

**Minutes of the Parish Council Meeting
of St. Vincent de Paul Church
June 10th, 2014**

The meeting was brought to order by the Council President, Audrey Rogers at 7:31pm and started with a group prayer.

In attendance: Fr. Richard Lawrence, *Pastor*; Chris McCullough, *Pastoral Associate*; 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.*; Joe Yingling, *9:30 Mass Rep.*; Peter LaCount, *9:30 Mass Rep.*; John Kober, Sr., *7:15 Mass Rep.*; Matt Hill, *Liturgy Committee Vice Chair*; Peggy Meyer, *Social Action Committee Co-Chair*; Peggy Shouse, *Education and Enrichment Committee Chair*; Laureen Brunelli, *Communications and Outreach Committee Chair*; Dan Rolandelli, *Facility Committee Co-Chair*; Dennis Flynn, *Finance Committee Vice Chair*; Anne Marie Freeburger, *Corporator*; Graham Yearley, *Corporator*. Jerome Bird and Geri Sicola, *Parishioners*.

Excused Absence: Denise Hamilton, *11:45 Mass Rep.*; and Maureen Fitzsimmons, *Finance Committee Chair*, David Potts, *Facility Committee Co-Chair*.

Pastor's Report:

Larry Fenaroli who was a life-long member of the parish and who served as our superintendent since 2007 died unexpectedly in his sleep on June 1. Larry's big heart, love of music and nature, and devoted service to our community will be hard to replace. He is truly missed. Fr. Lawrence asked that his sisters be remembered in prayer during this difficult time for them.

Pastoral Associate's Report:

Chris McCullough reported that he has recruited personnel to replace nursery staff; two women will continue to share the position to ensure coverage. Chris has been looking at all the salaried positions to create job descriptions for all church personnel. Of immediate concern is the position for maintenance as we are now without support. Our cluster of Central City Catholic Churches will participate in the Dragon Boat Races to support Catholic Charities. Chris was asked to chair and will be coordinating recruitment. The cluster will also staff a booth as an opportunity to advertise our existence downtown. Chris and Laureen Brunelli have finalized the computer upgrades in the central offices; new hardware was added in anticipation of the JVC volunteer and for Fr. Lawrence whose hardware no longer supported the applications he required. Nightly back-up of data is now secure. Signs are now posted in our parking lot noting that it is private property and unauthorized parked cars will be towed. Parking is limited to parishioners and supporters of the church. If parishioners receive a notice on their car they should contact Laureen. Towing will not occur the first time an unidentified car is noticed. (Leaving a copy of the St V bulletin on the car's dashboard is a good idea.)

Finance Report:

Dennis Flynn gave highlights of the financial data distributed by Maureen Fitzsimmons prior to the meeting. Each of the three checking accounts (church operations, emergency services, and the Resource Exchange) all have reserves. FY14 is projected to end in a much better financial

position than the previous year owing to the generous response of parishioners to the Parish Council's financial report last October. At year's end on June 30, all vouchers will be identified and accounts resolved. The Finance Committee will meet on June 23.

Particulars: church maintenance is over-budget since the cost of the south-side stained glass window repair had to be borne by operating expenses because the Historic Trust Fund is tapped out. Office expense is \$4,000 over budget because the computer upgrades and other technology were charged to this line item in this budget year; future years there will be a line item for technology expenses. Liturgy supplies were \$4,000 over budget because the remainder of the costs for the Resurrection Cross was subsumed there. We pledged \$3,000 matching grant to the Friends of St. Vincent's Cemetery when they applied for a grant from the Archdiocese. They have been awarded the grant but as they have not yet received the funds, our pledge will be owed in the next fiscal year.

Old Business:

Schedule Change for Children's Christmas:

This request came from young families who asked that the Christmas liturgy be held at 5:15 pm on Christmas Eve (rather than the current 7:15 pm) so families can put children to bed on time. The Council decided last month to bring this to the community and seek out concerns. None were voiced and so the Council approved the new time for the Children's Christmas Liturgy. This change will be well advertised to avoid confusion as we get closer to the season.

Status of Strategic Plan: Audrey Rogers

April through June: Budget Evaluation and Personnel

Audrey Rogers drafted a budget evaluation table and a performance evaluation form for review by Fr. Lawrence. Fr. Lawrence had offered that he and staff will perform an initial internal ledger review in preparation for the budget evaluation that will help inform FY 15 budget planning. Both of these tasks were expected to be completed by the end of May. The budget evaluation and FY 15 planning should occur in June. Fr. Lawrence, Chris McCullough, and Audrey Rogers met on June 4 to discuss the state of financial reporting to the Council and the parish. Archdiocesan accounting codes have been updated. Fr. Lawrence will present a summary of work accomplished and a proposal to June Council on steps forward including the reconstitution of the Finance Committee. Performance evaluations of staff should coincide with the start of the fiscal year in July. At this point, only one staff person has an accurate and current job description and there was no feedback on the proposed performance evaluation form. It is hoped this can be addressed before July. The budget evaluation and FY 15 planning will now occur in July when the full FY14 budget can be fully evaluated.

June-July: Evaluation of Programs for Children and Youth to Inform Next Year

Pam Saunders has met with Anne Gibson and requested information on the program, teacher formation, as well as end-of-year evaluation of attendance. Pam received some preliminary information from Anne before Anne left on a well-deserved extended vacation. Pam will follow up.

June-July: Liturgy Committee Pentecost Focus on Service

The Liturgy Committee will use its Summer Series to highlight the service component of our mission.

July-August: Welcoming Initiatives

We will convene the ‘welcoming-brainstorming’ coffees to ask parishioners involved in hospitality efforts, communication, as well as our newest parishioners to explore ways we might better welcome newcomers and new parishioners.

August- October: Establishing the Geographic Clusters

August will start planning and September will start the engagement of current parishioners through the identification of geographic clusters using the Dinner-for-Eight model. Rita McMullin and Jack Schmidt have volunteered to work on this.

September: Committee Consultations in Preparation for Time and Talent Stewardship Campaign

We will meet with all committees to examine attitudes and openness to change, to engage them in evangelization, and to instruct them in communication and publicity.

Ideas and comments were given to Audrey and she asks that further ideas be sent to her directly with feedback and opinions.

New Business

Proposed Changes in Financial Reporting to the Parish Council and the Parish

Fr. Lawrence proposed a new simplified format that collects the multiple line items into understandable categories that align with our parish mission. The individual line items have been expanded and numerically updated in line with the latest Archdiocesan coding system. These, too, will be available to the Finance Committee and to Council to evaluate adherence to the budgeted funds. The simpler summary sheets could be made available through *Together Sharing Christ*. The Council President’s annual report will have a full fiscal year report to the parish.

This effort will require additional effort by Fr. Lawrence and the staff, but once programmed should be easily available monthly to Council. Council members did offer some different and more transparent terms for items in the report and these were discussed. The Council approved these changes in reporting. Fr. Lawrence believes the new FY15 budget will be presented in this format at the August Council Meeting.

Columbarium Working Group (Geri Sicola and Jerome Bird)

Geri Sicola has chaired a working group of parishioners interested in erecting a columbarium on the grounds of St. Vincent’s Church. They are proposing a self-supporting structure and to do so there must be a critical mass of interested parishioners. To that end, they wish to survey the community for interest and have submitted a survey to the Council through and with the support of the Facilities Committee. Current Archdiocesan policy allows columbaria to be placed in church-owned cemeteries only. To place one on our downtown church grounds (and not at Clifton Park where our closed cemetery exists) would require an exemption. This exemption can be sought if there is sufficient interest to warrant it. Both the Facilities Committee and Council

asked that this point be carefully noted in the survey and approved the working group surveying the congregation at the working group's convenience.

2014-2015 Parish Council Officer Elections:

Audrey Rogers will continue as president, Bethany Gregg becomes Vice President, and Peter LaCount will serve as Secretary.

Conflict of Interest Policy

The COI Policy approved by the Council in April was distributed and signed by all present. Committees are to collect policy signatures from members at their first meeting of the new fiscal year.

Committee Reports

Liturgy Committee (*Matt Hill, Vice Chair*)

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

- We have received no comments from the parish regarding the proposal to change the time of the
- Christmas Eve liturgy to 5:00 pm for Christmas Carols and 5:15 pm for the liturgy. This announcement has run several weeks in the bulletin.
- This year St. V had 7 First Communicants and 5 Confirmandi. St V will recognize the four high school seniors at the Trinity Sunday service on June 15 (this is a change of date due to availability of the two participating seniors). Four high school seniors have been identified; all four will participate in the slide show. Valerie Rolandelli is coordinating with the families.
- The Summer Series will be held the first three Sundays of July and will again focus on the Eucharist using the Rolheiser book, *Our One Great Act of Fidelity*. July 6th: The Eucharist and the Fullness of Relationship; July 13th: The Eucharist as an Invitation to Service; and July 20th: The Eucharist as Our Priestly Prayer for the World.
- 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 Committee (*Peggy Shouse, Chair*)

The E & E committee has not met since the last parish council meeting. Our next meeting is scheduled for this Thursday, June 12.

- The only significant item to report is that 57 people attended the parish retreat led by Brother Julio Martinez the weekend of May 30-June 1, 2014. Seven of the 57 were children and there were some new people who had never gone on a parish retreat before.

Attendees seemed to like Brother Julio and appreciate what he had to convey to us. Evaluations were very positive.

- Our own Gerry Fialkowski will be the retreat leader for 2015.

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

- The *Pride Parade* is gathering at noon (the parade is at 1pm) to meet at corner of Charles and Eager. We will join other faith communities as we walk through the city streets.
- *Jonestown Planning Council*: Ronald McDonald House and developer for the Hendler building updated us on progress for their plans for the vacant properties. The City updated us on the park.
- Americorps Office of Sustainability discussed how residents can conserve and we will share the information with the parish, especially about their free energy audit. Beginning 7/13 with the *Electrified Pickle*, the Jewish Museum will highlight a different theme with science experiments, hands-on workshops and demonstrations. The day will end from 5:00 - 7:00 p.m. with a free community art project kick-off party. See their website for other events on different days. University of Maryland Living Classroom Foundation offered surveys for members to find out what they should work on in the neighborhood.
- *Peace & Justice Committee*: We joined with Pax Christi Maryland for their annual meeting held at St. V's. We checked progress with our Councilman on City Council for status of the rebuilding of the law passed for affordable housing and the \$3 million promised by Harbor East for the affordable housing fund.
- *Emergency Services*: The food program gave groceries to families in May and spent \$200. The men's program gave clothing to 50 men in May and spent \$270.
- *The Resource Exchange*: We supplied 8 individuals, whom Healthcare for the Homeless placed in apartments, with furniture and starter kits in May. We were awarded the grant from Johns Hopkins and will receive \$7800. After sending an email about the lack of couches we had a great response from parishioners and now have enough furniture for our moves Tuesday. Thank you all!
- *Friday Dinner*: We had over 200 guests on Friday even though it was the first week of the month. We also distributed clothing. We talked to all the volunteers Friday night and read the St. Vincent de Paul quote about it not being enough to give bread, we need to give love. It was a very peaceful evening.
- *Helping Up Mission*: HUM are cleaning the park the first and third Saturdays of each month.

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

The committee last met on May 12.

The following issues were raised in the recap of church area responsibilities:

- Air coming in around doors in undercroft and men's clothing room
- Undercroft doors in need of replacement
- Handrail on handicapped ramp is being destroyed by overflow from gutters and needs repair/replacement

All committee members were asked to complete the inspection spreadsheet for their area of responsibility and submit it to the committee prior to each meeting.

The following issues were discussed as part of old business:

- The photo inventory has been completed by Jerome Bird and Steve McDaniel. Jerome submitted the photos for everyone's review and presented them along with a digital version. The committee was very grateful for the quick and thorough completion of this project by Jerome and Steve.
- Dan Rolandelli has a meeting with the representatives from Gutter Helmet on 5/19, at which time a contract will be signed for the work to be done on the park side of the church. It will then be 4 – 6 weeks before the work can commence.
- It was reported that Larry Fenaroli had offered to provide the service of tree pruning and removal of dead trees. It was felt by the committee that this might be a workable and less expensive way to deal with this issue. Chris will meet with Larry to further clarify how this might be accomplished.
- Chris reminded everyone that we needed to prioritize and submit projects to be considered in formulation of the FY 2015 budget. It was decided that we would do this through e-mail communication (based on previous discussions) in order to have a list prepared by the end of June, 2014.

The following issues were discussed as part of new business:

- Larry Fenaroli had expressed concern to Chris about the state of the undercroft after the Seder dinner this year and the cleanup/reorganization that was left for him to handle. Bob R reported that the area in the breezeway had been cleaned out and put away before the end of the evening on Holy Thursday. Rita also reported that a crew spent almost the entire time others were at Mass doing the cleanup after the Seder. One issue that Larry raised was, apparently, the fact that it took a lot of work on his part to restore the undercroft to the configuration needed for the Friday night meal program. The committee recommended that Chris meet with Larry to determine what Larry needs in order to make this task more manageable for him.
- The wind block curtains that Dave Potts obtained for use in the breezeway during Seder are being stored with the stoves. There was discussion of how many we actually have at this point and it was decided that, once we determine that, we

need to arrange for the purchase of what we need for a total of 18, prior to next year's Seder dinner.

- There has been some disagreement regarding the need for table replacement in the undercroft. Chris had obtained some tables from another parish, which was looking to get rid of them, prior to the Seder dinner. However, we now need to inventory what we have and decide how/if we need to replace any/all of them. Chris will coordinate this effort.
- The need for door stop/holders for the front of the church was put on the project list. Because of the rotting wood around the front doors, the previous door holders are gone and cannot be replaced. We need to find an alternate way of securing the doors open.
- Bob Reuter and Dan Rolandelli have assessed the parking spaces in the parking lot and drawn some temporary lines on a couple of the parking spaces and have asked that, before next week, everyone look at them and comment on their feasibility. There was much discussion of how to make the best use of the space in the parking lot while adding additional handicapped parking and other additional spaces. Bob R. recommended that handicapped spaces will be designated for use on Sunday morning only. At other times, they could be used by anyone. They, of course, will be larger than the other spaces. Some will be large enough for vans, while there would be a couple that are larger than regular spaces, but only enough larger to allow for the complete opening of a vehicle door (for those using walkers and other adaptive equipment).
- In discussion of the heating study summary, it was decided that we should proceed with the items that were within our capabilities at this time: installing weather stripping on all doors, removing obstructions from the area behind the stage, and talking with Harford Refrigeration about insulating the ductwork with rigid fiberglass insulation. Chris will talk to the company who did the assessment to determine if we need the evaluation of existing equipment before determining the size of the heating coil we would need to replace the existing coil. Then we will decide about the other, more costly recommendations, and how to prioritize them.

The next meeting was scheduled for July 14, 2014 at 7:00 p.m.

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

The C&O Committee has not met since the last Parish Council meeting. However, there are a few things new.

- Committee member Joe Yingling worked with Jerome Bird to create a new look for our homilies page. Audio recordings of the readings have been added and the layout has been change to a user-friendly format. See it here: <http://www.stvchurch.org/worship/homilies/>

- We will be purchasing an ad in Baltimore Child in August to promote Godly Play and our other family friendly offerings.
- We have begun the process of identifying families whose children were baptized here so we can send letters to about Godly Play and First Communion preparation. Those letters will go out in the summer.
- The committee will meet tomorrow (6/11) and it will lay out goals/priorities for the next 12 months.

Meeting Closed with Prayer at 9:30 pm.

Reminders: The Next Parish Council Meeting is July 8th at 7:30 pm.

Minutes submitted by
Audrey Rogers for
Rosie Graf, Secretary to the Council