



# Pastoral Council Meeting Minutes

April 26, 2011

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

Members in Attendance: Fr. John Tapp, Patricia Eley, Tony Kapkowski, Michelle Klima, Tim Malkiewicz, Claudia McIvor, Mary Naughton, Juan Ocano, George Pioli, Ann Whitlock

Excused: Tara Kenyon

Absent: Mark Hanks, Bill Coté

The Pastoral Council meeting opened at 7:01 PM with prayer led by Fr. John Tapp. This was followed by reflection on the Gospel for March 20 led by Tim Malkiewicz.

## Acceptance of Minutes

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

## Pastor’s Report

Fr. John reported:

- This is turning out to be a busy time, even though we think that everything slows down after Easter. He leaves on Thursday for the Medical Mission to Haiti. We have Mother’s Day, First Communion, Confirmation, Graduation, and lots of other things happening.
- Work is still continuing on the punch list. One air conditioner went out over Easter, but is being worked on. A solution is being developed, in consultation with the architect, for the problem with the area around the organ.
- The school is facing a serious challenge because enrollment for next year is below that upon which the budget is based. Solutions are being considered.
- Church finances are picking up a little, compared to the last 2 years.

## Committee Reports

- **Finance Council** – Tim Malkiewicz reported that the Council is looking at the offertory and has recommended not planning for an increase. Next year’s budget will be based on this year’s income. With regard to school enrollment, we are graduating a large 8<sup>th</sup> grade class, and smaller classes are replacing larger classes. We are behind the curve in marketing to some of the schools that are closing, but are working on it now.
- **S.A.C.** – Tony Kapkowski reported that the decision to go with a 4% tuition increase had to be scrapped, so it will be an increase of 6%. It is planned to give the faculty a \$650 step increase, and the staff will receive a 1.5% increase. The school is working on a B-early program which involves sending out cards to newborn babies in the parish with notes from students who will be in the 8<sup>th</sup> grade when these babies enter our school. This provides them with buddies from day 1.
- **FFAC** – Fr. John reported that they are doing a review of the materials used for the programs, and will do evaluations of our programs.
- **Stewardship Council** – Mary Naughton showed the new shirts that Stewardship Council members will be wearing on the first Sunday of each month. We say the stewardship prayer then and this will enable parishioners to identify members of the Council.

## Pastoral Council Lead Committees

- **Discernment Committee Report** – Tony reported that there are six candidates for next year’s Council. He has thus far received 4 questionnaires from candidates. Mary will e-mail them to all Council members. The other two questionnaires should be coming in shortly. There were a total of 9 nominations.

## Old Business

- **Capital Campaign Report** – Tony reported that they are starting a letter-writing campaign aimed 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. Fr. John reported that the finances are still tracking.
- **Self-Study Process** – Claudia McIvor reported that 258 surveys have been entered into the computer by those who took it on line as well as from the paper copies entered by Maria Risco (from the Finance Council) and Mary Naughton. The paper copies continue to trickle in, and there are now about 14 left to be entered. There are some interesting trends which Council will be exploring next year. Mary noted that many of those who filled out paper copies have no idea of ministries that are available here at Holy Family. There are also a number of people who said that they understand their stewardship responsibilities but do not make an annual pledge.

- **Facebook Update** – Claudia reported that there are 133 active participants as well as 6979 viewers for our Facebook page. She has recently posted some photo albums which people seem to like. There is also a connection to the USCCB website. A video of Fr. John’s homily was posted, and all three priests have given permission to have their homilies put on our page. We will probably do this about once a month. Michelle Klima gave Claudia the name of a parishioner whom she could contact about doing the videos. We are using the page to help advertise events as well as to get feedback on them. There is also a video about reconciliation. The Facebook Committee will be meeting again on May 10.

#### New Business

- **New Parish Website** – Michelle Klima reported Susan Carr has agreed to work on a new website for the parish. She is currently working on getting a degree in web design, and has done some web development. Susan has been in touch with Robert Todd. Claudia and Michelle will follow up with Susan, and we may possibly have her meet with the Communications Task force to plan how to proceed. Since Robert is the staff person who is responsible for maintaining our website, it is important that the new site be easy for him to maintain. We also need to keep in mind that we may not have money to spend on new software.

#### Housekeeping

- **Council Liaisons** – With the departure of Tony and Tara Kenyon from Council, we need to have them replaced as liaison with SAC and FFAC. It was agreed that Chio and Ann Whitlock will be liaison to SAC. George Pioli and Claudia will be liaison with FFAC. Mary will contact Tara to see if she will be attending the May 10 meeting. George is available to attend.
- **Heads of Councils meeting** – It was agreed that we will plan the dinner meeting for heads of the five Councils for the Fall. We will have the results of the survey to share with them. The executive committee will set a date at their meeting on May 13.

Council adjourned at 8:32 PM with prayer led by Chio.

The next meeting is scheduled for **Tuesday, May 24, 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