

## Parish Pastoral Council Minutes August 16, 2018

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

Not Present: Irene Sze (on vacation), Mike DeBrosse

Guest: Frank Danalewich, Doug Schrage

- I. Minutes of the July meeting were reviewed.
  - Lance motioned to accept the July Minutes.
  - Roger second.
  - Motion passed and approved.
  
- II. Fr. Ramon's Report:
  - A. Father opened with prayer and the Gospel reading of the day.
  - B. Father passed out a copy of his letter that is going out to the parishioners asking them to assist the parish council in their good work as we venture into the next 50 years.
  
- III. Old Business:
  - A. Festival – Doug made a brief announcement that the festival is good to go but still need a few volunteers. Fran stated that the council members need to reimburse Celeste at this time for their proportionate share of the cost of the Silent Auction basket of tools. Bill passed around a signup sheet for council members to commit to helping with the Communication/Census data at the Festival as well as the weekend of August 25<sup>th</sup> and 26<sup>th</sup>.
  - B. CPR / AED – Jim Lehnerd advised that we have a source to perform the proper training. We currently have 21 greeters interested in the training and need to see who else might want to attend the training (members of various parish organizations). We currently have a number of nurses in the parish that could assist with the usage of the AED or perform CPR. Depending on the number of attendees, we could hold one or two sessions of training.
  - C. Emergency Operation Plan (EOP) – Frank Danalewich spoke on the current St. Elizabeth Parish Emergency Operation Plan that was handed over to him prior to the retirement of the parish secretary. Fran Cautela advised that the EOP was in the beginning stages just prior to Fr. Cotton's retirement and was based on government guidelines. Fran stated that she had reviewed the EOP from St. Paul Parish and established a document for St. Elizabeth. She gave the document to Frank to proceed forward with through pastor, parish staff and parish council. Frank advised that this was a FEMA document and outlines specific details. However, due to the size of the document, it needs to be condensed to fit specific needs of the parish before any such plan can be placed into operation. Possibly a one page summary for each emergency for the weekend Masses, those procedures, and who and how to advise Father. Such as, when the Fire Alarm went off during the 9am Mass and no one knew how best to respond. Luckily, it was not a real Fire. Daily Masses should be handled by the parish staff. Motion was granted to form a subcommittee with Frank Danalewich and other members within the parish. Update for next meeting.

*Added note by the parish council secretary for clarification as to what an Emergency Operation Plan encompasses:*

- *Assigns responsibility to organizations and/or individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency, e.g., the fire department.*
  - *Sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated.*
  - *Describes how people and property will be protected in emergencies and disasters.*
  - *Identifies personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions--for use during response and recovery operations.*
  - *Identifies steps to address mitigation concerns during response and recovery activities.*
- D. Communication within the Parish – Bill advised that we have received no council emails but he did get some comments in his mailbox which were passed on to the appropriate people for handling. They were not a Parish Council matter. Bill stated that the Parish Council does have a mailbox that is located just outside the kitchen area for parish involvement. Angela stated that a parish member, Karen Planicka, is interested in being a youth leader. A further comment was made about young adult ministry. Angela stated a recommendation was made through the Liturgy Committee to add Sacristans as a ministry. A Sacristan would be someone at each Mass to assist the Presider and check that liturgical minister positions are covered.
- E. Parish Plan – Kevin handed out an organizational chart of a preliminary parish plan. The plan would include the Survey, a Mission Statement, Office of the Pastor, Parish Council, Finance, Liturgy, Facilities and Ministries. Bill advised that they met with a retired Deacon employed by the diocese that has knowledge and worked with other parishes in putting together parish plans. We have asked him if he could be a resource to us. A revised Mission Statement was suggested to the Council last February, 2018, which Fran read as follows: *St. Elizabeth is a community of Catholic Christian believers, providing an environment conducive to spiritual growth and supportive of member's needs.* This is much shorter than our current Mission Statement. The Statement should flow back to our Parish Plan. From the OSV Seminar, it was stated as a focus on Love God, Make Disciples, Serve Christ in the World. Celeste read a few other parish statements from the leadershiproundtable.org website. A motion was raised to form a subcommittee. Lance agreed to lead the subcommittee since it is part of the Parish Plan. Angela and Celeste agreed to help. The Witness Presentations at the Masses have been tabled until further information is gathered, i.e. census update, survey.
- F. Parish Survey – Roger handed out a proposed draft of the survey for everyone to review and make comments or suggestions. He will need a response by August 31<sup>st</sup>. Roger will gather the Information and take it to the subcommittee who will then turn it over to Johanne Stogran as the Survey Admin. The Deacon that met with Bill also has a copy of the proposed Parish Plan and Survey for review.

#### IV. New Business:

- A. University of Dayton Training Program – A five month online course designed by the Institute for School and Parish Development. A course of ten lessons will be presented from Understanding Catholic Parish Development; the Role of the Pastor and Parish Council; Organizational Structure for Parish Development; Seeking Input from Parishioners; Building Strong and Meaningful Relationships with All Parish Families, to name just a few. Bill advised that four people will be taking this program: Fr. Ramon, Bill, Kevin and Dave Gruber.

- B. Miscellaneous Fundraisers – Bill stated that there are many other ways to raise funds without a large involvement of volunteers. He asked if anyone would be interested in looking at various options since we did not meet our projected income budget last year. With the census update and the undertaking of the Parish Survey and Plan, Fran motioned to table the action until 2019. Angela second the motion.
  - C. Future Meetings – All future meetings will be held in Classroom 2 since Pastors’ Hall may have other engagements/activities. All parish members are invited to listen in.
- V. Other Concerns, Comments & Suggestions:
- A. Celeste advised that Tom McSweeney has information on the small communities “Alpha” program that he would like to turn over to the Council. Bill will invite Tom to our next meeting to give us that information.
  - B. Angela reported from the Liturgy Committee subcommittee, Ministry Fair will take place the weekend of September 15<sup>th</sup>/16<sup>th</sup>. A revised Time & Talent Commitment will go out to the parish members in the bulletin as well as one on our parish website. It was further stated that we get the teens and youth to fill out the form as well. The Ministry Fair is also another opportunity to get updated census on members not registered.
- VI. Business for next meeting:
- A. CPR / AED subcommittee.
  - B. Emergency Operation Plan (EOP) subcommittee
  - C. Census/ Parish Registration (Communication)
  - D. Parish Survey sub-committee

Convened: 7:00PM

Adjourned: 8:46PM

Next Meeting: September 20, 2018 at 7PM