

Parish Pastoral Council Minutes

May 16, 2019

Members Present: Fr. Antony, Bob Baumann, Katrina Baumann, Fran Cautela, Chris Damico, Mike DeBrosse, Kim Endres, Dave Gruber, Roger Heckel, Leomon Kome, Jim Lehnerd, Lance Lewis, Angela Ray, Bill Rectanus, and Kevin Stogran

Not Present: Elizabeth Effah, Dean Racine, Robin, Racine, and Irene Sze

- I. Minutes of the April meeting were reviewed. Kevin had a correction of the Minutes wherein the Development Ministry does meet for two hours but the meeting could have gone longer than planned. Bill inquired if there are any other additions or corrections, if not, then a motion to approve the Minutes. Kevin motioned to accept the Minutes with corrections and Roger second the motion. Motion passed and approved.
- II. Fr. Antony's Report:
 - A. Father opened the meeting with a prayer we all recited from a prayer card that was passed out.
 - B. Father advised that a date was settled with the new Bishop Robert Brennan to visit here at St. Elizabeth. The Bishop will celebrate the 11am Mass on Sunday, September 8, 2019. Father advised he may remove the 9am Mass on that date. Father reported that the Bishop could have attended our Pentecost Mass but had a prior commitment that day at 1:00pm. Father suggested he would prefer to have a meet and greet after Mass so the Bishop could meet the parishioners. Father inquired if we had a Hospitality Committee for these types of social events. Bill advised that we used to have one years ago. Angela commented that the Liturgy Committee could handle the social event as they sometimes combine events. Fran asked if this should be handled through the Development Ministry. Kevin said yes it would fall under the Development Ministry and that one could be established before the Bishop's visit on September 8th. Father further advised that the Bishop will also attend the last night of the Filipino Simbang Gabi Mass on December 23, 2019. Dave commented that to request the Bishop's attendance, three dates have to be submitted to the Diocese and you don't always get first choice. Dave advised that the Diocese guidelines requires at least two weeks prior to the Bishop's event, a plan of the liturgy has to be submitted to the Bishop's office for approval and this would include everything at the Mass; the liturgy, music, lectors, etc. Dave commented that he will complete the required document and submit it to the Bishop's office for approval. Father suggested that we try to form a committee for Hospitality to handle the social events, parish picnic, the Easter vigil reception and others. Kevin advised that he will take it back to the Development Ministry and have a proposal at our next Council meeting.
 - C. Father announced that Dean Racine's Mother's Funeral Mass is tomorrow morning in North Canton and he would like to attend. Father asked if anyone was available to go with him. Kevin advised he could go.
- III. Old Business
 - A. Vision Statement Finalization – Lance handed out the proposed Vision Statement. A discussion took place and a few changes were made. Fr. Antony approved. The approved Vision Statement reads:

*The Christian Community of St. Elizabeth is a living presence of Christ's love as we:
GATHER in worship within a welcoming faith-filled Parish;
PROVIDE Catholic teachings through liturgies, music, formation and sacraments;
SERVE one another through our gifts of Prayer, Ministry, Service and Charity in giving to the Church and those people in need;
SHARE the Good News through the light of Christ;
LIVE our Mission every day!*
 - B. Master Charter Update – Bill advised that with the finalization of the Mission and Vision Statements, the Master Charter is now complete. Kevin passed around the Charter indicating the changes in red as copies were not available. Bill stated that this is the first reading of the changes to the Master Charter, and if there are no other changes, then the Master Charter will be forwarded to Father for final approval and signature in June. If there are any changes, please email them to Fran before the next meeting so that we can present them at the meeting.

- C. Revision of Parish Council Charter – Bill asked if there were any further changes for the Council Charter other than the breaking up of one paragraph into two paragraphs whereby appointed members will have the right to recommend at the meetings. Bill advised if there are no further changes then the Council Charter is final and will be forwarded to Father for approval and signature. Kevin handed the final Council Charter to Father for approval and signature.
- D. Testimonials – Bill asked Kevin if he reviewed all the suggestions made on the Testimonial Program. Kevin passed out copies of the Development Ministry progress report. He reported that on the last or back page, lists the Testimonial Program and details. The Testimonials will be held the first weekend of the month and, hopefully, this would be the same person at all three Masses but that would depend on the topic and person. Testimonials would be given after the announcements but before the final blessing from the ambo. The Development Ministry recommends that a representative of the topic be available after the Masses at both entrances for any questions. Angela asked if these Testimonials could be a talk for involvement such as the Ministry Fair. Bill stated that the monthly schedule may change depending on parish activities. Dave stated that a testimonial is different than an announcement. Kevin commented, for an example, the Giving Tree for December. He has participated in the Giving Tree for many years and has no idea what good this parish activity did for others. He suggested someone could give an oration of the number of families assisted, their reaction, or the passion around this activity. Bill inquired if anyone on the Council would like to be the coordinator for the Testimonial Program. No one volunteered. Bill thanked Kevin and the Development Ministry for their efforts. Kevin appreciated the remark and added one more point to the Testimonials, to post the talking points to the website so others could read them if they were not able to attend Mass.
- E. Bulletin Revisions for the New Mission Statement – Angela has no update but inquired how we could incorporate the Mission Statement. Angela advised she reviewed St. Paul’s bulletin and there is no mention of a Mission or Vision statement. Dave inquired as to who is the publisher. It was determined and discussed that St. Paul uses Diocesan Publications, St. Elizabeth uses LPI (Liturgical Publications Inc.), and there are other publishers such as Dee Printing. Fran explained that the advertisers in the bulletins offset the costs of publishing under a contract. Dave informed that we have two years left on our contract and the format of the bulletin is a template. Jim commented that the Mission Statement should be on the front of the bulletin permanently. Katrina mentioned that through the survey, members felt the bulletin was dull and boring. Dave mentioned there are many factors that go into the bulletin, time frame, deadlines, priority, etc., and information should be on the parish and their activities, then the deanery, diocese, USCCB or Bishop announcements. Angela recommended that Father review the bulletin with Lauren to incorporate any changes. Dave commented he would have the office review the bulletin and make recommendations with limitations. Bill advised Angela to email Lauren the Mission Statement and ask her to put it into the bulletin at first chance per Council request.
- F. Email Communication – Fran stated there was one email which was an inquiry as to why the church no longer accepts the Campbell soup labels. Fran advised she forwarded the email to Lauren for response in the bulletin.

IV. New Business:

- A. Parish Wireless Technology - Dave reported that the Wi-Fi hardware is no longer supported by the manufacturer so we have to upgrade all the software and hardware to access the Wi-Fi within the church. There are three Wi-Fi accesses: one for guess, one for teachers and one for staff. All of these changes should be completed by the end of June. Bill advised he was confused as he thought the software had a different connotation. Dave responded that the Ministry Scheduler Software is not a part of this technology. Dave advised that the Church received notice that Apple is no longer supporting third party applications around the same time the renewal came up for the license and support of Ministry Scheduler. There was a decision from the parish office to discontinue the software based on cost and that it was not working for everybody. The Ministry Schedule was moved to manual operations. Dave announced the Church needs to re-evaluate moving forward and modernize the Church Office data. Dave reported the Diocese supports Parish Soft software which has a Ministry Scheduler software module. It was discussed that the information on Parish Soft was forwarded to Kevin and Bob of this Council to review who both felt that this might be a good option for St. Elizabeth. Bill suggested that we form a new committee to review this software further consisting of Bob and Kevin along with Father and Dave.

B. Committee Reports:

1) Religious Education – Dave reported that the next Confirmation date has been confirmed for Saturday, May 30, 2020, at the 5:30pm Mass, and First Communion has been moved to one Mass next year scheduled for Saturday, June 13, 2020 at the 5:30pm Mass. Dave further reported that Adult Faith Formation will be expanded upon, and for RCIA (Rite of Christian Initiation for Adults), we have to adapt to serve the needs and meet people where they are. Dave stated there are several documents we all should read this summer and Bill asked Dave to get the information into the bulletin for the parish.

2) Liturgy Committee – Angela inquired about ALPHA as Tom McSweeney wanted to know where we are in possibly bringing this to our parish. It was discussed at length that now is not a good time to start as we would need a team to handle this program along with hospitality and a commitment. The Council has many other factors to put in place first. It was suggested that ALPHA be tabled for one to two years from now. Angela informed there will be one Sunday Mass for Pentecost and the parish picnic will follow. It was discussed and confirmed that Father would bestow a blessing upon all the Parish Council members at the Pentecost Mass, Sunday, June 9th at 11am.

3) Development Ministry – Kevin asked all to turn to the front page of the document he handed out earlier. He reported there will be two Welcome boards established: one where the current Parish Council bulletin board is located and the other in the Narthex at Father's discretion. A group photo of the Council will be included in these Welcome boards along with our Mission and Vision Statements, Parish Committees and Ministries, a church map, events calendar and a Welcome flyer. Most Council members commented that they liked this idea. Kevin reported page two of the report for Involvement Commitment Sundays which would offer an alternate approach to three phases of engagement: Prayer, Offering, and Ministry and Service. It was recommended that Prayer Commitment Involvement, possibly in late spring, could include Mass, Rosary, Novena, Retreat, prayer groups, scripture reading, and others; Ministry and Service Commitment Involvement suggested for early fall and would replace the current Ministry Fair; and Offering Commitment Involvement, suggested for January or February, to pledge or offer a commitment to the needs of the parish from the Finance Council. These three phases will be two weekends of appeal and then a weekend of a commitment form. Kevin suggested a tri-fold flyer with information about these involvements with a tear-off commitment form. Bill advised Kevin that if Father agrees, then move forward. Kevin further reported the future of the Welcoming Committee with a new leadership team of 5 to 6 people. There are several people the Development Ministry has in mind.

4) Knights of Columbus – Chris reported that elections for new officers will take place on June 13th for the next year, July 1, 2019 through June 30, 2020. The Knights are planning a celebration as it is their 25th year here at St. Elizabeth.

5) Finance – Bob advised that Finance Council has not met since our last Council meeting. Bob did report a Deanery meeting on May 28th, and if Father wanted to attend, he would talk to him after the meeting.

V. Other Concerns, Comments & Suggestions:

- A. Fundraisers - Fran announced she received information from one of our members who ran for Council about several fundraising ideas and did not know who to turn it over to. Father replied to pass it on to him. Bill suggested that once we get the involvement of people and then add a miscellaneous fundraising committee.

VI. Closing Prayer – Fr. Antony

Convened: 7:00PM

Adjourned: 8:48PM

Next Meeting: June 20, 2019 at 7PM in Pastors' Hall