

St. Ursula Pastoral Council Meeting

November 18, 2019

ATTENDEES

Jeff Breighner	Fr. Jason Worley
Laura Callender	Colleen Hamilton
Nancy Webb	Bernie Miller
Katie Campbell	Shelley Commodari
Tom Scheve	Mary Anne Fox
Linda Frazier	Tom Flynn
TS Dowd	Tina Riesett
Mark Appleby	Michael Colbourne
Bill Kreidler	

Excused absence – Sr. Joan Kelly, Zach Colgan

NOTES

The meeting was called to order at 7:00 PM by President Jeff Breighner who opened with a prayer. Jeff noted that the October meeting was canceled. Many members were unable to attend, and we would not have had a quorum.

The minutes from the September meeting were approved with two modifications.

COUNCIL GUESTS:

Mark Rossbach and Mark Glinoweicki proposed several financial planning, Social Security, Medicare and long-term care educational seminars that they could provide to the parish. The seminars would be offered without any obligation and free of charge to the parish/parishioners. They could offer the seminars with flexible schedules at any time during the year. The council suggested that winter might be the best time to schedule the seminar and noted that we could invite people from other parishes to attend.

COMMITTEE UPDATES:

- ✓ **Liturgy** – Mary Anne reported that the committee met on the 9th and reviewed the events from the past few months as well as planned for the Feast of Christ the King, Advent and Christmas. She reported that they were ordering new swags and bows for the church. The Knights of Columbus will assist with parking for Christmas. Everyone enjoyed and appreciated the lector's session although there was not enough time for all in attendance to "practice." The committee's next meeting is in January.

- ✓ **Service** – Sr. Joan was not in attendance but sent her October report. They continue to follow up with the Hickey School to discuss Giving Tree needs. They met with Virgilio, the administrator of Saints Ann, Francis Xavier and Wenceslaus. They were able to deliver some book bags, children’s hats and gloves and a few new coats to them and they were very grateful. Our school children and religious ed classes will collect games and toys for them and the Hickey school. Jenny Huff will take care of the Giving Tree. Members of the Service Committee will bring the gifts downstairs after each mass. Jenny and her group will separate the gifts and contact the groups for pick up on the last day. The committee set up their first “phone pal group” for those who are homebound or have limited activities. They hope to include additional parishioners in the future.

- ✓ **Faith Formation** – Bernie reported that her committee met in September. RCIA has 4 people coming in for the Rite of Welcoming. Scripture study ends on 12/10 and will start back up in February. Laura W. is having classes on selected Saturdays for Home Schooled families. The parish held Pre Cana in the Fall and will have another in February.

- ✓ **Hospitality** – Shelley indicated that they have completed the Religious Ed dinner as well as a breakfast for the cantors and funeral choir. They are planning a breakfast for the other choirs in early spring. They continue to have coffee and donuts after mass.

- ✓ **Youth Ministry** – Zach Colgan could not attend but sent a report. With the help of Sarah Mariano, a St. Ursula middle school teacher, the group seems to be taking off well. They will be doing a cardboard city at the end of the month. The students are looking forward to that. Average attendance is 12 students every Sunday. The council discussed some recommendations to improve attendance that Jeff will share with Zach.

- ✓ **Facilities** – Mark discussed a number of current projects:
 - Church Air Conditioning – The church AC unit needs to be replaced. They received and evaluated bids from Carrier, Harford Refrigeration and Johnson Controls. Fr. Jason discussed the proposals with the Archdiocese and will present to the Finance Committee.
 - Parish Information Technology infrastructure and equipment upgrade – They have replaced the office and Spiritual Center computers with Windows 10 Pro platform and are updating the security software to a managed platform. They are setting up file sharing and cloud backup to OneDrive and setting up virtual local area networks to separate groups and manage data usage. They are also increasing speed and bandwidth from Comcast.
 - Master Key System – Mark noted where new locks have been installed and explained plans for replacing remaining locks.
 - New Lighting - New accent lighting on the front of the church was installed on 11/15.
 - Upgrade Property Security System – Closed circuit TV cameras were added to St Vincent De Paul and an active camera monitor was installed in the parish office so that Terry can monitor all cameras around the property. They are working on adding cameras and intercom to the Spiritual Center and plan to upgrade the rectory front door to include 2 inside stations.

- They will remove and replace the trees on the north side of the parking lot between the parish office and the Wilson Ave. driveway.
 - Our snowplow contractor is considering retiring and they are discussing how to replace him at a reasonable cost.
 - The paint has faded in several handicapped parking spaces near the Spiritual Center.
 - The council discussed the need to install a phone in the Spiritual Center for CLOW. In case of emergency, there is no way to communicate with the ushers upstairs. Mark will investigate.
- ✓ **Finance** – Katie indicated that Fr. Jason will ask for permission to do a special collection to pay for the new air conditioner. Weekly envelope collections are below where they were last year and below the budgeted target. Faith direct is above last year but below the budgeted target. Parish expenses are flat to the budget but the net operating income is about \$10,000 under the budget estimate. The committee is keeping an eye on the collections. Katie reminded all committees about no unnecessary spending. The Ladies Tea will be on 12/06.
- ✓ **PHSA Update** – Tamara reported that the PHSA met on 11/05. They must contribute \$200,000 to the school’s operating budget. They haven’t finalized the numbers from the Harvest Festival but noted that attendance was down, particularly on Saturday. The Open house was well attended. They are planning a Spring Bingo. Grandparent’s Day is next Monday. They will not meet in December.
- ✓ **School Board** – Tina reported that the school attendance is holding at 659. The school is packed. The Board did a self-evaluation. They are working on school security, budgeting and electrical work. Debbie Glinoweicki announced her retirement.

OLD BUSINESS:

- ✓ 2018/2019 Pastoral Council Goals – In accordance with Article VII of the Pastoral Council By-Laws, the “Vice President will develop a mechanism for the Pastoral Council to evaluate its own performance.” To that end, Colleen lead the Council in a review of our goals and objectives for 2018/2019 to determine whether those goals were met.
1. Review and revise Pastoral Council By-Laws/Constitution – met
 2. Mission statements and long term/short term goals will be created by each committee and reviewed by the Council – met
 3. Better communication between the church and school – met
 4. Pastoral council members will actively participate in committees, ministries, or clubs associated with the school – met
 5. Pastoral council members will be the eyes and ears of the Pastor making ourselves more visible to the parish (wearing name tags) – met
 6. Revise, create and put to a parish-wide vote a new Parish Mission Statement – met
 7. Invite guest speakers to present topics regarding the parish/school at monthly meetings – met

8. Pastoral council members to be the eyes and ears for our Pastor attending special Archdiocese meetings as necessary – met
 9. Review the budget, raise questions regarding the financial health and approve budget – met
 10. Develop a plan or recommendation on how to form a special Parish Mission Planning Committee two years in advance of the mission – not met
- ✓ Strategic Planning Discussion – The Parish Council had set a goal of developing a five-year strategic plan for the parish during the 2019/2020 session. Fr. Jason discussed our goal with the Archdiocese who recommended that St. Ursula should discuss a plan for becoming a “pastorate.” Fr. Jason explained that the pastorate could move selected tasks from the pastor to a more active laity. Fr. Jason agreed to share more information regarding the process with the Parish Council.

NEW BUSINESS:

- ✓ St. Vincent DePaul Chair – The Council recommended that Tony Vitti could come to a future Pastoral Council meeting to discuss.
- ✓ Adopting Family for the Holidays – Since St. Vincent DePaul is no longer coordinating that activity, Colleen will talk to Sr. Joan to see if she knows of a family in need.
- ✓ Council Holiday Party – We will have a holiday party at the rectory on 12/16 at 6:30 PM. Spouses are invited. We will send out a sign-up genius to solicit donations.

PASTORS’ REMARKS:

- ✓ An individual approached Fr. Jason about developing an App for the parish. He asked the Council whether we thought that was necessary. Since we already have the MyParish App, the group determined that we do not need another App.
- ✓ Father mentioned that the piano was moved out of the sanctuary since it was damaging the marble floor.
- ✓ Sally Jennings is resigning after Christmas.

Fr. Jason closed the meeting with a prayer.

ACTION ITEMS:

1. Schedule financial planning, Social Security, Medicare and long-term care educational seminars and invite other parishes.
2. Mark to investigate installing a phone in the Spiritual Center.
3. Develop a plan or recommendation on how to form a special Parish Mission Planning Committee two years in advance of the mission.
4. Fr. Jason to share information about the Pastorate process with the Pastoral Council.
5. Invite Tony Vitti to the January Pastoral Council meeting.
6. Find a family for the Pastoral Council to adopt for the holidays.
7. Develop sign up genius for the Christmas party.

Submitted by:

Nancy Webb, Secretary

November 21, 2019