

## **Pastoral Council Meeting**

### **Meeting Minutes – Tuesday, October 16, 2007**

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

**Guests:** Steve Sauser and Josie Kleypas

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

**Opening:** Mark opened with the daily gospel reading, and the group reflected on the reading.

**Habitat for Humanity update: Doug Raymond** – Doug has officially formed the ministry and has had 60 people sign up, ready to start on the project. Bishop McCarthy continues to be a prominent leader of this ministry, which will begin construction in January. The building cycle is typically 10 weeks (10 Saturdays). Currently they don't have the lot or family selected. Now is the time for each parish coordinator to raise funds for the \$60K budget, \$30K of which is funded by the bishop. In addition to the \$5K from parish budget (refer to earlier PC minutes), it is time to determine what amount is feasible to raise from other ministries and sources (Men's Club, Knights of Columbus, Ladies Club, parish tithe, fundraising projects with Youth Ministry). It was reiterated that 16 year olds and older can be on project site. Our parish can sponsor one Saturday, which means we would also provide the lunch, snacks, etc. Doug reported that St. Thomas More had a social ministry budget that included a line item for HFH plus 300+ folks in ministry contributing funds and man power. Fr. Danny suggested Habitat for Humanity could become a line item in the next year's budget for us. Typically the house doesn't get fully funded until nearly closing. Doug has already completed new ministry forms and given to Emily Hurlimann for processing. Austin Habitat provides all site work and concrete. Dcn. David suggested Keystone Concrete (Catholic business owner), Brad Stewart – could be possible source for concrete work.

Action Item: Need to complete processing of forms for new ministry (point person).

**Review Pastoral Norms: Henry Gaona** – We added a paragraph to cover the overlapping terms, along with, "All clergy and the parish business manager are members." The new document will be ready for signatures at our next meeting. Fr. Approved changes so all members will sign and document will be added to PC binder.

**Building Committee: Mark Fair** – Mark reported the new committee is a prayerful, cohesive, and determined group, and John Cooke is a very organized and good leader. The committee is dividing up into sub-groups to select architect and liturgical planners (consultants) – 12 different roles have been determined; each person will have 2-3 tasks. "Built of Living Stone" is the recommended document they are concentrating on – includes key elements in designing and building a church, as well as the decision making process. The committee members have accepted their expectation of a multi-year project and acknowledged that it may require longer. Mark will be communications person between the Building Committee and the parish and will have the goal of combining or aligning the parish goals/visions with the Building Committee goals. Their sub-committee meetings have already brought the forth idea that this is a community project, engaging many who have talents in various areas. The simultaneous new Catholic High School project will add another dimension to this project. The diocese should have a basic design proposal of the new high school by Christmas, in terms of funding. There is a possibility that parking could be designed so that all three facilities (SVDP, Holy Family and the new high school) have some amount of shared parking. The high school is planned to be on both sides of Neenah.

M&O Guidelines: Sonia and Paula. The 12 page document has been combined and edited to include some changes. Cover letters have also been drafted for the point person to send out with forms. The top sheet is a checklist for ministry lead person; Pastoral Council point person will send appropriate cover letter to each group, and ensure pastoral council follow-through to end of process. There will also be form letters drafted from pastoral council regarding whether a ministry is accepted or not. It was suggested we have an actual schematic drawing

of process. Letters of approval/disapproval will be from PC, with pastor's approval, signed by pastor AND a rep of PC (possibly point person). We need to appoint a point person, and all council members need to look at revised forms/document for feasibility. Teresa will be 'point person'. There was discussion regarding whether ministry and organization 'flowchart' need to be a part of the overall document. Full document will (12 pages) will be sent to all groups (new, active, dissolving). Each cover letter will reference which pages refer to their action. Each year the active ministries will receive notification of their review – Teresa will draft a rotation/schedule. On October 29<sup>th</sup> Stewardship is having a ministry leads get together to talk about M&O guidelines. Sonia or Mark may be able to attend as rep. This is following time & talent blessing at masses.

**Action Items:** Mark will send copies of new flowchart to PC. All will go over checklist, letters, etc. (packet) for revisions. All PC members are asked to comment, edit, and send comments.

**Technology Committee: Pat Downing/Josie Kleypas** – The committee is now up to 7 people who will consolidate their efforts with Josie; Pat will help define goals and parameters of the group. KRAs (key result areas): long term direction for the website; create repository for documentation regarding building committee- what is accessible to parishioners, etc. Will get committee input on this – how to design. It was discussed that it will be most important to involve Josie as “key customer” in website decisions, with regards to working on standards, operations manuals, and basic fixes; how information flows in/out of parish office – connectivity issues. It was reiterated that this committee will concentrate on tech areas other than the church sound system. Members include David Lake, Jose Garza, Karl Shaulis, John Jackson and Dick Sikkema, with Dick Campbell as transitional consultant. Currently the committee is trying to come up with target date to meet/get decision process going. There was a meeting scheduled for October 30<sup>th</sup> at 7:30pm for Pat and Josie to meet with new committee.

**Communications with Parishioners:** Mark reviewed the current revisions to parish Vision/Goal/Objectives document. Mark will revise the PowerPoint slides to be implemented as a communication tool for parishioners (town meetings or other). It was suggested that this communication should go out to parishioners prior to considering a new parish survey, and after that is done, to implement a preliminary or 'baseline' survey. It was determined that we should keep the “Living Stones” building committee education as a separate issue and that we need to determine how our parish 'learns' best – through what format. Our current goal is to have the final document in a cohesive format, concise!

**Action Item:** Give document to Noel Landuyt for his review and input, and then proceed regarding the new parish survey.

### **Open Topics:**

**Update on Little Flowers and Home Schoolers.** Fr. Danny presented this idea for discussion at the recent Deanery meeting and it was found that none of the other parishes allows Home Schoolers to use their facilities, other than twice annually for a social function (not as paying rent). Dr. Telepak informed the deanery group that it may be against diocesan guidelines to consider Home Schoolers as a parish group or organization. Fr. Danny is following up with Msgr. Mulvey for the final decision. None of the parishes commented on Little Flowers- no other Austin parishes have the group. In the research done to date, there has been no finding of a central “parent” group or organization, so we will also check with Msgr. Mulvey about the feasibility of making this a parish group or organization.

**Action Item:** We hope to gather data and finalize considerations at next meeting.

Next council meeting will be on Tuesday, November 20<sup>th</sup> at 7:30pm.

Closing Prayer led by Henry Gaona.

Respectfully submitted by Teresa Clark.