

ST. JOHN THE EVANGELIST CHURCH
Pastor's Advisory Council
Minutes of the Meeting of September 16, 2009

The PAC meeting on September 16, 2009 was called to order by Tom Kane, Chair, at 7:40 p.m.

Msgr. Pennington began the meeting with a prayer. A reading from Luke, chapter 9, verses 57-62, was followed by the group's shared reflections on the reading.

Msgr. Pennington commented on the following:

- Progress has been made on the reconstruction of the Carroll Chapel. He participated in a walk-through to see how things were going and reported that it is beautiful, better than before. An inspection for an electrical hook-up is still awaited. Insurance is paying for the work.
- For the convenience of people with disabilities in wheel chairs, a pew at the front of the Main Church was removed.
- Automated door openers are being considered; a grant for this is being sought.
- St. John's received a \$10,000 grant from the Sullivan Foundation; the funds will be used to pay for a new fire alarm system at the school. An original grant request for \$50,000 for another project was not approved by the Foundation.

Minutes of the previous meeting were circulated in advance to PAC members and the chair asked for discussion and approval. Jim Polk made a motion for approval which was seconded by John Capobianco. All voted "aye" and the minutes were approved.

The election of a PAC Vice Chair was discussed. Mary Petrizzo, who had been elected at the previous meeting, resigned the position (which also includes membership in the Executive Committee) due to personal reasons. Discussion was held regarding eligibility of current PAC members according to the by-laws, and four members were eligible. None of those present felt able to take on the position at this time and it was therefore suggested that Tom Kane should contact Chris Gillis (not present at the meeting) and let him know that the position is his if he is able to accept it. Jim Polk made a motion to approve this suggestion, and Denise Culkin seconded it. All votes were "aye" and the offer will be made.

The Pastoral Plan Update, Third Draft, was distributed; discussion was headed by Cathy Ellis and Denise Culkin. Cathy commented that they are nearing the end of this lengthy process which began while Msgr. English was still at St. John's. She talked about the Town Halls and small group meetings, etc., that have been held, and the substantial input they have received from Parish members. She said that feedback is still needed from the Social Concerns and Diversity Committees. She would like to see the process brought to a close, with a target date set for a final report so that we may measure where we want to go as a Parish. The new PAC needs to review it closely, ask questions, and get all feedback in by October 10, with the goal of having a final document ready for the November PAC meeting.

Denise Culkin discussed the Parish Survey, which has been in process since June of this year.

It has been a slow process; they have produced a statistical report (distributed at the meeting) using "Survey Monkey" and she explained how it could be read. The paper is a summary of the 165 forms completed by Parish members, a small number compared to the Parish size. The forms that were received were heavily Caucasian, which is not an appropriate diversity match for the Parish. Ways to get more completed forms in were discussed and it was agreed that forms (and people to encourage the completing of them) would be available at the Church on Community Sunday. The availability of the forms will be announced at all Masses. Forms will be sent to the parents of CCD children, and other methods might be discussed by the Diversity Committee at its next meeting. The Executive Committee will decide what the number of completed forms should be in order to assume a valid study. Denise asked for suggestions on filtering categories or other improvements in the method of sorting the data.

The Liturgy Committee discussion was led by Carla Haywood. (Dan Redmond was thanked for setting this up and recruiting Carla.) The Liturgy Charter was distributed to the PAC at its May meeting. The Committee has held meetings and will continue to do so to discuss the feedback they have received and will use the data to produce a report. Cathy offered assistance to Carla in setting up the filtering process. The Committee Charter requires a membership of at least six and no more than 10, and they are now attempting to identify people who are qualified and to set up training programs for them.

Bill Mulholland joined the meeting to discuss Community Building and the Time, Talent and Treasure Program. He said that there is a great need to get people to focus on volunteering. Mary Brogan, with assistance from Linda Sullivan, is heading up the Time and Talent program. Mailings and announcements in Church will be used to get people to begin to think about the program. Pew cards will be used to update information on Parish members. Current ministries will be discussed, with an eye to distinguishing between Pastor-specific (appointed positions, etc.) and those for which anybody can join. All current ministries will be listed in the mailings so that people will be able to see which ones call for volunteers. The in-pew cards will be available on November 14/15, Commitment Weekend for Time, Talent, and Treasure, and January 1, 2010, will be the date to commence new commitments. There will be training classes for the Time and Talent program in early January. It will be important to have access to computer data programs as necessary.

Rick Murano discussed the financial status of the Parish. He said that in general all looks good; we are paying bills and salaries, and the cash flow is good. He discussed the \$150,000 debt to the Endowment which needs to be repaid. Interest is being paid on that loan. He commented that we need to get and keep a reserve so that the Endowment can be repaid on a scheduled basis. He reported that the offertory has been greater than expected and discussion was held on methods of publicizing the offertory amounts to the Parish, with an aim toward reinforcing a psychology of giving, not just need-based but as an ongoing obligation to the Church. Various payment methods for the offertory, as well as for the Faith Direct program, were discussed. Electronic payment and automatic deductions are good methods that save the Parish money in mailing costs, etc. Rick said that a quarterly financial report would be sent out as soon as the Pastor approves it.

The 60th anniversary of the school is coming up in 2010 and celebrations will be held in the fall of 2010. Various fundraising ideas were discussed. There is a strong need to continue to increase the Endowment. It is a good school and we need to find ways to get out the word on that.

The task of tracking the parish's fundraising events that Tom Kane performed last year was discussed. Ellen Cronin volunteered to take it on this year. We need to track events, staffing, expenses, and income to determine which events need help and where new activities will best fit.

Msgr. Pennington discussed the ways in which the taxes to the Archdiocese are levied, depending on whether or not a Parish operates a school.

Administrative Items:

- Conflict of Interest statements were distributed, for signature by all PAC members.
- Sheryl Kreischer cannot do the work on the Baskets of Cheer at the bazaar this year and a volunteer is needed.
- The Parish picnic scheduled for last June 6 had to be cancelled due to weather.

Not present at the meeting were Chris Gillis, Patrick Kilner, Carl Leighton, Mary Petrizzo, and Ann Versteeg.

The next PAC meeting will be at 7:30 p.m. on Wednesday, October 14, in the School Library.

After a closing prayer by Msgr. Pennington, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Sandra J. Liebel