

St. Ursula Pastoral Council

Meeting Notes – September 17, 2018

ATTENDEES

Fr. Jason Worley	Tom Flynn
Jeff Breighner	Heidi Meyers
Colleen Hamilton	Katie Campbell
Nancy Webb	Mark Appleby
Sheilagh Franiak	Maureen Hahn
Tom Sheve	Laura Callender
Shelley Commodari	Debbie Glinowiecki
Mary Ann Fox	Lisa Madgar

MINUTES

- ✓ Meeting called to order by President Jeff Breighner who opened with a prayer.

- ✓ School Update – This year, guests from the parish community will be invited to update the Council. School Principal, Debbie Glinowiecki and Vice Principal, Lisa Madgar provided an update on school activities.
 - Facilities changes – School has new shades, new floors in the pre-K and Kindergarten rooms, white boards in all classrooms, and AC units in all classrooms furnished at cost.
 - The school will emphasize “Catholic Identity” in conjunction with the Archdiocese theme to “serve others”. Children will be taught what it means to be Catholic.
 - Lisa shared the school calendar. A grade level is responsible for each activity on the calendar. Grade levels will attend the 8:30 mass on alternating Fridays or Tuesdays. The school website has details.
 - The school receives state money (\$65/student) for non-religious text books. Money is used for math and literature books, online access, Discovery Education. This frees up money to upgrade religious ed materials for a new archdiocesan curriculum in selected grades.
 - Safety – The telephone system was upgraded with phones installed in all classrooms and a new security system installed on all doors.
 - 624 students enrolled in the school with about 45 teachers. The group discussed ensuring that registered parishioners receive the parish discount.
 - Harvest Festival dates – Thursday 10/11 for students; Friday & Saturday 10/12 – 13 for parish.

- ✓ Meeting minutes from the June 25, 2018 meeting were approved with two minor modifications.
- ✓ Committee Updates – Chairs should provide an update at each meeting. Committees should send a copy of their monthly meeting notes to Nancy Webb (nancyods@aol.com) to be attached to the meeting notes.
 - **Liturgy** – Fr. Jason reported that the committee has prepared guidelines for Lectors and Eucharistic Ministers that should be ready by Advent. They are working on a guide for Servers. A committee chair will be named later.
 - **Service** -- All outreach programs (e.g., SVDP, Our Daily Bread, Cancer Support, Bereavement, Sodality, etc.) are covered by the Service Committee. Send any suggestions for a new Service chair person to Fr. Jason.
 - **Faith Formation** – The six session Study on the Mass starts on 09/18/18. All are encouraged to attend. The committee is planning Advent scripture study sessions. Sr. Mary Michael will kick off the Parish Mission on Sunday, March 23rd, with sessions the following Monday, Tuesday and Wednesday. The next movie night, showing “For Greater Glory”, will occur on 11/10/18. There was a good attendance at the RCIA orientation.
 - **Hospitality** – The Parish Picnic was a success as was the meet and greet with the Pastoral Council. There are two new members on the Hospitality Committee. The committee continues to serve at My Sister’s Place, collect items for My Sister’s Place and the Little Sisters of the Poor, and bring Communion and make holiday baskets for the homebound. There will be Parish Ministry Fair on October 27th and 28th. All committees should have a table. They are working on dates for the Appreciation lunches and dinners as well as their Mission Statement and goals.
 - **Youth** – The parish has been looking for a new Youth Minister. In the interim, attendance at youth activities has diminished. Mark Parisi has offered to lead Confirmation preparation. Fr. Jason is looking for a team of volunteers to lead youth activities until we find a new Youth Minister.
 - **Facilities** – Mark is installing new security cameras. He is investigating any computer related services/subscriptions offered by the Archdiocese. He is researching companies to provide a more modern/secure Information Technology strategy for the parish computers with sufficient bandwidth to support video in the vestibule and Spiritual Center. Keys and locks are being upgraded to work with the Intercom system. Knights of Columbus will pay for maintenance for the AED defibrillators.

- **Finance** – 2018/2019 budget was approved. Contributions have been down over the summer, as expected. Katie will work on a snapshot of attendance vs contributions to share with the Council in the fall. 28% of the parish uses Faith Direct which is above the Archdiocesan average. We will do Next Step Up after the first of the year.
- **PHSA** – Update provided by Mrs. Glinoweicki and Mrs. Madgar.

✓ Old Business

- All Pastoral Council members are VIRTUS approved
- By Laws Review and Revision – Pastoral Council will update during the coming year. The goal is to review two pages/month.
- All committees will prepare a mission statement and short term/long term goals by January 1, 2019, to be reviewed annually. Please send to Nancy Webb (nancyods@aol.com)
- Unfilled Council Positions – Kevin Franiak is the new Youth member on the Council. Jeff will ask the School Board to nominate a representative for the Pastoral Council. Tabled discussion about a member for Our Daily Bread, since it is covered by Service.

✓ New Business

- Church Year Mission – discussion tabled. Members were encouraged to think of any ideas and bring them to the next meeting.
- Council role in abuse scandal – Four reps will attend Archbishop Lori’s listening session. They should summarize the meeting for Jeff, who will publish something in the next Council Corner.
- Function of the Pastoral Council – The Council is the pastor’s eyes and ears. Members should attend parish/school events. Fr. Jason asked that Council members have name badges to wear at parish functions and mass. Speak up about what you hear. We need a plan with goals – what is our legacy, what are we leaving, what do we need to do to keep the parish strong, are we just maintaining?

ACTION ITEMS

1. Committees should send a copy of their monthly meeting notes to Nancy Webb (nancyods@aol.com) to be attached to the meeting notes.
2. Send any suggestions for a new Service chairperson to Fr. Jason.
3. There will be Parish Ministry Fair on October 27th and 28th. All committees should have a table.
4. Council to review and update Parish by Laws over the next year.
5. All committees will prepare a mission statement and short term/long term goals by January 1, 2019. Please send to Nancy Webb (nancyods@aol.com).

6. Submit any ideas for a new “Church Year Mission” to Jeff before the next meeting.
7. Those attending Archbishop Lori’s listening session will send notes to Jeff.
8. Obtain name badges for Council members.

Submitted by:

Nancy Webb
Recording Secretary
September 18, 2018