

**ST. JOHN THE EVANGELIST
Pastor's Advisory Council**

Minutes of the Meeting of May 11, 2011

The PAC meeting of May 11, 2011, was called to order by the Chair, Tom Kane, at 7:35 P.M.

Msgr. Pennington began the meeting with a prayer.

A reading from John, Chapter 6, verses 22-29, was followed by the group's shared reflections on the reading.

Msgr. Pennington thanked all the members of the PAC whose terms of service had ended, as well as those who are continuing to serve. He stated that he had not yet made new appointments to serve in those slots. He brought up the fact that every three years a diocesan report on each parish is made to the Cardinal. Msgr. Tolentino, Dean for St. John's Deanery, and also Pastor of St. Michael's Church in Silver Spring, will make the report this year and will meet at St. John's on June 8, at 6:30 P.M., with members of the Executive Committee (those who are just completing their term as well as those who are newly elected), and also with members of the Finance Committee.

The minutes of the previous meeting of March 10 were reviewed. Motion for approval was made by Denise Culkin and seconded by Chris Gillis. All voted "aye" and the minutes were approved.

The Chair discussed the Pastoral Plan and updates received from Erika Jackson and Bill Schultz, who summarized for the group their work with the responsible person under the relevant areas of the plan. These reports are attached as part of the minutes of this meeting. Discussion followed on these topics, and, in particular, methods of getting descriptions of these programs to the parish so that sufficient numbers of volunteers can be garnered. The metrics figures reported to the archdiocese (and their value to the parish in planning educational programs) were discussed. Jim Polk suggested that the metrics should be provided to members of the parish as well as to the archdiocese. It was suggested that an evaluation sheet might be provided to each person who participates in an educational project, asking the person to comment on their experience. When these are studied they might inform us as to whether or not there are gaps in what we are providing. In regard to the Social Concerns areas on which Erika commented, it was suggested that phone numbers for medical and social help could be provided occasionally in the Bulletin.

Under the Spirituality portion of the meeting, Sr. Roberta reported on Lent, Holy Week, and Sacraments. She said that the "Light is On" program this year was very effective and that the Holy Week services were beautiful. She reported that 51 children made their First Communion on May 8. Sr. Roberta also commented on the baptism of a family of children, the oldest of which was confirmed, with the younger ones being up for confirmation in succeeding years. Three adults were confirmed, with two of those being baptized also. She knows of four people who will be baptized next year.

The Liturgy Committee met recently and discussed two lector workshops to be held in fall. Ministry workshops will be coordinated and planned for fall as well. Altar servers will be trained in the next few weeks. There are six or seven new servers. A fall workshop for them is also being planned.

John Capobianco could not attend the meeting, so Jim Polk reported on the work of the Stewardship Committee. He noted that the committee is exploring the "Called and Gifted" program areas. They also

are talking with heads of ministries, working with people who recently completed “service commitment” cards, and continuing the effort to get the information on the cards into the hands of the heads of ministries. Several sessions on the “Called and Gifted” inventories have been held and more sessions will be scheduled. The Committee is also drafting charters for SJE ministries, including the new Communications Committee.

Under the Community Building portion of the agenda, Tom Kane and Msgr. Pennington discussed the plans with the school for holding closing events for the 60th Anniversary of the school and said that this will be discussed further with Sr. Kathleen. An Assembly for the school children is planned. Tom also said that the 50th Anniversary of St. John’s Church, Convent, and Rectory will be in 2012 and that Sr. Kathleen has asked about a possible event to kick off the anniversary. He said that, if a kick-off will be held soon, a good number of volunteers will be needed for the event. Msgr. Pennington and Sr. Kathleen will discuss these anniversaries further and let members of the PAC know how we can be useful.

Because Ging Graham could not attend the meeting, she asked Tom Kane to deliver her report about the Diversity Committee. Ging wrote an article for the March 12 issue of *Parish Times* on Doan Hoang, a member of St. John’s parish who recently received a Knighthood in the Knights of Columbus. Hoang came to the United States from Saigon. A second article Ging will write is on a book, *The Sea and The Mulberry Field*, by Xuan Nguyen relating her refugee experience in coming to the United States from Saigon. She is also a member of St. John’s. During the May Community Sunday Mass, a reading will be in Hindi and there will be songs dedicated to Mary sung at the Mass.

Tom Kane reported that there will be a meeting soon to organize the Communications Committee. Jim Polk stated that one of the first jobs of that Committee will be to strip away outdated material on the web site.

Elva Riley reported that the Nalls Golf Tournament was successful, with new people being involved this year. There were about 80 people and a profit of about \$5,500 was made.

Lexi Rudolph reported on the iGroup Pancake Breakfast, which was well attended and had a good number of volunteers. A small profit was made, which will go towards the upcoming trip to the Romero Center in Camden, New Jersey. High school and college kids attend this, Lexi said, and they are exposed to welfare and social programs and service sites, such as nursing homes and day care centers. They also get a tour of Camden, which is a poor city in a rich state and has an interesting history.

Denise Culkin reported on the Pub Nite and Ceili, which made about \$1,000. Discussion was held on how to make this fun event bigger by advertising it in a different way so that folks will know that they do not have to dance, but can have good food and drinks and listen to good music and watch the dancers.

Under Financial Stability, Rick Maurano said that the Finance Committee met and worked on the third quarter figures, which will soon be available to the parish. He reported that the offertory is down somewhat, and that some funds will have to be allocated soon for repair of some of the buildings. We have no major fundraiser (such as last year’s Gala Auction), so that will affect our revenues. A discussion was held on the ways that the school’s endowment funds may be used.

Jim Polk reported that we have \$175,000 in commitments for the work on the Historic Church and that \$400,000 is needed to do the entire job effectively. His committee will be in touch with the contractors soon to get some of the work started.

Msgr. Pennington installed next year's PAC members by reading a passage from Scripture and asking them to respond "I Will" to the various questions on service involved in being a member of the Pastor's Advisory council. Elections were held to determine officers for the coming year and the results were: **Chair:** Chris Gillis; **Vice-Chair:** Elva Riley; **Members of the Executive Committee:** Noelyne Alzona and Bill Schultz. Msgr. Pennington thanked the Chair, Tom Kane, for his years of service in that office, and thanked the new officers for being willing to take on the responsibilities.

Not present at this meeting were John Capobianco, Phil Coyne, Ging Graham, Carla Haywood, Allan Jimenez, Carl Leighton, and Ann Versteeg. New members for next year, Tim Comello and Krya Lyons, were present. New member Peg Daly was unable to attend because she underwent back surgery two days before the meeting.

There being no further business, Msgr. Pennington led the group in a closing prayer and the meeting was adjourned at 9:15 P.M.

Respectfully submitted,

Sandra J. Liebel

PASTORAL PLAN UPDATE SUBMITTED BY ERIKA JACKSON, MAY 11, 2011
SOCIAL JUSTICE ACTIVITIES FOR 2011- CHAIRPERSON, JILL AUDET

- A. Social Concerns has set up a food pantry in a room off the Kennedy Room. It provides basic food and toiletries for needy families. (Toiletries are not included in food stamps.)
Collects basic foods on the first Sunday of the month (cereal, tuna fish, spaghetti sauce, peanut butter, and jelly, and toiletries (shampoo, toothpaste, toilet paper, Kleenex, and paper towels).
- B. The Kris Kringle Project held the first week of December
It provides for Christmas gifts of toys and clothing for needy children of the parish and for Catholic Charities (about 250 to 300 families)
Any baby items for up to 2-year-olds is given to Birthright
Families are adopted by the Parochial School as well as by the CCD children
Gifts are bought and wrapped and given to families in need
Gifts are also collected for Catholic Charities' needy families
- C. St. John, Catholic Charities, and Knights of Columbus prepare food baskets for about 200 needy persons at Easter, Thanksgiving and Christmas
- D. Health and Welfare Ministry:
Provides medical advice for the health and welfare of the parish
Gathered together a list of nurses in the parish
Activities include:
Monthly blood pressure screening and education for participants
Referrals to appropriate community or medical facilities for follow up
Resource for assistance for caregivers in the home
Flu vaccines annually
Assistance in case management for patients whose conditions have changed or who are returning home after a hospitalization
Health education seminars and CPR classes
Medical information and reference to community resources
- E. A Samaritan telephone line in the rectory which is manned by a few men on a rotating basis
Calls are received for rides, food and other types of help
- i. The Ride portion interacts with Senior Connection
 - ii. Senior Connection gets the information for rides and fills these request with drivers from St. John
 - iii. **Needs**
Volunteers from the medical field, as well as people to man the telephones and contact Senior Connection to help with the above services
Volunteers to visit the ill
Volunteers to call Sr. Theresa to inform her of a parishioner's need of help

PASTORAL PLAN UPDATE SUBMITTED BY BILL SCHULTZ, MAY 11, 2011

Goal 2: Educate the Parish Community to Grow Continually in the Faith through Catechetical Programs.

A. Continue to provide education about the Sacraments to parishioners of all age levels to help them deepen their faith.

Status/Comment – The Parish is engaged in a wide variety of Sacramental educational programs which are managed by Sister Roberta and require a wide variety of volunteers. The permission to establish an individual program is obtained from the Pastor or is instituted at the direction of the Archdiocese.

Responsible Person: Sister Roberta Harding, I.H.M.

PAC Monitor Comments: Recommend a list of Sacramental Educational Programs with their appropriate schedules be prepared and made available to the PAC and Parish.

B. Communicate information about Parish Programs and new initiatives.

Status/Comment – Current resources only allow for public announcements of programs about to start. No resources exist to prepare and publish information regarding ongoing programs or programs that have finished.

Responsible Person: Sister Roberta Harding, I.H.M.

PAC Monitor Comments: Recommend the Parish provide Sister Harding with communications assistance to prepare and publish ongoing information relating to Catechetical programs within the Parish.

C. Develop information metrics to assess Catechetical programs for effectiveness and coverage and publish statistics of participation.

Status/Comment – Based upon Archdiocese requirements metric information be prepared and forwarded on each Catechetical program presented within the Parish.

Responsible Person: Sister Roberta Harding, I.H.M.

PAC Monitor Comments: No additional action required. Parish continues to successfully meet Archdiocese requirements.

D. Expand Catechetical programs as required based on the assessment of metrics – including Retreats and Parish Missions.

Status/Comment – Historically, the analysis of metrics relating to Catechetical programs has not been a valid indicator for determining value to the Parish.

Responsible Person: Sister Roberta Harding, I.H.M.

PAC Monitor Comments: No additional action required.