

Parish Pastoral Council Minutes

April 26, 2023 - Gallery

MEMBERS: (* *asterisk indicates member present*)

*Fr. Francis Musolooza
*Gail Adams
*Tim Coleman
*Dawn DiMuro-Rogers
*John Mack
*Terri Petrie
*Lisa Puzio
*Seta Unich
*Bonnie Weber

ADMINISTRATION/INVITED GUESTS PRESENT

Phil Thorpe – Facilities/Building Council

I. CALL TO ORDER

- Lisa Puzio called the meeting to order at 4:01 pm.

II. OPENING PRAYER

- Gail Adams led the opening prayer and closing prayer.
- Bonnie Weber volunteered to lead the May 24th opening prayer.

III. OPENING COMMENTS/MINUTES/CALLED TO SERVE

- John asked for approval of minutes. Discussion on keeping the level of detail or only highlights. Father wanted the details for now and highlights in future minutes. Minutes were unanimously approved.
- Minutes will be shared with Jennifer, Office Secretary, to be posted to the Parish website.
- A review of the Essential Characteristics of a Parish Council (page 14 of the Called To Serve document) was read to the group. All agreed to move forward in a collaborative fashion.

IV. GENERAL

- PPC members provided their report on the Synod results to the PPC Chair.
- Proposal to hold a Town Hall meeting in early June.
- Ministry update – will ask Mary Katherine to join our next meeting.
- The Ministry Leadership Forum will take place on Saturday, September 23rd from 8am to noon (approximately 45 people attending- PPC representative to attend). Venue – TBD.
- FC leader to attend our next PPC meeting.
- PPC will continue to meet monthly and schedule work group sessions in between monthly meetings as necessary.
- PPC Budget was submitted on time with two changes:
 - Miscellaneous funds of \$5000 be earmarked for PPC Retreat in 2024
 - Marketing & Communication Consultant – The Diocese to help find a consultant.

V. FACILITIES/BUILDING COUNCIL UPDATE – PHIL THORPE

- Phil provided his progress report (refer to FDC progress report #2, April 19, 2023)
 - Space needs study – in progress.
 - Facility Maintenance – in progress. Work on the acoustic panels will commence on April 24th. Nielsen to absorb cost.
 - Design & Construction – feasibility study underway to include a new rectory on church property. Looking into putting up a temporary sign at the bottom of the driveway, solar powered.
 - Communication & Outreach – we need to work with the diocese. They have resources available and will recommend firms that other deaneries have used. Father will follow up on a date/time/place to have a workshop meeting with the diocese to discuss our needs. Need to include a representative from the FC.
 - Security – sub-committee will meet with local police, state police, and homeland security to obtain a safety briefing (risk and threat in our area). Need to ensure that we are aligned with the dioceses' policies and procedures. The sub-committee will provide a preliminary report to the PPC.
 - Internal design/furnishings – The sub-committee visited several churches in the area to get a view of their community space (kitchen, social hall) and will provide recommendations to the PPC.
 - The Facilities/Building council will provide an update on all items noted above at our next PPC meeting.
 - NOTE: We need to include the new rectory in the Master Plan in phase II. We will set priorities within phase II and involve the parishioners in the planning process. A rectory - sale of current or new build, will be part of future items. We will continue making repairs to the old rectory on an as needed basis.
- John thanked Phil.

VI. NEW BUSINESS

- Publish offerings (income and expenses) to the bulletin. John will make the recommendation to FC.

VII. COMMUNICATIONS

- PPC introduced after each mass the weekend of April 22 & 23.
- Add to bulletin a page with PPC members names and email. Jose will create a separate page for PPC members as an insert in the bulletin.
- Website status – minutes will be posted starting with March minutes.
- Create a collection PPC box to be placed in the Narthex.
- Parishioner contact list – PPC members to complete/update by next meeting. Work with Marty to update the list and decide how we will use the list.

VIII. STAFF UPDATES/ADMINISTRATION

- Deacon Dave's 20th ordination anniversary – PPC to coordinate. Coffee and baked goods on the piazza after Sunday masses (May 21st).
- Father asked about creating PPC bylaw's (internal operating rules). He will reach out to St Francis to obtain theirs and will reach out to his contact in Abbingdon as well.

- Faith Formation leader is resigning effective June 30th. Lisa to reach out to Michelle to obtain a job description and Father will obtain a list of current activities that need to be reassigned as we search for a replacement. Replacement needs to be bi-lingual and have FF experience.
- FF meetings with families (35+) – Lisa to reach out to Michele to schedule/initiate meetings with families.

IX. ADJOURNMENT

- The next meeting of the Council will take place on May 24 at 4pm in the Gallery.
- Meeting adjourned at 6:01pm.

Respectfully submitted,
Dawn DiMuro-Rogers
Parish Council Secretary