

March PSC Meeting Minutes

Meeting Minutes for Council Meeting on March 9, 2005

7:00 PM at OLR Hall

COUNCIL MEMBERS:

Present: Fr. George Aranha, Helen Baumann, Laura Chiu, Susan Clingingsmith, Phil Coates, Mikey Hoag, Tom Jaworowski, Gerard McGuire, Jim McLaughlin, Joan Meyn, Fr. Eddie Obero, Jesse Ruezga, Chuck Tully, John Uebbing

Absent: Bud McKenna

LAITY and STAFF: Arnolando Alcazar, Walt Lundin, Micky Martin, Marguerite Purcell,

Meeting Highlight Notes: The PSC decided the terms of the members for the coming year and elected a new executive committee...Phil Coates, Chair; Gerard McGuire, vice-Chair; Helen Baumann, Secretary. The PSC also agreed that they would come together on April 30, 2005 for a retreat to consider the role of the PSC and the needs of the parish. Each of the ministry team reps presented a report on the activities of his or her group.

The meeting was called to order by John Uebbing, and there was a brief discussion of the agenda. **Minutes for February** were approved.

Jim McLaughlin led us in an opening prayer.

The first order of business was to determine the terms for the new council. After a discussion, it was agreed that the reps from Liturgy, Communications, Facilities, Catechetics, SAG Site and STA Site would serve one year terms, with the possibility of a second, two year term. The remaining council members will serve for two years. The nominating committee then made its report and John Uebbing passed out ballots for the officers and we all voted for the officers for the 2005-2006 year.

Comments from the Council and Community: **Micky Martin** invited everyone to come to the Parish Seder dinner at OLR on March 23, 2005, at 6:30 p.m.

Joan Meyn commented that Cherry Phillips was a regular lector and an active member of our community. The funeral committee was concerned that there was a very small turnout for her memorial service and that the family could not get a parish priest to conduct the funeral. Marguerite commented that the funeral committee is working on setting up some protocols for dealing with these problems. Joan suggested that there should be information at each site on what needs to be done to arrange for funeral services.

Jim McLaughlin reported that the Facilities Ministry Team is putting together an operations manual so that we have written guidelines available for whoever is answering the phone at the pastoral center.

Fr. George noted that he was on retreat and was out of the area when Cherry died on a Friday. Cherry's sister talked to Fr George. He understands that both Fr Jose and Fr Eddie told Mary Stratton that they would be available, but somehow they all missed connections. Joan Gallagher is trying to train parishioners to call their parish. Most people contact the funeral home, but the parish offices also need to be contacted. The situation with Cherry Phillips is very sad. He is trying to develop some improved processes to avoid this sort of problem in the future.

John Uebbing suggested that we could be sure to post info about funerals on the parish website immediately, so that people could easily check. He also put in a pitch for the Crab Dinner Dance, which will be on April 2, 2005, the Saturday after Easter.

ELECTION OF OFFICERS: John Uebbing announced that the new officers were Chair: Phil Coates; vice-Chair Gerard McGuire; Secretary Helen Baumann. Fr. George then led the group in a prayer service for the Installation of the Officers, and Phil took over the meeting from John.

PASTOR'S REPORT:

1. **ADA:** This year the Finance Committee decided to combine the ADA and the cathedraticum in order to educate the parishioners about these two assessments. The parish has responded generously to the ADA plea. Our goal is \$175,000. We have collected \$120,000.
2. **Liturgy Coordinator:** The interview team has interviewed one candidate, and has two more interviews scheduled for March 10. They are looking for a parishioner who would understand the issues in this parish. They are hoping to find someone with experience in liturgy, but also with organizing, communication and computer skills. They expect to have a decision on this hire by March 18, 2005.
3. **Liturgy Ministry Team:** Fr George has been meeting with Katherine Glazier and the musicians to plan for the Triduum. The parish needs to send three reps to the cathedral to get the holy oils. Arlen will go for the oil for the sick; Susan C will chose a youth to get the oil for catechumens; and Phil Coates will go to get the Chrism oil. This is a wonderful liturgy that brings together reps from every parish in the diocese. Chuck is putting ads in the local papers for Easter services.
4. **Parish Staff Issues:** The parish staff will have an all day planning retreat on Wednesday, April 27th to try to coordinate the parish calendars. Mary Stratton has requested all known groups to submit their calendar requirements. Susan C. commented that catechetics and youth work on a school year calendar. Marguerite suggested that we post the calendars on the pastoral center meeting room wall. Walt Lundin noted that the HCC has a calendar and is requesting everybody to let them know what they are doing so that they can avoid conflicts as much as possible. Fr George noted that we cannot guarantee that there won't be any conflicts. Laura Chiu reminded us that www.paloaltocatholic.org has a calendar. Laura also maintains a three month rolling calendar for JustFaith...it is a commitment, but necessary and well worthwhile. John Uebbing agreed to work on updating the web calendar and the Time and Talent database, now that he is no longer on the PSC.

PSC RETREAT: The PSC then had a discussion about how and when to schedule its retreat. The group agreed to hold the retreat on April 30, 2005...8:00 to 12:00, place to be announced. Phil invited all PSC members and parishioners to submit suggestions for retreat topics, and to let him know if they wanted to help with the retreat. The executive committee will discuss this at its regular monthly meeting, and come to the April meeting with a proposed agenda for the retreat. Chris Lundin reminded the PSC members that their role on the PSC is to work for the common good of the parish, not to advocate for their particular ministry. Jim McLaughlin requested that the retreat agenda include more training on consensus decision making.

MINISTRY TEAM REPORTS:

HCC: Tom Jaworowski reported that the HCC is organizing itself along two tracks; some activities are time-limited, intense, seasonal activities, like the Giving Tree, and some activities involve long term commitments to ongoing issues, like health care for all and elimination of the death penalty.

HISPANIC: The council was introduced to Jesse Ruezga, who has joined the PSC on behalf of the Hispanic ministry team. He is looking forward to getting to know all of us and being part of our processes.

COMMUNITY LIFE: Joan Meyn reported that Comm Life will be coordinating the receptions after the 5:00 mass at SAG on the first Saturday of the month. She also reported on the wonderful crucifix art exhibit organized by Laurie Vavuris at OLR.

FACILITIES: Jim McLaughlin reminded us that Facilities is really a three part committee. They are responsible for many critical functions in the parish. The Building Maintenance committee meets on Tuesdays, and would welcome some more members. The Safety Team is working on getting more people in the parish trained in CPR. They have inventoried all the sites for First Aid equipment. They are working on a book of plot plans for each site. They are going to be requesting testing of safety equipment in the new budget cycle. This will be a significant cost, but it has not been done in many years, and it needs to be done. Chuck Tully commented that it has been hard to get regular attendance at the meetings. Rich Cabrera has been in Santa Cruz taking care of his sick sister. Ed Zurawell is a stalwart member of the committee but he is having a problem with macular degeneration. The STA site in particular needs to identify some more reps to Facilities. Gerard inquired whether there is an inventory of electronic equipment owned by the parish? Everyone agrees that it would make sense to have this. Jim McL says that Facilities is working on this, but that they need more bodies. Fr. George requested that all equipment be marked as to where it belongs so that it can be returned, and we can find it the next time we need it.

LITURGY: Chris Lundin agreed to investigate the status of the environment wish lists that Nancy was circulating. This would be a cross-over area between Liturgy, Facilities and Finance.

COMMUNICATIONS: Phil reported on their recent meeting. Communication is an act! The calendar needs regular updating. The committee is considering recommending a quarterly newsletter to report on parish happenings. The committee is recommending that the parish hire a part-time person to coordinate parish communications because they see a lot of day to day activities that would help the parish. The Comm Team would monitor this paid staff person. Chris Lundin commented that he was not sure how this would work. Could we hire someone for 6-8 months and see what happens? Fr George pointed out that the front office at the pastoral center is the hub of parish communications. He feels that, as it stands, the job is too much for Mary. We need to do something about this situation. The committee will be putting a notice in the bulletin advertising this position.

FINANCE: Chuck Tully reminded us that we are heading into a new budget cycle. He is asking how to get the ministry teams involved in the budget process. He submitted a report, which is Attachment 1 to these minutes.

Chuck also reported on Nancy Scibetta's exit interview. He used the diocesan form and the form that Jim McLaughlin presented. Nancy thought the environment was hostile and unsupportive; promotional opportunities were non-existent; she missed working with the clergy; she felt she needed more guidance and a better job description.

SAG SITE COMMITTEE: Mikey Hoag reported that the SAG site committee had hosted a very successful, first Saturday social after the 5:00 mass on March 5th. The community is very excited about the possibilities surrounding this community building opportunity.

STA SITE COMMITTEE: Helen reported that the site committee is committed to regular monthly meetings, and it seems to have a lot of things to talk about. The new chair of the committee is Adele Bihn.

ACTION ITEMS:

APRIL AGENDA ITEMS:

- 1. PSC Retreat**
- 2.

Next Meeting: April 13, 2005 at OLR

Attachments:

1. Finance Committee report.
2. HCC monthly activity report
- 3.