

May PSC Meeting Minutes

Meeting Minutes for Pastoral Stewardship Council Meeting on May 11, 2005
7:00 PM at OLR Hall

COUNCIL MEMBERS:

Present: Helen Baumann (STA Site Comm), Laura Chiu (OLR Site Comm), Phil Coates (Communications), Mary Beth Lefebvre (Youth), Chris Lundin (Lit), Gerard McGuire (SpiritDev), Jim McLaughlin (Facil), Joan Meyn (Comm Life). Jesse Ruezga (Hisp), Chuck Tully (Admin), Mike Veuve (HCC)

Absent: Fr. George and Fr. Eddie, (Catech), (SAG Site Comm), (Finance)

Observers: Walt Lundin, Micky Martin, Marguerite Purcell, John Uebbing

Meeting Highlight Notes: It was noted and discussed at some length that we were **missing clerical input** at the PSC meetings. It was also noted that the PSC was missing several representatives and that this leaves the PSC without a direct communication link to and from the **unrepresented ministry teams**. All ministry teams reps are requested to arrange for a sub if you are unable to attend a PSC meeting.

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

Minutes for April were approved.

Gerard offered an opening prayer.

Comments from the Council and Community: The initial discussion of the meeting focused on the fact that there were no clergy present and that we have not received a report from the pastor for the last two meetings. It was noted that the priests were at the week-long diocesan priests retreat this week, and last month Fr. George was on vacation, and Fr Eddie was recovering from surgery. However, the fact that we have not heard from them in some time inspired a discussion wherein the PSC agreed that higher visibility and more involvement by the clergy would inspire the laity to rally to the activities of the parish. It was mentioned that many people had commented positively on the increased participation of all of the clergy in the Liturgy Ministry Team's activities, and that this ministry is leading the way for the parish in many ways. The other ministry teams would also like to invite and encourage active clergy participation in their ministries.

It was agreed that regular reports from the pastor to the PSC would model the kinds of improved communications that we are struggling to implement throughout the parish, and in particular from the various ministry teams to the PSC, and thence to the greater parish. Hopefully an improved calendaring function will facilitate this communication. The PSC asked Phil to pursue a discussion about this situation with Fr. George.

It was further noted that several ministry teams were not represented at the May PSC meeting. It was suggested that we send each rep a reminder to come, or find a sub. Phil agreed that he will send out the draft agenda with a request for comments and a reminder to be sure that there is a rep from each ministry team at every PSC meeting.

It was further suggested that the PSC perform an annual review of all the functions of the parish, the PSC, the Ministry Teams, the staff and the clergy, for the purpose of seeing what is working in the parish, and what can be improved. We decided that the April meeting would be the appropriate time in the annual calendar to schedule the report to the parish. We

agreed that we would put the organization of this effort on the January PSC agenda. We agreed that the PSC retreat was a worthwhile activity, and we agreed to consider doing our review at an April retreat next year.

Reports/comments from the floor:

Walt Lundin reminded the PSC (and in particular, the PSC secretary) that the PSC agreed to publish an annual review of the activities of the PSC, as gleaned from the minutes, to identify the accomplishments of the PSC for the year, and to not lose track of the remaining action items as the PSC moves forward. Helen acknowledged that this was hers to do, and that she would try to get it done.

Micky reported that the OLR Sanctuary Enhancement was off to a great start. The kick-off was May 1, 2005. As of May 11, 2005, they have 15 donors and a total of \$9,897.00. Cathy Miller is a big help with tracking this. There are a number of exciting activities in the works going forward to engage the community for this mission. (See the report below from the Hispanic Ministry Team).

Marguerite expressed her concern that the parish needs to do a better job protecting its history and maintaining its records. The parish needs an archivist. We need to have the minutes of the various activities all in one place. Chuck pointed out that the minutes are now being “archived” on the website, and that the parish center has a closet full of archival material. Mary Beth volunteered that she has a graduate degree in library science, and that she would be willing to look into the current status and make an assessment of the needs and suggestions for getting it organized.

Marguerite also requested that the PSC complete the process of getting the new bylaws properly executed and then, more importantly, published and explained to the parish. Chris Lundin reported that the bylaws have been signed by the necessary parties. He will review the document for internal consistency in the names of the ministries.

PASTOR’S REPORT: (Fr George and Fr Eddie are both on the diocesan priests retreat. Fr.George did not submit a report)

PSC RETREAT REPORT: .Laura Chiu consolidated the records of the PSC retreat and Phil edited it into a five page summary, which is attachment 1 to these minutes. Mary Beth gave an oral presentation at the PSC meeting. All retreat attendees felt that this was a very successful team building event, and that we used the time to define strengths and weaknesses in the parish, and come up with an action plan for the coming year. The group identified three priorities for this year: 1. Create an infrastructure to support volunteer coordination, 2. Improve communications throughout the parish at every level, 3. Publish the new directory.

It was noted that we do not have formal guidelines for the Ministry Teams, and this could be an important part of the volunteer coordination and communication functions that we believe are critical to the parish in implementing our new structure. Mike suggested that we ask each ministry team be asked to formally state how they are going to handle volunteers. It was also suggested that we ask each ministry team to recruit an individual person to serve as the volunteer coordinator for that team. The leaders of each ministry team would thus consist of a chair, a PSC council rep, a communicator/secretary, and a volunteer coordinator. Ministry team leaders are to be discouraged from holding more than one of these jobs. We need to get into the habit of sharing the wealth.

Marguerite suggested that we revise the ministry booklet before next fall, and that we organize this volunteer coordination effort with an eye to implementing it along with our regular Time and Talent recruiting program next October. We need to be thinking about this now and recruiting the necessary people to be responsible for getting it done when the time comes. Chuck suggested that we could put the T&T in the PDS database and send it out to the volunteer coordinator for each ministry team. He agrees that having a fourth person on each ministry team who will be the point person for organizing volunteers is a great idea. John Uebbing volunteered that he is meeting with Fr George and Mike Flynn and Neil Wade to work on putting a parish calendar on the website. He agrees that we could use PDS to support T&T.

REVIEW APRIL ACTION ITEMS:

1. **STAFFING ISSUES:** Phil and/or Chris did not meet with Fr. George or Maureen Clark or Susan Cabrerias regarding a review of the parish staffing concerns.
2. **DIRECTORY STATUS:** Gerard met with Rachel and Cathy Miller. Cathy is revising the database based on phone calls by volunteers to confirm the data before it is put into the db. Cathy expects to complete the data entry by 5/19/05. Then Rachel will need volunteers to review the excel spreadsheet. The db has about 1900 entries. They are making a serious effort to honor individual requests regarding privacy issues. Roland and Rachel are working on the details on the cover and the front pages. Hopefully the draft will be ready to mail by mid-June. Then it will take 15-20 days to get the blackline proof pages back from the printer in mid-July. Then it will need to be proof-read, and returned to the printer. The final product should be available in mid-September. Chris and Gerard volunteered to help Rachel design the front pages.
3. **BULLETIN UPDATE:** Phil has updated the PSC contact info in the bulletin.

MINISTRY TEAM REPORTS:

HISPANIC MINISTRY: Jesse reported that the Hispanic community is looking forward to First Communion on May 29, 2005. In addition the community is mobilized and very involved in the OLR sanctuary enhancement fundraising. They have scheduled a number of events, and want to invite all members of the parish to participate in and support these events:

May 22, 2005	Tamale sales after mass
June 12, 2005	Hamburger sale
June 19, 2005	Pupusa sale
July 16, 2005	Car wash

In addition, they are working on plans for a dance party, and will let us know as soon as the plans are finalized.

COMMUNITY LIFE: Joan reported that the chair of Community Life, Jean Ramos, had been hit by a bicyclist and sustained serious injuries. Jean is at home, and is recovering and appreciates the prayers and concern of the community.

Community Life is busy organizing an extensive calendar of events for the coming year. The annual parish picnic will be on Sept 11th or 18th at OLR. The event is still in need of a chair. There is a wonderful support team that is forming, including Mario Velora, William Ackey and Julie Crozier.

Also in the works is a repeat of the very successful “The Greatest Gift” seminar. Comm Life is working with Fr. Hester to identify available dates for this seminar on end of life planning issues. Joan also reported that the CommLife sponsored “Thank you” tea for Mary Lee Hagen and Lee McGann was well attended and made excellent use of our beautiful parish garden. Jean attended the RCIA meeting on April 13th to recruit new members for CommLife. The parish is currently engaged in active recruiting of new members of the parish. This effort is going very well. Margo Wright has volunteered to send invitations to the September parish picnic to all the newly registered parishioners. A new housing development is going in at Channing and Ramona. Margo has agreed to create a flyer to give to the managers inviting people to active participation in St. Thomas Aquinas parish.

Community Life has calendared the following events:

August....a garden party to recruit new members to Community Life

September...the annual parish picnic

October 15th...a square dance at SES

November 5th...Mass of Remembrance and potluck dinner

December 10-11...Creche exhibit at SAG. (There is also a discussion of having a party for Fr George and Fr Rubio??)

January 28th...new parishioner potluck

Feb, 14th...Valentines luncheon

March 11th...St. Patrick’s Day dinner dance

FACILITIES: Jim took this opportunity to let us all know that Sr. Janet Barrett is leaving her post as development director for SES to take a job as a librarian at St. Patrick’s in San Jose. She will be missed at SES. The development effort for SES will now be led by two volunteers.

Facilities Team Ministry meets regularly on the third Tuesday every month at 10:00 a.m. at the pastoral center. The last meeting was on April 19th. Facilities would welcome some new members.

A question was raised about using the Thomas house for hospitality. Jim noted that if you have a gathering of 50 or more people you need to pay attention to fire issues. He also informed us that there is an old metal tank on the roof of the Thomas house. It has been there for a long time. It is too big to carry down through the building. One of these days it needs to be removed. Arlen Hagen has requested and received permission to install a sprinkler system in the pastoral garden.

ACTION ITEMS:

- 1. (carry over from April) 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 to meet with Fr. George regarding how the clergy can be more actively involved with the laity in the parish.**
- 3. Phil will remind all PSC members to make sure that there is a rep from their ministry at all PSC meetings.**
- 4. Helen will do an annual review of the accomplishments and remaining action items from 2004.**
- 5. Mary Beth will do an assessment of the archive function of the parish.**
- 6. Chris will complete the documentation and publication of the new Bylaws.**

JUNE AGENDA ITEMS:

- 1. Reports by STA Site Comm, SAG Site Comm, Communications and Liturgy Ministry Teams.**
- 2. Report from Mary Beth on archive function.**
- 3. Discuss communication of the new parish structure, including the new Bylaws, to the parish at large, especially as part of the fall Stewardship campaign.**
- 4. Status report on the Directory**

Next Meeting: June 8, 2005 at OLR

Attachments:

1. PSC retreat report.
2. HCC monthly activity report