

Parish Pastoral Council Minutes

February 15, 2023 - Narthex

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:

Jim Boland – Finance Council Chair
Lorraine Whitley – Business Admin
Phil Thorpe – Facilities/Building Council
Christy Hall – Catholic Daughters

I. CALL TO ORDER

John Mack called the meeting to order at 4:07 pm.

II. OPENING PRAYER

- Tim Coleman led the group in prayer and shared Holy Moments – Handbook for the Rest of Your Life
- John Mack suggested a monthly rotation of the opening prayer by members.

III. CATHOLIC DAUGHTERS' PRESENTATION – BREAK IN AGENDA

- Father Francis invited and welcomed Christy Hall
- Christy Hall presented providing the group with the mission of the Catholic Daughters.
- Christy asked Father to bless the rosary beads and handed them out to our members.
- Christy asked PPC woman members to join Catholic Daughters meeting in April to meet other women in our parish. She asked the PPC to endorse starting a Catholic Daughters ministry at St. John's. No objection were noted.

IV. CALLED TO SERVE (DIOCESAN GUIDELINES FOR PPC)

- John Mack asked for a volunteer to review our Mission Statement to ensure consistency in future communications. Lisa Puzio volunteered.
- He reviewed the Operating Principles noted in the Call To Serve Guidelines (pg. 20 & 22):
 - Retreat
 - Vision of Church
 - Membership Criteria
- He noted the Parish Ministries list as noted on pg. 25. Tim will send a copy of the Ministries list to PPC members. (Done – sent on February 20th)
- He noted we are stronger together – “Where this is no vision, the people perish.”
- Lisa Puzio called attention and asked the council members to review pg. 14 – Essential Characteristics of a PPC.
- John Mack called attention to pg. 29 reminding the group that the PPC is distinct/separate from the Finance Council and Administration.

V. PRESENTATIONS – Finance Council & Facilities Committee

- Finance Council Update
 - Lorraine Whitley & Jim Boland provided the current parish financial update and the 2022 year-end financial statements.
 - State of parish finances
 - State of capital campaigns
 - Annual budget process and procedure
 - Overall the parish finances are stable. No concerns were shared with PPC.
 - Restricted fund includes \$200k for Solar Energy and \$94k (**) dedicated to phase II.
 - Phase I Pledge campaign has concluded. Less than 3% of overall were uncollectable.
 - Land, property (\$11m) cost of the new church.
 - Budgeting
 - Ministries and PCC to use the Planning Tool for budget requests using the Budget forms.
 - PCC to suggest 2023 budget needs and make recommendations for FY 2024.
- Facilities/Building Council
 - Phil Thorpe presented.
 - Proposed Facilities Committee and subcommittee’s
 - Future Rectory
 - Need to recruit outside of the administration group to serve as the Chair of the Facility Development Committee.
 - Diocese requires a professional firm to assist with tall official capital fund-raising
- John Mack thanked both Lorraine and Phil for their presentations.
- John Mack asked Lorraine for a current parish parishioner list. The PPC will work with Administration to ensure the accuracy of our parish list and enhance overall communications.

VI. MINUTES

- John Mack moved to approve the December 27, 2022, meeting minutes. Dawn seconded the motion. Minutes were unanimously approved. Minutes will be posted on the parish website.

VII. NEW BUSINESS

- John Mack suggested a Placeholder for Finance Council and Administration for all future meeting agendas.
- Ministry Leaders will be invited to the next meeting to report on their current and future activities. They will be requested to provide funding requests to inform 2024 budget - Tim Coleman will manage invite.
- Social Outreach Ministry – Tim Coleman invited PPC members to the next meeting and will present at the next PPC meeting.
- Ministry Leadership Forum - Tim Coleman invited PPC members to the May 6th meeting to help organize future meetings. (Note Tim's email dated February 20th for details).
- Lisa Puzio informed the PPC of an opportunity to view an historic home owned by two of the parishioners for potential space needs. She will share finding with the PPC and Facilities Committee.
- John Mack informed the PPC of an opportunity to view new construction at the bottom of the hill for potential space needs. He will report findings to the PPC and Facilities Committee.
- John Mack proposed a motion:
 - Recommend that Father Francis approve the creation of a Facilities Committee.
 - Recommend that Father Francis appoint Phil Thorpe as its Chair.
 - Recommend if approved the committee focus on oversight and maintenance of current Phase I facility (Church), initiate space needs analysis to inform future Phase II building requirements, investigate and make recommendation for interim/immediate space needs, and plane fundraising initiative to help with current and future facility and building needs. Other areas recommended for attention: acoustics, security system, safety protocols and procedures.
 - The motion was discussed and unanimously approved.
- John Mack reviewed the PPC member - 3-year term recommended; 1/3 rotation. Start in Q3 with nomination of new members and in Q4, add 3 new members.
- John Mack suggested PPC members obtain headshots and complete bios. Father Francis will use as part of his communication and introduction to the parish. Target completion March 3, 2023.
 - The PPC members recommended using the above and post to the parish website and framed printed to be posted in the Narthex.
 - Post introduction from Father, the PPC will draft letter to parishioners and propose presenting at future masses.

VIII. COMMUNICATIONS

- Lisa Puzio suggested that we hold a future Town Hall meeting (in the Nave) with the parishioners. Father Francis supported the concept. Date TBD
- Tim Coleman suggested a Parish Picnic and Mass at Camp Light on April 29th. (Tim's email dated February 20th for details) The KOC will sponsor. PPC will propose future budget funding for FY 2024.
- John Mack asked the PPC members to provide feedback from today's meeting – all feedback was positive.
- Future meeting of the PPC will be open to all parishioners. Meeting launch date TBD.

IX. BISHOP VISIT

- Father noted that Bishop Knestout will be visiting the parish on March 16th and 17th. He will attend the Confirmation on the 16th and meet on the 17th with Father Francis, Administration and staff. He will also meet with the Parish Council and Finance Council members in the afternoon.

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X. ADJOURNMENT

- The next meeting of the Council will take place on March 22, 2023, at 4pm in the Narthex.
- The meeting was adjourned at 6:42pm.

Respectfully submitted,
Dawn DiMuro-Rogers
 Parish Council Secretary

** Correction – available funds for Build Phase II (Unrestricted) are \$53,003.