

## St. Vincent de Paul Catholic Church

### Parish Council Minutes for July 8, 2014

#### Submitted by Peter La Count

The meeting was brought to order at 7:35 by Audrey Rogers, Council President, with prayer.

**In attendance:** Fr. Richard Lawrence, *Pastor*; Chris McCullough, *Pastoral Associate*; Audrey Rogers, *President, 9:30 Mass Rep*; Bethany Gregg, *Vice-President, 9:30 Mass Rep.*; Peter La Count, *Secretary, 9:30 Mass Rep.*; Joe Yingling, *9:30 Mass Rep*; Denise Hamilton, *11:45 Mass Rep*; Ray Heil, *Co-Chair, Social Action Committee*; Laureen Brunelli, *Chair, Communications and Outreach Committee*; Matt Hill, *Vice-Chair, Liturgy Committee*; Graham Yearley, *Corporator*

**Absent:** Peggy Shouse, *Chair Education and Enrichment Committee*; Dan Rolandelli and David Potts, *Co-Chairs, Facilities Committee*; Maureen Fitzsimmons, *Chair, Finance Committee*; John Kober, *7:15 Mass Rep*; Anne Freeburger, *Corporator*.

#### Pastor's Report

Father Lawrence noted that the Summer Series has begun. However, he has spent much of his time with the auditors whose major issue is ironing out a reasonable plan for the security of the offertory during the service. The auditors would like all monies and checks sealed at the time of donation during Mass then only opened on Monday following Mass with a rotating set of three different volunteers each time – with a fourth person in supervision – accounting for the funds. Father Lawrence will offer to auditors a plan to place offertory funds into a secure bag and have one set of volunteers count the collections on Monday following Mass. Father Lawrence noted that he has potential volunteers identified. Father Lawrence will update the Council on this plan at the next meeting.

Financial Planning – Father Lawrence noted that he has developed a much more user friendly financial form that will be put into use by August 2014. The old format will be transferred within the month. The new format for budget form will be the following:

- 1<sup>st</sup> page income in groups and expenses
- 2<sup>nd</sup> and 3<sup>rd</sup> pages are reporting of specific accounts
- 4<sup>th</sup> page will be excerpts from balance sheet and will show cash, liabilities, expenses

#### Pastoral Associate's Report

Chris noted that he is putting together a job description for Larry's replacement that will be completed soon.

The Downtown Catholic Cluster (DCC) will participate in the Sept. 6, 2014 Dragon Boat races. We will have a tent at the event in order to facilitate community outreach. Many businesses will be participating in this all day event. We will have representatives working the tent to speak well of St. Vincent's and to invite

to worship with us. The Catholic Review will be interviewing the DCC team. There will also be a 'Catholic Smackdown' of races between various Catholic groups.

Chris also noted that Pressley Ridge is selling the building. Attendees to Mass can park there for the foreseeable future. There is no known buyer yet. Father Lawrence suggested we find out the asking price.

## **Financial Report**

Good news – Year to date actuals were \$266,000 as opposed to budgeted \$219,000

Other financial news of note:

- Utilities costs were less than budgeted
- Maintenance was a little higher as were liturgical expenses
- Overall expenses were close to budget

Chris noted that Larry's replacement will require a higher salary and the Jesuit Volunteer Corps volunteer will start in August: both need to be accounted in budget.

We have two major structural expenses coming up. They are:

- Restoration of the outside of the church. This appears to be in need of restoration with the estimate cost of \$200,000. Discussion ensued regarding how and when this project should be undertaken given the funds in the Historic Trust Endowment have not yet recovered to cover the cost. No decision was reached at this meeting
- Accessibility Project is to repurpose the pastor's bedroom and living room as Father Lawrence no longer needs these rooms. We need to make these accessible and the only way is to punch a hole through the wall into the bedroom. There is also some structural damage under one of the upstairs tubs. Rehabbing of this will begin in August 2014 with an estimated cost of \$34,000.

Chris also noted that we received a grant of \$3500 for repair of exterior wood in church that must be used by the end of the year.

## **New Business**

### Financial Chair Reconstitution

Father Lawrence noted that a tentative chair has volunteered for this committee and the former chair has agreed to stay on as the accountant.

## Parish Council Goals

Audrey reported on our Outreach and Evangelization plan

She noted that from the earlier survey of strengths and weaknesses that, as a congregation, we need to be better at welcoming and engagement and address the sense that in a limited way we may 'have turned in on ourselves.' Although people feel welcome at Mass, at other times groups can be cliquish. The plan is to have a focus group of new members discuss ideas/strategies for welcoming new members into the Church. Focus groups will be conducted this summer. Other internal efforts will begin in the Fall with implementation of Outreach and Evangelization in the Spring of 2015.

## **POLICY ON THE ROLES AND RESPONSIBILITIES AMONG AND BETWEEN PASTOR, PASTORAL ASSOCIATE, PARISH COUNCIL, COUNCIL COMMITTEES, AND PARISH STAFF**

A draft policy was presented to the Council for discussion and discernment. The proposed policy is intended to clarify the roles since different practices have occurred in the past. Highlights of the policy include

### Supervision of St. Vincent Staff

- The Parish Council does not direct staff. The Pastor supervises the Pastoral Associate, and the Pastoral Associate supervises the rest of the staff.
- Annual reviews will be completed by the 4<sup>th</sup> Quarter with mid-year evaluations
- Parish Council does not review staff evaluations.
- Parish Council is available for advice; however, the council does not involve itself in day-to-day operations or evaluations.

### Revision of Job Descriptions and Resource Development

- The Parish Council will collaborate with the Pastor and Pastoral Associate regarding configuration of staff and Church resources
- Job descriptions are best reviewed by the Council's standing committees (e.g. Facilities committee is better informed regarding the responsibilities of the superintendent than the full Council) and therefore it is proposed that this responsibility be delegated by Council to a standing committee or to an ad hoc committee of specifically qualified individuals.

## Other New Business

Committee chairs please forward any new initiative to Audrey as soon as possible with a cost estimate for consideration.

## **Committee Reports:**

**Social Action Committee – no report this month**

**Facilities Committee – no report this month**

### **Liturgy Committee Report submitted by Matt Hill**

Liturgy Committee Report for Parish Council – July 8, 2014

The Liturgy Committee has not met since the last Parish Council meeting in June.

The Summer Series began on July 6 and focuses on the Eucharist using the Rolheiser book, *Our One Great Act of Fidelity*.

July 6th: The Eucharist and the Fullness of Relationship

Drawing on Rolheiser's Chapter 5

July 13th: The Eucharist as an Invitation to Service

Drawing on Rolheiser's Chapters 11 and 12

July 20th: The Eucharist as Our Priestly Prayer for the World

Drawing on Rolheiser's Chapters 8 and 15

The next committee meeting is the annual retreat to be held on August 9, 2014 from 9:00 am to 1 pm. The focus of the retreat will be the tradition of having an all night Easter Vigil at St. V's

### **Education and Enrichment Report submitted by Peggy Shouse**

The E& E committee met on June 13, 2014.

Liturgy of the Word is NOT in hiatus as announced in the bulletin, but will continue through the summer.

The summer session of Faith, Fun, Fellowship (Vacation Bible School) will be July 21-24. On the following Sunday, the Gospel will be presented by a representative of Godly Play, a program being used for our youngest students.

Complete analysis of the retreat evaluations had not been completed by the time of the meeting, but partial results found very favorable reactions to Fr. Julio as director. Total donations toward cost of retreat were \$2640. Some people have suggested a parish day of reflection with Fr. Julio.

The Family Life subcommittee has planned a variety of activities for families and other interested parishioners. Invitation to attend the E & E Cape May weekend has gone out to the subcommittee members.

The Fall geographical groups are being organized by Audrey, who has all the data from the parish survey.

The next meeting will be Sept. 11, 2014 at 7 pm.

## **Communications and Outreach Report –submitted by Laureen Brunelli**

At its last meeting on June 11 the C&O Committee set some priorities and meeting dates for the coming year. We rated tasks on a scale of 1-5 (with 5 being the most important):

- Publicity for The Resource Exchange (TRE) - 5
- Creating a marketing plan and/or social media policy -3
- Improve signage - 3
- Make changes to the email tree - 2
- Better configure Gathering Space for communication/engagement - 4

Other tasks discussed but not rated: creating a better flow of communication; increasing C&O membership; working with committees to help them get their messages out (there is an existing document on this); increasing our evangelization or outreach efforts.

### **Action items:**

Laureen will rework document regarding committees and C&O committee

Laureen will talk to Michael about what the next steps are for getting publicity for TRE

Chris will draft a plan for changes to the Gathering Space by August

Joe Yingling will add items from the bulletin every Friday to the website.

Chris will send picture of the sandwich board sign St V owns and the committee will discuss via email what message we might put on it.

Laureen will send out the draft of the social media policy (written last year) to the committee for comments/feedback.

### **Additional C&O News**

An ad was purchased in the August issue of Baltimore Child magazine to promote our Godly Play program in the fall. Chris McCullough also has contacted The Catholic Review in the hope of getting it to write an article about the program.