



Pastoral Council Meeting Minutes

November 29, 2011

“Remembering the Covenant”

Members in Attendance: Bill Coté, Patricia Eley, Mark Hanks, Tim Malkiewicz, Sonya March, Claudia McIvor, Mary Naughton, Juan Ocano, Mike Quackenbush, Maria Risco
Excused: Fr. John Tapp, George Pioli, Ann Whitlock

The Pastoral Council meeting opened at 7:02 PM with prayer led by Pat Eley. This was followed by reflection on the Gospel for December 4 led by Chio Ocano.

Acceptance of Minutes

The Minutes of the October 5 meeting were accepted as written

Pastor’s Report

Fr. John’s written report, presented by Pat:

- **Retreat** – I regret that I cannot be with you for this meeting. I am attending my annual retreat at Eastern Point, MA until Saturday. Be assured of my prayers for each of you while I am away. Please keep me in your kind prayers as well.
- **Safe Environment Program Evaluation** – As part of the “Dallas Charter” passed by the United States Catholic Conference of Bishops (USCCB) in 2001, dioceses and parishes are evaluated on a periodic basis to see if they are in compliance with the Charter. Several parishes in our diocese were evaluated on a random basis. Holy Family Parish was one of those parishes. The independent / national evaluators check on a variety of things including: up-to-date fingerprinting and background checks on all parish volunteers who work with youth and vulnerable adults; how the entities deal with reporting of potential sexual abuse cases; safe-environment education for both parents and children to name a few. Both our parish and the Diocese of St. Petersburg were determined to be in compliance with all the recommendations of the Charter.
- **Parish Audit** – During the first week of November (just a few weeks after our Safe Environment Program Evaluation) our parish was audited by an independent accounting agency. The diocese requires that each parish undergo this audit every five years. The auditors review our various accounts and do a review of various procedural audits, such as our collection counting procedures, procedures for reviewing parish bank statements, etc. While we are still waiting for the official report, the initial response of the auditors is that we are in compliance with diocesan accounting and procedural mandates.
- **During This Thanksgiving Season . . .** I would like to offer my sincerest and deepest appreciate for those who worked so hard to make the following so successful:
 - Time and Talent Fair
 - Bike Rally
 - International Food Festival

Each event was successful in bringing our parish closer together and made us mindful of the great faith community that we are a part of.

- **Capital Campaign** – Our parish, with the help of the diocesan finance office, has sent letters to individuals who are behind in their pledges to the capital campaign. I believe that letters also went (or will be sent) to those who pledged, but have not made any payments to the campaign as of yet. Also, we are about to embark of a “soft push” to parishioners to consider extending their capital campaign contributions for one more year. I am personally committing myself to this campaign for another year and am asking all those who are willing and able to do so as well. The more we pay down on the principle of our loan, the better stability we bring to our parish and specifically ensure the continuation of the many ministries we offer here.
- **FOCUS 2015** – I am grateful for your hard work on our parish strategic plan. When we were attempting to set goals / strategies at our last meeting, I thought that one goal should be to evaluate our facilities and campus – being as specific as possible. Some of the capital improvements to the property and facilities may inhibit some of the goals / plans we have for our future. I am happy to elaborate on this more at our next meeting.

Committee Reports

- **S.A.C.** – Ann Whitlock placed a written report in Dropbox.
- **Finance Council** – Tim Malkiewicz placed the minutes of the November meeting in Dropbox. He noted that the direction Finance Council is heading ties in with our FOCUS 2015 goal setting and Fr. John’s request.

There is a need to plan for capital improvements, and the concept of the Maintenance fund should be revisited. The next meeting will be January 17.

- **F.F.A.C.** – Chio reported that a letter has been drafted to send to potential teen candidates for membership. It is important to get input from that age group. Bob Metz is thinking of setting up a program on annulments. We did one a few years ago but it remains a topic of interest. The Diocese is happy to send out a representative of the Tribunal to provide and present information.
- **Stewardship Council** – Mary Naughton noted that minutes of the November meeting are now in Dropbox. We evaluated the Time and Talent Fair and all agreed that it was the best any of us could remember. We had 107 signatures for the various ministries and are following up with them to be sure they followed up with the folks who signed up. The next few months will be spent working on revising our charter, possibly developing bylaws, and working on FOCUS 2015 goals and objectives. Claudia McIvor added that there were several people who signed up for Digital Discipleship. Interested folks will meet on December 13 to discuss where this idea should go. It is important that we have a holy and responsible presence on the internet.

Old Business

- **International Food Festival** – Pat thanked Pastoral Council members for the excellent show of support (by working) to the Festival. Our group was “awesome and amazing!” 10 countries participated and everyone did a wonderful job. While the object of the Festival is primarily social interaction for parishioners, the event did make the 2nd largest profit in its history at \$1,036.
- **Adopt-a-Class** – Chio delivered a thank-you card from the School’s Science Lab, the class which we have adopted this year. They were able to use the funds we provided to purchase a microscope.
- **Pathways** – Claudia reported that the first pilot of the Pathways program started yesterday. It was reported to be a bit rough and in need of fine-tuning. She also urged folks to sign up to participate in the second pilot in January. We are not trying, with the pilots, to steer people into more ministries. The purpose of the pilots is to get feedback on how we can improve the sessions before we offer it to the parish at large.
- **Self-Study Process** – Claudia suggested that we work on refining the goals for the Administration and Finance portion of FOCUS 2015 since input on that was the only additional information received from the subcommittees thus far. She will compile the results of the discussion and post them in Dropbox. We will do the same process for 3 more segments of the plan at our next meeting.

New Business

- **Additional Calendar Dates:**
 - January 28 – Twinning fundraiser at Blessed Trinity
 - January 29 – Pat Eley’s presentation on the Medicare Appeals process and Quality of Care issues.

Council adjourned at 9:05 PM with prayer led by Pat.

The next meeting is scheduled for **Tuesday, January 24, 2012**, 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