

**ST. JOHN THE EVANGELIST CATHOLIC CHURCH**  
**WAYNESBORO, VA**  
**Parish Pastoral Council Minutes**  
**May 22, 2018 at 7 p.m.**

**Present:** Father Rolo Castillo, Peggy Bischof, Libby Hobbs, Marge March, Joe Sprangel, Janine Blanchet, Deacon David Kohut , Maria Moore, Sara Meade, Mary Katharine Froehlich, Lee Bares, Nichole Nicholson, Julie Chappell, Lorraine Whitley, and Michelle Kresge

**Not Present:** Tracey Le, and Mason Hulen

**Approval of Minutes:** April minutes were approved with one typo correction.

**Spiritual Formation and Opening Prayer:** Libby led us through a reflection of Matthew 28: 16-20

**Financial Report:** Lorraine Whitley presented a Parish Financial Update.

**Building Update:** The Building Committee met on 5/16/18. A phone conference was held with the Diocese on 5/22/18. Last month the 90% drawings were presented to BARC. Based on the outcome of that presentation a general contractor was secured. Next week there will be a meeting with the contractor, the Building Committee and the Finance Council to review the final plans. The final plans will be submitted to the Richmond Building Renovation Committee for approval in July. In order to finalize the plans, we will need to determine if the cost of the projects that anonymous donors donated funds for will be covered by the donations. If the cost for the projects (1- daily mass chapel, tower, and walkway, 2- Stone covering) is more than the donation, then we will have to work with the Diocese to communicate with the anonymous donors. We will need to find out if the anonymous donors would like to withdraw their donations, offer to donate more to cover the cost, or would like their donated monies allocated differently.

**Update on Parish Council Goals 2017 - 2018 Reports**

- Gather Social Justice Ministries Under a Unified Mission – Mary Katharine (Leader)
  - Mary Katherine presented an update on the progress of the Social Justice Committee. She invited committee members to present the common threads/themes of the ministry interviews. Mary Katherine will post final summary documents on Google Docs.
- Proclaim the Joy of our Catholic Identity – Mason (Leader)
  - No report at this time.
- Integrate Community Life Activities – Dave (Leader)
  - See Hospitality notes for joint meeting.
- Promote a Culture of Hospitality – Libby (Leader) - On 5/20/18 members from 2 teams, Community Life and Hospitality, met to discuss progress on goals. The following is a result of that discussion.
  - Consent forms for new parishioners have been placed in the box with registration materials. Julie drafted a welcome letter that could be sent out to all newly registered members since January 2018. This letter needs review and input from PPC.
  - Post-it notes were a success this year, especially at Lenten meals. Michelle Kresge suggested that we keep a list of topics in the cafeteria and cross them out as used, to avoid duplication. Fr. Rolo suggested we use post its for Coffee and Donuts.
  - Discussion of a welcoming committee resulted in the idea of reviewing a list of former PPC members to approach for interest in joining the “Ministers of Hospitality” group, coordinated by Brian Mercier, as greeters (a couple per mass). Brian will need to be consulted as well.

- Julie is working to compile a list of ministries and current contacts for the internal ministries (innies), in order to replicate the survey process that was used with the external ministries (outies). Once the list is updated the web can also get updated.
- An internal ministry day is suggested to review the survey results with all the internal ministries, in order to discuss common threads and identify gaps.
- A business directory was discussed again and it was suggested that a team/work group is developed to explore this idea and work with Risk Management.
- Rediscover the Rich Diversity of the Catholic Liturgy – Marge (Leader)
  - Marge reported that the goals for this year have been completed related to liturgy.
  - “I am Catholic” cards have been distributed and are available with the registration materials.
  - Discussed bookmarks for the pews, which would have Be My Witness logo and include a list of how we do things at St. John (i.e., bathroom location, sing through the last verse, children are welcome, etc.). Marge will draft and share with PPC.

**Parish Pastoral Council Election Process/Timeline** – Sub-committee (Joe, Nicole, Janine, Julie)

- Voting Process – a 3<sup>rd</sup> person is needed at each mass.
  - Dates – May 26/27 and June 2/3
  - Table at each door, remind people to sign and write legibly
    - 5/26 Marge, Peggy, & John
    - 5/27 8:30 Janine, Nichole, & Sara 11:30 Dave, Lee, & Maria (Sara is 2<sup>nd</sup> lector)
    - 6/2 Marge, John, & Julie
    - 6/3 8:30 Mason, Marge, & Joe 11:30 Libby, Sara, & Nichole
  - Ballots – 5 pm mass will leave in the back of church for Sunday masses. After 11:30 mass, leave ballots in the Annex.
  - Ballot Tally – Following 11:30 Mass on June 3
    - Will need printed copy of database of registered parishioners
      - Email sent requesting this
    - Libby, Nichole, Sara
    - Report results to Fr. Rolo
  - Result Notification to Candidates
  - June 9/10 – Fr. Rolo will announce new members at Masses

**Summer Coffee and Donuts After Mass:** So far 5 ministries have signed up, 3 are pending, and about 5 more are needed to fill all the weekends. Julie is seeking PPC volunteers to cover each Sunday mass. The spreadsheet will be shared on Google docs for all to sign up. This is what is scheduled thus far:

6/3/18: 8:30 Elderly & Homebound – Julie Chappell  
 11:30 Elderly & Homebound – Julie Chappell  
 6/10/18: 8:30 Clothes Closet – PPC needed  
 11:30 Clothes Closet – Maria Moore  
 6/17/18: 8:30 Men with a Mission– PPC needed  
 11:30 Men with a Mission– PPC needed  
 6/24/18: 8:30 Centering Prayer – Janine Blanchet  
 11:30 Ministry needed– PPC needed  
 7/1/18: Ministry and PPC needed both masses  
 7/8/18: 8:30 Haiti – PPC needed  
 11:30 Haiti – Sara Meade  
 7/15, 7/22, 7/29, 8/5, 8/12, 8/19 Open for ministries and PPC

**Follow Up Ministry to Elderly and Home Bound:** Note from Sarah Miller: Should be starting our first set of phone calls by next week. We are investigating a lay ministry program called Stephens Ministry, which will train our volunteers to work with those we will be seeing. I have met with Lorraine regarding liability issues for transportation. We will need to ask parishioners for donation of note cards and postage.

**New Business:** None noted.

**New Parishioner Registration:**

June 23/24

5:00 PM. – Marge & new member

8:30 AM – Mason

11:30 AM – Libby

July 28/29

5:00 PM– Marge or Peggy

8:30 AM - Janine

11:30 AM – Lee (needs help with pics)

**Spiritual Formation for Parish Council Meeting in June:** Dave

**Closing Prayer for June:** Joe

**Closing Prayer and Adjournment:** Dave read a prayer to St. Rita.

**Adjournment:** The meeting was adjourned at 9:20 p.m.

**Secretary Name:** Nichole Nicholson and Julie Chappel