

April PSC Meeting Minutes

Meeting Minutes for Pastoral Stewardship Council Meeting on April 13, 2005
7:00 PM at OLR Hall

COUNCIL MEMBERS:

Present: Helen Baumann (STA), Ruth Chippendale (HCC), Laura Chiu (OLR), Susan Clingingsmith (Catech), Phil Coates (Comm), Linda Gargiula (SAG), Mary Beth Lefebvre (Youth), Chris Lundin (Lit), Gerard McGuire (SpiritDev), Bud McKenna (Finance), Jim McLaughlin (Facil), Fr. Eddie Obero, Marguerite Purcell (Comm Life), Jesse Ruezga (Hisp), Chuck Tully

Absent: Fr. George and Fr. Eddie

Observers: Arnolando Alcazar, Tom Foy, Ray Mensing, Walt Lundin, Micky Martin

Meeting Highlight Notes: The OLR Site Committee reported on the efforts of its **Sanctuary Enhancement project**, which is kicking off a major fundraising effort to enable long overdue and much needed improvements to the pews, the flooring, the projector for music at mass and the lighting at OLR. The group has been working for several years to identify the needs and create a plan to meet them. The PSC is solidly behind this effort and wants to encourage all parishioners to do whatever they can to support this major effort.

The meeting was called to order by Phil Coates, and there was a brief discussion of the agenda.

Minutes for February were approved, as amended.

Phil Coates offered an opening prayer.

Comments from the Council and Community: Walt Lundin requested that the PSC give attention to publishing an annual calendar for the parish asap.

PASTOR'S REPORT: (Fr George is on vacation, and Fr Eddie is recovering from a tonsillectomy. This report was delivered by Chuck Tully)

1. **ADA:** It is Chuck's understanding that we have collected \$161,000, which meets our ADA goal, but not the combined ADA and cathedraticum goal of \$175,000. There will be a final report next month. Mary Beth suggested that we make a concerted effort to make sure that we are getting any matching funds that may be available from local businesses.

BYLAWS: Chris has gotten the new bylaws officially signed. They will now be posted on the web. Chris will update the org chart with Mary Beth's name.

BULLETIN: It was noted that the bulletin information is no longer accurate. Phil agreed to look into this, and make the necessary corrections to the information about the PSC in the bulletin.

MINISTRY TEAM REPORTS: It was suggested that we set up a system whereby each ministry team would report its activities to the full council on a quarterly basis. In addition, it was agreed that we would work to encourage each ministry to report briefly by email before each PSC meeting. It was also suggested that we send the ministry team reports to Mike

Flynn so he can post them on the website. Starting at the May meeting, we request reports from Finance, Hispanic Ministry, Community Life and Facilities.

There is particular interest in communicating the financial information for the parish. It was pointed out that the diocese publishes its financial reports in the Valley Catholic. We agreed to work toward getting STA quarterly financial statements onto the parish website on a timely basis.

FINANCE REPORT: Chuck sent an email report which is attached to these minutes as Attachment 1. In general, the parish income and outgo are within the anticipated budget. Collections are up 10% against the budget. Weddings are down, but it is early in the season. Overall, the parish finances appear to be in good shape.

COMMUNICATIONS: The committee is very interesting in identifying and, if necessary, hiring a person to focus on improving communications in the parish. The committee has put notices in the bulletin. They are trying to determine if anyone in the parish has the necessary skills and whether it would be possible to identify volunteers to do the work, or we will have to hire a skilled person on a part-time basis. The committee will continue to work on this, and welcome any help anyone can give to this vital function.

PARISH ORGANIZATION: There are ongoing questions about staffing of the pastoral center, which relate to the communications czar. There was a prior suggestion to have an evaluation done by a human relations expert. We have identified two potential investigators, Susan Cabrera and Maureen Clark. These women are both professionals, with a lot of relevant experience, who have long term connections with the parish, although they are neither one current parishioners. They have both indicated a willingness to do their jobs at greatly reduced or no fee. It was agreed that Phil and Chris would meet with Fr. George and Chuck to discuss the possibilities, and scope and timing of any possible investigation.

SPIRITUAL DEVELOPMENT: Gerard reported that the committee had sponsored a very successful series with Fr. Rubio, discussing the Catholic books of the Bible and the art that they inspired, for six weeks in Lent. There were more than 70 people at each session.

The goal of the ministry team is to produce one event each month. In addition, they are working on faith formation inserts for the bulletin. The team has submitted a budget request for the coming year. It has about six active members, but wants to grow and is welcoming new members. Other ministry teams are invited to make suggestions for programs they would like to see. Micky reminded us all that Renew had been an incredibly successful formation program in the parish. Such well done programs will find fertile ground at STA. Walt encouraged the team to request free will offerings to help defray the cost of the programs. Ray Mensing proposed that the Bible studies be linked with the Wed Soup program...both programs could benefit from the synergy.

OLR SANCTUARY ENHANCEMENT: Several members of the Sanctuary Enhancement Committee presented their proposal for this significant upgrade to the OLR site. They have been meeting since August 2003, working to identify and prioritize the needs, and come up with a plan and a budget. The needs that they wanted to address were 1) the sound system, 2) new pews, 3) carpet, 4) ceiling fans, 5) a better projector for liturgical singing, and 6) improved lighting at night and in the area of the altar.

In May, 2004, they were able to get the new carpet, and John Uebbing made major improvements to the sound system. They met again in January, 2005 with representatives from the OLR Site Committee, the Finance Committee, and the Facilities Committee. Everyone agreed that they would keep the same configuration of the pews. The group then researched available options for pews, obtained bids, and chose the new pews. They worked with Chuck and the Finance Committee, and investigated the diocesan rules. They developed a budget of \$95,000. They deleted the ceiling fans, and are focusing on new pews (\$57,000), new flooring so that the tile floor covering all matches, a new digital projector for the music at mass, and improved lighting.

The proposal is to do a major fundraising in the parish to pay for this. There will be a fundraising kick-off on April 24, 2005 at OLR. There will be flyers in all of the bulletins, and continued fundraising efforts and activities from May 1, 2005 through September, 2005.

Jim McLaughlin made a motion for the PSC to support the OLR Enhancement Effort, which motion passed unanimously, with enthusiastic support from the individual PSC members.

PSC RETREAT: At the last meeting the PSC agreed to go on a retreat to get to know each other better and to work on discerning the role of the PSC in the coming year. We agreed that the retreat would be held on 4/30/05 from 9:00 to 2:00. Phil and Gerard and Helen and Mary Beth agreed to get together and plan the retreat. Bud McKenna and Susan Clingingsmith will not be able to attend due to prior commitments.

ACTION ITEMS:

- 1. Phil and Chris to meet with Fr George and Chuck to discuss pastoral center personnel and staffing issues, and in particular, the retention of an outside consultant to review current staffing, organization and job descriptions.**
- 2. Phil will contact the bulleting editor and arrange to update the PSC info in the bulletin.**

MAY AGENDA ITEMS:

- 1. PSC Retreat report**
- 2.

Next Meeting: May 11, 2005 at OLR

Attachments:

1. Finance Committee report.
2. Spiritual Development report
3. HCC monthly activity report
4. Liturgy Board report
5. OLR Site Committee report

HCC:

1. The CA Catholic Conference prepared postcards in English and Spanish to urge an Assemblymember on the Judiciary Committee considering AB 654, a measure authorizing physician-assisted suicide, to vote against it. We gave them out to interested parishioners. . . .(KEEP AN EYE ON THIS ONE.)

2. Parish liaisons to the diocesan Human Concerns Committee met on 3/15 to hear the county Social Services Director outline the human effects of proposed cuts in social services budgets. These will really hurt. (Our last vestibule offerings of "socialjusticeforbusypeople" had similar information.) We may be able to get people from the offices of assemblymembers and senators to meet with us.

3. Reinvigorated by the Palm Sunday announcement of the U.S. Conference of Catholic Bishops' renewed campaign to end the death penalty in the U.S., we're planning another presentation and discussion of the issues fairly soon. (The November parish forum was poorly attended and the voices and opinions of those opposing a moratorium or abolition were not present to be heard.)

Apropos of the above (from "America" April 4-11, in magazine rack at Pastoral Center): Two recent Zogby polls show nearly half of all Catholics now oppose the d.p. 56% of those going to Mass weekly oppose; 50% of those going less frequently. (A 2001 poll showed 68% of Catholics supported the d.p.) Two other recent polls show all Americans favor d.p. by 66% and 62% respectively, down several points from earlier ones.

Information on the Bishops' campaign is at www.ccedp.org.

Two parishioners, members of California People of Faith Working Against the Death Penalty, plan to meet in Sacramento with Bishop Blair (head of the CA Catholic Conference) to discuss effective strategies.

4. April 26 is Catholic Lobby Day in Sacramento. Delegations from all the CA dioceses fan out to legislators' offices to express opinions about legislative issues. An HCC member will be in the diocesan group; another will attend a briefing/talking point meeting at the Chancery Office on 4/11.

5. We're trying to organize a presentation on end-of-life issues.

PIT/HCC:

As we recommended at the deanery meeting with Bp. McGrath on 1/13,

members of the social justice groups of 6 of the 7 parishes in the deanery presented an ambitious and long-range plan for collaborating on social justice education and actions at the deanery meeting last month. Our presentation [copy available at Council meeting] was well-received. We work now to put muscle and flesh on the bony skeleton. . . . Early days.

PIA:

Local Organizing Committees from St. Joseph and St. Athanasius failed in their effort last month to have the Mountain View City Council establish a mediation policy on issues between landlords and tenants. (Two or three years ago our STA LOC was instrumental in starting this procedure in Palo Alto. The PA experience has been well-received.)

JF:

The fourth session of Catholic Social Thought for Busy People is on Tuesday, April 26, 7:30pm, St. Joseph School on Miramonte. The topic is Builder of the Kingdom (efforts to effect structural changes). Among the speakers: Msgr. Boyle, Chris Lundin.

Report on the activities of the Liturgy Board:

Holy Week: In the absence of a paid liturgy coordinator, members of the Liturgy Board and site committees worked extensively to prepare the liturgies from Holy Week. I hope you were able attend some or all of the many liturgies, beginning with the Reconciliation on Monday night, Holy Thursday, our Good Friday liturgies, Easter Vigil and the Easter masses.

Liturgy Coordinator: Fr. George announced in last Sunday's bulletin the hiring of Linda Smith Gargiulo <lindag1730@yahoo.com> as our parish Liturgy Coordinator. For those of you who didn't see the announcement. I am happy to introduce to you Linda Gargiulo, who will be our new Liturgy coordinator. Her husband and three children have been part of our parish family for 10 years. Liturgy is the work of the people. I hope more and more parishioners will contact Linda to get involved in a variety of ways and a variety of liturgical ministries in our parish.

Next meeting: our next meeting is scheduled for Saturday, April 23, 8:30 - 10:30 at the SAG Hospitality Center. The agenda for that meeting, prepared by Veronica our Board chair, is as follows:

AGENDA:

1- Comments on Lent and Holy Week, including evaluation of the assignment of priests for all Sundays of Lent

2- Lay Ministry Formation

- Develop schedule and identify training resources for education of Eucharistic Ministers and Lectors as first priority.
- Father Jose has also offered to educate parishioners on how to write Prayers of the Faithful.
- Need a sub-committee to organize these training sessions
- what role should Site Committee's have in helping organize the parish-wide training and coordinating local site(logistics) training?
- Second priority is education for Altar Servers, Environment, Commentators, Ushers/Greeters(safety training) and others.

3- Liturgy Budget review and input - Read the Board Roles and Responsibilities document and come prepared.

4- Opportunities for recognition of parishioners:

Sunday May 8: blessing for mothers;

Sunday, May 15: recognition and blessing of those confirmed on May 14 at the Cathedral.

5- Sacramental support - First Communion liturgies

Please let me know if you have any questions.

- Chris

cc: Veronica, Linda

Report from OLR site committee for April 13 PSC meeting:

Evaluation of Lenten Season 2005

1. Ash Wed -- 3 masses, better attendance than last year
2. Presider for Lent season -- the experiment of having same priest throughout season was well received, dramatic readings of Gospels with additional lectors also got good comments from parishioners. But there was also concern that Fr. George did not preside over Palm Sunday nor Easter Sunday. Perhaps rotation of presiders for major masses can be further reviewed.
3. Palm Sunday -- expecting rain, we planned a much shorter procession and it worked just fine. May stay this way even in good weather
4. Communal Penance Service -- attendance higher than most years, probably because it was scheduled during Holy week. There was confusion over starting time so next year, we must try to be more consistent in our announcements.
5. Seder Dinner -- good attendance too, table settings looked wonderful and food was heavenly. Use of space was limited due to preparation for Holy Thursday. Next year, must be scheduled for Mon or Tues of Holy Week, rather than Wed like this year.
6. Holy Thurs -- despite the fact that we did not have a liturgical coordinator, everything went very smoothly, thanks to all the usual site committee members. The 12 people invited for the Washing of the Feet represented all three sites and all active parish ministries. The procession to the Altar of Repose was also very co-ordinated by the very able ushers that night. Kudos to everyone!
7. Good Friday -- The Stations of the Cross was done as dramatic readings from personal perspectives of various Bible characters. Very good responses from those who attended.
8. Easter Sunday -- church was beautifully decorated on Sat with extra flowers, plants and the bubbling water fountain. Used one additional bread minister and two additional wine ministers to serve last few rows of parishioners. Estimated attendance: 500+

Next event: First Communion for English and Spanish CCD classes -- May 21 and 29.

On-going: Sanctuary Enhancement Project (separate report)

Yours,

Laura