

Pastoral Council Meeting
Meeting Minutes – Tuesday, April 17, 2007

Attendees: Paula McLaughlin, Deacon David Boren, Fr. Danny Garcia, Henry Gaona, Pat Downing, Michelle de la Cruz and Teresa Clark.

Guests: Chris Downey, Barbara Einecker and Shirley Lilly

The meeting started in P-1 at 7:40pm.

Opening: Paula opened with a welcoming prayer and read the daily gospel reading, then the group reflected on some ‘temporal vs. eternal’ characteristic tendencies of our present society.

Ministry Update:

Barbara Einecker – Welcome Ministry. This ministry was previously called Newcomers. Their basic goal is to get in touch with and invite new parishioners into activities. With 20 members currently, Barb feels like she inherited a wonderful group of giving, willing and generous people. Once someone is registered, they receive a welcome phone call to answer any questions, and to see if they would like to arrange a visit. The first Sunday of each month there is a welcome ministry table with goodies to encourage visitors and to distribute registration packets. The most powerful and most touching way of Welcome Ministry outreach is the dinner that is hosted. It receives an incredible response, and gives new parishioners a feeling of “home”. (Barb’s goal is personally talking with each family.) Barb explained the invitation process and follow up phone calls. It’s a family event which includes a kid’s menu, kid’s movie, etc., giving Fr. Danny a chance to visit with the adults. Most people note that this is something no other parish has done for them, and that it truly gives them a sense of our parish community’s closeness. Their current struggle is budget (\$75 for entrée), as the number of families attending the dinners increases. There was a suggestion that the new ministry form may alleviate struggles. Barb estimates we add 30-40 families each quarter.

Barb gave handout of procedures (**see attachment**). The issue came up of not having registration packets readily available every weekend. Barb said it had been previously discussed and that there was a wooden storage piece planned for registration packets in the narthex. Need to address who will keep packets replenished.

Shirley Lilly – Round Robin Ministry. This ministry hosts a Kick-Off dinner twice a year, to assign parishioners to a group of 8 people that share 4 dinners in 6 months (couples and singles meet). Amazing personal insights and connections are made. Shirley stressed this is not a gourmet club, but is for companionship and getting to know each other. Shirley believes the ministry’s biggest challenge is to encourage husbands – their willingness to join and participate. Currently there are between 45 and 55 people participating in 10-11 groups. Next kick-off dinner is April 27th.

Shirley also does ***Linen Care*** (just took over from Pat Desorcie) and loves providing this service for our parish. The biggest challenge in the linen care ministry is dark lipstick.

Ministry Guidelines:

The Ministry Appreciation Dinner went well; we have received neither positive nor negative feedback yet regarding the forms “kit”. Forms are coming in and Stewardship is tracking them. It was proposed to use a spreadsheet to make sure the flowchart and ministry booklet are meshed and have correct contacts listed. Need to quickly clean up the list for the new directory, and need to also match categories on commitment card.

Action Item: Teresa to complete the spreadsheet and be in contact with Paula and Emily Hurlimann with findings when complete.

Website Update:

Pat has not met with webmaster(s) yet, since he did not receive many parameters after our last meeting. PC members still report having trouble with navigation and finding current information; parish calendar seems tricky to find. It was suggested we find a way for our web design crew to hold a usability test, and find out what else may be needed to help keep the site current, i.e. a listing of “what people need the most”.

Action Item: Pat to schedule time to visit with web design crew.

Vision/Goals/Objectives:

The Finance Council presentation is scheduled for May. Pastoral Council is sponsoring Goal #2 (Spiritual Growth), so we need to decide on our tactical actions. Liturgical Committee is sponsoring Goal #1 (Word & Eucharist), Religious Education, Goal #3 (Education), Stewardship Council, Goal #4 (Stewardship), and Finance Council, Goal #5 (Advocacy).

Action Item: We will schedule some dates for planning tactics and get as much participation as possible.

Reminders: Sunday, May 20th at 5:00pm is Deacon Allen’s retirement celebration.

Next meeting date: Tuesday, May 15, 2007 at 7:30pm.

Closing Prayer led by Teresa.

Respectfully submitted by Teresa Clark.

Procedures

Welcome Ministry

The Welcome Ministry welcomes and invites new parishioners into an active role in the St. Vincent de Paul church community, promoting a sense of family and a greater awareness of belonging to the church.

The responsibilities of the Ministry are:

- Greeting visitors and making them feel welcome at St Vincent de Paul
- Making phone calls to all newly registered parishioners welcoming them to the parish and answering any questions that they may have about the parish and its activities
- Setting up the welcome table outside the office on the first weekend of each month. A ministry member is present to answer questions and to hand out registration materials to visitors
- Hosting a dinner each quarter for all newly registered parishioners

Welcome Phone Call

- Ask Josie for the list of newly registered parishioners
- Call and welcome them to the parish, tell them about parish activities, and answer any questions that they may have

First Weekend Welcome Table

- Get table from dining room and set it up outside the office.
- Get tablecloth and other materials from the storage area in the pantry
- Put the welcome tablecloth on the table
- Have registration packets, cookbooks, directories, and welcome fliers available at the table.
- Be at the table before and after mass to answer any questions that arise and to hand out the materials.

Quarterly Welcome Dinner

- The ministry meets to make the plans for the dinner (the menu is decided and members sign up for the various responsibilities for the dinner)
- Invitations are sent out 2 ½ to 3 weeks ahead of the dinner
- RSVP's are taken which indicates the number of adults and children who will be attending the dinner
- On the Tuesday before the dinner, phone calls are made to those who have not responded so that a fairly accurate head count can be obtained.
- Set-up committee sets up tables and chairs for the dinner. Tablecloths are in the pantry. Plates, cups, cutlery and napkins are in the kitchen or pantry.
- Food for the dinner should be brought to the kitchen by 4:00 on Saturday
- Appetizers are served at approximately 5:30 and the meal is served as soon as Father Danny arrives after mass.
- After the main course, Father Danny talks about the parish
- Desserts are prepared while Father Danny is talking to the new parishioners.
- When Father Danny is through talking, desserts are served
- Following dessert the clean-up committee cleans the dining room and kitchen.