded so there will be needed repairs which will affect the wedding schedule. Need more volunteers for delivering Christmas trees from the rectory to the church at the time of decorating. We need men with trucks. We also need people who can string lights. Need family that can set up the nativity at Christmas. Must be strong people that can carry large pieces of wood and statues. Also must have power tools such as screwdriver. The nativity is set up on December 23/24.
- **Music Ministry---** Thanks to the generosity of Jim and Stacey Pellerin and Fr. Gros's willingness to provide further support, the choir was able to begin the process of ordering new robes. Wardrobing a group of people is a long process, but I believe we will be able to debut the new robes no later than the first Sunday in Advent. I would like to get a plaque commemorating Jim and Stacey Pellerin's contributions. We were also able to order new octavos for the first time in eight years. I would like to debut a new Mass setting, the Mass of the Angels and Saints. We'll need acceptance of the change.
- **Nursery Room--** Our ministry's only focus is on keeping the children who come into the nursery safe and happy. We welcome the donation of used toys and we welcome volunteers who might want to replace one of us on our regular day BUT the volunteers have to have completed the safe environment training and have to have been approved by the Parish office.
- **Adoration Chapel**—*[Security improvements]* Recently there were several incidents involving a carjacking and thefts. Exterior lighting on the area's leading to the chapel entrance was installed. Project NOLA security camera's were installed. These camera's link to NOPD. A text and e-mail emergency notification system was established with about 50% participation.
[Recruitment needs] We need to recruit more adorers. People are aging, health issues occur and people move. Vacancies, while not at the level of needing to close for periods of time, are growing. Unless the trend is reversed we will be forced to evaluate the viability of remaining a perpetual adoration chapel. We currently list vacancies in the weekly bulletin.
[Expanded Recruitment] We would like to investigate the possibility of expanding that listing to other Uptown parishes and possibly even the Clarion in order to reach as many people as possible for recruitment. Many current adorers come from other parishes. We would also like to make it possible for people to sign up to volunteer on the church's web page.

c. OUTREACH & SERVICE COMMISSION—Don Hauber offered this report:

- **Communion/Anointing for the Sick.** Biggest need is to make more parishioners aware that Anointing is not just for the dying, but also for the sick. Develop content on the website explaining the purpose and availability of this ministry.
- **Angels for Life**—needs more volunteer angels; we have had attrition in their ranks because of illness and death; we need more service providers in order to expand our reach in the parish for transportation to Mass, doctor visits, shopping, home visitation, and delivery of the Eucharist. Parish Secretary, Edwa Stewart, is our RFL 911 Operator for Confidential calls by clients who need assistance.
- **Reverence for Life**—need more participation from parishioners for various events such as March for Peace, prayer vigils at Planned Parenthood, collection of religious books for prisoners, baby bottle fund raiser for Women's New Life Center, Easter baskets for Good Shepherd school children, household items for trafficked children at Home Free House, womens' & mens' clothing collections, support of 40 Days for Life & prayer vigil.
- **Saint Vincent dePaul Society**—needs management succession strategy and candidates as well as “younger members” to expand its outreach into the community. Need marketing assistance from our new Communications Committee; It also needs additional sources of funding to help clients meet utility bills, and other necessities during times of financial stress such as buying school uniforms for low income families, donations to St. Joan of Arc parish twinning parish etc.
- **Young Adult Ministry**—focus on growth of this ministry for the year; need advertising assistance from Communications Committee to increase awareness of ministry activities and stimulate recruitment; Increase the number and variety of events for young adults—socials, volunteer opportunities. Use events to invite new members.

d. SOCIAL & COMMUNITY COMMISSION--

- **Newcomer orientation**—we typically get 1-3 new families at each First Sunday orientation session after the 10:30 AM liturgy.
- **Community dinners**—why can't we have short (5 minute), well-crafted ministry overviews at our community dinners? Idea: invite folks to sponsor an entrée at a dinner. Idea: piggy back ministry promotion on the School Book fair. Idea: invite our confirmation youngsters to take part in our community dinners? They may even bring their parents! Idea: invite outside restauranteurs to sponsor our dinners. They get promotional exposure as a benefit.
- **Parish fair**—GatorFest is Nov 10-12. We need a lot of support from the parish: attendance, volunteers, and help spreading the word.
- **Parent Teachers Club**—had the following events since April: Spring Fling fundraiser, Gator Run fund raiser, Graduation receptions, First Communion reception, Teacher Appreciation, New Parent Social, PTC Appreciation Social, Back to School fund raiser, Trick or Trunk fundraiser.
- **Mens' Club**—recent activities are: School Clean-up Day, Steak Night, Golf Outing, Car pool traffic every day, Men's Club Haunted House. Upcoming events include: Setup and Take-down for GatorFest, Christmas tree sale, Christmas party, Men's club on the Avenue, Area Men's Club Summit, Crawfish cookoff, Fishing rodeo, Adoration Chapel vigil Wednesdays at 4:AM,
- **Youth Group**—no report

e. ADMINISTRATION COMMISSION—

- **Stewardship**--Mo Crane will lead a recruiting effort to staff this ministry for action. Ken Steudler has accepted the invitation to re-join the team along with Danielle Newlin. Mo will begin a "direct ask" recruiting drive.

6. Ministry Leadership Night discussion--

- **Personal invitation is a common theme**—the most powerful recruitment method is personal invitation. Whether we are asking for new ministry partners or for funds for campaigns, personal invitation trumps all other forms of recruitment.
- **Need for technical marketing support**—all of our ministries need database support and analysis to drive their marketing and solicitation efforts. Analysis can tell who is related to others in the database and can maximize targeting. Professional marketers require their customer service persons to enter call notes on the database. These notes can facilitate future follow up. If a person declines today because of a pending project, a future call at the end of that project might yield a "YES" response. If there is not call record, then this does not work. We should not shrink from becoming more persistent and "aggressive" in our effort. Our Parish-Soft system has an online module for tracking ministry people and their ministry preferences. This is important for following up on new parishioners after they are settled. We can build records of persons who give funding. We can follow up with a call to ask if they can now give some of their TIME.
- **Recognition of successes**—we need to recognize people who contribute not only in print, but also with a photograph both printed and online. We need to reward people for what they are doing to build up our church.
- **Sound system weaknesses**—several members cited deficiencies in the public address system in the church, such as: not being able to hear the choir in certain locations of the nave, dead spots in certain locations, inoperative speaker boxes at times, difficulty in understanding lectors who read too rapidly, especially, school children and some adults. Father Eddie mentioned that an audio technician is scheduled November 7 to address these symptoms.

Action item: Identify area restaurants for sponsorship of community dinners;
Responsible: _____ **needs a volunteer** ____; **Target:** January 17 and Apr 18, 2018 dinners

Action item: The next St Vincent DePaul Society meeting is Wednesday, Nov 8; **Responsible:** **pastoral councilors are invited**; **Target:** Nov 8, 2017.

Action item: Thanksgiving baskets campaign needs helperes; **Responsible:** **volunteers needed**; **Target:** November 20,, 2017

Action item: Identify & publish Arch-NO Eucharistic Minister and Lector training class schedules; **Responsible:** ____ **volunteer needed** ____; **Target:** sooner is better

II. DECISIONS AND ACTION ITEMS—Please see these above.

III. NEXT STEPS **Our next Pastoral Council meeting is December 11, 2017 in the North Room of the parish center.**

Disclaimer: I tried to reproduce the ideas we discussed as accurately as possible. If I missed an idea or made any other error, please let me know via email and I will correct it. I welcome your edits.