

July Meeting Minutes

DRAFT Meeting Minutes for Council Meeting on July 14, 2004.
7:00 PM at SAG Hospitality Center.

COUNCIL MEMBERS

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

CLERGY AND STAFF: Fr. George Aranha, Susan Clingingsmith

LAITY: Micky Martin, Gerard McGuire, Bud McKenna, Marguerite Purcell

Meeting Highlight Notes: This meeting primarily concerned the status of the religious education programs in the parish. Fr George introduced Susan Clingingsmith, the new DRE for STA. The PC discussed ongoing concerns with the religious education programs, and Susan agreed to gather a group of interested parishioners to form a catechetical board to answer the questions raised, and to implement the vision of the recently adopted reorganization plan for the parish.

The meeting was called to order by John Uebbing.

The June minutes were approved as submitted.

Opening Prayer by John Uebbing

Comments from the Council and Community:

1. Veronica Duluk reported that the Liturgy Board survey of parish liturgy needs will go out soon. Veronica will report on this effort at the next PC meeting.
2. Micky Martin reported that OLR will be celebrating fifty years as a community with special festivities on October 9, 2004.
3. Walt Lundin announced that the PIT will be putting out a special questionnaire asking for vital statistics on various ministry volunteers. This will be a major effort, and the PIT is requesting cooperation from the various ministries to gather the information. John Uebbing requested that the information be gathered in a PDS-friendly manner, for easy entry into the parish database.

Pastors Report – Fr. George Aranha

- **Youth and Catechetical Director Status:** Caryn Brady has resigned and taken a new position. This happened one week ago, and the parish staff is still working on the transitional organization. Father introduced Susan Clingingsmith, who is the new Director of Religious Education for the parish.
- Susan C. explained that she is and will continue to actively meet with parishioners. People have been very welcoming, and have been very candid about the strengths and weaknesses in the parish. Her impression is that OLR is running very well. The Junior Hi and High School were torn apart when Caryn left. It is Susan's goal to ease this transition. Susan's background is in youth ministry. She is hoping to institute a program that includes retreats and service projects. She is looking closely at the confirmation program. Her sense is that the people in the parish want to work together to build the parish

and the programs. Our facilities are awesome...especially Dermody Center as a youth center. She will be working to create a Vacation Bible School program in the parish...this is a growth activity for the diocese. She is also looking at retreats for teens and monthly general meetings. The diocese offers some great programs, e.g., Tahoe trips, World Youth Day. She would also like to coordinate with Fr. Jack Donald.

- She has met with the SAG parents, who are very excited about building better programs. The K-6 programs are in good shape. They will be working on the junior high programs. Irene Holowchek will be the religious ed coordinator for OLR. Susan is looking for a coordinator for SAG. Susan plans to be around before and after masses to get to know everyone. One goal is to pull the parish together and to build intergenerational programs. She isn't sure how many children are at STA, but she knows that there is a lot of experience there.
- In addition, she is looking to build a young adult program. She is hoping to coordinate with Mike Paris of the Stanford Young Adult Circle.
- Susan sees hers as a very "doable" job. She is looking forward to creating programs that allow families to get involved and to contribute to the education of their children and the community life of the parish.

Jim McLaughlin asked about Caryn having an exit interview. Fr. George stated that this is not normally done in parish settings. With discussion it was agreed that Caryn might have useful information for the parish, and that we would like to see her be invited to share her insights about improving the job, her perceptions about what goes on in the parish, what she sees as the problems and any ideas she might have for improving the situation. Walt suggested that she be interviewed by Chuck Tully and Laura Chiu as interested people with whom Caryn could feel free to be candid in her comments.

Communications Coordinator status: No action to date on this item.

PARISH ORG UPDATE:

Chris Lundin presented the newest version of the org chart, which visually carries forward the concept of a network of connected ministries working together, and moves away from the hierarchical presentation of the past. The new org chart is on the website. The parish org subcommittee is continuing to meet with representatives of the various ministry boards to implement the plan, and has a subcommittee that is working on the revised bylaws with representatives from the council.

Phil Coates and Mary Coady, as representatives of the strategic planning communications subcommittee, recently met with the org committee to review and discuss means of getting the word out to the parish. The org committee is committed to continue working on board formation.

Veronica requested that the org committee draft a bullet-point charter for the ministry boards so that we can all agree as to what and how these boards will act. We need to be thinking strategically and operationally. What do we expect the boards to do?

Walt expressed concern that the planning so far has come from a relatively small group of parishioners. We need to do things to solicit buy-in from the larger community of the parish. Phil C. asked what information we want to communicate to the parish about this process, and when do we want to do it?

Fr. George noted that a process to call the parish to Stewardship will start in October. Each Sunday in October will have a special theme related to stewardship: 1) the theology behind stewardship, 2) each individual site as stewards, 3) personal witnesses, 4) stewardship of time and talent, 5) treasure and 6) commissioning individuals as stewards.

Strategic Plan Implementation Status:

Phil Coates suggested that the communications committee publish a report to the parish on the status of the strategic planning process. Helen expressed concern that all active committees be reported. John Uebbing noted that we need to keep the strategic planning committees operating until the plan is fully implemented, hopefully in December. Veronica noted that the Liturgy Board just got started last month.

Religious Education:

Walt expressed concerns that our CCD program has broken down. He does not have a census, but believes that the number of active participants is considerably less than it should be. He has many concerns, some of which are reflected in written comments to the council which are attached to these minutes as Attachment 1. In particular, he has concerns about the confirmation program, about combining religious ed with the youth program, and about the lack of parental support, among other things. There are major problems with training and retention of catechists. In response to these concerns, Walt put forth a motion that the parish form a study group to review these issues. The Motion is attached. We are all asked to review the motion, consider the problem, and think about how and when we could implement this proposal.

Susan Clingsmith agreed with Walt, but noted that there are great resources in the parish and coming from the diocese. These problems are not unique to this parish. Susan believes that it is a problem of a lack of leadership in the past, and this problem can be addressed. Chris suggested that the Catechetical Board, as proposed on the org chart, would be the group to answer Walt's questions. Jean Gill commented that the "Generations of Faith" program might address some of these concerns, and that teaching people faith-sharing techniques could help get parents involved. John U. and Veronica D. agreed that we set a goal to gather a group to become the catechetical board to review the available data and to begin to answer these questions. Susan C. agreed that she would work to identify people to serve on this board, and would report back to the council.

Parish Census:

The members of the parish census team are Ann Idzik, Walt Lundin, Marguerite Purcell, Rick Scholz, Kathy Miller and **Chuck Tully**. The PC will invite Chuck to report on the progress of the census at the next meeting.

Pastoral Council Archives:

Walt Lundin proposed that the PC secretary be given the job of preparing an annual summary of the minutes, significant actions, and unfinished business of the council. A copy of the formal motion is attached to these minutes. The PC unanimously adopted this motion as PC policy henceforth. The secretary agreed to take responsibility for these tasks.

Pastoral Council Meeting Location:

Helen made a motion that the council agree to hold all of its meetings in the same location for one year, and then switch to the other site for the next year. The motion was seconded and discussed. John Uebbing called for a vote. All but John and Tom Foy voted in favor of it. Helen then stated that, in the interest of moving the council toward consensus decision-making, we all agree to not go forward on this motion, but to think about it for the future. The council agreed to table this matter until the next meeting.

Pastoral Council Agendas:

** made a motion to publish the pastoral council agendas to the parish, on the website and possibly in the bulletin, at least one week before the meetings. John agreed to put the agenda on the website the week before the meeting. The bulletin is difficult because everything needs to be there two weeks before it is printed.

New Pastor Transition:

Jean Gill reported on her continued contact with Sr. Pat Mitchell on the subject of new pastor transition policies of the diocese. In response to a letter from the PC, authored by Sherry Cassidy, and other contacts, the diocese is in the process of rewriting this policy. Jean will continue to track this process for s.

ACTION ITEMS:

1. Jim McLaughlin will present the prayer at the August council meeting.
2. Veronica will report on the liturgy survey at the August meeting.
3. Susan C. will work on establishing a catechetical board for the parish, in part to respond to the concerns expressed by Walt Lundin in the attached list of questions. (Attachment 1)
4. Chuck Tully and Laura Chiu will conduct an exit interview of Caryn Brady.
5. SP Org committee will produce a bullet point charter that can be used as a guide in the formation of the various lay ministry boards envisioned by the new org chart.
6. Communications team of SP will publish a report to the parish on the status of the strategic planning process.
7. Parish Census committee will be invited to report to the Council at the August meeting.

AUGUST AGENDA:

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

Next Meeting: August 11, 2004 at SAG

Attachments:

1. Questions regarding religious education programs.
2. Motion re archiving pastoral council minutes
3. Monthly report from the Human Concerns Team