

Parish Pastoral Council Minutes
October 17, 2019

Members Present: Fr. Antony, Bob Baumann, Katrina Baumann, Fran Cautela, Chris Damico, Mike DeBrosse, Kim Endres, Roger Heckel, Jim Lehnerd, Lance Lewis, Dean Racine, Robin Racine, Bill Rectanus, and Irene Sze
Not Present: Elizabeth Effah, Dave Gruber, Leomon Kome, Kevin Stogran, and Angela Ray

- I. Minutes of the September meeting were reviewed with no corrections or additions. Jim motioned to accept the Minutes and Robin second the motion. Motion passed and approved.
- II. Fr. Antony's Report:
 - A. Father opened the meeting with a prayer that all recited from a prayer card.
 - B. Father had nothing to report.
- III. Old Business:
 - A. Mass Ministry Assignments for Simbang Gabi December 23, 2019 – Bill passed around a handout on the updated ministry assignments. There was discussion about Eucharistic Ministers as Frs. Jesse and Sudhakar will be in attendance at the Mass. Bill advised he will update the assignments for the next meeting.
 - B. Grant Procedures – Bill advised that Bob is in the process of establishing procedures for future grants. Bill stated that Greg, parish bookkeeper, will be the control person for all the parish grants. Bill stated that once the procedures are in place, information will be given to the council representatives of that committee to give to their committee's grant writer. Example: information to Robin for St. Vincent de Paul who will pass it on to their grant writer. There was discussion who would submit the information online and what are the types of grants. Bill stated that a grant was submitted by Fran and Lance for repairs to the Rectory bathrooms. Fran advised there are types and pillars associated with these grants. They are: Mission Grant, less than \$10,000 request; Purpose Grant, between \$10,000 to \$25,000; Vision Grant, between \$25,000 to \$50,000. Those grants would be either for a Capital Project or Program Support. The four Pillars are: Parish Life; Social Services; Vocations; and Education/Faith Formation. Bill advised we have some time to put the procedures in place as Father will get a notification from the Catholic Foundation of the grant cycle next August with a submission deadline by September 30th.
 - C. Commitment Sunday Status – Lance advised that Kevin put together a spreadsheet of the number of people who signed up for ministries. Lance passed around a handout of the statistics. Lance further advised that all members that signed up would have received a letter of commitment for their ministries. Lance stated that Kevin is currently working on a Ministry Leader list.
 - D. Email Communication – Fran reported there have been no emails.
- IV. New Business:
 - A. IT Technology Strategy – Bill advised that the parish office will move to the Diocese's Office 365 cloud for back up purposes. Kevin will spearhead the IT plan who has years of working in IT and security. The finance software may need to change as the data is in another room for backup.
 - B. Job Handbook – Bill reported that a committee has been formed to establish a parish employee handbook. Lance advised that it will be an Employee Policy Manual per Diocese guidelines. Bill advised that this Manual will be reviewed by the Diocese for legal purposes and then to Father for final approval. Lance advised that he still is in the process with the Employee Job Description procedures.
 - C. Diocesan Safety Summit – Bill reported that he attended a safety summit through the Diocese. Several parishes already have an emergency operation plan in place and are willing to share their info. Bill suggested we implement a safety committee to solidify a plan for St. Elizabeth. Someone was to head the committee but nothing has moved forward. Bill asked the council members to submit to Fran any recommendations of parish members who could help serve on this safety committee, such as fireman, police officers, doctors, etc.
 - D. Committee Reports:
 - 1) Religious Education – Bill reported that Dave is still out on disability and asked Kim if she had anything to report. Kim reported that PREP is running smoothly with a few new children and some dropping off. There are a few older children who have not received their First Communion and are working with them to get this done.

2) Development Ministry – Bill advised that Kevin is out and asked Lance to give a report. Lance advised of another note with the Commitment Sunday report that the data collected will be sent to the Ministry Leaders for training. The Ministry Leader List has been sent to Father for approval. The Welcome Boards for both church entrances have been built and stained. They will be hung soon. ParishSOFT implementation is in process with the Diocese. The IT plan was discussed earlier in this meeting. Lance further commented that it was interesting the number of Visitor Greeters that signed up for the Welcome Committee. This new committee will move forward in the next couple of months.

3) Knights of Columbus - Chris reported they received a new member from Commitment Sunday. Chris advised they made a profit from their annual sub sale. The Baby Bottle campaign is underway and will close at month's end. This annual campaign brings to PDHC about \$1,000. Chris wanted to say thank you to all those who bought subs and gives so generously. Fran asked if there were any other fundraisers as the Knights fund a scholarship for those families in our parish for grade school Catholic education. Chris reported that the Scholarship is funded by another program for which those funds are running low. A donor contributed to this program which may last one more year fully funded. There have been fewer applicants over the last several years which the Knights were able to help all those who applied. Chris advised that the Knights are reviewing this scholarship whether to keep the program, refocus it and/or how to fund it. Kim inquired if any of these monies fund tuition for PREP for those families who cannot afford it. Fran replied that there is usually money set aside to help support those families and Dave always handled it. Fran advised Kim to talk with the office since Dave is not here.

4) Finance – Bob reported we just completed our first quarter results. We budgeted for a \$10,000 surplus but ended with a \$4,000 surplus. The collections are running a little behind expectations so we will keep watch on the next quarter to see if it catches up. Bill stated that the expenses are coming in under budget even though we paid for two major costs, the parking lot and the first installment of the Rectory bathrooms, which were inclusive of the financial results but not budgeted.

5) Liturgy & Spiritual Life – no report.

6) St. Vincent de Paul – Robin reported they had an overwhelming response to the What's in Your Closet drive, taking four vehicles packed with various items of bedding, blankets, coats, and clothes to the St. Vincent DePaul Society downtown. The Christmas Bags annual campaign is set to begin November 16th where the empty bags will be distributed to the parish and then collect the filled bags on November 26th. These Christmas Bags will be taken to those residents of Jaycee Village on December 7th. Robin further reported that sometime in January or February, they will host the Sunday Undie drive.

7) Ethnic Mass – Irene reported that the Simbang Gabi committee thanks St. Elizabeth Parish Council for their volunteer response to help at the last Mass, and if anyone is still interested in attending the fellowship afterwards to please let her know so accommodations can be made. Irene informed us that she received an email from the Diocese Ethnic department that a special Mass, in collaboration with the diocesan Missions, Divine Worship and St. James the Less parish, will be held at St. James at 12:30pm for World Mission Sunday with Bishop Brennan as celebrant. This is to give thanks to all the missionaries in the Columbus Diocese. Following will be an International Festival fellowship. If anyone is interested, please let her know.

V. Other Concerns, Comments & Suggestions:

- A. Catholic Times Article – Bill reported that the article was published in the October 29th issue. Since the Catholic Times edited the article, if there are any questions to contact him.
- B. Calendar – Bill reported that Father will be away for our next meeting and asked Deacon Dean if he would step in his absence. Father mentioned that he is also travelling to India and may not be back for our January 16, 2020 meeting. Dean stated he would step in to that date as well. There was discussion whether we would have a meeting in December which will be determined at our next meeting.
- C. Singing Rosary – Fr. Antony wanted to mention the Singing Rosary which was beautifully performed. Attendance started out with 25 and the last day grew to 42 people. Father stated we would do this again next year.

VI. Closing Prayer – Fr. Antony gave the closing prayer.