

Pastoral Council Meeting
Meeting Minutes-Tuesday March 21, 2006

Attendees: Pat Downing, Enrique Gaona, Deacon Allen, Sidney Vand, Father Danny, Mark Fair, Sonia Schuetze, Paula McLaughlin, and Teresa Clark.

Meeting began at 7:30 pm in P1.

Opening:

Prior to the start of the meeting Paula through discussions with Fr. Danny talked about how they would like to set the tone for each meeting by:

*starting the meetings on time

*start /end with a prayer which is more inclusive of all members of the council

*prior to each meeting, briefly share how each member's week is going

Paula began with the day's Gospel reading with thoughts shared by members.

Review of Norms:

Mark brought the melded copy of the Word document so that we could make changes as we went along. The following are the major highlights:

Terms-the council decided to wait one year prior to making any potential changes to the term of members and whether and how long there should be any overlap. Currently, there is a 3 meeting overlap.

Clarification was made to state that the member appointment is made by the Pastor.

Pastor- Clarified to add edit and approve the agenda.

Council Body-Changed the wording to state that Council members should periodically attend various ministry meetings for awareness/support.

Co-chair-Added the wording to state that if Chair is unable to fulfill their term, the Co-chair would assume responsibility of the Chair position.

Scribe-Added the wording to state that if scribe is unable to fulfill their term, a new scribe would be appointed.

In addition, the minutes shall be completed within the week so that the Council may approve/provide comments and minutes published within two weeks (this portion may be under the "minutes" portion of the Norms.)

Agenda-Added e-mail information of the Council members.

*For both minutes and agendas, the wording will be updated to include posting in a public location and the web site.

Meeting Procedures-Changed the regular meeting times to the third Tuesday of the month. Also, added wording to allow for additional meetings as necessary.

Open Session-Added the phrase “an issue requires” for clarification.

Action Item: Mark will send the draft of the final Pastoral Council Norms to all members within one week. All members should review and approve prior to the next Council meeting April 18th (Please use same Word document change procedures as before).

Agenda items:

Paula asked that if we would like something put on our agenda, please let her know at least two weeks prior to the next scheduled Council meeting. This would allow the agenda to be posted one week prior to the meeting.

Interconnect of Councils:

A question was raised whether the various councils—Pastoral, Finance, Stewardship needed to attend each other’s regular meetings. The Council decided this was not necessary.

Ministry and Organization Guidelines Review:

This document was approved by the previous council but not implemented. (Deacon Allen sent copies via e-mail to members after the last meeting)

There was a discussion as to what to do with this document. There was agreement that this document should be reviewed by this Council as an “umbrella” document containing three parts:

- 1) New Ministries or Organizations(how are they established)
- 2) Existing ministries (on-going responsibilities)
- 3) Dissolution of ministries/organization (how are they dissolved)

Once the review is completed, this draft will be distributed to the ministries for their comments. The Council would like to have a draft to pass out for the Ministry Lead appreciation function on 4/27 if possible.

Action Item: All members to review the “umbrella” portion of the document (Please use the same Word document change procedure). Sonia will make draft forms for each of the states of ministry—new, on-going, and dissolve.

All inputs to be completed by the next meeting (4/18).

Vision Statement:

Deacon Allen passed out a packet containing our current mission statement, assessment worksheet, steps for writing the vision along with associated e-mail from the previous Council. The past Council had spoken to Noel Landuyt (expert on surveys) who stated that it would be helpful to complete the Parish Vision (#4) then pulse the people in these various ministries prior to conducting the survey. He stated this would help us to conduct a more effective survey.

The first two steps were completed by the previous Council.

For step #3, there are three more assessment worksheets to complete for the following: Education, Stewardship and Advocacy.

The Council decided to divide into sub-groups as follows to complete these worksheets:

Education: Mark, Teresa and Sidney

Stewardship: Sonia and Paula

Advocacy: Pat and Henry

Each sub-group will work on their worksheet so that by the May Pastoral Council meeting the objectives may be completed.

Action Item: Each sub-group will establish a meeting plan for working on these worksheets and update the Council at the next meeting 4/18.

The meeting ended with closing prayer led by Paula.

The next Pastoral Council meeting will be held Tuesday April 18th at 7:30pm.

Respectively submitted by

Sonia Schuetze

Scribe