

## **ST. JOHN THE EVANGELIST CHURCH**

Pastor's Advisory Council

Minutes of the Meeting of October 14, 2009

The PAC meeting on October 14, 2009 was called to order by Tom Kane, Chair, at 7:35 p.m.

Msgr. Pennington began the meeting with a prayer. A reading from the letter of St. Paul to the Romans, chapter 12, verses 5-16ab, was followed by the group's shared reflections on the reading.

Msgr. Pennington commented on the following:

- The parish is doing quite well with a great deal of activity, meetings, etc., going on in various areas.
- He had a discussion with Father Jan of the Polish congregation which uses the historic church on the possibility of building a pavilion or structure which could be used for picnics or other outside activities. Msgr. Pennington told him that the plans for such a structure would have to be reviewed and approved by the Executive Committee and the Pastor's Advisory Council before committing to anything. It is possible that if the plan is approved it would have to be constructed on the Knights of Columbus land across the street.
- Progress continues on the reconstruction of the Carroll Chapel. Msgr. Pennington said that it looks great, with new hardwood floors, a vapor barrier, and other up-to-date materials to bring it up to current building code. An outside electrical plug has been installed. The building has no heat and no plumbing. When everything is completed and inspection approval obtained, a rededication ceremony will be held. Historical information, including the exact date when the chapel was built, should be gathered to be used in the rededication. The Knights of Columbus and the St. John's Liturgy Committee should be involved in this.

Minutes of the previous meeting were circulated in advance to PAC members and the chair asked for discussion and approval. Two changes were suggested: a portion of a statement removed from the financial discussion ("are a little behind but") and the correction of a name (Sheryl Kreisler). These changes will be made and an amended version will be distributed. Jim Polk made a motion for approval as amended, which was seconded by Pat Kilner. All voted "aye" and the minutes were approved.

The Pastoral Plan Update was discussed by Jim Polk in the absence of Denise Culkin and Cathy Ellis. He reported that even with the new efforts to get more completed comment forms in, they had received only about 50 additional forms which still is not a representative sample. It was agreed that we will go with what we have. He reported that Cathy had received feedback from the various committees. Jim will meet next week with Denise and Cathy and get a report ready to be reviewed by the Committee and PAC. They still need to decide on a format for the report and on the distribution method, but at the next PAC meeting in November there will be something to look at.

The Liturgy Committee report was made by Carla Haywood, Chair. The Committee has been

formed with the following members in addition to the Chair: Msgr. Pennington, Sr. Roberta, Maria Castillo, Chris DeRoescher, Anestine LaFond, Dan Redmond, and Michael White. They have begun their work and held meetings. They have determined that there will be 10 meetings in the upcoming year, with the general format of meetings allowing: time to consider parishioners' questions and concerns; evaluation of the ministry focused on the current month; and instruction on ministries to be reviewed the following month. The evaluation will not be just a critique on the particular ministry but rather an effort to determine whether we are meeting the goals that such a ministry should accomplish. Instructions on the Roman Missal will be included. In its activities the Committee will use guidelines from the Archdiocese as well as the Conference of Bishops. The St. John's Bulletin will include information on what is being discussed by the Committee. A schedule has been set for the year ahead:

<b>November:</b>	Hospitality and Communications
<b>December:</b>	Altar Servers
<b>January:</b>	Eucharistic Ministers
<b>February:</b>	Music
<b>March:</b>	Lectors
<b>April:</b>	Arts & Environment
<b>May:</b>	Historic Church
<b>June:</b>	Overall Parish liturgical Life, with special focus on Special Liturgical Planning
<b>July:</b>	Planning for 2010-2011

On music, the Committee has researched appropriate music for children's masses. Three Committee members will attend a Liturgical Music Conference in a few days, as there are specific guidelines for music. For the October 18 International Potluck Luncheon the Diversity Committee has requested that music with an international flavor be used. Michael White has confirmed that he will have something appropriate ready.

Community Building was the next item on the agenda. Jim Polk discussed this in the absence of Mary Brogan and Bill Mulholland. He reported that they have been working on a Time and Talent Program to get more volunteers, to be done in parallel with the Treasure Program this year. This will focus on three consecutive weekends: Announcement, Commitment, and Follow-on. The Commitment Weekend will be on November 14-15, beginning with the Vigil Mass on the 14<sup>th</sup>. There will be two different cards, one reaffirming Treasure, and one setting out the various ministries with a description of Time and Talent. The Pastor will talk about the need to give and people will be asked to use the commitment cards. On the weekend of October 17-18, there will be census inventory cards that people will be asked to complete, updating contact information (especially e-mail addresses) and stating whether they are registered in the Parish. A letter from the Pastor will also be distributed. A Ministry Booklet will be prepared for distribution, setting out all of the ministries and what they do, and the in-pew card will have a sub-set of this information, asking for volunteers on those that are open for volunteer. A long-range follow-up plan will be determined. The Time and Talent part of the program will have two weekends of workshops, or ministry fairs, with the heads of the

ministries being available. People who signed up for a ministry will be able to meet the ministry head and discuss what the volunteer opportunities will look like. The workshops will be in January and the dates need to be set soon as the meeting rooms are in great demand and these workshops would need most of them. Jim has tentatively reserved the rooms for the three candidate Saturdays of January 9, 16, and 23. The PAC currently has its Day of Recollection scheduled for the 16<sup>th</sup> of January (a holiday weekend), so this might have to be reexamined. Jim Polk and Tom Kane will discuss this further. Once these dates are set, mailings will go out to parishioners.

On the Bazaar, Michelle Fuster sent her comments to Tom Kane who read them to the PAC. Michelle reported that Peg Daly would assist with volunteers, though it was noted that Peg is scheduled soon for a surgery. Jean Caffes and Allison Mulholland are leading the Baskets for Raffle effort and they are in need of donors to provide the contents of the baskets. Jessica McFadden is handling advertising efforts again this year, with a budget of \$900. Jessica is also handling the Santa's Workshop to be held in the Kennedy Room. There will be a magic show for the children as well as other activities. Peg Daly and Lynn Muldoon will be in charge of the Friday night babysitting since Friday is adult night. For the Friday night dinner she will work again with Mama Lucia's. Anna Colella has agreed to coordinate the volunteers for it. Sr. Roberta is picking up the liquor license for the dinner. For the Saturday kitchen, Mary Ward will handle the bar-b-q and sandwich part. Michelle is asking for suggestions from the PAC on people who could help with the food on Saturday. John Kelly is coordinating with the Boy Scouts in the set-up/tear-down efforts on Thursday and Saturday. Michelle needs someone to coordinate the Game Room and has asked the PAC to reach out to the parents of the 8<sup>th</sup> grade class in order to get this job filled. Ellen Cronin indicated that she could help with this.

Msgr. Pennington distributed a financial report on the operating budget which was reviewed and discussed. This will be published in the Bulletin. He stated that the situation was much improved over the past two years. He noted that we are paying the interest on the \$150,000 debt to the Endowment. He also noted that St. John's had provided \$68,000 to parents in tuition assistance last year. There were bequests to support this.

Bill Mulholland joined the meeting late to discuss the Offertory Program Status. He had no numbers available, but said he feels that it is on track. He said that putting into effect some comparison methods, perhaps on a weekly or monthly basis, would be helpful. Msgr. Pennington stated that the electronic giving (Faith Direct) has raised the income by about 20%, so they are hopeful that more parishioners will begin to use this method of giving.

#### Administrative Items:

- Tom Kane read a letter received in connection with the activities of the Boy Scouts, which stated that the Scouts are very willing to help but henceforth all requests for assistance should be made through John Kelly.
- World Priest Days will begin on October 25. Jim Polk stated that some nice things are planned for this and information will be available soon on Prayers of the Faithful, Blessing of Priests, and a reception to take place after the 9:00 a.m. Mass on October 25.

- Carl Leighton reported on the Community Sunday activities (which are in their third year now) and said he would like to see an expansion of the volunteers for this activity. The Diversity Committee is also interested in getting involved, and it was suggested that Mary Brogan might be of help on this. Carl would like to see more specific information on these activities in the Bulletin, in addition to the usual announcement.

Not present at the meeting were Noelyne Alzona, Denise Culkin, Rick Maurano, Lynn Muldoon, and Sr. Roberta.

The next PAC meeting will be at 7:30 p.m. on Wednesday, November 18, in the Kennedy Room.

After a closing prayer by Msgr. Pennington, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Sandra J. Liebel