

**Minutes of the Parish Council Meeting  
St. Vincent de Paul Church  
August 13th, 2013**

The meeting was brought to order by the Council President, Audrey Rogers at 7:30 pm 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.*; Bethany Gregg, *9:30 Mass Rep.*; John Kober, Sr., *7:15 Mass Rep.*; Denise Hamilton, *11:45 Mass Rep.*; Dan Rolandelli, *Co-Chair, Facility Committee*; Laureen Brunelli, *Chair, Communications and Outreach Committee*; Peggy Shouse, *Chair*, and Rita McMullin, *Education and Enrichment Committee*; Dennis Flynn, *Vice-Chair, Finance Committee*; Peggy Meyer, *Co-Chair, Social Action Committee*; Anne Marie Freeburger, *Corporator*; Graham Yearley, *Corporator*.

**Excused Absence:** Chris McCullough, *Pastoral Associate*; David Potts, *Co-Chair, Facility Committee*; Maureen Fitzsimmons, *Chair, Finance Committee*; and John Helie, *Chair, Liturgy Committee*.

**Pastor's Report:**

Father Lawrence shared that he submitted the parish's financial report to the Archdiocese last night. He has delegated the writing of the mission and program annual report to the Archdiocese to Chris McCullough, Pastoral Associate. This report is due September 30<sup>th</sup> and will benefit from the committee self-evaluations being completed as part of data collection for this year's Strategic Planning.

The 50<sup>th</sup> anniversary of the March on Washington- Civil Rights Movement is this year and will be celebrated at a special Sunday Mass on August 25. Howdy Burns and Barbara Bowles are working with Father Lawrence to prepare the liturgy.

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

The CCC meeting is this Thursday, August 15<sup>th</sup>. They will continue discussion of sharing resources for RCIA and Marriage Preparation classes.

**Finance Report/ FY14 Budget:**

The FY14 budget had not been finalized for Council action at the last meeting and was presented at this one by Dennis Flynn who explained and answered questions. Father Lawrence explained the nature, purpose, and operation of the Historic Trust Fund to new council members. The council approved the budget.

## **New Business:**

### **Finances Presentation to Parish:**

One of the objectives adopted by the Council this year is to communicate the parish's finances in a more understandable manner. Currently the budget is published once a year in TSC; however, this accounting employs the Archdiocesan reporting categories which are often not intuitive.

At the July Council meeting, Maureen Fitzsimmons presented an annual and monthly fixed cost analysis for Council's review within the context of estimated annual and monthly income. This 'fixed cost – offertory income' analysis showed a *monthly* shortfall of \$5K; when maintenance, supplies, and programs are factored in, we are almost \$23K short *per month*. This annual deficit is not new; it has been offset in previous years by one large annual donation which has allowed us to maintain the *status quo*. Most of the annual donation received in March was used to cover outstanding expenses in FY13, leaving approximately \$50K in cash to offset the monthly deficits until March 2014 which is untenable financially.

Given this report and our annual objective, the Council discussed the best strategy for informing parishioners (*when? who? how?*) and decided that the information should be made available early in this fiscal year. There was considerable discussion over the other two questions and an Ad Hoc Committee, comprised of the Finance Committee members, Peggy Meyer, Laureen Brunelli, and Audrey Rogers was charged with meeting with Fr. Dick and Chris to identify options for this disclosure and bring these back to Council for discussion and action in September.

### **Parish Council Retreat Debriefing:**

The Council had a retreat on Saturday, Aug. 3<sup>rd</sup> from 9:30 am – 1:00 pm that had several purposes. Using our individual Myers-Briggs personality profiles, we developed the prevailing profile of this year's council (ENXJ) and how that will influence decision-making through developing consensus (our constitutional decision-making procedure). We have a high percentage of J's so we will need to be aware of this and take time to process and plan before rushing to make a plan/decision. We then viewed a video produced by the National Leadership Roundtable on the responsibilities and potential of Pastoral Councils and reviewed our constitutional duties. All present agreed it was worthwhile.

### **2013-14 Strategic Planning Committee:**

The Council is grateful to Joe Yingling for converting the registry data into a relational database. In response to the request of Council last meeting, Audrey shared the content and timeline of the strategic planning data collection process. Surveys for the self-evaluation of the Council's standing committees have been developed and were sent to the Council for information and comment. These will be given to last year's committee chairs to complete. (The data will be useful in the preparation of the Archdiocesan report as well.)

### **Facilities Committee Reorganization including Issues in the Park:**

Dave Potts and Dan Rolandelli are the new chairs and convened a meeting to discuss the reorganization of the committee given our campus needs and the end of the Art and Architecture Working Group whose mission ended with the completion of the Sesquicentennial Renovation of the Church and the added tasks of rectory renovation and tower restoration.

Dan Rolandelli reported on a number of issues (see Facilities Committee Report) but focused on the Church Park. The Park Working Group established in 2007 is no longer functioning effectively and needs to be reconstituted. Problems are emerging in the park because oversight is lacking and the weekend cleaning needs must be addressed. Benches are in need of repair; half the salvageable bench wood was repainted in July but over 50 planks are rotted. The plan for a long-term reconstitution of the park ground through the decomposition of wood chips has failed; the wood chips have been removed slowly through park cleaning. The ground is as hard as ever.

### **Staff Report:**

#### **Vacation Bible School – Anne Gibson**

The theme for Vacation Bible School 2013 was "Sustaining God's Creation". There were 22 students in attendance in grades Prek through 8. Students were divided into 3 groups. Ms. Debby Potts taught Prek-K, Ms. Rita McMullin taught Elementary and I taught Middle School. Ms. Erin Lalime and Mr. Joe Organ shared their gifts of sign language and music with the children. Thanks to all of these teachers and to all of the many volunteers who assisted as classroom helpers, snack providers and chaperones. Students read and studied Scripture accounts of Creation, learned songs and made crafts all related to our theme. Students also spent time planning the liturgy for Sunday's Mass. Middle school students wrote the theme statement, wrote the petitions and did the Scripture readings. On Tuesday afternoon we had a visit from the Department of Natural Resources. Students learned about the Chesapeake Bay Watershed and the many plants and animals that call it home. They participated in an interactive game called "Who Polluted the Bay?" Students learned the importance of taking care of this important resource right in our own backyard. With the help of Mr. Larry Fenaroli who made plants available for each child, students planted flowers on the section of the parking lot near the classrooms. Not only were they caring for creation but they helped to beautify the outside of the church. On Friday morning we began our day with Mass. We then left for Marshy Point Nature Center for a tour and a picnic lunch. Many parents and students took advantage of the various hiking trails. Others just admired the beauty of our surroundings. I think that our week of VBS was a positive experience for everyone, young and old alike.

### **Committee Reports**

**Liturgy Committee – John Helie, Chair; Valerie Rolandelli, Vice-Chair**

Next meeting: Retreat, August 24

John, Valerie, Chris and Fr. Dick met on August 5 to plan the Liturgy Committee Retreat which will be held on Saturday, August 24, 2013 from 9:30 am to 1 pm in the classroom off of the parking lot. The agenda includes reviewing the Committee's mission statement and responsibilities and update them if needed; setting meeting dates; setting goals/objectives for the next liturgical year; begin planning for Advent (Cycle A); and reviewing the parish survey on the Lenten/Easter cycle services and begin planning improvements to these services in reaction to the survey to make them more meaningful to more people. September will bring a more thorough report since we will have planned the committee's year by then.

#### **Education and Enrichment Committee – Peggy Shouse, Chair**

The committee met on July 15, 2013. Next meeting August 26 at 4:00 PM.

- Dinner for 8: It was decided that hosts will report any problems to Rita, plus the dates they have chosen. They may fill in with extra guests by personal invitation if all 8 are not able to attend. Also, we will stick to 1/2 year commitments. Rita and Denny are to coordinate the sign-ups for 9/1/13 thru 3/1/14.
- Retreat Evaluations: Most comments were favorable. It was decided to revise the form to clarify the rating system.
- Retreat, 2014: Theme is to be decided at the next meeting; the 2014 retreat will be on **5/30, 31, & 6/1/2014**. There is a possibility of a one day, local retreat, or town meeting to discuss the transitions at St. V. This also will be decided at the next meeting.
- Chair: Since Kathi Jeffra can no longer chair the committee, Peggy Shouse has agreed to chair the committee until spring 2014, when the new chair and co-chair will be elected for the year.
- Communication: Rita is to post all meeting dates in the bulletin and email tree, together with an open invitation to all; Chris is to put them on the website.

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

- Our Daily Bread: They are now receiving fresh produce so please consider cleaning and chopping some Sunday from 1:00 - 4:00 p.m.
- The Resource Exchange: We supplied 9 individuals, whom Healthcare for the Homeless placed in apartments, with furniture and starter kits in July. We have many involved in picking up furniture, buying home goods, packing starter kits, repairing and delivering furniture.

- Friday dinner: We continue to serve 150-250 guests each Friday evening. We continue to distribute United Way cards to help people in need learn who can help them.
- Peace & Justice Subcommittee:
  - We attended the fair development demonstration at City Hall criticizing a Harbor Point \$107 million tax increment financing development (to support United Workers and Beyond the Boundaries) and addressed the City Council Committee on Budget, Taxation and Finance on behalf of inclusionary Housing. The developer volunteered to provide \$3 million to the inclusionary housing fund. The TIF proposal was approved by the committee and sent to the full council for a vote. Serious problems remain with the project. The city has an obligation to fund and push harder for inclusionary housing in this and all publicly funded residential projects.
  - We gathered signatures on post cards to be sent to Congress asking for immigration reform.
  - We are still negotiating with the President of Loyola about classes for peace.
- Jonestown Planning Council: We did not meet the first week of July.
- Weekend Park Cleaning: Christopher Place cannot help us on Saturday mornings in the park, at least for the next few months but Helping Up Mission gentlemen continue to do a great job the first Saturday of each month.
- Emergency Services: The men's program took off July. The food program paid for the Christmas turkeys in June and a large Maryland Food Bank bill spending about \$1400. They did not spend anything in July.

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

The committee met on July 29. The next meeting is scheduled for September 3, at 7 P.M.

- The damaged joist in the upper croft is in need of repair; however, it was determined that the joist does not support the roof and therefore a low priority.
- The structural repair under Fr. Chuck's tub still needs to be completed. This has been deemed a high priority. Bob Ball, Bob Beta and David Potts plan to inspect the area and determine the scope of the repair.
- There are several small holes in the rectory roof. It was suggested that the holes be sealed with an elastomeric paint.

- Rain water appears to be staining the south side of the church. There could be several reasons why—including an undersized gutter, too few downspouts, or the gutter could be filled with debris. All of these will be explored.
- The outside of the church needs to be painted, the foundation requires shoring and some door frames need to be replaced. This will require an estimated capital expenditure of \$250,000. Several means of potential funding were discussed.
- Chris plans to get a few security companies to help assess the church's security needs and also provide cost proposals.
- The benches in the park are in need of repair. Bob Ball, Bob Beta, and David Potts inspected the benches and they have created a bill of material needed for the repairs.
- It was discussed at the meeting that it appears as though the park working group is no longer operational. Also discussed was the need for creating another working group.
- The electrical wiring in the undercroft needs to be updated. A licensed electrical contractor needs to be hired to perform an inspection and recommend a course of action.
- The Persian rug that was in the dining room was very badly stained and was taken to a cleaning company for an evaluation. If the rug is salvageable, a new pad will have to be purchased as the old pad is no longer serviceable.

**Communications and Outreach Committee** – Laureen Brunelli, Chair; Jackie Range, Vice-Chair

- Registration/Directory: The directory has been submitted to *LifeTouch* on 8/8/13. We should receive a proof copy in 2 weeks. Two weeks after we return it, we should get the directory copies, so in all it should be 4-6 weeks before we receive copies of the directory.
- C&O Meeting July 21: Some members of the C&O committee met on 7/21 after 9:30 Mass to discuss the website only. Attending: Joe Yingling, Chris McCullough, Audrey Rogers, Laureen Brunelli
- Web hosting/Domain: Joe read from an email from 9/2012 between Kevin Zembower and Chris stating that the web hosting will expire at the end of this month July 2013. Joe will check whether that has been renewed by Kevin already, but either way this must be transferred to the St V's ownership. The domain is paid until 2016 but that should be transferred as well. **Update**: Joe and Kevin are working on transferring the domain. Though the hosting expired July 31, we have a 60-day grace period before access is cut off. We should be able to complete the transfer in this time frame.
- Proposal for parish network: Chris and Laureen received a proposal from Go Consulting to set up cloud-based network using Google Apps for Business, which are free for nonprofits. Instead of using the in-house network for staff only, the parish's network would be in the cloud with drives, documents and calendars in

Google. This would allow staff to access it remotely, but it would also let staff give access to parts of the network to parishioner volunteers, allowing for a different form of communication among committees, volunteers and parishioners. We discussed this from two different perspectives: 1) *feasibility of using this network to improve communication among parishioners, committees, and staff* - One appeal to this type of network is that it has the potential to easily allow parishioners access to folders and documents for agendas, meeting minutes, etc., and it would use a Google calendar function in which individual committees could keep a calendar and that would be integrated into the parish's public calendar. However, there are concerns that parishioners would not find it easy to learn and use Google docs/drives and that in order to be given access they would have to have a Google account. Committee chairs would have Google accounts through their parish email accounts, but other committee members/volunteers won't necessarily have one. And though the Google calendar might be easier for committees/parishioners to use, for the most part, the benefit of this network would be to staff far more than to communications.

2) *the value of the proposed work and whether it could be done in house* - Joe felt that much of the work that would be required to set this up would need to be done by staff in the first place, e.g. collecting information for nonprofit approval, designing the folder system, determining and setting up user privileges, so for the amount of work the consultant would do, it might not be worthwhile to pay the fees, since this would not be too difficult to set up. Staff members will discuss this further at a later time.

- Website Training: Other than those attending this meeting only Peggy Meyer and Jerome Bird actually make posts to the website. So since there has been so little participation by website editors, it was agreed that this current model is not really working and that retraining wouldn't make a lot of sense at this time. Instead, Laureen will further try to encourage committees to submit information for the web to her directly or pull it out of bulletin submissions. If Laureen is going to be doing more of the website management, changes could be made to the *WordPress* configuration to allow for different functionalities. For instance a "Coming Up at St. V" widget. She should also be given administrator access and training on it.

### Meeting Close

Audrey requested meeting process evaluations from the council members and adjourned the meeting at 9:39 pm with the recitation of the Lord's Prayer.

Reminders: The next Parish Council Meeting is September 10<sup>th</sup> at 7:30 pm.

Minutes submitted by  
Rosie Graf, Secretary to the Council