

ST. JOHN THE EVANGELIST CHURCH
Pastor's Advisory Council
Minutes of the Meeting of November 18, 2009

The PAC meeting on November 18, 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 Gospel of Luke, chapter 21, verses 25-28 and 34-36, was followed by the group's shared reflections on the reading.

Msgr. Pennington commented on the following:

- The renewal of the Treasure program is underway, along with the implementation of the Talent part of the program.
- A workshop on the new Roman Missal was held, which he attended along with Sr. Roberta, Carla Haywood, and Michael White. The new Missal most likely will be available at the beginning of Lent in 2011. It will contain some changes in prayers and in the Creeds.
- A change is being made in the bookkeeping office and things there are progressing, with a new accounting company getting things up to date and paying bills, etc.
- The acquisition of new computers is being considered for the rectory office; the need for networking the system will be taken into account.

Minutes of the previous meeting were circulated in advance to PAC members, and the chair asked for discussion and approval. Changes suggested were a typographical correction and correction of two names. Motion for approval as amended was made by John Capobianco and seconded by Jim Polk. All voted "aye" and the minutes were approved.

Denise Culkin presented a summary report on the parish survey based on the Survey Monkey format, as well as a comparison of some of the questions offered on the 2009 and the 2004 surveys to attempt to determine a level of satisfaction (or dissatisfaction) among our parishioners on several aspects of parish life. There was in-depth discussion of these reports and of Denise's comments on the various question sets, demographics of the respondents, and on the wide difference in the number of responses received in 2004 compared to that in 2009. She commented that the level of satisfaction indicated by the survey has decreased somewhat since 2004, which could be due to several negative situations during those years. Denise commented that communication to parishioners regarding ongoing efforts is very important.

Cathy Ellis distributed the Pastoral Plan Revision and commented that this was a document in progress and she, Denise, and Jim Polk, who worked on it, would appreciate having PAC members review it closely and give them any suggestions as soon as possible. Jim Polk stated that the PAC will be the vehicle for getting this plan into final form in the next few months, and that the PAC will have tracking responsibility for the various areas of the program, with the execution of the plan being carried out by the people assigned to each area. Mary Brogan will work on the wording for the Stewardship, under the Spirituality section, and will provide this

to the working group. Various changes were suggested and the working group will expect to hear more from PAC members so that they can have the plan in final form before the January ministry fairs. The group will be looking at various formats for tracking the components of the plan.

Carla Haywood sent an email report on the Liturgy Committee and Sr. Roberta summarized this for the PAC members. The email message from Carla was as follows: "The Committee met on November 5th and focused on Hospitality and Communications. We discussed New Parishioners, the Welcome Committee, Greeters/Ushers, Access, Bulletin, and Community Sunday, specifically as to how they contribute to the Assembly of the Mass. Generally, hospitality and communications did well in the small parish survey sample but representatives from within those ministries and members of the Committee had some suggestions for improving the efficacy of each. We also learned about Altar Servers so that we can evaluate that ministry at the December meeting. We re-capped the October 17 Workshop on the Revised Roman Missal and discussed two requests the Committee had received on music. The first, from the Diversity Committee regarding the International Potluck Luncheon, we were able to accommodate with the incorporation of two foreign-language songs into the liturgy. It was proposed that the Diversity Committee develop a one-year plan to further incorporate additional foreign-language songs into the liturgy of the 12:00 Noon Masses. The second request was for a Children's/Youth choir both at the Christmas Vigil Mass and beyond. There was a good deal of discussion about it and it was agreed that Michael White would put together a plan in response to the parishioner's request."

Sr. Roberta commented that for Advent it was necessary to make sure that we have everything we will need in the way of candles, wreaths, etc. She reminded the group that the Penance Service will be on December 15th, and hoped that we could find ways to encourage people to participate in the Advent and Penance programs.

Sr. Roberta also mentioned that St. John's school and CCD program will participate in the Adopt-A-Family program. She discussed the good music program that the school has and that they will be doing two band concerts in December. These will be mentioned in the Bulletin for November 29 Masses. Two high school students and some participants in the confirmation program also will be a part of these events.

Mary Brogan discussed the Time and Talent program and stated that a mailing had gone out to all members of the parish and that an email from Msgr. Pennington had gone out to all ministry leaders. Cards are being prepared for distribution at Masses this coming weekend. The challenge will be to collect the information and coordinate it with the ministry heads in time to be useful for the January orientation sessions. She stated that everyone who signs up for a particular ministry will be contacted as soon as possible. Rooms at the school and church have been reserved so that all of the ministries can meet separately on two consecutive Saturday mornings in January. The dates for these sessions have been confirmed as January 16 and 23. It is hoped that the opening up of the ministries to everyone will raise community spirit. Although people who are good at a particular ministry and have been involved in it for years will be encouraged to continue there if they wish, they also will be offered the opportunity to

get involved in something else if they feel they have served long enough in a particular field. Methods of getting people involved were discussed.

Tom Kane reported on the Bazaar based on a message from Michelle Fuster which read: "We are on target with what we brought in last year, with total gross revenues of \$15,691. Our highlight this year was the Baskets for Raffle which brought in \$2,186 (last year that total was \$1,400), but more important were the compliments from all on the fantastic job done by Allison Mulholland and Jean Caffes who led this effort. The St. John's Café brought in \$3,474. Santa's Workshop was a big hit, along with The Great Zucchini, which was organized by Jessica McFadden. Jessica also was in charge of the event advertising. We are getting together the week after Thanksgiving to discuss what worked and what didn't, in order to set us up for next year. This Bazaar would not happen without the tireless efforts of the St. John's community. My husband and I had friends and their children drop by on Saturday. The couple attends a Lutheran church on Bradley Blvd. and more than once commented that they could not get over the feeling of "community" percolating that day. They said that this is what their church lacked. We hear this constantly and it's something we should all be proud of." It was agreed that Michelle's comments should be reported in the Bulletin.

Under the Finance category, Msgr. Pennington stated that the financial report and letter had gone out to parishioners. He discussed the new accounting firm which is assisting St. John's now. He stated that we are in the black and are current with all bills, but that we are in need of more "unrestricted" funds. He commented on the fact that we are a secure parish in terms of the school (some parish schools are considering merging, but for the near future St. John's will remain as it is). He mentioned that the Archdiocesan tax is lower on a church that has a school, and also touched on the bequest which allowed St. John's to offer tuition assistance to some parents (this bequest has been used up). The Bannon program assisted with increasing the income, with the "need to give" attitude being stressed.

Jim Polk reported that St. John's met its goal in commitments to the Archbishop's Appeal and that most commitments will be paid off by the end of the year. The Forward in Faith program which began in 2005 is nearing completion. St. John's goal was \$825,000 and he thinks that we will finish with a total of \$831,000. These commitments should be paid off by the end of 2010. St. John's has received share payments of approximately \$148,000 based on a percentage of the total amount paid to date.

These commitments should be paid off by the end of the year and then St. John's will receive a payment based on a percentage of the total amount collected.

Tom Kane reported that Pat Kilner had resigned from the PAC due to other personal commitments, and, since his term would be up in spring of 2010, it was decided to leave the slot open at this time.

Tom also reported that he still needs signed Conflict of Interest forms from some of the PAC members.

Not present at the meeting were: Phil Coyne, Ellen Cronin, Carla Haywood, Allan Jimenez,

Carl Leighton, Rick Maurano, Dan Redmond, Ann Versteeg, and Willie White.

Msgr. Pennington closed with a prayer, and the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Sandra J. Liebel