

Parish Pastoral Council Minutes December 20, 2018

Members Present: Fr. Ramon, Fran Cautela, Jim Lehnerd, Lance Lewis, Robin Racine, Bill Rectanus, Kevin Stogran, and Irene Sze

Not Present: Katrina Baumann, Mike DeBrosse, Roger Heckel, Celeste Guglielmi, and Angela Ray

Guest: Deacon Dean Racine

- I. Minutes of the November meeting were reviewed. Kevin had one correction under New Business, to change Parish Council's plan to Parish plan. Bill motioned to accept the Minutes with corrections. Jim 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 his attendance of the University of Dayton Parish Development course and have learned a lot in the process. Frank Donaldson, the course instructor, has been very helpful to the three (Kevin, Bill and himself) that have been taking the course. Father plans to sign up for the next course sessions in 2019. Father stated that he met with Bill, Kevin and Lance to review our current constitution and revise same with a Parish Pastoral Council Charter and a Parish Master Charter. After discussions with Frank Donaldson and Deacon Don Poirier of the Columbus Diocese who has assisted other parishes with developing parish plans and charters, Father recommends to replace our current constitution based on their authority and experiences. Bill stated that Deacon Don would be willing to attend our next council meeting to discuss this further. Bill further stated that the new Council Charter will consist of 19 members including our Pastor, Deacon Dean Racine, 8 appointed members (of St. Elizabeth committees and staff), and 9 voted members. The term of service will change to three years. This falls in line with other parishes in the diocese. The Council Charter incorporates the parish plan, constitution, and development. Kevin handed out the proposed Parish Master Charter and Parish Pastoral Council Charter. Bill advised to read over the Charters and get back to him or Kevin if there are any questions before the next council meeting. It is our intention to have this in place before Father Ramon leaves. Father stated he has asked three people to be on the Developmental Committee along with two present council members. They are Ginny Mack, Mary Pat Mulligan, Al Hernandez, Lance Lewis and Kevin Stogran. Fran mentioned that Father chose three really good people due to their religious education background. Kevin mentioned that his son was in Al's class.

- III. Old Business
 - A. CPR/AED Update – Jim advised training dates are scheduled for Tuesday, January 8th and Wednesday, January 9th at 6:30pm. Fran is helping to send out emails to those who signed up for the training. Fran asked a few questions: if holding the training in Classroom 8, the office needs to be notified to accommodate the training, tables and chairs moved; since this is a Tuesday and Wednesday evening, who will handle the Adoration and Mass and First Wednesday; are there any other council members who wish to attend. Father stated that he and Fr. Jesse will attend Tuesday, having Fr. Sudakar handle Adoration and Mass. Fr. Sudakar will attend the Wednesday training. Jim said maybe we could move the training to Pastors' Hall so that we don't have to set up Classroom 8. Jim said he will check with the office.
 - B. Emergency Operation Plan (EOP) – Bill stated that members for this committee have been formed but have yet to meet. They are Frank Danalewich, Larry Alessio, Bob Brandenstein, Mike Broberg, and Chris Chandler.

- C. Parish Plan / Survey Update – Lance handed out a document that lists the council’s accomplishments thus far. The Mission Statement is still a work in progress, more to follow. Testimonials should start in the new year with the Parish Council first up. The survey will go out in January now that the parish census data is up to date. It is the plan to mail out the survey to all parish members, have an electronic version available by Survey Monkey which is being handled by Johanne Stogran and hard copies about the church. All is ready to go but a Bonus Question that he and Robin will review to add. Lance suggested a ‘goal” or some kind of sign in the Narthex that states how many surveys have been returned which might engage members. A volunteer would be needed to make the sign. Someone mentioned Katrina due to her career as a Teacher. Lance stated he will talk with Lauren of the parish office to determine how many people to account for, number of members and not households. The Mission Statement will proceed further once the surveys are computed to have a better plan on our mission and vision. Kevin handed out a document on Our Development Journey and stated that this was a homework assignment in his University of Dayton class. This document was presented and approved. Kevin advised that Frank Donaldson is actually writing a book on Parish Development and has asked if he could use his work for the book. Kevin summarized the Development Journey page by page. Fran asked if Kevin could send the documents to her in a pdf format so she could forward them on to those not here today.
- D. Communication – Fran stated that we still have had no email correspondences from parish members. Fran advised that we will use the Parish Council email account to send out the AED training dates.

IV. New Business:

- A. Evaluating “People Engagement” Survey – Bill stated that the council members answered this survey differently than the staff. Bill asked Dean if he saw the results. Bill then gave Dean a copy for review.
- B. Welcome Committee – Bill suggested we form a Welcome Committee that would consist of diverse parish members. Lance said he could be a point of contact to submit names for this committee. Someone mentioned our Greeters. Bill advised to send Fran any bullet ideas of what the responsibilities would be of this committee, for example: Welcome packet, member registration form, a gift, personal call or visit, etc., which were all suggestions from the council members.
- C. Grief Support & Suicide Prevention – Bill advised that member C.G. Jones approached him about a Grief Support program to be held at St. Elizabeth. Bill stated that she has been doing this program at St. Michael Parish the past several years. We all agreed that this would be a good program to add for our parish members. Bill also advised that Dianne McMillan approached him about a Suicide Prevention seminar/class. Dianne is currently working the Suicide hotline and would like to bring more awareness of this problem. Bill will follow up with both and plan accordingly.
- D. Ministry Scheduler – Bill and Kevin followed up with the parish office. They were advised that the prior software could not handle more than one ministry from one person at a time so the ministry schedule is now computed by hand. Deacon Dean asked what software they were using. Fran advised Ministry Scheduler Pro. Dean said they use that software at St. Paul and they have many volunteers. Fran stated the program is only as good as to how you input the data on each ministry and volunteer, but it can work. Fran suggested that a roster be added so volunteers can find a sub if needed.

V. Other Concerns, Comments & Suggestions:

- A. None