

January Meeting Minutes

Meeting Minutes for Council Meeting on January 12, 2005
7:00 PM at OLR Hall

COUNCIL MEMBERS

Present: Arnaldo Alcazar, Helen Baumann, Phil Coates, Tom Foy, Mikey Hoag, Chris Lundin, Walt Lundin, Jim McLaughlin,
Absent: Veronica Duluk, John Uebbing

CLERGY AND STAFF: Fr. George Aranha, Chuck Tully

LAITY and STAFF: Ruth Chippendale, Susan Clingingsmith, Tom Jaworowski, Micky Martin, Gerard McGuire, Bud McKenna, Joan Meyn, and Rodrigo Rengifo.

Meeting Highlight Notes: Fr. George expressed his gratitude and that of the entire parish for the many years of dedication to the Pastoral Home Care Ministry by Mary Lee Hagen and Leona McGann.. Fr. George also announced the resignation of the parish liturgy director, Nancy Scibetta. Susan Clingingsmith provided an upbeat report on the catechetical programs in the parish, although there is still much to be done. The high school program will sponsor a SongFest on January 30, 2005, and the Youth Mass will begin again at the 5:00 mass the Saturday before the first Sunday in Lent. The Finance Committee issued an overall positive report on the condition of the parish finances. Two parish ministries introduced their appointees to the new Pastoral Stewardship Council.

The meeting was called to order by Jim McLaughlin.

Minutes for December were approved as submitted

Opening Prayer by Fr. Aranha.

Comments from the Council and Community: Micky Martin is assisting in the effort to find new leadership for the Pastoral Home Care Ministry. She reported that there are forty parishioners active in this ministry and they typically visit 45-70 people in various facilities in the area every month.

PASTOR'S REPORT:

- Pastoral Home Ministry:** Leona McGann and Mary Lee Hagen are going to have to give up their leadership roles in this ministry due to health issues. Fr. George has asked Fr. Eddy to coordinate this ministry for the time being. Fr. George noted that the leaders of this ministry have not been invited to a Parish Liturgy Ministry Team meeting...they need to be invited.

Chris Lundin expressed some concern about Fr Eddy doing this as a permanent solution. He feels that the pastoral care program participants should review the requirements of the leadership role and see if a lay person would be willing to serve as leader or co-leaders. Fr. George expressed satisfaction that with this appointment, Fr. Eddy now has a dedication to a clear ministry. Chris also suggested that we do some sort of acknowledgment for Mary Lee and Leona. After a discussion it was agreed that there would be a special recognition at the OLR mass on 2-13-05 organized by Chris and Micky.

2. Liturgy Director: Nancy Scibetta has a new job and will be leaving on January 14, 2005. Because the parish seems to have a problem keeping people in this position, Fr. George thinks that he needs to reassess this position.. To assist him he has selected some parishioners and scheduled two meetings. The first meeting of the assessment team will be on 1-20-05 at 7:00 p.m. The second will be a meeting of the Parish Liturgy Ministry Team on Saturday, 1-22-05. The clergy met to plan liturgy for Advent, and were planning to meet again to prepare for Lent, so the meeting on Saturday will cover both of these topics.

Walt asked who was on the assessment team. It is Veronica, Chris Lundin, Pat Briggs, Bea Peterson, Sally Benson, Phil Coates, and Rachel Avelais. Mikey asked what we need to do immediately to support liturgy in the parish without Nancy. Fr. George noted that Chris Lundin has volunteered to assist the sites with prayers of the faithful, using the diocesan resources put out by Diana Macalintal's office. Fr. George expressed the hope that the site committees at each site would step in to assist with the liturgy support during this interim period.

Walt asked about Nancy's exit interview. Fr. George reported that Chuck Tully would be doing this. Several PC members offered comments and suggestions. Chuck noted that he expected that the info that he developed would be absorbed and reported to the PSC by Veronica and the Liturgy Ministry Team.

Arnoldo suggested that it might be important to share the info developed in the exit interview, and that the investigation across all three sites could provide some unifying information. Tom Foy questioned the perception that there was a lot of turnover in this position, reminding all of us of Liz Lilly and Suzanne Fitzgerald.

3. ADA: Pledge weekend this year is January 29, 2005. Michael Hawkins will speak at some of the masses, and Fr. Rubio will also speak. The theme of the campaign is "Walking with Christ". This year the finance committee has decided to combine the ADA, which pays for programs supported by the diocese, and the cathedraticum, which covers the fixed costs for the diocese and is calculated as a percentage of the weekly contributions to the parish.

REPORT ON CATECHETICAL FUNCTIONS IN THE PARISH:

Susan Clingingsmith reported that she has had a good review with Fr. George. She feels very good about what has been accomplished. "Quantity is there, and they are working on improving the quality by getting more people involved." People are wanting to help.

Middle school is going wonderfully. High school is still suffering—we need a youth ministry coordinator. Susan needs a person who can do the day-to-day organizational work on this program, similar to the catechetical coordinators, Theresa (SAG) and Irene (OLR). They are getting to know the people. We need this for the high school students. We also need consistent volunteers, "moderators", who will be present consistently. It takes time to build relationships, especially at this age. Susan needs at least four adults for each (high school and middle school) program, who will be there with and for the kids.

The programs have numerous accomplishments at this point in the year. They made plants and cards for the homebound. Veronica and Mary Beth Lefebvre did this project with the high school and got very positive feedback from the kids. They liked the projects and they like having confirmation with the Sunday night program. She is slowly getting juniors and seniors into the program. The Christmas pageants at SAG and OLR were very well received.

At OLR there is a charismatic fourth grade teacher who is getting her kids involved in social action. They are connected to the U.S. military; they had a bake sale for tsunami victims. They are doing these things themselves.

Susan is finding that sacramental prep is difficult here because parents are not excited about attending the meetings. RCIC will have four participants for Easter.

There is also a problem because we have delayed the start of the Youth Mass for so long that we are losing the kids. Having lost the 5:00 Sunday mass, the kids feel excluded. Susan is excited that the musicians at the 5:00 mass know the music that the diocese uses for youth masses, so they are going to start singing the songs before the 5:00 mass. On January 30, 2005, from 7:00 to 8:30 p.m. at SAG, there will be a SongFest for the high school kids, with a reception following. Fr George has announced that the Youth Mass will resume at the Saturday mass starting 2/12/05...the first Saturday in Lent. Susan is looking for people to help support this liturgy.

Susan is working on getting the lay ministry boards up and running. The Adult Formation Ministry (somebody please remind me of the chosen name for this group) group has met twice. They have appointed Gerard McGuire as their rep to the PSC. Susan tried to get some people to a meeting for the Youth Board, but it didn't work. She needs help with this. Mikey agreed to help recruit people from SAG.

FINANCE: Bud McKenna presented the quarterly financial report to the PSC. A copy of the report is attached as Attachment 1. The parish appears to be in sound financial condition. There are some concerns about the loss of income due to the failure to relet the downstairs Homer house unit. The finance and facilities committees are working on this. Bud also announced that he will step down as the co-chair of the finance committee and will be the finance committee rep to the PSC.

HUMAN CONCERNS COMMITTEE: Walt Lundin presented the annual report on the doings of the HCC, which is attached to these minutes as Attachment 2.

PASTORAL COUNCIL REORGANIZATION:

In addition to Bud McKenna, Tom Jaworowski for the HCC and Joan Meyn for Community Life, were introduced as their respective ministry appointments to the PSC. There followed a discussion about the fact that some of the ministry teams are up and running and some are struggling to be born. Fr. George encouraged us all to keep working on recruiting for these positions. We then discussed the process for the transition, noting that the next meeting would fall on March 9, 2005, which is Ash Wednesday. We decided to move the PSC meeting to February 13, 2005 from 2:00 to 6:00 at OLR. We would like to do something to help the new members, and the parish at large, to understand what this new organization can mean. Helen will reserve the space, and contact Sr Pat Mitchell for ideas about how to do this. The executive committee will meet to set the agenda for this meeting, and will publish same to the parish in time for interested parishioners to become aware of the special meeting. We will consider having pizza, if we really decide to stay until 6:00.

Walt Lundin supplied several complete packets of the proposed material for new PSC members. Helen will arrange to have these reproduced prior to the 2-13-05 meeting. The packet will consist of a copy of the Diocesan Pastoral Plan, notes of PC meetings from May 1997 through January 2005, Chuck's book of jobs, and the new bylaws for the PSC .

Jim McLaughlin raised a question about the status of the strategic planning effort undertaken by the PC last year. Jim would like to see a written statement of the strategic planning outcomes. Walt noted that we have never really completed the reporting on this process. There seemed to be general agreement that it would be a good idea to get each group to report. Jim agreed to get information from Walt and the exec committee regarding the status of the strategic plan.

PIT/DEANERY: The annual review of the PIT process will be on January 13, 2005 at St. William's in Los Altos. Walt has recruited a number of parishioners to attend the meeting, and he will have information to present about the status of the PIT in STA. Susan is the staff liaison to the deanery. It was agreed that Susan would start putting monthly reports in the bulletin to try to get parishioners to be more aware of the deanery.

ACTION ITEMS:

1. Chris and Micky will organize an acknowledgement of the dedicated work on PHM by Leona McGann and Mary Lee Hagen for Feb 13, 2005.
2. Fr. George to meet with the assessment team and the Liturgy Ministry Team to consider what to do about replacing the Liturgy Director.
3. Chuck Tully will conduct an exit interview with Nancy.
4. Helen to confirm availability of OLR for the PC-PSC handoff on Feb 13, 2005.
5. Jim McLaughlin will gather information on the status of the strategic planning process
6. Susan Clingingsmith will, henceforth, put reports on deanery meetings in the bulletin.
7. The executive committee and other interested parties will gather after SOUP on Feb. 2, 2005 to plan for the 13th.

FEBRUARY AGENDA ITEMS:

1. Report on status of effort to replace the Lit. Director.
2. Report of status of the Ministry Boards
3. Deanery report

Next Meeting: February 13, 2005 at OLR

Attachments:

1. December 2004 Financial Report, Actual v. Budget Summary plus one page of notes.
2. HCC monthly activity report
3. HCC Annual Summary Report for 2004

**St. Thomas Aquinas
Parish Operations
Mid-Year Report at Dec.'04**

Income	2004-2005 Actual Dec'04	2004-2005 Budget Dec'04	2004-2005 Yearly Budget
Collections	\$307,512	\$298,782	\$577,323
Stipends	\$8,270	\$15,750	\$31,500
Earnings	\$205,840	\$213,563	\$428,777
Gifts/Donations	\$1,803	\$8,375	\$16,750
Programs	\$20,209	\$13,000	\$26,000
Other	\$2,000	\$4,000	\$8,000
Subtotal	\$545,634	\$553,471	\$1,088,350
Bequests	\$0	\$20,000	\$40,000
ADA Rebate	\$26,195	\$22,471	\$22,471
Total Income	\$571,829	\$595,942	\$1,150,821
Expenses			
Pastoral	\$67,579	\$69,619	\$145,403
Administration	\$102,046	\$102,955	\$205,911
Cathedraticum	\$27,954	\$27,956	\$55,911
Catechetical	\$34,052	\$41,207	\$82,414
Hispanic Ministry	\$33,587	\$34,346	\$68,691
Liturgy	\$63,587	\$65,006	\$130,011
Youth/Young Adult	\$16,503	\$18,176	\$36,351
Parish Programs	\$15,142	\$19,510	\$34,020
Outreach	\$4,394	\$4,305	\$8,609
Rectory	\$19,957	\$22,118	\$44,237
Plant	\$174,656	\$150,784	\$301,568
Total	\$559,458	\$555,981	\$1,113,126
Net before depreciation	\$12,371	\$39,961	\$37,695
Add Depreciation Expense	\$42,374	\$42,176	\$84,351
Net	-\$30,003	-\$2,215	-\$46,656

Account Descriptions:

Income:

Collections include Sunday and Holy Days; Stipends are from sacramental gifts; Earnings are primarily from rental properties; Program Fees are primarily religious education fees.

Expenses:

Pastoral includes all salary and benefits for the parish priests; Administration is made up of the office staff, office supplies, postage, printing, bank fees, telephone/fax/internet services; Cathedraticum is for the support of the Bishop; Catechetical includes salary and all program expenses; Hispanic Ministry includes salary and all Hispanic Catechetical expenses; Liturgy includes salary and benefits as well as liturgy office supplies, music materials and musicians, sacramental celebrations, weekly environmental expenses; Youth/Young adult includes salary and benefits, youth supplies, printing, and postage, and all youth activity expenses including confirmation retreat; Parish Programs include Annual Diocesan Appeal expenses, Valley Catholic, Community Life, Social Justice, Parish Mutual Assistance, and Parish Stewardship; Outreach includes bulletin expenses, part-time editor, bulletin supplies, Pastoral Home Care, Healing & Spirituality, and PIA; Rectory includes salary for cook and housekeeping, cleaning supplies, groceries; Plant includes salary and benefits for maintenance staff, building and grounds supplies, utilities, maintenance and repair of buildings, insurance, property taxes; Depreciation is an

accounting book entry to expense over time recent building additions.

Summary:

Overall the Parish is at a breakeven point on a cash basis with an actual net income of \$12,371 for the first six months of the fiscal year which runs from July 1 to December 31. The area of bequests is budgeted for \$40,000 for the year and to date no income has been recorded. At this point the amount budgeted is 1/2 or \$20,000 which is the variance. The expense side of Parish operations shows most of the areas at or below budget. The area of Plant expense is over due to repairs with the Homer Street property, Pastoral Center, and OLR school and grounds. The actual amounts for package insurance (plant, boiler, property) have increased since last year's projection. The Parish should still be able to breakeven at June 30th if the expenses from most of the departments continue to be at or under budget and regular collections keep pace with the budgeted rate for the rest of the fiscal year.

Notes to December 2004 Financial Report
Pastoral Council Meeting 12/12/05

INCOME:

1. Collections 3% above budget or \$8,730.
2. Wedding stipends below budget by \$7,400.
3. Earnings below budget due to 423 Homer not rented.
4. Gifts and Donations down due to no bequests in. Budget of \$40k spread over 12 months. Bequests to date below budget by \$20k at December 31st.
5. Income for Catechetical program over budget due to first year capture of deferred revenue of \$6k.
6. Other Parish Income spread over 12 months under budget first six.

EXPENSES:

1. Pastoral Expense under budget this year by \$2,040, but up \$18,710 from prior year due to an additional priest.
2. Administration is on budget. Added one office for Fr. Rubio (computer, printer, etc.).
3. Cathedraticum is set at 10% of the prior fiscal year collections. (i.e. if collections hit \$600,000, which they will soon, then Cathedraticum would be set the following year at \$60,000).
4. Plant over budget, unique items: Homer Apartments \$4,258, Package Insurance (Building, Liability, Earthquake) over \$7,372, OLR grounds over \$7,550 (catch basin), STA church (Honeywell fire system charge in Sept. while budget over 12 months) over \$312 but now smoothing out to budget, Rectory over \$2,286 (residual project payments), Pastoral Center building repair over \$900 (electric garage door openers), OLR School Building over \$1,388 (rewire 1 side of building for 5 room heaters), General Maintenance over \$2,693 (two new lawn mowers, new edger, new trimmer purchase in first six months).

Doings of JF, PIA, HCC, PIT and SVdP since December report

JF - The JF alumni faith formation and educational series "Catholic Social Thought for Busy People" kicks off on Tuesday, 1/25, 7:30-9:00pm, St. Joseph SCHOOL, 1120 Miramonte. (You'll recall a flier in the weekend's bulletin.) Please come.

PIT - The Pastoral Council and other parish groups and ministries have been urged to attend the deanery meeting Thursday, Jan. 13, 7:30 pm, at St. William. We will consider the diocesan Pastoral Plan's "Measure of Success". Y'all come.

HCC/SVdP - Parishioner volunteers who assisted in food and gift distribution in East Palo Alto during the Thanksgiving and Christmas holidays did a bang-up job. A future bulletin will give the details.

HCC - We've selected our Councilmember and alternate for the Pastoral Stewardship Council.

We're planning occasional, fairly low-key but continuing bulletin publicity to encourage sustained financial contributions to the very long-term tsunami disaster humanitarian assistance and reconstruction. [That was a long sentence!]

Undie Sunday is set for the weekend of 2/12-13

Human Concerns Committee Annual Report for 2004 by Walt Lundin 1/7/05

Our committee at years end consisted of 20 members, an increase of 8 during the year.

JANUARY-MARCH - Prepared six bulletin items about "Faithful Citizenship" [principles and issues of Catholic participation in the political process in an election year.]

JANUARY - We publicized (and a member attended) annual Respect Life Mass and Prayer Walk [anniversary of Roe v. Wade decision] at St. Nicholas.

FEBRUARY - Members participated in a death penalty vigil, publicized "Undie Sunday" [underwear for clients of Urban Ministry of Palo Alto's Clothes Closet and children clients of St. Vincent de Paul Society.] More than 1,000 articles collected. Publicized interfaith prayer and talk by ministers recently in Iraq on a peace mission.

MARCH - Began planning for fund-raising effort for Opportunity Center [89 living units for single parents with children and singles, drop-in center for homeless, counseling and other support services.] Planning continued through May kick-off. Members prepared and served meal for residents of halfway house in Redwood City. Members began educational campaign on Fair Trade coffee. (Most parish functions now serve it.)

APRIL - Publicized and member coordinated provision of meals at Hotel de Zink's homeless shelter for two weeks. Members attended diocesan planning meeting for Catholic Lobby Day. Members later participated in meetings with legislators in Sacramento and Palo Alto. Member discussed principles of Catholic social teaching with RCIA participants.

MAY - Members attended Opportunity Center ground-breaking. Planned and publicized parish forum on "The Best-Kept Secret in the Roman Catholic Church". About 60 came. Kicked off Opportunity Center fund-raising effort with letter to parishioners from pastor, bulletin insert and a short pulpit fervorino at all parish Masses. Throughout the campaign we provided weekly updates of amounts received and list of donors.

Planned and managed parish letter-writing to Congress on Millennium Challenge Account. [funding for hunger/health needs in sub-Saharan Africa and Caribbean nations.] Total letters (postcards) 236. Publicized and members attended peace prayer vigil.

JUNE - (continuing throughout the year and beyond) Wrote and distributed summaries of various writings (mostly from "Origins") on Catholic social teaching - called "socialjusticeforbusypeople".

JULY - Members attended potluck and planning meeting (convened by Peninsula Interfaith Action) to strengthen ties between parish and St. Elizabeth Seton School.

AUGUST - Publicized and member coordinated provision of meals at Hotel de Zink's homeless shelter for two weeks.

SEPTEMBER - Planned and coordinated voter registration drive. Arranged for registration forms to be available at "Welcome Table" for new parishioners. Publicized Justice Symposium at Santa Clara University. Nine parishioners attended.

OCTOBER-NOVEMBER - Member audited nine-week social justice course at Institute for Leadership in Ministry. Publicized California Catholic Conference and diocesan Human Concerns Commission position papers on State ballot propositions. Reported outcome of 2004 legislation on which California Catholic Conference had shown interest.

NOVEMBER - Publicized and organized parish forum on death penalty moratorium resolution in California.

Opportunity Center fund-raising ended. More than \$61,000 was donated by more than 188 individuals.

Publicized Catholic Campaign for Human Development. Members made a brief pulpit fervorino at all Masses. More than \$7,700 donated - up from last year. Made formal presentation to Pastoral Council of program for parish education program on Catholic social teaching throughout 2005. Approved by Council. Thanksgiving food collection drive throughout the month.

DECEMBER - Member discussed principles of Catholic social teaching with another group of RCIA participants.

Members assisted in St. Vincent de Paul's food and gift distribution in East Palo Alto. Member joined JustFaith alumni to help plan 2005 discussion series to be presented in our deanery on Catholic social teaching.

Throughout the year we continued networking with JustFaith, St. Vincent de Paul, Peninsula Interfaith Action and other groups (diocesan, inter-parish, interfaith and secular) in advancing the works of peace, justice and mercy.

Listed below is bulletin publicity not related to the activities listed above:

Pope's New Year Message on World Day of Peace>Periodically encouraged food donations>Meeting to hear about School of the Americas protest>(To stimulate second collections for St. Vincent de Paul Society) articles about needs, services and human interest stories>Report on state budget cuts in social services and their impact on the needy>Papal message to interim President of Iraq offering support and urging religious freedom>Papal message to Organization of American States urging respect for life, equitable social services and assistance to poor nations in the region>Vatican message on Sudan urging restraint of violence and prompt material aid>Public meeting on reinstatement of the draft>Informational meetings on efforts of temporary employees of City of Palo Alto to obtain union recognition>Stage performance of "Dead Man Walking">Talk by Sister Helen Prejean about the death penalty at St. William>Summation of all the life issues>Local Veterans Day prayer observances>Talk by Rev. Byron Bland - "Can We Create a Language of Peace in Our World Today?" at St. Athanasius.