



## **Saint Kateri Tekakwitha Pastoral Council**

**Meeting Notes: April 25, 2017 - APPROVED**

### **Present:**

#### **Staff**

Carol Wilke

#### **Members**

Janet Archibald, Luisa Baars, Maryfran Fettinger, Ray Manuszak, Peter Nowak, Patty Sheridan, Rob Spatola, TJ Verzillo, Melinda Hensler, Joe Kelly, Rick Walther

#### **Trustees**

Betsy Stehler

#### **Visitors**

Illuminada Vilca

### **Absent:**

Fr. Paul English, Fr. Morgan Rice, Michael Messenger, Brendan Cole, Madeline Fasano, Lori Klafehn

### **Opening Prayer**

The council read together opening prayer led by P. Sheridan.

### **Mission/Vision Statement**

Together, council members recited the SKT Mission and Vision Statements.

**Open Forum** - There were no speakers for Open Forum.

### **Prior Meeting Minutes**

Consensus was reached to approve the March 28, 2017 Meeting Minutes with minor corrections.

**Pastor and Vicar Reports** - Fr. Paul and Fr. Morgan were away at the Priests' Convocation.

### **Co-Chair Messages**

- Time Management at Meetings - the executive committee developed a strategy to keep the council meetings on track in accord with the agenda and within the allotted time.
- Welcome Centers - Council members were asked to assist with coverage at all masses until a full slate of volunteers are trained.
- PC Conference Call suggestion - It was confirmed that the parish has the technology to permit participation at council meetings via teleconference (with sufficient notice to parish staff).
- Reminder - When PC members need time to discuss new business, advise the executive committee so time is reserved on the agenda.

### **Finance Report**

Refer to the Finance and Administration Report circulated to council members prior to the meeting and available on the parish website.

Discussion at the meeting:

- R. Walther requested that future reports highlight changes from the prior report or other changes month-to-month.

- The marketing consultant hired by the school was discussed and it was noted that if enrollment increased by 5-6 students, it would cover the cost of the consultants. The school and school committee are working diligently with the consultants but no details were available.

C. Wilke noted:

- Expenses were high and revenue low (March was the worst month in a long time), partially attributable to the fact that there were 6 weeks of payroll. Collections continue to be consistently below budget. Expenses that can be controlled are consistent with the budget, it is the items we cannot control that impact the results.
- The CYO committee is meeting regularly and has confirmed that going forward SKT will charge admission to games, as the other host parishes do. There is also a summer clinic planned that will hopefully bring in revenue as well as strengthen the program at SKT.
- Budget planning is underway with a focus on fundraising and offertory commitments. As always, it is most helpful in planning if parishioners return their commitment cards and let the parish know what financial can be expected.
- The removal of the shed at the St. Cecilia site was required by DOR after its inspection and included asbestos abatement. The work included demolishing the shed, excavation and stone at a cost of ~ \$37,000. There are no plans to blacktop the area at this time.

### **Discernment Process explained**

Visitor, I. Vilca, is interested in serving on the pastoral council. Introductions and conversation about service on the council followed. There are additional parishioners who have expressed interest in submitting their names for consideration.

The discernment process includes an interview with a few of the current members at a private, friendly meeting, with the purpose of learning the candidates interests (Fr. Paul is seeking a diverse council to insure representation from all facets of the parish and this interview helps the committee make its recommendation to him.) The committee makes suggestions to Fr. Paul and he makes a decision and extends the invitation for membership.

### **Old Business**

- P. Nowak referred to the Faith Formation/Youth Ministry report and asked if roadblocks highlighted by ministry leaders should be presented by the PC liaison to that ministry. Discussion followed, confirming that the role of the PC liaison is less formal and should not be representation of any ministry or committee.
- The council again discussed changes in the faith formation program and the potential of the ALPHA program to educate and strengthen our parishioners.
- Suggestion Boxes - R. Spatola described the proposed suggestion boxes. Members discussed location (at each site, free standing separate from the Welcome Centers), who manages the suggestions to insure privacy and appropriate responsibility for responding if needed (Fr. Paul will ultimately decide), whether to be locking or not, and whether to include envelopes for responses if anyone desires to communicate privately to a particular staff member.

### **New Business; Eyes & Ears**

Ministry Reports: Discussing the “roadblocks”

- Name tags: the Liturgy Committee is finding that not all the people that represent the parish

(hospitality & Eucharistic ministers, ushers, etc.) are on board with purchasing and using name tags and asked PC for advice on who to effect a change. Discussion followed and suggestions were made. P. Sheridan to follow up with S. Mancini.

- Inquiry was raised about the answers to questions delivered at the last Town Hall meeting. J. Archibald will follow-up with M. Messenger.
- Music Ministry asks for volunteers for the upcoming Steve Angrisano events. Council asks for specifics regarding what roles volunteers will plan. Suggestions were made and discussed. MF Fettinger will follow-up with J. Grizard. J. Archibald will contact the DOR pastoral council newsletter to publicize the events.
- “Where are the other reports” council members asked. P. Sheridan to discuss with those that are responsible to submit reports.

Eyes and Ears:

- It was noted that the AED signs at SMM need repainting (and the spelling corrected ☺)

### **Ministry Reports**

Reports from Evangelization Committee, Finance/Administration, Liturgy Committee and Music Ministry were circulated to members prior to the meeting. A report from Faith Formation/Youth Ministry was circulated at the meeting. All reports and are available on the parish website.

### **Review of Action items and preparation of Bulletin Blurb**

- Call for Volunteers
- ALPHA
- PC member recruitment
- Steve Angrisano planning

### **Closing Prayer**

The council read together a closing prayer led by P. Sheridan.

The next council meeting will be May 23, 2017 in Room 137, Saint Kateri School.