

Pastoral Council Meeting

Meeting Minutes – Tuesday, May 15, 2007

Attendees: Mark Fair, Deacon David Boren, Fr. Danny Garcia, Henry Gaona, Pat Downing, Michelle De la Cruz, Sidney Vand, Sonia Schuetze and Teresa Clark.

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

Opening: Mark opened with a welcoming prayer and read the daily gospel reading, and then the group reflected on the reading.

Ministry Update:

Fr. Danny told us of a new parishioner (Doug Raymond) who transferred here from STM, and has been the ministry lead of *Habitat for Humanity* at STM for years. The goal of this ministry is to build one home per year, which is then donated to a family. Each year the diocese pays for half of the expense of building a home, and the ministry collectively provides the balance of the man power and materials to complete the home. Doug now would like to be the ministry lead at SVDP for HFH, and is very excited about the opportunity. This is a ministry that has the potential for being very inclusive of our parishioners; it will require putting a line item in the budget, but we also need man hours, people willing to provide their own tools, building supplies, worker meals and refreshments, etc. We need to give Doug a ministry packet to begin the process, and will invite him to a council meeting for a visit.

Update on Ministry Guidelines:

Discussion included the point that Stewardship Council is driving the new directory, yet Pastoral Council should collaborate on the final design and ensure that the layout/names of the ministries and groups is aligned with the overall Parish Stewardship Schematic – which now needs to be updated. The study (spreadsheet) done by Teresa indicated only a few overlaps of ministries/groups and found one omission. It was noted that this will be an ongoing project, since the directory is planned to be updated annually. Some points discussed regarding the directory rough draft were corrections to title of sacrament versus rite, and the feasibility of including dates of annual parish events (due to the possibility of changes). It was decided that we will move forward with updating the Parish Stewardship Schematic, after further discussion on how to map the specific ministry and group categories to the parish Mission and Vision Statements.

Action Item: Teresa will get with Emily about proposed questions/changes in new directory.

Action Item: Mark will look at mapping the M/G categories to the Mission/Vision statements.

Parish Website:

Pat reported some findings from the website review. It was discussed that the present hurdles are possibly being experienced due to mismatched expectations, and suggested that we address ways to help align the expectations of the parish (ministry leads) with those of the web design team. Some suggestions were providing ministry leads with more structure about what format they should be using to submit their information, i.e. having an online template for scheduling requests. Another idea was to have members of the web design team visit the Pastoral Council meetings when we have other ministry leads on the schedule, so they can interface about their particular ministry's web expectations. Other ideas were forming a Technology advisory group or steering committee, and scheduling regular 'usability tests' whereby average parishioners are given the chance to navigate the website with web design team present.

Goals and Objectives:

Mark read over the document highlights of goals and objectives (Spiritual Growth – **Encourage parishioners to develop a deeper personal relationship with God**), being sponsored by Pastoral Council. The need for adding more detail to the goals was discussed, and the idea of web-casting homilies was well received. There was further discussion including fine tuning the categories listed under each heading of the goals and objectives, and it was noted that the challenge will be getting the other groups/ministries to follow suit with elaborating on their goal steps.

Action Item: Mark will lead the Finance Council presentation in June.

Open Topics:

Youth group update: Our youth are missing the summer youth-led retreat this year – and it was reported that Steubenville and ND Vision, although excellent opportunities being offered, are not financially accessible for many students. Led to discussion of ongoing budget issues of youth ministry and fund raising. It was suggested that we continue to support and encourage participation in youth retreats through affordability, while building youth leadership through “homegrown” retreats.

Reminders:

Deacon Allen’s retirement celebration will be held on May 20th.

Rita Vaglica will receive the Lumen Gentium award on June 6th in Temple

Ordinations scheduled are for Nock Russell on June 2nd and Brion Zarsky on June 9th.

Next meeting date: Tuesday, June 19, 2007 at 7:30pm.

Closing Prayer led by Henry, the *Prayer to the Holy Spirit* by Fr. Charlie Van Winkle.

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
- RSV/P'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.