

Pastoral Stewardship Council Meeting Minutes for February 8, 2006
7:00 PM at SAG Hall

COUNCIL MEMBERS:

Present: Susan Adams (SAG Site Committee), Helen Baumann (STA Site Committee), Laura Chiu (OLR Site Committee), MaryBeth Lefebve (Youth Ministry), Phil Coates (Communications), Tom Jaworowski (HCC), Micky Martin (Liturgy Board), Gerard McGuire (Adult Spiritual Development), Bud McKenna (Finance Committee), Joan Meyn (Community Life Board), Fr. Eddie Obero, Jesse Rueza (Hispanic Ministry), Chuck Tully (Administration)

Absent: Fr. George and. Catechetics

OBSERVERS: Ruth Chippendale, Maria de Jesus and spouse, Ann Grycz, Chris Lundin. Marguerite Purcell, Mary Sullivan

Highlights: The meeting began with an enlightening presentation by Ann Grycz about the **Institute for Lay Ministry**, what it is and what it does. The PSC was encouraged to identify more candidates for the Institute, which is an important resource for the parish that we have not been utilizing. Finance Committee reported that the parish appears to be on target for this budget year, and reminded us that the new budget cycle will begin next month.

SPECIAL EVENT: Ann Grycz, responding to an invitation from the Adult Spiritual Development Ministry Team, spoke to the PSC on the Institute for Lay Ministry. ILM is a ministry training program for lay leaders in the diocese. It is a three year program. The classes meet 22 Wednesday nights per year, and six Saturdays. The first two years focus on core theology, God and Jesus, Church organization, ethnic sensitivity and other practical stuff. The third year is ministry specific. Tuition is \$300 per year, but no one is turned away. The teachers are from Santa Clara or the Graduate Theological Seminary. Admission requires a letter from your pastor. ILM starts every year in September. They are currently accepting applications for next year. June 15th is the deadline. Ann is particularly interested in recruiting some Anglos from STA, her home parish, which demographic is woefully underrepresented among ILM graduates.

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

MINUTES: The January minutes were reviewed, and approved with some minor revisions to be made in the published minutes.

COMMENTS FROM THE FLOOR: Marguerite commented on the wonderful party for the bishop's visit. Kudos to Jean Ramos and Julie Crozier for a job well done.

Marguerite inquired as to the status of the parish archives. MaryBeth stated that she would be unable to devote time to this project until a youth minister is hired. Chuck noted that Roland is also looking for an archive for his parish photos. Micky and Marguerite both volunteered that they are storing a lot of archival material.

PASTOR'S REPORT: Fr George is on vacation until Feb. 26th, but he provided a written report that was read by Helen B, and will be attached to these minutes:

1. Fr. George reported that the staff has some concerns about the new Time and Talent booklet "**People, Programs and Possibilities**". Chuck noted one concern was the absence of contact information in the booklet. We discussed the possibility of adding an additional page with names and phone numbers that could be more easily updated. Chuck noted that this is not a directory....get a directory for contact info! There was also a concern that there was no cover letter with the mailing, and a lot of people just didn't know what it was...we need more of an explanation about the new org structure. We also need a better plan to collect the T&T sheets...we have nine so far. There are concerns about the expense. We printed 2000 and mailed out 1900. Chuck sent 10 of the extras to each site, and Community Life plans to distribute the rest to newcomers. Maria commented that the Hispanic community is not well represented in the booklet, and they want to be. Everyone agreed that this is an important area that needs work. Gerard suggested that we print the T&T sheet in Spanish on the other side of the T&T sheet.
2. Since the pastoral staff sometimes feels left out of the process of decision making where the PSC is concerned, they decided to appoint **a staff representative to work with each ministry** team on the PSC. Linda G will be the staff rep to Liturgy and to all three site committees; Sue C will be the Youth and Catech Ministry rep; Mary Stratton will be the rep to the Communications Min Team; Irene Holocek will also be a rep to Liturgy as it relates to Pastoral Home Ministry; Chuck and Fr George are reps to Finance; Fr. George will be the rep to Community Life; Chuck will be the rep to Facilities; Jean Ramaciotti and Sue C. will be reps to Adult Spiritual Dev; Maria is the rep to the Hispanic Ministry and Maria and Chuck will take turns being the rep to Human Concerns. The staff request that the ministry teams make it a point to be sure they know about any future meetings.
3. The ADA drive is officially under way. The pledge drive lasts eight weeks. Our combined goal is \$175,000.00
4. Our last two Parish Patron Parties did not happen due to structural changes at SESS, and lack of support at STA. Linda did have a nice write up in the bulletin about St. Thomas Aquinas. All parties are hoping that we can make these parties happen next year.
5. The team putting together the Newcomer Dinners was unable to hold the initial dinner as hoped in January, but plans are under way to have it on the last Saturday in February.

BUSINESS MANAGER'S REPORT:

Chuck is getting bids for upgrades to the electrical and water systems at the Homer Street duplex. The new stove is in at SESS, and everyone loves it. We have had a hard time trying to hire someone to stretch the carpets, so Chuck and Godofredo decided to buy the tools and Godofredo will do this for us. The weak spot in the floor at STA has been repaired. There is a lighting issue at night at Dermody. They have a plan to increase the outdoor lights. John Ackerman helped with SAG lighting. They will try a similar upgrade to OLR. The city is fixing the sidewalk at SAG. They recently noticed a tripping hazard at the access pad at OLR, which will be repaired. The dead pine tree will be removed. They will consider removing all seven pine trees and replacing them with more appropriate trees. The Dermody Center pool table has been repaired.

ISP is requesting permission to install a leased portable classroom at OLR. This would allow them to increase their enrollment by 30 students. Concern was expressed that the Finance

Committee obtain professional counsel on all aspects of this proposal before deciding what to do about it.

Mary Beth noted that the Youth Ministry Team will be interviewing a potential youth minister next week. She asked if it might be possible for the parish to provide housing as part of the compensation package. Chuck agreed that this was a possibility, but that it would have to be considered in light of the overall package and the other relevant factors, and would have to be reviewed by the Finance Committee.

MINISTRY TEAM REPORTS:

FINANCE COMMITTEE: Bud presented the midyear financial report. See copy of report attached hereto. We are meeting our budget projections so far this year. Some expenses have not occurred, and some income items exceeded projections. The committee is about to enter into the next budget cycle. Budget requests will go out in March. The committee expects the Homer house remodel to be completed within 4-5 weeks and the units will be relet. Chuck will prepare a projected budget for the rest of this year. Finance and Maintenance Committees will both report to the PSC next month.

COMMUNICATIONS MINISTRY: The committee wants to start putting regular ministry team reports in the bulletin. Mary Sullivan has volunteered to take any reports that are submitted by the ministry teams, edit them appropriately for the bulletin, and get them printed. She expects to have her final copy reviewed by whoever submitted the piece to her before it is published.

The committee is also aware of a problem with booking facilities in the parish. There was a recent conflict in the use of the pastoral center by several parties on the same night. The committee will be looking into clarifying the process for booking parish facilities in order to minimize such conflicts.

LITURGY BOARD: (a more detailed report is attached to these minutes)

1. This board has decided to meet monthly on the first Saturday, from 8:30 to 10:30 at the SAG hospitality center. At this time, the team has reps from each site and most mass communities.
2. The recent negotiations and efforts with respect to the daily mass schedule have successfully solved the problems and the mass schedule will remain as it was with the minor exception of moving the OLR morning mass from 8:15 to 8:30.
3. Linda is working on setting up ministry training workshops in April or May...more info to follow soon.
4. T&T sheets will be handed out at all masses next Sunday, and will be collected either during or at the end of mass. The details will be left to each mass community. We recognize that the T&T process is critical to recruiting volunteers, and it has not been handled adequately this year.
5. The team developed the Lent schedule. See the attached report for details.
6. The parish will commission its newly minted liturgy ministers on Pentecost.
7. Linda is requesting all ministries to identify members of their ministries who have ministered for five, ten or fifteen years so they can receive Pope Paul VI awards.

STA SITE COMMITTEE: Helen reported that the committee had a productive meeting with fourteen participants this month. There is a lot of interest in mobilizing the communities at STA to take a more active role in the administration of the site. There is a clear need for activities geared to building community, starting with improving the options for hospitality after the masses.

OLR SITE COMMITTEE: Laura reported that the committee met to review the Christmas season activities and to plan for Lent. The final details of the sanctuary upgrade are now in place, and working well. The new projector is a big help and much easier to run. It was noted that food and toy donations were down this year. The environment volunteers want to improve the greens and add tools to their tool box. The ministry team is also working to improve Anglo-Hispanic communication. They have a goal of getting more cross-over involvement in the celebration of Our Lady of Guadalupe. There will be more announcements. They are also looking for opportunities for more bi-lingual masses.

For Lent OLR will be hosting Wednesday night soup and spiritual direction with weekly speakers organized by the Adult Spirit Dev Ministry. The goal is to improve our parish spiritual development while raising money for Honduras.

Phil commented that the 10:30 mass community at STA does not have any children, and wondered if it might be possible to have the OLR or SAG Christmas pageants produced for the 10:30 mass community? Marguerite commented that she would like to see the Lenten Reconciliation services held at all sites on a rotating basis. Susan Adams commented that all the sites seem to appreciate the RCIA visits. A written report from this team is attached to the minutes.

SAG SITE COMMITTEE: Susan reiterated the gratitude that we all felt for the great job that Community Life did for the reception for the visit by the bishop. She noted that the choir at the 9:00 mass is growing. The team discussed sending baskets around the pews rather than having the ushers collect the money. The approved baskets cost \$60, so they have tabled this discussion. The SAG upgrade committee is planning a field trip to St. Simon's to check the concrete pour. They are continuing to work on this project. RCIA candidates will be presented next Sunday at the 9:00 mass. SAG has developed a draft five year plan.

HISPANIC MINISTRY TEAM: Jesse reports that there are fifty-five (55) kids in the confirmation class. This is a two year program. Twenty-three will be confirmed this year. They also have a preconfirmation group.

PSC BUSINESS: Helen reported that the PSC had agreed to have a half day retreat on Feb 4th. However, due to several complications, and the fact that Maureen Clark's survey info is not available, we did not have the retreat as initially planned. Following a discussion, the PSC agreed to have its annual retreat on May 20th. Helen will identify an appropriate venue for this activity, and we will alert Maureen that we would like her to join us for part of the day.

Chris Lundin reported that Maureen has created a survey to investigate parish staff and volunteer interactions, lines of reporting and how people feel about various responsibilities. She has requested feedback from the PSC executive committee. She has gotten some feedback. Chris thinks she is close to being ready to go with this survey. Fr. George reviewed it and accepted it. Micky asked why we were doing this survey. Chris reported that it is in response to issues about "who is in charge" especially vis-à-vis the staff and the PSC. Also to tease out workload or other issues that the staff may be having. Also, is our new org structure working? The survey will go to the Min Board chairs, the PSC, parish staff, and key volunteers. All tolled about 35 people. Chris asked that each ministry team be responsible for sending him their contact information. Chris would like to see the final survey done within two weeks, and collect the answers within one month.

There was a discussion about the process the PSC will use to renew its membership this year. A review of the bylaws indicates that the new reps to the PSC should be identified and seated

on the PSC in April, and a nominating committee for officers should be formed. The nominating committee will report to the PSC at the May meeting, and the new officers will take over in June.

ADULT SPIRITUAL DEVELOPMENT: Gerard reported that the Stewardship prayer is now in all the missalets. Maria has translated it into Spanish and will get it into their books. Stewardship is an ongoing issue for all of us. The ASD team will look for opportunities throughout the year to remind us all about stewardship, e.g., Earth Day. Gerard reported that the bulletin inserts will cost \$624 plus \$100 for shipping all of them. The ASD team considered this, and recommended that the parish continue to buy these. There followed a discussion about how the bulletins get stuffed. Mary Stratton has a team of loyal volunteers who come into the pastoral center to do this task. They usually do this 2-3 times per month. With the weekly insert, they will need to be doing this every week. It may be necessary to recruit some more volunteers for this job. ASD is organizing speakers for Wed SOUP for Lent. The first speaker will be on March 8, 2006. On March 17th, (not Wednesday that week) Ron Rolheiser will come to speak as part of this series. Save the date!

HUMAN CONCERNS MINISTRY: Tom noted that HCC will be holding a petition drive on 2/19/06 and 2/26/06 to gather signatures to get an initiative on the June ballot for Health Care for Children and other health care issues.

ACTION ITEMS: Helen to identify and reserve location for PSC retreat on May 20, 2006. Helen to alert the Ministry Teams that will be replacing their PSC reps to consider this at their March meetings.

ATTACHMENTS;

1. Finance Committee Midyear Report
2. Liturgy Team Report.
3. OLR Site Committee Report

Next Meeting is on March 8, 2006 at SAG.

Agenda: Laura will lead the opening prayer.

Reports by Facilities, Finance and Communications