

St. Vincent de Paul Church Parish Council Meeting

August 11, 2015 Minutes

Present: Fr. Richard Lawrence (Pastor); Joe Yingling, President (9:30); Peter LaCount, Vice President (9:30); Colleen McCahill, Secretary (9:30); John Kober (7:15); Denise Hamilton (11:45); Dan Rolandelli (Facilities); Peggy Meyer (Social Action & Liturgy); Graham Yearley (Corporator); Mark Palmer (Finance); Peggy Shouse (Education & Enrichment); Bob Betta (Facilities); Anne Freeburger (Corporator); Michael Keating (Outreach and Engagement); Jim Casey; Mary Lynn Myers

Absent: Chris McCullough (Pastoral Associate); Matt Hill (Liturgy); Mike Jacko (9:30)

The meeting began at 7:30 with prayer.

Pastor's Report/Council discussion and planning:

Chris McCullough, Pastoral Associate, has announced his planned resignation (for September 15, 2015). Consideration of this concern took up much of the meeting.

After inviting the Council to discuss the issue, Fr Lawrence gave some details on the Archdiocesan planning process and some of the expectations around parish leadership staffing.

Council members raised a number of questions; there was discussion around each. Fr Lawrence supplied answers to many questions as recorded below. There was input on Chris' hiring process from members of the search committee who were present (Mark, Jim, Colleen), and other answers as noted; I didn't attempt to note every members' comments by name.

Was our proposal (to hire a Pastoral Associate (PA) who would move eventually into a Pastoral Life Director (PLD) position) accepted by the Archdiocese?

- All current plans for parish leadership in the Archdiocese include a priest as parish leader. Our proposal was not accepted.
- The Archdiocese would have accepted Fr Lawrence's retirement, and also retained the right to place a priest in parish leadership at St. Vincent's. Fr Lawrence chose to not retire. Chris remained in the position for which he was hired; that of PA.

Why is Chris choosing to resign now (after four years at St. Vincent's)?

- Everyone involved in the hiring process had hopes that the PA position might be able to transition to a PLD. It was always understood, however, that this might not happen. When it became evident it would not, Chris chose to stay on as PA. While exercising a ministry of leadership within the parish, Chris nevertheless does not have final authority in certain areas. Dick and Chris hoped that challenges around this could be worked through. Ultimately the position proved unsustainable for Chris.

If Chris was ordained as a Deacon, would that make a difference (as far as the Archdiocese is concerned) in his suitability for a PLD position?

- Fr Lawrence and Chris had discussed this, but the formation program takes several years. Chris had previously devoted many years to priestly formation, and he did not wish to pursue the diaconate.

How will Chris' resignation impact the parish, both in a practical way (i.e. who will do the tasks he currently does) and a social/spiritual way (since he is a valued member of the parish and is recognized in a role of some leadership)?

- Fr Lawrence said Chris had prepared a "Transfer of duties" list of projects and tasks, which would be helpful in determining how to plan for the practical aspects of his leaving.
- Colleen suggested the need for an exit interview; she'd spoken Chris and he agreed to participate in one. Council approved the members of the PA/PLD search committee to plan and conduct an exit interview. Colleen will communicate with the search committee members and Chris to facilitate this.
- There was discussion without resolution on how to involve all interested parishioners in discussion in order to address our concerns. Some present felt that many parishioners would have strong feelings about Chris' departure, and that there ought to be a forum to air these.
- Council President Joe Yingling requested all parish committees address this issue before the next Council meeting. Discussions are to include practical/functional considerations, such as ways in which the PA facilitated the mission of the committees, and also spiritual/social considerations. Fr Lawrence distributed copies of Chris' Transfer of Duties notes to committee representatives (for guiding discussion). Joe asked committees to report on their responses by the September Parish Council meeting.

What about Fr Lawrence's retirement plans?

- Fr Lawrence said he now has no plans to retire in the near future. He is entitled to some time off each week, which he rarely takes; he would like to take that time.

Will we hire another PA?

- We can't know yet whether this is our best option. Mark observed that the question is not as simple as reducing Chris' role to a list of tasks. Rather, we need to discern Chris' contribution to the parish, and whether he participated in providing a "glue" that the parish needs.
- In the near future, we may need to hire someone to provide administrative assistance; possibly the same person we may hire to build a useable parish database. Graham strongly encouraged the hiring of a temp. The Council recognizes Fr Lawrence has the authority to hire a temp as necessary. Mark suggested Catholic Relief may have some resources helpful for the parish need for a database. He will look into this.

What about a goodbye for Chris?

- Peggy Meyer suggested there ought to be a goodbye celebration on Chris' last Sunday with (at least) a cake and perhaps a special song for him. Fr. Lawrence suggested it be

after the 11:45 mass so that it not have to be curtailed by the beginning of that service. Peggy will take the lead on this.

Pastor's Report, other items:

Fr Lawrence requested the September Parish Council meeting be moved to September 15. He will be on vacation the second Tuesday of the month. This was approved by Council.

Fr Lawrence distributed a report noting six priorities for the coming year. There was not time to discuss each priority at this meeting. Some were addressed in discussion as reported above.

- 1) Staffing decisions. The parish is losing both our PA and Jesuit Volunteer, Kieran Ruppert. Fr Lawrence proposed several ways we might deal with these changes.
 - i. Replace departing staff one-for-one.
 - ii. Reconfigure the staff; different jobs, duties, pay scales, etc.
 - iii. Redefine the way the parish does things; more emphasis on volunteers and/or contractors.
 - iv. Reduce what we do; use the money for plant and/or savings.
- 2) Ongoing response to *Laudato Si*
- 3) Response to the Archbishop's letter on parish planning (*A Light Brightly Visible*)
- 4) Planning for St V's 175th birthday, fall 2016.
- 5) Immediate need for a parish database.
- 6) Continued church exterior renewal.

Outreach and Engagement Committee Report

Michael Keating reported on the progress in planning for our fall lecture series on *Laudato Si*. (Planning notes attached to this document; see below). He said the committee still needs some volunteers to commit to help.

Finance Committee Report

Mark Palmer and Fr Lawrence briefly went over the finance report. They noted the drop in average attendance at mass over the last year, and that the per-person average donation has gone up. Thus we have not seen a drop in offertory totals although we have seen a drop in numbers of people at mass. Fr Lawrence pointed out that, to be a community, we need people in community, and we do not want to lose more parishioners.

Joe noted that, although we had many unanswered questions, and hadn't been able to address all items on our agenda, we were now past time for adjourning.

The meeting adjourned with the Lord's Prayer at 9:25.

Our next meeting will be Tuesday, September 15 (changed from regular schedule).

Respectfully submitted,
Colleen McCahill

COMMITTEE REPORTS

Submitted for the August 11, 2015 Parish Council Meeting

Outreach and Engagement Committee

Monday, Aug. 3, 2015 Meeting Minutes

Attendees: Fr. Lawrence, Lee Krempel, Laureen Brunelli, Michael Keating, Rita McMullin, Pam Fitzgibbon, Sylvia Eastman, Ann Maura-English, Louise Gregg.

Continued planning for the Pope Francis Encyclical Speaker Series.

The three-night event is confirmed for:

Sept. 30 - Dr. Stephen Scharper (Science)

Oct. 14 - Dr. John Haught (Theology)

Oct. 28 - Dr. Mary Evelyn Tucker (Action)

Skip Sanders has agreed to serve as moderator for the series.

The Series Title is: *The Cry of The Earth - How Pope Francis Calls Us to the Science, Faith and Action of Saving Our Common Home*

Each program will consist of 45-minute presentation by the speaker, followed by 30-minute Q&A and 30 minutes for book signing and refreshments. We will look into whether we can begin each night with the piano music and environmental images slideshow that was recently shared at the 9:30 mass.

Volunteers: Rita has emailed her lists seeking volunteers as greeters, ushers, parking liaisons, refreshment servers. Rita and Anne Maura will work together in organizing and assigning volunteers. So far, 10 people have volunteered to do all three events, one can do all three events as a backup, and four can do one or two dates, but not all three. Ideally, we still need another 10-15 volunteers.

Parking: Jane Willeboordse spoke with Harbor Park Garage and they will offer parking to us at a rate of \$8 per vehicle. This can be paid by the attendees, or we could provide free parking and they would bill us per vehicle. Michael will reach out to the post office to see if we can send our overflow parking to their front lot

Security: Kathy Younkin is working with "Silver Star Security"

<http://www.broadwayservices.com/bsi/security.aspx> to hire two security guards for three hours each at a cost of \$45 per hour per guard.

Refreshments: We will purchase and offer hot coffee, iced tea and wine, as well as light snacks of some kind. Anne Maura will lead this effort and coordinate with Rita for volunteers.

Audio/Visual: - Joe Hamilton will work with Zinnia Video Solutions to tape, edit and produce videos of all three events at a total estimated costs of \$1,200.

Program and talking points for volunteers: Michael Keating and Brenda Smith will produce the program. Michael will coordinate the content and Brenda will design.

PR/Media - Pam, Laureen and Anne Maura are working with graphic designer Erica Remmele to create the poster, program, mailer and PR kit for the series. View her work here:

<https://www.behance.net/eremmele> Michael will write the speaker bios and obtain head shots for the program. Michael will write talking points on the speaker/program for all volunteers.

Post-Series Action: Sylvia has developed a proposal for an experiential workshop/retreat, a climate change social action fair, and a wellness series. She has posed the question of whether post-series action should be handed off to the education committee

We will continue this discussion by email and at the next meeting Aug. 24.

Book-Signing: Pam offered to reach out to a bookstore to see if it would be interested in selling the speakers books, encyclical and other books at the event.

Nursery: We need to discuss whether to offer childcare at the events and how to staff it if we choose to do so

Next meeting is Monday, Aug. 24, 7:30 to 9 p.m.

Outreach and Engagement Committee

Tuesday, July 7, 2015 Meeting Minutes

Attendees: Fr. Lawrence, Lee Krempel, Brenda Goodwin, Lauren Brunelli, Michael Keating, Rita McMullin, Pam Fitzgibbon, Jane Willeboordse, Sylvia Eastman, Joe Hamilton, Kathy Younkin, Ann Maura-English, Arthur and Maggie Jones.

Great kick-off planning meeting for the Pope Francis Encyclical Speaker Series.

The three-night event is scheduled for:

Sept. 30 - Dr. Stephen Scharper (Science)

Oct. 14 - Dr. John Haught (Theology)

Oct. 28 - Dr. Mary Evelyn Tucker (Action)

Fr. Lawrence will invite Skip Sanders to serve as moderator for the series.

Program Outline: Moderator will welcome audience, introduce speaker and lead Q&A; speaker will speak for 30-40, followed by 30-minute Q&A. Afterwards we adjourn for refreshments and continued discussion in the undercroft for 30 - 45 minutes. Full program is two hours.

We identified various duties and volunteer needs, which were assigned to the following to lead planning and recruitment efforts:

Greeters and Ushers: Rita McMullin job descriptions with her email lists. We are seeking 10 greeters and 10 ushers. Rita and Ann Maura English will work together in organizing and assigning volunteers.

Parking and Security: Jane Willeboordse will lead parking and Kathy Younkin security. They will work to identify alternative parking for overflow and security for folks walking between the event and off-site parking, as well as ensuring no double-parking in the St. V's lot. Rita will share job description for volunteer recruitment for four people.

Refreshments: Ann Maura English will lead efforts to secure food and drinks as well as oversee volunteer assignments. Rita will share job description for volunteer recruitment for eight people.

Audio/Visual: - Joe Hamilton will oversee A/V needs and work with Fr. Lawrence to identify and contract a professional videographer to record the series for broadcast quality.

Program and talking points for volunteers: Michael Keating and Brenda Smith will produce the program. Michael will coordinate the content and Brenda will design.

PR/Media - Ann, Pam Fitzgibbon and Laureen Brunelli will coordinate PR/Media outreach, advertising, etc...

Post-Series Action: Sylvia Eastman will lead efforts and Rita McMullin will coordinate with the Education and Enrichment Committee.

Next meeting is Monday, Aug. 3, 7:30 to 9 p.m.

Facilities Committee

Meeting Minutes 7/7/2015

In Attendance: Bob Betta, Bob Ball, Bob Reuter, Jim Dimmer, Dan Rolandelli, Denny McMullin, Charlie Chapman. Not present: Dave Potts, Jerome Bird, Pat Ball, and Rita McMullin

- Father Lawrence approached some committee members on their way to the meeting to stress that we needed to arrange for cameras and lighting in the park. Jim is getting estimates on this project and we need to get an estimate on what it will take to repair the fence. There was also discussion of the possibility of putting gates up at the 3 entrances to the park. We will get an estimate before making a decision on this. By 7/15, Jim said we should have the estimates on the security cameras and lights.
- Jim reported that the south side renovations should be completed by the end of the month. They need to be finished before we can proceed with the inspection and estimates on the repair of the collapsed drain.
- Jim reported that the floor in the men's clothing room has substantial termite damage and the room had also been damaged by rats. He is in the process of replacing the floor and repairing the walls, during which project a window in the room will be uncovered. It will be replaced and will have bars installed on the outside. During these renovations, the room will be sealed to prevent more rats from entering. The outside door to the room will be replaced with a steel door compliant with the historic trust guidelines.
- The total cost for the doors to this room and to the undercroft will be approximately \$13,000.
- The 2nd floor accessibility project is complete and Jim will be doing the painting of the space.
- Two benches in the park were repaired by committee members in June. There was discussion on whether it is advisable to repair the remainder of the benches with the AZEK material, because of the difficulty of securing them with proper screws. There are 9 more benches to be done and we will consider using wood for the remainder of the benches, but will see how these first two wear after a couple of months.

- Jim stated that he has not yet been able to replace the emergency light batteries and repair the spigots, but stated that neither project will be a big expense.
- The trimming of the ivy has been completed.
- Jim has gotten a bid of \$11,395 for the sealing, coating and painting of the parking lot and there was discussion of the need for curbs. The estimate included the curbs, but we might reconsider whether we need any or all of the curbs as they currently are.
- Jim reported that the contractor working on the accessibility project suggested that we contact someone like Bath Fitters to get an estimate on replacing the tub in Fr. Chuck's bathroom. Jim will do that
- Jim reported that we got an estimate from Harford Refrigeration of \$11,000 for insulating the ductwork in the undercroft. Jim has also contacted someone to get an estimate for installing a drop ceiling in the undercroft. There was some negative feedback from some committee members after having looked again at the undercroft and evaluating what a drop ceiling would look like.
- There was some discussion of the water audit that had been received and some felt the suggestion for a green roof might be worth looking at.
- Jim reported that the doorbells in the rectory need to be replaced and the office staff had requested getting a system that would provide video and the capability of buzzing someone in. An estimate for that would be \$8000, which the committee felt was too high.
- The grounding cable has not been replaced yet, but there is another one on the property.
- After all the above discussion, the following projects were given top priority for the next fiscal year:
 - Security cameras and lights in the park
 - Replacement of the door to the men's clothing room and the doors to the undercroft
 - Repair of the collapsed drain pipe

The next meeting was scheduled for September 15 at 7:00 p.m.

Submitted by Pat Ball

Education and Enrichment Committee

Meeting notes 06/18/15

- The 2015 Retreat was discussed. The evaluation summary had not yet been completed, but it was evident that Gerry Fialkowski, the director, was very well received.
- There were numerous ideas for directors for the 2016 retreat, which will be explored. The children's program for next year's retreat will continue with the same presenters.
- Anne Gibson gave a lengthy report on 2015 VBS (Vacation Bible School) plans, and Faith Formation classes, which are to be presented by the diocese AT St V. She also advised that grant money is available for parishioners toward Masters in Theology at the Ecumenical Institute.
- Cape May weekend will be 10/16-18.

- Dinner for 8 is going well and will continue through September, 2015.
- Our 2016 budget was discussed and has since been sent to the finance committee.
- Our next meeting is set for 08/31 at 7pm

Respectfully submitted, Rita & Dennis McMullin (co-chairs)

Liturgy Committee Report

August 10, 2015

- The Liturgy Committee has not met since the last Council meeting in June.
- Women in Ministry, Joe Organ, and the Social Action Committee recently completed - to much acclaim - the Summer Series on *Ask the Beasts*.
- Our Committee's annual retreat is Saturday, Sept. 19 from 9:30am to 1:30pm with the following agenda:
 - o Setting goals for the coming year
 - Advent Planning
 - Liturgy Times
 - o Christmas midnight mass changing times
 - o Non-Easter baptisms in front of church
 - o Teaching masses

Submitted by Matt Hill

Social Action Committee Report

August 11, 2015

Friday Dinner: One Friday we had a group from First Baptist Church in Tomball, TX. They had been to Philadelphia on a mission trip and bought sleeping bags and pillows to sleep in churches instead of hotels. They looked for a homeless shelter to donate them before flying home but couldn't find one. They stopped at Chic fil A in Baltimore where one of our Our Lady of the Fields' volunteers was working and she told them about our dinner. They came and gave our guests their sleeping bags and pillows and sang songs. It was lovely.

We had 933 guests in June and 1213 in July. Our Lady of Perpetual Help Parishioners donated the 5th Friday meal and made breakfast. We also had an ice cream sundae bar one of the weeks. We passed out fresh produce many of the weeks and served tomatoes from Our Lady of the Fields' garden. We continue to give clothing and suitcases and back packs many weeks. *Garden Harvest may donate food on Fridays and is looking for a volunteer to pick it up in the Hunt Valley/Reisterstown area and deliver it to St. V's for dinner. If you could do it please let Peggy know.*

The Resource Exchange: We supplied 8 Health Care for the Homeless clients with furniture and starter kits in July and 8 in June. We share information about our parish and have had several clients join us for Friday night dinner. They always look for us and tell us how much they like their furniture. We had our annual pick-up at Charlestown Retirement Home. Thanks to Kieran and his contact at JHU, we were trained in Healthify and can now give our clients information

on support services in their respective neighborhoods. Troyana, our JHU contact, has also helped us on moves and packing kits.

Mass: We planned the 3rd week of the summer series on Creation and will plan the St. Vincent de Paul feast day mass.

Peace & Justice Committee: Habitat called to thank us for our donation and they are ready to ask for help on builds again. The United Churches' build will be 9/12. Pax Christi held their regional meeting at St. Vincent's on 8/1 and discussed demonstrations against drones, the encyclical and other social justice issues. The Hiroshima Commemoration is on 8/6 and the Nagasaki Commemoration on 8/9. Pax Christi will have a wine and cheese social at the Frascati's on 9/12. Sr. Patricia Chappell, USA Pax Christi Executive Director, will be the keynote speaker at their Day of Reflection, 10/17 at St. Vincent's, 9:30 - 1:00. Please consider attending. Maureen Daly was recognized by BRIDGE for her wonderful years of service.

Emergency Services: The food program gave groceries to families in June and spent \$100. They spent \$1250 in July, most of this for the Christmas turkeys. The men's program gave clothing in June to 46 men and spent \$280. They take July and August off but bought future clothing and spent \$245. We are looking for a volunteer to accept the government food on the 4th Friday of each month, time flexible, and prepare a monthly report on remaining food. Please let Peggy know if you could do that.

Jonestown Planning Council: City Springs Elementary/Middle School is working on their new space in the school across the street, Freedom Academy, to have it ready for the start of school. Ronald McDonald House is still on target and the Hendler group found a financial backer and look good for a fall groundbreaking. Just a reminder the outdoor film festival begins 8/9 at 8:00 p.m with *The Great Dictator* starring Charlie Chaplin. 8/16 indoors at 5:30 pm will be *An American Tail*, a children's movie. 8/23 at 8:00 pm will be *Gentleman's Agreement* with Gregory Peck. We attended the Vision Meeting on 7/28 at the Jewish Museum focusing on transforming the neighborhood.