

## Parish Pastoral Council Minutes

January 17, 2019

Members Present: Fr. Ramon, Katrina Baumann, Fran Cautela, Mike DeBrosse, Roger Heckel, Lance Lewis, Celeste Guglielmi, Deacon Dean Racine, Robin Racine, Angela Ray, Bill Rectanus, and Kevin Stogran

Not Present: Jim Lehnerd and Irene Sze

- I. Minutes of the December meeting were reviewed. Kevin had a correction under Fr. Ramon's Report. Bill motioned to accept the Minutes with correction. Roger carried the motion and Robin second the motion. Motion passed and approved.
- II. Fr. Ramon's Report:
  - A. Father opened with a prayer.
  - B. Father's opening comments began with the announcement that Fr. Antony will be arriving on January 23<sup>rd</sup>. The weekend Masses of January 19<sup>th</sup> and 20<sup>th</sup> will be Father's last with a farewell reception afterwards in Pastors' Hall. Father informed that he will be moving his residence to Christ the King Church. Father did advise that he will be continuing at St. Elizabeth the First Saturday (Filipino) Mass and Simbang Gabi. Fr. Ramon stated that he has executed the new Parish Master Charter and the Parish Pastoral Council Charter so that St. Elizabeth Parish Council could continue to move forward with these in place for Fr. Antony, our new Pastor. Father thanked the Council for their hard work over the last year and prays that our blessings continue for years to come. Father mentioned that he would very much like to see how it all works out for St. Elizabeth Parish.
- III. Old Business
  - A. CPR/AED Update – Jim was not able to make the meeting due to illness. Bill spoke how he attended both sessions of the training and there were about 40+ trained members. During the second session, those trainees were shown how to actually operate our own AED in the hallway by the kitchen. Most of the trainees reported that the class was very informative with updated CPR methods. Bill advised that the parish was charged a one-time price of \$600 which is usually the cost per session. Bill stated that Jim will have more information at our next meeting.
  - B. Parish Survey Update – Roger thanked Lance for moving things forward and getting the survey done. Roger also thanked everyone for their prayers during his wife's illness. Lance stated that 542 surveys were mailed to the parish members' home. Ninety-five surveys were returned within the first two weeks which is about a 17% return. There is a Goal signage posted in the Narthex with extra surveys and a basket to return the completed surveys. It was suggested to make an announcement at Mass as to the return feedback. Kevin mentioned that the paper surveys have to be hand computed into the SurveyMonkey program so we could receive more accurate information. The printout results are quite in depth with information and graphs. The link for the survey can also be found on the Parish website and also listed in the bulletin, though this link had a typo and has now been corrected. Bill mentioned that Father Ramon's letter mailed out to the parish members with the Second Quarter financial results will also mention the Parish Council progress report, and a reminder to complete and return the survey. It will most likely be March before the survey results are deciphered but we should have return results at our next meeting. Angela suggested a thank you announcement to the parish members at Mass mid-February. Katrina mentioned that this would work in line with the answer to the Trivia question on the survey. Follow up is needed.
  - C. Mission Statement Update – Lance stated we have several suggestions of Mission Statements and will compare those to our survey results. Then we can proceed with a Vision statement to update our Parish Master Charter and Parish Council Charter.
  - D. Welcome Committee – Bill stated that the Welcome Committee will fall within the Parish Development Ministry which we will discuss under New Business.
  - E. Email Communication – Fran stated that there have been no email correspondences from parish members other than the 33 who responded to the CPR/AED training for which emails were sent from to those interested in the training. It was discussed how we could build a static base of parish emails through our current data base program, PDS, so emails could all be sent out at once. Fran stated that the PDS program

went through our old email account but we could only send out so many at a time due to spam restrictions and limitations. Since there is a new parish email account through the Diocese's cloud using Outlook, it was suggested to make a query to PDS if they could possibly build. Follow up is needed.

#### IV. New Business:

- A. Parish Development Ministry Charter – Bill handed out the copies executed by Fr. Ramon of the Parish Master Charter and the Parish Pastoral Council Charter. The third handout is the proposed Parish Development Ministry Charter. Kevin stated that Frank Donaldson, University of Dayton, sent him an outline of this charter. This is Kevin's first draft, a concept we need to review. It is a guideline on what to do incorporating sub-committees to further enhance and coordinate parish records, communication, stewardship, fund development, people engagement, and special events. Let Kevin know if you have any suggestions, comments, etc. by January 28<sup>th</sup> so he can have a second draft ready for our February meeting. Bill stated there are five people on this Development Ministry who are also reviewing and will advise as necessary. This Development Ministry will be the driving force of the parish. Angela inquired if every ministry or committee should have a Charter. Bill replied they should. Kevin commented that they should follow the Parish Master Charter. These Charters will eventually be posted on our website. Roger spoke to recap the timeline, we need survey results to conclude our Mission and Vision Statement and then place them into our Parish Master, Parish Pastoral Council and Parish Development Ministry Charters. Then give orientation to all current committees.
- B. Transition Plan of the new Parish Pastoral Council Charter – Bill advised that we changed the council member term from 2 to 3 years. Five members were asked whether they wanted to stay another term or be Pastor Appointed as a council member from their other respective parish committees. Two members decided to stay one more year (Bill and Jim); one member is retiring (Celeste); and two being Pastor Appointed (Angela, Liturgy & Spiritual Life Committee and Robin, St. Vincent de Paul Conference). Those members currently serving their first year term were asked if they wanted to stay for another year; all agreed to stay (Kevin, Lance, Katrina, Roger, Fran). The current Pastor Appointment (Irene) agreed to Pastor Appointed of Ethnic Masses, and the Pastor Appointed Youth (Mike) agreed to stay another year. The new Full Pastoral Council will eventually consist of 19 members total including the Pastor, Deacon, Voted Members and Appointed Members. A few Pastor Appointed members from other parish committees need to be filled, Knights of Columbus, Development Ministry, and Finance. The Director of Religious Education (Dave) will serve as Pastor Appointed. This leaves the council to replace (voted) members in concordance with the new Parish Pastoral Council Charter. Bill asked who would like to chair the Election sub-committee. Fran stated she would chair with help from others. Robin agreed to help as well as Roger. Lance stated he could assist if needed. Fran agreed to design a flyer with the information needed and get it into the first February bulletin so names could be submitted by the end of February with an election in March. It was agreed that all incoming and outgoing members would attend the April meeting.
- C. Future Meeting Dates – Bill advised that since the third Thursday in April is Holy Thursday, we vote to move our meeting to Thursday, April 25<sup>th</sup>. All agreed.

#### V. Other Concerns, Comments & Suggestions:

- A. Parish Finance Report – Bill advised that the Parish is in a good financial position. Second Quarter resulted in \$50,000 over in our projected income. Funds from the Parish have been placed into the PAF (Parish Aid Fund, a savings account managed by the Diocese with interest) is at \$600,000; the St. Elizabeth Endowment Fund (managed by The Catholic Foundation) is at \$100,000, and we still have the Fr. Art Dimond Endowment Fund (shared with St. Mary's in German Village managed by The Catholic Foundation for religious education) that continues to pay the parishes annually for assistance of religious education for Catholic schools or subsidy. Bill further advised that the newly installed automatic doors only cost St. Elizabeth \$2,000 of the \$10,000 cost. St. Elizabeth received a grant for \$5,000 from The Catholic Foundation, written and submitted by Dave Gruber, with the remainder of the funds from parishioner donations.

#### VI. Closing Prayer – Fr. Ramon

Convened: 7:00PM

Adjourned: 8:54PM

Next Meeting: February 21, 2019 at 7PM