

July PSC Meeting Minutes
Minutes for the Pastoral Stewardship Council Meeting on July 13, 2005
7:00 PM at SAG Hall

COUNCIL MEMBERS: Present: Susan Adams, (SAG Site Comm), Fr. George Aranha, Helen Baumann (STA Site Committee), Laura Chiu (OLR Site Committee), Susan Clingingsmith (Youth Ministry), Phil Coates (Communications), Chris Lundin (Liturgy Board), Tom Jaworowski (HCC), Mary Beth Lefebvre (Catechetics), Gerard McGuire (Spiritual Development), Bud McKenna (Finance Committee), Micky Martin (Community Life Board), Fr. Eddie Obero, Jesse Rueza (Hispanic Ministry), Chuck Tully (Administration)

Absent: Facilities did not have a rep at the meeting.

OBSERVERS: Ruth Chippendale, Kim Garcia, Mikey Hoag, Walt Lundin, Marguerite Purcell,

Highlights: There was an intense, but useful dialogue about the purpose and processes of the Ministry Team Boards in light of some issues that have come up with regard to the formation and ongoing responsibilities of the Youth and Catechetical Boards.

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

MINUTES: The minutes were reviewed. Gerard suggested that he would prefer less detail in the minutes. This proposal was discussed, but the group voted to support the level of reporting currently provided in the minutes. The June minutes were approved with one minor correction.

COMMENTS FROM THE FLOOR: Ruth Chippendale reminded all of us that our parish will be providing food to Hotel de Zink for the last two weeks in August. The food will be delivered to the Christian Reform Church on Arastradero. Also, Community Life wanted to remind us that there was no Community Life meeting in June, the Widows and Widowers had a successful annual picnic, and the Parish Picnic is scheduled for September 18, 2005 at OLR this year.

PASTOR'S REPORT:

- 1 Clergy Visibility: Fr. George noted that he strongly believes that clergy visibility and communications are very important in the parish. He makes it a point to meet with the leaders of the various ministries. He wants to encourage parishioners to invite him to whatever meetings or activities are going on in the parish.
2. Staffing Issues: Maria de Jesus Gutierrez will be replacing Sr. Maria Luisa. The problem of finding a celebrant for the Hispanic mass has not been resolved. There are 67 priests in the diocese who speak Spanish, and Mary Stratton will be calling them to try to schedule a presider for this mass. Fr. George does not expect to be able to find a consistent presider because the assignments have already been handed out for this year, however, he will continue to work on this problem.
3. Italian Catholic Federation: Fr George has been approached by some parishioners who want to establish an Italian Catholic Federation group in the parish. This is a club, similar to

the Knights of Columbus. The Diocese of San Jose is a district for this group, and there are twelve branches in the diocese. This will be the thirteenth branch. They are proposing to make a presentation at each mass to invite participation in the group. The PSC expressed support for and openness to this initiative.

4. Liturgical Guidelines: Fr. George has been writing some guidelines for liturgies to be used at all the sites in the parish. We are in a training stage currently, and expect to have them up and running at all sites by October 1, 2005.

5. Lectionary Based Catechesis: Fr. George is proposing to engage parishioners in a regular opportunity to gather and study a lectionary based curriculum led by him. This would be a regular opportunity for study, reflection and faith-sharing.

6. Retreat with Fr. Kevin Joyce: Fr. Joyce is a well-known retreat master, and a parishioner has proposed that we invite him to lead us in a parish retreat. One-half of the fee for this activity would be underwritten by the parishioner. The PSC is very open to this suggestion, and they referred the issue to the Adult Spirituality Team for further discussion and planning.

7. Role of Ministry Team Boards: Fr. George was contacted by Kim Garcia because Kim was interested in learning more about the proper role for the ministry team boards. Kim is part of the newly forming Catechetical and Youth Ministry Team Board. We agreed that the concept and purpose of the boards are evolving, and different ones have come up with different responsibilities and levels of authority. It is up to each board to decide what it is called to do and what is the best way to do it...and to report to the PSC so that we can keep everyone informed. If there are questions, the boards are invited to bring them to the PSC for discussion. We are in a developmental phase on this; we do not pretend to have all the answers. Chris reminded us that the Bylaws contain a charter document that provides guidance for the ministry teams.

Sue C expressed concern that the newly formed board needs to be sensitive to ongoing planning, and work with the program that is in progress. She expressed concern and lack of clarity about how she is expected to interact with these boards. Mary Beth noted that the new boards are in the "forming, storming, norming" phase of development, and will need to work within operative timelines. The Youth and Catechetical boards have a lot of questions, and a lot of interested parents. After a review of recent activities, Fr. George noted that there is tension between what didn't work last year, and the need to be ready to go forward this next year. The board and the staff need to work together to resolve the fears and commit to a plan to move forward together. There was general agreement that the members of the Board and Sue all wanted to work together to resolve the problems. They got a good start at their meeting on July 12, 2005, and more meetings are planned. Interested parents are encouraged to get involved.

MINISTRY TEAM REPORTS:

CATECHETICAL BOARD: Mary Beth reported on the history and formation of this board. Sue C was hired in the summer of 2004 to do SAG Catechetical program. In the fall she became responsible for the catechetical and youth programs for the entire parish. Sue recruited Mary Beth and Kamal to be on her board. The Youth and Catechetical Ministry Team is currently one board with two committees.

There are approximately 200 children in the programs at two sites. Sixty children are in sacramental prep programs. The families are a core strength of the program. There is a need for more catechists. All budget requests for these programs were approved. They will be using a new textbook, "Faith First Legacy". Sue is excited about the new curriculum. Each family in the program will have a book that tracks what the students are learning. There is also a website that has additional supporting info.

YOUTH BOARD: There are 15-20 people who are interested in being active on the Youth Ministry Team. They are meeting this summer to develop curriculum for the program. They have a problem because of the hiring process for a new youth minister. For 2004-2005 the parish had a Youth Coordinator, Ryan Melander, who worked with the high school program. At the end of the year, it was agreed that this program was not meeting the needs of the parish, and the parish decided it needed to hire a Youth Minister, rather than just a Youth Coordinator.

Kim and others on the hiring committee are concerned about the hiring process. There is a lack of clarity about who should be deciding things, and how the decisions get communicated, among other things. This lack of clarity has caused a lot of concern, some anger and considerable hurt feelings. The process of hiring a youth minister has been complicated by the fact that Sue's daughter was one of the candidates for the job. Chris Lundin pointed out that it was irregular for a parent to be interviewing a child as a potential hire. Sue stated that hiring her daughter was not going to happen. [N.B. Sue subsequently clarified that her daughter had withdrawn her job application prior to the PSC meeting.] The hiring committee for the youth minister agreed to meet and confer about the process for the future. The consensus of the PSC was to support Kim and Sue for their courage in bringing these issues out into the open at the PSC meeting, and to offer support and encouragement for continued dialogue around the difficult issues raised in this discussion.

HISPANIC MINISTRY: Arnaldo asked Fr George about the process for finding a Spanish speaking priest for the Hispanic mass. Fr. George reiterated that this is very difficult because the assignments have already been made for this year. Mary Stratton has a list of 67 bi-lingual priests whom she is trying to contact to schedule them as presiders. Fr. George would love any help he can get finding a regular presider.

ADULT SPIRITUALITY: Gerard reported that this team currently has its regular meetings on the first Thursday every month. They have discussed the Stewardship campaign and believe that this is something that they would like to help coordinate. Fr George is pleased to accept this offer of assistance, especially since Phil Coates and Mike Veuve have both resigned from the committee that did it last year. Gerard is anxious to get the planning under way, and feels strongly that Stewardship should be an ongoing theme in the parish, and not just in October. They will expect to work with Community Life on the Time and Talent.

The group is also looking at commercial bulletin inserts that can assist the catechesis of adults in the parish. Gerard also noted that ILM is starting again in September, and that Ann Grycz will be presenting about this program to the parish in August to encourage more participation from STA. Gerard would like to have reps from each ministry team at this meeting.

OLR SITE COMMITTEE: Laura reported that the OLR sanctuary upgrade effort has collected \$68,831.50 toward its goal of \$95,000. They expect that the parish general fund will make up any shortfall to enable them to complete this process. Gerard commented that this was not his understanding of what happened at the PSC meeting when this subject was raised. Chuck and Bud disagreed. They reported that the parish has agreed to cover any shortfall from the general fund. Laura reported that they have ordered the new pews. They are looking at tile and projectors. Fr Jack Donald would love to have the pews in Honduras, but shipping them would be prohibitively expensive. The committee is trying to come up with a plan to dispose of the pews.

CHUCK'S REPORT: Chuck Tully was wearing several hats at this meeting. He distributed copies of "Disciple's Response" the textbook for the Stewardship campaign and requested that each PSC member become familiar with the book. He reported that a year end audit is in process as required by the diocese; that a bid for pavement is going to the Finance Committee; that the AC at the Pastoral Center has been replaced; that the pine trees have been sprayed; that the water tank on the roof of the Thomas house was removed by a crane; that the Pastoral Garden now has a sprinkler system; and that Facilities and Maintenance needs volunteers. There is an issue about bowing stained glass at SAG, and Pat Hager has been contacted to check it out.

Chuck is concerned about updating the ministries booklet...query whether this is a task for Communications or Community Life?

ACTION ITEMS: None

Next Meeting is on September 14, 2005 at SAG.

Agenda: Tom Jaworowski will lead us in the opening prayer.

From: "Walter Lundin"

Sent: Monday, July 11, 2005 2:56 PM

Subject: Report to PSC

> Doings of JF, HCC, PIT, SVdP

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> 1. Just Faith

> A forum June 28, attended by 100 people, concluded a 6-month series "Catholic Social Thought for Busy People" sponsored and arranged for JustFaith alumni of the deanery. Sr. Elizabeth Avalos expressed hope for continued and increasing enrollment for the Fall session of JustFaith.

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> Planning is underway for a diocesan-wide presentation by the founder of JustFaith, Jack Jezreel, to return and give another talk on JustFaith, its founding, its nationwide spread and its value in inspiring participants. He is eloquent.

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> 2. Human Concerns Committee

> Mike Veuve is now the chairman, vice Walt Lundin.

> The HCC website will soon be updated with summaries of articles from various publications, primarily Origins, on issues bearing on social justice.

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> The HCC has resumed its membership in Multifaith Voices for Peace and Justice, a regional faith-based organization devoted to advocating peace with interfaith cooperation.

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> An HCC member has been meeting with the Stanford Pax Christi group. It is also a member of MVPJ.

The deanery social justice group (6 parishes) is planning for a speaker on social justice and current issues sometime in the Fall.

Planning is underway for educational programs and activities in conjunction with two initiatives of the U.S. Conference of Catholic Bishops - immigration and capital punishment.

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> 3. PIT

> The parish implementation chairman is working on a volunteer survey designed to strengthen recruitment and retention of volunteers in the many parish ministries.

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> 4. SVdP

> Arrangements have been made for non-perishable food supplies to be stocked at the Pastoral Center for clients who ask for help when SVdP volunteers are not available.

OLR SITE COMMITTEE REPORT – PASTORAL COUNCIL JULY 12, 2005

Since the April 10th OLR Liturgy/site Committee Meeting, at which the 2005 Ash Wednesday through Easter Sunday liturgical celebrations and activities were reviewed and evaluated and recording suggestions which may be helpful for next year's season, the Site committee has concentrated on the Sanctuary Enhancement project. Members of this Project Committee are Ray Mensing, Carole Brown, Arnaldo Alcazar, Micky Martin, Jim Abler, Tom Foy, Chris Lundin, John Ackerman, Jim McLaughlin, Laura Chiu, Chuck Tully, Bud McKenna.

Weekly and bi weekly meetings have been held to gather information about pew selection, lighting upgrades, floor tiling, and **to plan and launch the parish fundraiser for this project.**

We are very pleased with the number of parishioners who responded (over 300) and happy to report that the total raised as of Monday, July 11th, was \$68,831.50. This does not include the proceeds from the raffle for the laptop computer which was held last Sunday. A bulletin announcement last week acknowledged our appreciation to **ALL** who gave of their treasure, their time and talents to this effort – special thanks to the Spanish community for the four-Sunday food sales to benefit this project, and kudos to Arnaldo Alcazar for his leadership in organizing helpers which made this undertaking successful – and to Teresa Rodriguez for the Laptop raffle she organized. It was certainly a community building effort, as parishioners from all the sites came to enjoy the food sales and participate in the raffle. And **thanks to The Committee** who continue to work diligently as we move to the next phase of this project.

The order for the pews has been submitted, and the final confirmation drawings have been received and will be signed and approved by tomorrow.

At our last meeting, June 27th, the task of removal/disposal of the old pews was a major focus. Committee members received a copy of Fr. Jack Donald's email advising that his mission congregations could use these pews **IF IT WERE AT ALL POSSIBLE** to get them to Honduras. The idea was considered - Everyone thought it would be good, if possible, but requirements necessary to do this seem insurmountable - such as \$\$ involved for labor to dismantle and prepare for shipping on this end, storage, and transportation from here to warehouse in Arkansas, the deliverance to shipping port from Arkansas to Mississippi port in February, etc. etc. clearly reveal the difficulties this involves. Chris Lundin and Tom Foy volunteered to get some information on shipping charges for a starter on that; other options were mentioned and all were asked to pursue any other possibilities, as the removal/disposal of the old pews is an important element in this project.

In addition, committee members are working on details for altar, ambo and tabernacle table, and bids for lighting upgrades, completing the floor tiling, improving the projecting of the music words for liturgical celebrations, as we speak. Our next meeting is Monday, July 18th at 7:00 pm.

We are pleased that the pews have been ordered on schedule, and are **very pleased and encouraged** by the support of the many parishioners- there is still much work to do - to plan and coordinate to meet our target date of Oct. 1st. So Onward!

**St Thomas Aquinas Parish
Building and Maintenance Committee Meeting Minutes
May 17th 2005**

Present: Chuck Tully, Paul Titterton, Jim McLaughlin and Rich Cabera were present. Father George, Ray Mensing and Ed Zurawel were absent. Our two other new members Jim Abler and Rob Alvelais were also absent. Bud McKenna from the Parish Finance Committee attended also and volunteered to publish the meeting minutes again so that he could provide them to the other finance committee members.

Minutes of previous meeting: The meeting minutes from the April 19th meeting were prepared and presented by Chuck. They were approved as written

Schedule of Next Regular Meeting: The next Building and Maintenance committee meeting would be held at 10:00 AM on June 21st 2005 at the pastoral center

Meeting Discussion Items:

It was revealed to the committee that Ed Zurawel has developed serious vision problems and will no longer be able to serve on the committee. The committee regrets the loss of Ed as a member and will seek a way to thank Ed for all of his years of service

Committee Positions: With the parish reorganization it is desired that each of the committees and ministries have several key positions filled. Those are: Committee chair; committee rep to the Pastoral stewardship council (PSC), a volunteer coordinator and a communicator. With the loss of Ed to the committee we must

seek a new Chair and then select or get committee members to volunteer for the other positions. Paul Titterton thought that he could be the PSC rep substitute since he was sure he couldn't make every meeting. Bud McKenna volunteered to be the Building and Maintenance committees communicator. It is hoped that the June meeting will be better attended and that some if not all of the open positions can be filled.

The committee also discussed the openness of its meetings and unanimously agreed that any and all parish members are invited to attend the monthly meeting. It would be nice if the visitor/s would let us know in advance of their intention to attend to insure that they receive adequate time in the agenda if need be.

Some major maintenance items were discussed at the meeting and the committee recommended that both the SAG and OLR parking lots be redone hopefully before the start of the fall school year. Chuck noted that and said he would look into identifying funds for the two projects. Chuck had various vendor proposed solutions that range in cost from \$ 8/sq ft to \$4/ sq ft.

Chuck also reported on a report he received from an arborist about some of the trees on our properties. In essence some of our pines are not getting enough water. That some of the trees should be trimmed in Oct when the sap is not running and that the large tree at the BBQ is being threatened by a beetle invasion

Finally Bud agreed to update the Committee contact roster and to provide it to the members as well as to the PSC.

The five-year maintenance and capitol building and maintenance plans were reviewed and will be updated for the June 21st meeting