

**Pastoral Council Meeting**  
**Meeting Minutes – Wednesday, September 19, 2007**

**Attendees:** Fr. Danny Garcia, Fr. Brion Zarsky, Dcn. David Boren, Dcn. Gene Saienga, Sonia Schuetze, Henry Gaona, Paula McLaughlin, Pat Downing, Teresa Clark, Michelle De La Cruz.

**Guests:** Steve Sauser and Kelly Tavarez

The meeting started in P-1 at 7:35pm.

**Opening:** In Mark's absence due to business travel, Paula opened with the daily gospel reading, and then the group reflected on the reading.

**Ministry Review:** Kelly Tavarez came representing the Little Flowers and Home Schoolers groups.

***Little Flowers*** – for girls age 5 to 15; siblings can participate; meet once a month in the homes; girls have tasks (family & community service) to achieve patches; Kelly Tavarez and Beth Leary have led the group since their daughters were age 6. Not a national organization – not reportable. Have been fortunate to use dining room once a year for their yearly banquet when school year is over; haven't needed to promote membership because it's growing on its own; most parents stay for full meeting (the question arose concerning E&I training); they are looking for meeting space availability at SVDP when the group grows too large for homes (they are happy meeting in homes for now).

***Home Schoolers*** – provides fellowship and support for Home Schooled families in our parish. Meetings consist mostly of fellowship and sharing; one writers group; they currently meet 3 times per month during regular school hours. At times there are others attending besides SVDP parishioners. (The question arose concerning E&I training). Usually 20-25 members present at a regular meeting which is held in DR or portable. Holy Family Home School group is their 'parent' group. Kelly presently leads/organizes emails for the group which is considered a subset of the Holy Family group. The question arose regarding formal leadership, training requirements, etc. Kelly has considered having a successor (leader) – she is aware of the required forms.

The council discussion included the following. Little Flowers and Home Schoolers are in the current directory as ministries; blue sheet (time and talent card) has them listed as affiliations.

**Little Flowers:** It was discussed that there is research needed on the background of group formation and whether there is any accountability regarding structure, leadership and/or liability issues of having meetings in homes. If this is considered faith formation – it should be directed by diocesan guidelines (books, etc.) It was reiterated they are eligible to use the building, if they get permission and pay the required rental fee.

**Home Schoolers:** Question arose of what are leadership requirements and/or accountability regarding association with larger group. What other families are involved besides parishioners? If parish-sponsored, does it have to be for SVDP members only? If it's mainly social, how is it classified as a ministry? Should they determine whether the group is considered spiritual, intellectual, or social development in order to 'name' the ministry? If considered faith formation, are they using diocesan approved materials? If they claim to be an academic group and they are parish sponsored, is their curriculum/textbooks approved by the diocese?

**Action Item:** Fr. Danny will research the background of the Little Flowers and Home Schoolers group formation (national or otherwise) and their accountability regarding structure, leadership, meeting liability issues, etc. and will ask questions of the Diocese regarding the organizations (background), meetings on church grounds, etc.

**Action Item:** Paula will call Kelly and let her know there are still some questions we need to ask of the diocese regarding Little Flowers and Home Schoolers before the decision is finalized.

**Ministry & Organization Guideline review:** It was determined that we need to condense the 12 pages to a form letter or a much smaller format leading into the application. It was suggested we have a 'point person' on PC for Fr. Danny to give letters from potential new group leaders and help to direct the new group applicant through the process. The Building Use and Facilities Request form also needs to be updated with input and participation of Josie Kleypas and Stewardship council. There was the question of who should

handle the ongoing maintenance of the applications and review/update forms, and determine the schedule (two-year rotation) for the ministry review/update process. It was suggested to have one master binder of all ministry and organization new requests and updates. Stewardship will also need a copy of all application and update info because of their responsibility to M/O regarding needs, requests, etc.

**Action item:** Condense the 12 page document into a more user-friendly format – Paula/Sonia

**Action item:** Decide a point person to guide new M/O application process.

**Action item:** Begin and maintain master binder of new applications and M/O review/updates. Determine schedule for ministry review/update process.

**Technology Council Formation:** This will be named as committee or advisory group, not council; there is the possibility the group could eventually become a ministry. Initial group needs to be small until work load established and must be overseen by the Pastoral Council or parish staff. No guidelines or parameters have been set for the group as of this date. We have received three responses (2 yes, 1 no) out of 25 invitation letters sent. It was agreed the audio (worship space, etc.) responsibilities are to be kept separate from computer, website.

**Action item:** Compose set of guidelines and/or parameters for the goals of the committee ASAP; continue to seek out those interested in serving on the committee – Pat/Mark

**Website update:** None at this time. The website decision will be postponed until which time the Technology Advisory group is formed and functioning.

**Vision/Goals/Objectives:** Our hope is to complete the Parish Vision document in the near future, so we may design a Power-point presentation to be shared in town meetings at the parish and, explore the possibility of implementing a new parish survey based on the vision goals and objectives.

**Action item:** All members are to review the document and bring their suggestions/edits to October meeting.

**Open topics:**

- ❖ Send all Pastoral Council minutes to Josie Kleypas.
- ❖ New Parish Office guidelines were given concerning issues of office building and computer security and keeping all conversations and information confidential.
- ❖ Possibility of amending Council Norms to allow business administrator to attend future PC meetings as needed.
- ❖ Idea of implementing PC action/responsibility plan or card (“who, what, when” is affected?). Gives certainty to PC decisions, cuts down on miscommunication. Dcn. Gene can provide example for us to use.
- ❖ It was suggested that the PC review any new M/O application forms prior to future meetings.
- ❖ Henry will finalize the Council Norms regarding extended member term for next meeting.

Next regular meeting will be held October 16, 2007 at 7:30pm in P-1.

Closing Prayer led by Henry Gaona.

Respectfully submitted by Teresa Clark.