



## Pastoral Council Meeting Minutes March 22, 2011

*“Journey with Us Building God’s Holy Family”*

Members in Attendance: Bill Coté, Patricia Eley, Tony Kapkowski, Michelle Klima, Tim Malkiewicz, Mary Naughton, Juan Ocano, George Pioli, Ann Whitlock  
Excused: Fr. John Tapp, Mark Hanks, Tara Kenyon, Claudia McIvor

The Pastoral Council meeting opened at 7:01 PM with prayer led by Pat Eley. This was followed by reflection on the Gospel for March 20 led by Tony Kapkowski.

### Acceptance of Minutes

The Minutes of the February 22 meeting were accepted as written.

### Committee Reports

- **Finance Council** – Tim Malkiewicz reported that the Council was updated on the school budget, and are now working on the parish budget. Offertory is still tracking well, and they are trying to estimate what the offertory will look like for next year.
- **S.A.C.** – Tony Kapkowski reported that there was no SAC meeting due to the budget meeting. They will be meeting with Home and School on Thursday of this week. It had been suggested that there be a 6% increase in tuition, but it was decided to leave it at 4%. Although we can’t give teachers a raise this year again, it was decided to give a step increase where possible. The budget is being based on an enrollment of 195 students. Bonuses are being offered to people who bring in new students who actually enroll in the school. Since Tony is required to leave Pastoral Council after this year, Chio stated that he would be willing to be our liaison with SAC.
- **FFAC** – No report.
- **Stewardship Council** – Mary Naughton provided copies of the minutes from the Stewardship Council meeting. She noted that Council members will be getting shirts which will be worn on the first Sunday of each month since that’s when we say the Stewardship prayer. She also noted that there is a tentative timeline for the Stewardship Campaign, and the theme of Pizza has been chosen as the theme for the Time and Talent Fair. Each ministry will have its own slice of pepperoni on a giant pizza. The next Stewardship Council meeting will be in May.

### Old Business

- **Capital Campaign Report** – Tony reported that the campaign is in a lull at this time. The next efforts will be directed at those folks who pledged and had to drop out. It is hoped that they may now be in a position to reinstate their pledges.
- **Self-Study Process** – In Claudia McIvor’s absence, Mary reported that Claudia prepared a summary of 68 responses (there are more responses today) so everyone could see how things are going and how the reports will look. The report was circulated along with a 1-page list of some of the written comments so everyone could see that they will be readable. Claudia noted that the summaries seem to be holding the same ratios as the number of responses increases, so the survey will probably provide us with some consensus. The hard copies will be made available this weekend and next weekend.
- **Parish Communications** – Mary provided copies of the notes from the February meeting of the Parish Communications Task Force. All agreed that we need to work together to be on the same page. It was also agreed to not pursue a more frequent newsletter, based on past experiences. Mary and Claudia agreed to work with Robert to revise the parish web site using newer software available from Yahoo. In the discussion of this report, it was recommended that the parish invest in new software and/or equipment as well finding someone to do the re-make of the web site. Several suggestions were made about systems that could be used. It was also suggested that we add an “opt in/out” entry on the Parish Registration Form for people to indicate whether or not they will allow their picture to be used on the website or on Facebook. Claudia also provided information on web business named **Constant Contact** which provides a system to send out bulk e-mail notices. The prices seem reasonable, and it is possible to send an unlimited number of e-mails. We need to determine if it would be less expensive than mailings. Also, some of our mailings contain pledge cards and other items that need to be returned to the office.

- **Pastoral Council 2011-12 Calendar** – Fr. John requested that we complete our calendar for next year. It was agreed that we should have the Council Retreat on Saturday, August 20, and Commissioning on Sunday, August 21, depending upon Fr. John’s availability. *(Note: Mary confirmed both dates with Fr. John)*
- **Pastoral Council Discernment Timeline** – Mary distributed a list of proposed dates for the various steps in the process of Council Discernment. Using our Bylaws and working backward from Discernment Sunday, the first Bulletin announcement should be on the weekend of March 27. The proposed timeline was accepted. Since we need to announce how many vacancies we have, we need to know which Council members plan to accept another 3-year term. Those whose terms expire this year are: Pat Eley, Mark Hanks, Tara Kenyon, and Chio Ocano. Tony Kapkowski’s term is also up, but since he has served 6 consecutive years, he is not eligible to accept another term. Michelle Klima will be heading to college and will probably resign. Mark and Chio have both agreed to stay on for another term. Mary will follow up with Michelle, Tara and Pat.

#### New Business

- **Youth Ministry** – Michelle Klima reported that St. Paul’s Youth Ministry had not been informed about Holy Family’s decision to try inaugurating our own high school ministry here.
- **Sunday Small Groups** – Bill Coté suggested that the parish should hold small group meetings on Sunday using school classrooms in order to strengthen connections to the parish through connections to members of the small groups. It was noted that we have held SCC groups on Sunday, but the interest in them died out. As a result of the discussion, Bill was charged with setting something up with a target of young adults, single or married.

#### Housekeeping

- **School Auction** – Chio collected additional donations toward the Council’s ad in the School Auction Program. Council adjourned at 8:32 PM with prayer led by Chio.

The next meeting is scheduled for **Tuesday, April 26, 2011**, in the Church Office, Pastor’s Conference Room, at 7 PM. Parishioners are always invited, and are encouraged to attend.

Respectfully submitted by Mary Naughton