

## August Meeting Minutes

Meeting Minutes for Council Meeting on August 11, 2004  
7:00PM at OLR Parish Hall.

### COUNCIL MEMBERS

Present: Arnaldo Alcazar, Helen Baumann, Phil Coates, Veronica Duluk, Tom Foy, Jean Gill, Walt Lundin, Chris Lundin, Jim McLaughlin,  
Absent: Mallory Craig, Kim Garcia, Randy Jones, John Uebbing

CLERGY AND STAFF: Fr. Eddie Obrero, Susan Clingingsmith

LAITY: Micky Martin, Gerard McGuire, Marguerite Purcell, Roland Quintero

**Meeting Highlight Notes:** This meeting covered a variety of subjects. Most significantly, there was a lot of discussion of consensus decision making, and an agreement by the council to seek more training on this process. Practicing this new process, the council did reach a consensus that it would encourage attendance at the council meetings if they were held in one place. As a result of the flip of a coin, the pastoral council meetings for this next year, (until July 2005) will be held at OLR. Starting in July 2005, for the following year, they will be held at SAG. Susan Clingingsmith reported that she was getting a great response from the parish, but that much more help is needed to have the kinds of programs that she wants us to have....please get in touch with her and let her know how you can help with the Youth and Catechetical programs.

The meeting was called to order by Jim McLaughlin

**Opening Prayer** (song) by Chris Lundin.

The Council engaged in a brief discussion regarding the future use of a song v. a prayer to open the meetings. A decision was made to continue this discussion when the Chair and other council members were present to make a decision. McLaughlin noted that this is consistent with the current by-laws, which anticipate that the council will not take action on any agenda item at the time of the first hearing unless there is some necessity to do so.

**In addition, the council engaged in a brief discussion regarding the place on the agenda for the choice of which member to lead the opening prayer for the following meeting. It was agreed to place it with September Agenda Items at the end of this meeting.**

The July minutes were approved with modifications by Walt Lundin to the effect that the issues Walt raised with respect to Catechetics in the parish will be the responsibility of the Catechetical Board..

### Comments from the Council and Community:

1. Micky Martin reported that the OLR Anniversary Party will be held on October 9, 2004. The OLR Site-Liturgy Committee has a number of events in the works, including a living Rosary, and a dance. Bishop McGrath will preside at the Mass.
2. Marguerite Purcell reported that the annual parish picnic is set for September 26, 2004. The chair is William Akey, and the planning is well underway.
3. Veronica Duluk suggested and the council agreed that action items of the council should be assigned to a specific member of the council for action and follow-up in the future. There followed a discussion about the existence of PC policies, like the

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policy for archiving council minutes by the secretary of the PC. \*\*Veronica volunteered to write a policy manual for the PC to review, discuss and approve.

Old Business:

1. The question of location of PC meetings was raised, and Chris Lundin suggested that it might be helpful for the council to have a presentation on how consensus decision making actually works. \*\*Veronica volunteered to consult with Nancy Scibetta and try to arrange a presentation on consensus decision making for the September PC meeting.
  2. Jean Gill brought the discussion back to the question of the location of PC meetings. Those present agreed that we were interested in encouraging attendance at the PC meetings, and that we believed that this goal would be supported by having the meetings in one place for a year. We then flipped a coin and agreed that the meetings would be held at OLR until July 2005 when they would move to SAG.
  3. Jean Gill has nothing further to report on the New Pastor Transition policy from the diocese. Whenever something comes up, she will let us know.
  4. Parish ministry team names and descriptions are on the website. We want to encourage everyone to use the website to enhance our communications...check it out.
  5. <sup>1</sup>Parish Organization Status report. Chris Lundin presented the bullet point charter document that had been requested at the July PC meeting, attachment 1 to these minutes. The PC is requesting each ministry team to review and attempt to complete its response to this charter document in time for the September 8<sup>th</sup> PC meeting. Veronica proposed that the charter statement specifically request that different people chair the teams and represent the teams to the PC...it is important to have two different people doing these jobs. \*\*Veronica agreed that the Liturgy Team would be able to complete the charter. Jim McLaughlin will do this for the facilities team. Phil Coates will do it for the Communications team. Helen will do it for the STA Site Committee. Walt will do Human Concerns. Arnoldo will do Hispanic ministry. \*\* Chris Lundin agreed to contact the ministry teams who were not represented at the council meeting. A complete list of the Ministry Teams is included in the "Org Subcommittee Next Steps" document, which is attachment 2 to these minutes.
  6. Susan Clingsmith explained that she is continuing to actively meet with parishioners. More people are coming forward at OLR than at SAG. 9:00 mass at SAG does not seem to be well attended in the summer. On 8/29/04 there will be a pancake breakfast. Catechism registration is available online. It is critical that parents sign up and not just show up the first day of Sunday Scho<sup>2</sup>ol. Susan still needs a site coordinator for SAG. Paid position, 6-10 hours per week. There will be a confirmation class this year. She is presenting this as a one-year class, but she hopes to inspire four years of active participation in the parish life. A catechetical commissioning ritual is scheduled for September 19, 2004. Susan is talking to Sr Maria Luisa about coordinating the two programs.
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6. Fr George was not able to come to the meeting and no one had any information on the exit interview for Caryn Brady. We will continue this item to the September PC meeting.

#### NEW BUSINESS:

1. It is the consensus of the council that it should be kept informed about the financial status of the parish. The PC requests that the finance committee provide information regarding the current financial status of the parish at least two weeks before the September PC meeting, so that the members of the PC have an opportunity to review the material before the meeting. \*\*Jim McLaughlin will request early publication of the financial report to the PC.
2. Census Report: Chuck Tully was on vacation, so he sent a report to the PC which is attachment 3 to these minutes. Essentially, the committee has met twice, and Kathy Miller is back from vacation and is working on this project. Veronica commented that the timing on this could be critical, and that it might be more efficient to coordinate it with the Time and Talent survey. Walt requested that the census committee give the fullest consideration to reviewing the Percept Program to see how much of it works on PDS. Chris Lundin asked that the census committee bring its proposal to the PC before sending it out to the parish. Veronica is interested in how the census committee's work can coordinate with the Stewardship committee and the Communications committee. \*\*Phil stated that the Stewardship committee would be meeting on August 25<sup>th</sup>, and that he would provide an update to the PC thereafter.
3. Jim McLaughlin withdrew the final item from the agenda because the Facilities Committee had not yet had an opportunity to comment on the Mission Statement. \*\*He will put this on the agenda for the next PC meeting.
4. Jim M understands that there is an investigation going forward with respect to the sound systems at SAG and STA, and that Chuck will report to the PC on this at the next meeting.
5. Chris Lundin requested that the PC require more accountability from its members. It was suggested that the executive committee follow the PC Bylaws and decide what to do about the people who are nominally on the PC, but who rarely if ever come to the meetings.

#### ACTION ITEMS:

1. Veronica volunteered to write a policy manual for the PC.
2. Veronica to arrange for presentation on consensus decision making at Sept PC meeting..
3. The heads of the various ministry teams will confer with their teams about the bullet point charter draft document and report back to the PC about the response.
4. Jim McLaughlin will request the finance committee to circulate its report to the parish to the PC a couple of weeks prior to September 8<sup>th</sup> PC meeting.
5. Phil Coates will plan to report to the PC on the status of the Stewardship Committee.
6. Jim McLaughlin will report to the PC about the Mission Statement for the Facilities Team.

## **SEPTEMBER AGENDA:**

### **Jean Gill to present the opening prayer.**

1. Request report on status of hiring communications director.
  2. Report from the Finance Committee
  3. Susan C. to report on progress toward forming catechetical board.
  4. Chuck Tully to report on status of census, Time and Talent survey and sound systems investigations.
  5. Report by the Building Maintenance Committee on their Mission Statement.
  6. Departed employee's exit interview report from Chuck Tully.
  7. Report on the STA Annual Picnic in September, and the OLR 50<sup>th</sup> Anniversary party in October.
  8. Report by Phil Coates on activities of the Stewardship Committee
  9. Presentation on consensus decision making arranged by Veronica.
- Next Meeting: September 8<sup>th</sup> at OLR

### Attachments:

1. Bullet point charter for Ministry Boards
2. Org Subcommittee statement of "Next Steps"
3. Chuck Tully's report on the census project.
4. Monthly report from the Human Concerns Team