

ST. JOHN THE EVANGELIST CHURCH
Pastor's Advisory Committee
Minutes of the Meeting of December 17, 2009

The PAC meeting of December 17, 2009, was called to order by the Chair, Tom Kane, at 7:40 p.m.

Msgr. Pennington began the meeting with a prayer. A reading from the Gospel of Luke, Chapter 1, Verses 46-56, was followed by the group's shared reflection on the reading.

Msgr. Pennington commented on the following:

- Drawings of the proposed pavilion to be built on the grounds of the historic church by the Polish congregation were distributed for the PAC's review. The planners have not talked with the Historical Committee yet but will do so when the exact building spot is determined. It will be approximately 50' by 30' feet. The Polish congregation will pay for it but St. John's will have the benefit of using this under-cover place for events. It was recommended by the PAC that the plan approval be withheld until we get the actual site plan for where the pavilion is to go on the property.
- Parishioners have donated time and equipment to upgrade the Rectory office computer system and get the units networked. This should improve the Internet connection. Various programs are being considered.
- The Liturgy Committee is up and running and considering the development of several programs. This will be discussed later in the meeting by the Chair of that Committee.

Minutes of the previous meeting were circulated in advance to PAC members, and the Chair asked for discussion and approval. No changes were suggested at the meeting. Motion for approval was made by Jim Polk and seconded by Denise Culkin. All voted "aye" and the minutes were approved.

The new draft of the Pastoral Plan Revision was distributed for review and comment. The brochure includes a draft letter from Msgr. Pennington, a Mission Statement, and a page for each of the three main components of the Plan: Spirituality, Community Building, and Financial Stability. The brochure is similar to the previous one of a few years ago and appears to be a form that works well. It will be distributed as an insert in the Bulletin before the two Ministry weekends in January. Jim Polk asked the PAC members to read it carefully and to email any changes to him as soon as possible. People will be assigned to monitor and report on the progress of the three areas. It is intended that the PAC will be the lead entity in managing the overall monitoring process. The working group will continue to work with Msgr. Pennington to get the Plan brochure completed. A suggestion was made in connection with the time lines for each item and accepted: if an item has been accomplished by the date of publication of the brochure, it should be so noted on the Plan. The schedule calls for distributing the Plan revision to the Parish in the Bulletin the weekend of 9/10 January. Thanks were expressed to the group for its hard work, and that will be passed on to Cathy Ellis who was not able to be present.

John Capobianco distributed a report on the Adoration hours spent by parishioners. The goal of achieving 5,000 hours per year was exceeded (5,280) by Advent of 2009.

Carla Haywood reported on the Liturgy Committee which is fully staffed. They have been meeting and have based an evaluation schedule on the Parish Survey forms. They are working on ways to increase spirituality. A discussion of altar servers took place at the last meeting, and Dean Russell has agreed to assist in this program. Feedback from the Committee to the altar servers will be given in hopes of encouraging them as well as training them and getting them more deeply involved. An investiture ceremony is also being discussed. Next month the Eucharistic Ministry will be discussed. This Ministry has a good group of people with institutional knowledge but it is hoped that the Liturgy Committee will be able to encourage new people to participate and bring a new perspective to the process. Instructional material will be distributed to the current Eucharistic Ministers so that they will have a better understanding of what the Church wants based on the Roman Missal. The Committee will consider methods of routine reporting to the parish by means of inserts in the Bulletin or by fliers, etc.

Sister Roberta commented on several areas: 1) there were two outside priests available for the Penance Service, with about 50 people in attendance; 2) all of the Advent wreaths and candles were put in place in a timely fashion; 3) the Christmas letter was mailed out to all parishioners; 4) at the 5:00 P.M. Christmas Eve Mass there will be a "Cherubs" choir, with older children being able to sing at other times and to participate by bringing up the gifts.

Msgr. Pennington reported on the Time, Talent, and Treasure program. On the Treasure front, approximately half the parishioners who pledged last year have already pledged at Masses on the two pledge Sundays held in November. Those who pledged last year but have not yet pledged this year will receive a letter inviting them to pledge again. It is expected that most of them will pledge as much as they did last year. Based on a preliminary look at the Commitment cards, therefore, it appears that there will be an increase in pledges of approximately 15%. On the Time and Talent front, there was a good response, and the information on those cards is being put into the rectory computer. A Bulletin notice will appear in early January inviting all to come to the Time and Talent Orientations on 16 and 23 January.

Jim Polk reported on the Stitchery Group, which has over many years served the Parish well and made a good deal of money for the parish at the Bazaar. They had a final sale on items remaining and raised \$881 in addition to about \$1,500 that they made at the 2009 Bazaar. This group is disbanding as of this year for various reasons. They will be thanked by several means, and an inquiry will be made as to whether some of them would like to teach their skills to others.

Jim said that there are still a few outstanding items out on the Bazaar but that it should close out with a profit of about \$12,500.

On the 60th Anniversary of the School, Tom Kane reported that Marie James, Peg Daly, and a few others are working on this and would welcome PAC members and others who want to

join the planning committee. It was agreed that the PAC will get involved and help make the celebration truly a total Parish year-long event.

Rick Maurano reported on Financial Stability. He stated that it is too early to evaluate the commitment cards, but that on the whole the parish is in good shape and paying bills on time without a deficit but without surplus. The Endowment Bond must be paid, and new means of raising unrestricted funds should be considered. The outside accountants who work with the Archdiocese and are currently handling our parish books are working out well. Concerning the school, the Archdiocese has asked for the school's budget, which should be a balanced one with a contribution of \$50,000 from the Church. A 3% increase in tuition is contemplated for next year. The school has an Endowment of nearly \$1,000,000, which is much higher than that of most schools in the Archdiocese, and with 231 students it should be on solid ground. Rick will prepare a summary on what goes into the school budget. The Archdiocese is getting closer to standardizing the procedures on budgeting. The difference in taxes that would have to be paid to the Archdiocese if we did not have a school goes into a tuition assistance fund which keeps more seats filled and allows the parish to give a multiple-children discount to families. Additional methods of fundraising for the school, with participation of the whole parish, should be considered.

It was reported that the Boy Scouts did very well with their tree sales, having already earned enough to pay for the trees and have a good profit to put towards their next trip.

Sister Roberta commented that she still did not have pictures of all the PAC members to put on the web site but would be working on completing that.

Not present at the meeting were: Noelyne Alzona, Phil Coyne, Mary Ellen Falusi, Chris Gillis, Lynn Muldoon, Mary Petrizzo, Ann Versteeg, and Willie White.

Msgr. Pennington closed with a prayer and the meeting was adjourned at 9:00 P.M.

Respectfully submitted,

Sandra J. Liebel