**Saint Stephen Pastoral Council**

**Q3 2019 Report**

**Council Summary**

The key highlights during the third quarter were:

* Bell Shoals facility was sold;
* Deacon Mike Sweeney was hired as the new Music Director;
* St. Vincent de Paul moved from the old parish facility to the new campus;
* The Liturgy group had its initial meeting in consolidating the greeters and ushers into a new hospitality ministry;
* Final preparations for the October Welcome (CHRP 2.0) men’s and women’s ministries were completed; and
* Parish-wide ministry fair was conducted in late September

**Ministry Reports**

**Liturgy**

**Altar Servers**

Updated Altar Server Guide procedures from lessons learned over the previous year and reviewed them at the August Lead/Senior Altar Server Coordination Meeting. Prepared for Altar Server Sustainment Training Session and welcomed several new applicants to the ministry.

**Faith Formation**

Successfully conducted RCIA programs and Vacation Bible School.

**Music**

Deacon Mike Sweeny officially assumed the position of Parish Music Director in July and began implementing positive changes to our Parish Music Program.

**Sacristans**

In coordination with Father Dermot, Sacristan Leads identified, developed, codified and trained Sacristans on procedures to ensure uniformity and standardization across all Masses.

**Hospitality**

Julio Alvarez (PPC Liturgy Liaison) coordinated with the Leads from each Mass Group and convened an initial coordination meeting to assess the needs of the Ministry and outline the way forward for the newly combined and re-branded ‘Hospitality” Ministry. The new Ministry combines the efforts of the former Greeters and Ushers into cohesive teams focused on ensuring that all Parishioners and visitors to our Parish feel welcome, accommodated and comfortable in our Parish Home. Will convene a working group meeting mid- November to ensure that all individuals are accurately registered in the Ministry Scheduler Program, for Ministry debut along with the December schedule in order to ensure proper coverage over Christmas.

**Ministries of Mercy**

**St Vincent de Paul**

In late June and early July, many volunteers cleaned and painted the portable on the parish campus, moved all groceries and equipment and cleaned out the old place. We opened to our clients on Friday, July 12, serving 49 families

**HOPE - Justice Ministry**:

Three listening meetings were held this fall, facilitated by Jeanne Glogowski and Cathie Pinner. A total of 13 attendees participated and identified mental health services as the topic for upcoming meetings.

**Meals on Wheels:**

MOW volunteers served 659 meals in Q3. In August, arrangements were made with the new Publix store in Fishhawk to pick-up their donation of bakery products on Thursday mornings. This has helped our cooks as we no longer have to bake and provide bread and dessert. Any product that we have left over are to be donated to the ECHO facility in Riverview.

**Faith Community Nurses:**

Faith Community Nurses continue to provide community services. This quarter the results are as follows:

 Total Direct Clients Seen 196

 Total Indirect Contacts 291

 Total Clients Seen 487

 Total Referrals 23

 Total Hours Served 460

 Total Value to community (based on rate of $32/hr) $14,728

**Homebound/Hospital/Nursing Visits:**

During September, 6 new ministers were trained to serve the homebound and those at Brandon Regional Hospital. Also at the ministry fair, an additional 6 parishioners signed up expressing an interest in serving those who could not attend mass and receive communion.

**Safety and Facilities:**

**Safety**

Areas of concentration for future efforts:

* Safe environment - focus on threat assessment.
* Review existing safe environment plan - updated at least every five years due to changes in population and are demographics. Identify areas of concern. Incident reporting procedure needs to be developed.
* ALERT system in place. Allows all staff to send alert across system. Need training on threat identification and reporting.
* Bodily Fluid Response kits in place. Need ongoing training on CPR and AED training
* Training for volunteers in outbound ministries: Meals on Wheels; Ministers to the Homebound; and SVDP - Clientele potential interaction with children

**Facilities**

 Robert Duffy hired as new facility maintenance manager

**Focus Areas**:

* Wifi improvement - Donor has agreed to provide wifi for the FLC.
* Roof repairs/replacements – school and portables; no targeted completion
* Need to improve usage of “School Dude” for facility maintenance requests
* Roof gutter system needed. Buildings are stained and need chemical or pressure cleaning.

**Stewardship and Community Outreach Ministries**

**Outreach**

The Outreach Ministry continues its focus in reaching out to newly registered and existing parishioners to obtain feedback on how the parish is satisfying potentially differing needs. The ministry held three meetings this quarter and is planning an Outreach Ministry social event in the Family Life Center for November 8, 2019; Father Dermott is scheduled to attend. The Ministry is currently comprised of 14 volunteers and had 8 new volunteers sign up at the recent ministry fair.

**Welcome (CHRP 2.0)**

During the recent quarter, the Core team met 3 times, Men's Giving team met 13 times and Women's Giving team met 12 times for a total of 28 meetings. Upcoming events for the ministry are the Men's retreat scheduled for October 5/6 and the Women's retreat October 12/13.

**Stewardship**

The Stewardship Ministry continued its time-consuming project to update parishioner records. Additionally, the ministry participated in the ministry fair and had 6 new volunteers. The ministry plans to meet with the parish administrator in order to shape a stewardship strategy for the near future.

**Respect Life**

The Respect Life Ministry held one leader and planning meeting this quarter and participated in the September 21/22 Ministry Fair. Current ministry membership consists of over 100 members active and inactive (receive information only). The ministry had 9 new volunteers sign up at the ministry fair. Significant events planned for the 4th quarter include, 40 Days for Life (10/5 & 10/20 parish days) with others participating individually on other days. The Knights of Columbus, Legion of Mary, Divine Mercy and other ministries will join in prayer. Also, Pro-Life Rosary - before all weekend Masses in October, Life Chain - participated with Nativity and Resurrection Parish communities, a prayer vigils at the Kennedy Ave. abortion mill the 2nd Sat of each month (10/12, 11/9, 12/14) and there are several members attending Foundations of Life Gala - Nov 16 at Higgins Hall.

**Ministry Fair**

The 2019 Ministry was held on September 21/22 in the Family Life Center. The event garnered 1,140 attendees visiting the tables of the 43 ministries. Approximately 250 ministry members and volunteers supported the event. A total of 375 parishioners signed up as new volunteers for the various represented ministries.

**Discipleship**

Putting a 50-year warranty roof seal on Angel's Wing.   The cost is approximately $35-38K.  This will be funded in part from the money we have received from the insurance company as reimbursement for the lightning strike damage.

We would like to replace the awning in the playground which is riddled with holes and sand/repaint the poles.  Cost of the awning is approx. $7000.  This will need to wait until funding is available as the roof has become a priority.

We are putting sun safety lessons in place this year so that in the Fall of 2020, we can apply for a grant through the American Dermatology Association to fund a sunshade over the playground equipment with the slide.

Goal for next summer is to continue removing the carpet in the office and replace with LVT like in the conference room.  We will also paint both pre-school classrooms and possibly the Makerspace room.

We have been in contact with the county and we are trying to set up a "town hall" type meeting on Nov. 15 to discuss the need for a traffic light on Boyette at the end of our road.

**Faith Formation Quarterly Update**: Year to Date (January through October 1st) 2019, The following is a summary of the many successful programs that the Faith Formation staff offers and supports. Registration for these programs is ongoing:

* Baptisms = 95
* Faith Formation Total, K-5 = 679
* Edge = 182
* Life Teen = 30
* Young Adults = 25
* RCIA & RCIY = 11
* Catholics Come Home = 2
* Adults Studies = 43 (October 2019 – January 2020)

**Saint Stephen Catholic School Update**:

**School enrollment** as of October 1st, 2019: 290 students (k thru 8th grade)

**Angels Among Us Update**: Angels Among Us is an annual gala and auction to support our school, enhancing academic and facility needs. Angels Among Us is celebrating its 20th year supporting Catholic School education at St Stephen. On November 2nd, 2019, parents of the students of St Stephen Catholic School, friends of our community and parishioners will come together to continue this fine tradition that started as a fundraiser to purchase desks and chairs for the parish school that was in the process of preparing to welcome its first class of students.

 This year the celebration will be held at the Palmetto Club at FishHawk Ranch in Lithia. Guests will enjoy dinner, live music and silent and live auctions. Guests will also pay tribute to four parishioners for their extraordinary ministry work and service to our community.

**Parish and Family Life report**

**Catholic Moms Sharing-** The group is active as always. They just started a new study on Matthew Kelly’s book “The biggest lie in Christianity”. 8 - 10 regular attendees but always looking for more. It’s a great time to join the group.

**Columbiettes-** The Columbiettes are preparing for one of their largest fundraisers, their Bunco tournamenton October 19th. This event raises funds to support various charities in our diocese.

**Community for Women -** Just completed one of their largest service projects, “Underwear Sunday”. which helps provide basic necessities to the needs of our children here in the Tampa Bay area.

**Family Ministry –** successfully completed 4 Family Ministry nights that were well attended. The ministry nights are averaging around 115 kids and adults per night**.** The September night featured Part 1 of a tour of our church led by Deacon Mike and Lisa Ryba. The October night will feature part 2 of the tour.

**Knights of Columbus** – The Knights primary fundraiser at Raymond James stadium is underway. The Knights are also very active in the pro- life 40 days for life this month as well as supporting several other ministries in the church. Finally, the Knights hosted a Blue mass in honor of our fallen heroes in early September.

**Men’s Club-** The Men’s club golf tournament will be this upcoming October 12th. The Men’s club also was supported by Bloomingdale Pizza which contributed 10% of their sales.