

**Minutes of the Parish Council Meeting  
of St. Vincent de Paul Church  
March 11<sup>th</sup>, 2014**

The meeting was brought to order by the Council President, Audrey Rogers at 7:34pm and started with a group prayer.

**In attendance:** Fr. Richard Lawrence, *Pastor*; Audrey Rogers, *President, 9:30 Mass Rep*; Sara Kelley, *Vice President, 9:30 Mass Rep*; Rosie Graf, *Secretary, 9:30 Mass Rep.*; John Kober, Sr., *7:15 Mass Rep.*; Laureen Brunelli, *Communications and Outreach Committee Chair and Ad Hoc Committee*; Peggy Meyer, *Social Action Committee Co-Chair*; Peggy Shouse, *Education and Enrichment Committee Chair*; David Potts, *Facility Committee Co-Chair and Ad Hoc Committee*; John Helie, *Liturgy Committee Chair*; Anne Marie Freeburger, *Corporator*; Graham Yearley, *Corporator*.

**Also present:** Members of the *Strategic Planning Committee*: James Casey, Geraldine Fialkowski, and Vanessa Johnson; and parishioner, Louise Gregg.

**Excused Absence:** Dan Rolandelli, *Facility Committee Co-Chair*; Chris McCullough, *Pastoral Associate*; Bethany Gregg, *9:30 Mass Rep.*; Denise Hamilton, *11:45 Mass Rep.*; and Maureen Fitzsimmons, *Finance Committee Chair*.

**Pastor's Report:**

The Archdiocesan audit that took place last month focused on compliance with regulation and procedures (it was not a formal financial audit). Fr. Dick is completing the parish response.

**Status Report on Catholic Churches of Central City:**

The cluster churches continue to meet. There was a recent meeting of the clusters with Archbishop Lori in which he shared his enthusiasm about the important work Pope Francis is doing for the church and all pastors were asked to share what their parishes are doing to live out the Pope's Gospel.

**Finance Report:**

The offertory was over by about \$4,000. Jan is back up (not sure if this was in reference to donations or attendance). Church utilities took a big hit but still \$2,000 under budget. \$10,000 (\$2,000 of this was a donation) budgeted to the new cross. Not as much heat going on in the building so the BGE bills have been considerably lower. Church maintenance is over budget. Cemetery renovations costing quite a bit we pay more than our share for this. Attendance has fluctuated.

**New Business**

**Project Connect:**

St Vincent's was asked to participate in a Johns Hopkins-conducted community structural intervention study entitled Project Connect. Audrey Rogers will be the point person for St.

Vincent's who has been randomized to the intervention arm. Meetings will occur over the next 6-8 months and Audrey will be responsible for St. Vincent's role in the study.

### **Jonestown Festival:**

There are preliminary discussions about holding a festival in 2014 to celebrate the historic heritage of the Jonestown area and St. Vincent's has been invited to the table to participate. The stimulus idea and program proposal came from graduate students working in the City Lab program at Hopkins and MICA. Implementation needs to come from local entities who have met three times so far. Representatives from St. Vincent have been present at all the meetings.

*Update:* the date of the proposed festival has been moved to 2015.

### **Recycling:**

Louise Gregg has been concerned about the level of potential recyclable material that is trashed at St. Vincent (particularly from the Friday evening meal). St. Vincent is in the downtown business district with daily trash pickup but to our knowledge no recycling is available. Louise was asked to obtain information and present to Council. She reported on a campaign pushed by the State of MD in which St. Vincent could participate. that provides weekly pickup of recycled material. There were questions about how this work and Louise will make the contacts to obtain all the details and report back to Council at an upcoming meeting. Louise was also referred to the Peace and Justice Committee which has had the environment as a major project since Sylvia Eastman had been instrumental in producing an environment workshop with alternative energy providers a few years ago. Louise is considering a repeat.

### **Report of the Ad Hoc Strategic Planning Committee:**

Audrey Rogers presented the strategic plan to Council. Members of the Strategic Planning Committee -Jim Casey, Gerry Fialkowski, David Potts, Vanessa Johnson and Laureen Brunelli-were present to answer questions.

1. Evangelization and Stewardship of the community
  - a. Area #1- #3 presented and no suggestions offered from Council
2. Stewardship of Community Resources
  - a. Area 1- presented and no suggestions offered from council
  - b. Area 2 Personnel and Volunteer Policies and Procedures- **changes added in bold**  
Canvass the parish community talent to establish an Ad Hoc Committee to **propose** HR procedures based on these standards and best practices.

Conduct annual goal setting meeting...will add (**assigned to Pastor and Pastoral Associate**)

Develop... The Pastor and Council already exercised intentional recruiting when hiring the pastoral associate position so this objective is better worded as "...**continue to be** well thought out and intentional"

- c. Area 3 Maintenance and Restoration of the Facility  
Audrey noted that considerable progress has already occurred in this focus area with the reorganization of the Facilities Committee.

Audrey asked Council for action on three proposals:

1 Proposal that Parish Council approves presenting the strategic plan to community at the scheduled March 23 Town Meeting to solicit community response to the proposed plan. The council approved this first proposal.

2 Proposal that the prior to the release of the proposed plan for parish review it be edited for more clarity and appropriate reading level. There would be no substantive change in meaning or format. The council approved this second proposal.

3 Proposal to recruit advocates for each of the areas of strategic planning since Audrey would like to identify these people before the meeting so they can be present. She would like recommendations and she needs permission for recruitment. The council approved this third proposal.

## **Committee Reports**

### Liturgy Committee (*John Helie, Chair*)

The Liturgy Committee has not met since the last Parish Council Report. Since the last Parish Council meeting, the committee has been focused on the communications to the parish about the Lent/Easter Season which began on Ash Wednesday, March 5. The theme for Lent is "What? So What? Now What?" A schedule of liturgies and educational opportunities, along with a narrative "It's not your Grandma's Lent" has been distributed. Bulletin announcements have been running (and will continue to run throughout the season) and two poster boards have been placed in the Gathering Space.

A sub-committee is finalizing the service for the Stations of the Cross. This liturgy is scheduled for Wednesday, March 19, 2014 at 7:30 pm. St V's will host the Reconciliation/Penance Service on April 2, 2014.

The volunteers from Our Lady of the Fields (who hold the Friday night dinners for the homeless) have been invited to share the Seder meal with us on Holy Thursday. In response to the 2013 parish survey about the Lent/Holy Week/Easter Services, the committee has reconstructed the Good Friday liturgy. The two primary revisions to this service are that the Gospel will be read by Fr. Lawrence (rather than sung) and the veneration of the cross by the parish will be communal from the pews with optional individual veneration after the conclusion of the liturgy. Audrey Rogers and Chris McCullough are also planning a family-oriented Good Friday Service for the afternoon.

The All Night Easter Vigil is again being held this year. Colleen McCahill has agreed to be the 'threader' and Jack Gohn is recruiting planners for the All Night Easter Vigil. Last year's parish council survey indicated that the tradition of the All Night Easter Vigil is not meeting the needs of the majority of the parish. As a result, the Committee decided to

continue discernment about the all-night Easter Vigil at its annual retreat, traditionally held in August of each year.

Traditionally, St V's recognizes the high school seniors at the Pentecost service. (Pentecost is June 8.) Three high school seniors have been identified, however, they have not yet firmly committed to participating. Valerie Rolandelli is coordinating with the families.

The next committee meeting is scheduled for May 3, 2014 at 10:30 am.

#### Education and Enrichment Committee (*Peggy Shouse, Chair*)

The Education & Enrichment Committee has not met since the last parish council meeting, so there is little to report.

The Lenten discussion material and questions have been posted to the website and discussion groups have formed. Some of them have already met.

Fr. Julio Martinez, our retreat director for 2014, will be presiding and preaching at the April 27 9:30 mass.

Registration for the next round of Dinner for 8 is now being conducted by Rita McMullin.

Our next E & E meeting is March 27 at 7 pm.

#### Social Action Committee (*Peggy Meyer and Ray Heil, Co-Chairs*)

**Peace & Justice Committee:** We worked on the BRIDGE gathering planned for 2/13 with the candidates running for Governor. After a successful dress rehearsal, the weather necessitated canceling it. Please mark your calendars for 5/8, 7:00 - 9:00 p.m., the rescheduled date. We continued to work to get the minimum wage raised.

Archbishop Lori opened the 35th Archdiocesan Social Ministry Convocation and the keynote speaker was Fr. Jacek Orzechowski, OFM. He is Chair of Justice, Peace and Integrity of Creation Directorate, Holy Name Province and Board of Directors of the Franciscan Action Network. We were on the planning committee for the convocation. A good group attended from St. V's and committee members led two of the workshops. Our parish was recognized for work in direct service and advocacy.

**Jonestown Planning Council:** No meeting since the last Parish Council but we attended the planning meeting for the Jonestown Heritage Festival.

**Emergency Services:** The food program gave groceries to families in February and spent \$286. The men's program gave clothing to 45 men in February and spent \$432.

**The Resource Exchange:** We supplied 7 individuals, whom Healthcare for the Homeless placed in apartments, with furniture and starter kits in February. We applied for a grant from Johns Hopkins for additional funding because of increased expenses.

**Friday Dinner:** We shared information with clients about needed services. We

distributed back packs and suitcases that we picked up from Helping Up Mission and gave HUM dress attire for the men's interviews. We distributed clothing that Our Lady of the Fields Deacon brought and served 140-320 guests determined by how long checks have been out each week.

**Helping Up Mission:** HUM are cleaning the park the first and third Saturdays of each month.

**Christopher Place:** The men at Christopher Place cleaned the park on the 2nd Saturday after we contacted them about coming too late last month

Facilities Committee (*Dave Potts and Dan Rolandelli, Co-Chairs*)

The facilities committee met on February 24, 2014.

In Attendance: Larry Fenaroli, David Potts, Dan Rolandelli, Bob Betta, Bob Ball, Pat Ball, Bob Reuter, Dick Lawrence, Audrey Rogers, Chris McCullough, Sara Kelley, Dennis McMullin, Rita McMullin. Not present: Mary Otterbein

The meeting began with a prayer offered by Fr. Dick

David distributed a list of church areas of responsibility for members of the committee to sign up for. Those responsibilities will be divided as follows: Park-Sara, HVAC/plumbing/electrical systems-David+Bob R, Church/Rectory interior/exterior-Danny, Undercroft-Denny, Furnishings (pews, kneelers, etc.)-Bob Betta+Ball, Security-Pat, Accessibility-Bob R.

Audrey supplied two charts which outlined our financial picture for all projects both capital and operational. It was noted that out of what was budgeted for Church repairs minus our fixed expenses (**HVAC** Service Contract, etc.) and the projects that have been named for completion in this fiscal year, there is an \$11,258 deficit. For the rectory there is a \$5383 surplus leaving a total shortfall of \$5875 if both maintenance budgets are combined. She made the point that if collections continue to be up this year, we may get the extra money that would allow for completion of those projects.

The financial picture for our Historic Trust Fund, of project expenditures and income generated, is that we are facing a \$25,561 deficit for FY 13, \$35,175 for FY 2014 and \$14,385 for FY 2015. This means we could have a capital project planned to start in the summer of 2015.

David went through an explanation of past items on the agenda for the sake of Fr. Dick and Larry so they could understand what the committee has been trying to accomplish in this last fiscal year. The following projects were confirmed as being completed: west window restoration, north window repair, ladder stabilization, choir handrail. David indicated his desire to identify and prioritize the capital projects on the list. These projects are: restoration of the Church exterior (\$200K)\*, rectory window flashing and caulking (\$100K)<sup>#</sup>, repair of the upper croft truss (\$18K)\*, upgrade of the Church's heating air-handler (\$45K)<sup>#</sup>, accessibility to Fr. Dick's old apartment (\$34K)\*, upgrade of the undercroft electrical system (\$75K)<sup>#</sup> and upper croft sprinkler system (\$100K)<sup>#</sup>. The committee determined, after some discussion, that the highest priority was to restore

the Church exterior with repair of the rectory window flashing and caulking were of highest priority, then the repair of the truss in the upper croft came in third. The other projects while important we not deemed to be in the category of needing immediate attention.

It was pointed out that we did not have the money for those larger projects. It was determined that we probably could do part of the restoration if the entire project was broken into smaller parts. Audrey suggested that the truss repair project could be folded into the exterior restoration so there would not have to be the repetition of cost of renting a “cherry picker” lift.

Sara reported on the park and that it was in much better shape. Mike Kelley is working with her to try to address the issue of people who bring food and other items down on Sunday which impedes access to the church. She noted that some of the trash cans need replacing. There are also eye bolts missing from the brick pillars which make it possible to chain the park entrances to close it. Larry offered to get some more metal drums garbage receptacles. Bob Ball and David offered to take care of the eye bolts when they repair the benches.

There was no new news on the solar panels. Bob R. reported that he gave Peggy information about supports which will not put any addition weight load on the roof. Chris offered to investigate getting us an alternate bid from another company.

Bob R. reported that the metal overhead door to block the wind for cooking in the breezeway for the Seder would be cost prohibitive, but the vinyl strips would be doable at about \$500 in cost.

The AIA application Chris had filled out, but said we needed some additional information to complete the application.

The columbarium subcommittee submitted a draft explanation/survey of their project. Chris explained that the project is a proposal which would need to explore two conditions: 1.) parishioner interest, 2.) approval from the diocese. Fr. Dick explained that the diocese does not permit graveyards on church property, however, we could ask for an exception not knowing what kind of resistance they might offer to such an idea. Audrey expressed concern about raising people’s hopes for a project that may not happen. She suggested mentioning the pending diocesan approval in the survey. Chris suggested we should also mention parishioner interest.

The final topic was need for a maintenance schedule. Along with this is the need for a warranty file. Fr. Dick said it could be stored in our two hour fire rated file cabinets.

Larry offered a new item which was playing the angelus at noon on our bells. He said there was an electronic ringing system that used to do it automatically and wondered if that was worth considering fixing. David said he would put it on the agenda for future meetings.

The next meeting was scheduled for Monday, March 24<sup>th</sup> at 7 PM.

\*These prices indicate estimates for which we have received a bid.

#These prices indicate estimates for which we do not have a bid, but “guess-timated”.

### Communications and Outreach Committee (*Laureen Miles Brunelli, Chair*)

The C&O Committee has not met since the last council meeting. However, two of its ad hoc committees have met

#### **Internal Communications**

Jackie Range and Laureen Brunelli met to discuss communication flow within the parish and ways to make it more efficient. The meeting was mostly brainstorming, and we will present our ideas to the full committee in the April meeting. We believe that improvements in how information is sent will require changes in habits, culture and tradition, and that acting on proposed changes to the communication structure in the same time frame as the Parish Strategic Plan is introduced could be beneficial in getting buy-in from parishioners.

#### **Publicity for the 150th Move of The Resource Exchange**

Michael Keating, Megan Hamilton, Peggy Cronyn, Peggy Meyer and Laureen Brunelli met to discuss if and how we might generate publicity around the 150<sup>th</sup> move in which TRE participates with Healthcare for the Homeless, which will likely be in May. Peggy and Peggy explained TRE’s mission and relationship with HCH, and the group discussed what our goals might be and what kinds of stories in what kinds of media might be appropriate. The group is currently discussing further via email and no decisions have been made.

Next C&O meeting is scheduled for April 2014.

**Meeting Closed with Prayer at 9:40 pm.**

**Reminders:** The Next Parish Council Meeting is April 11<sup>th</sup> at 7:30 pm.

Minutes submitted by  
Rosie Graf, Secretary to the Council