

St. Vincent de Paul Church

Parish Council Meeting

October 13, 2015 Minutes

Present: Fr. Richard Lawrence (Pastor); Joe Yingling, President (9:30); Peter LaCount, Vice President (9:30); Colleen McCahill, Secretary (9:30); Denise Hamilton (11:45); Graham Yearley (Corporator) Mike Jacko (9:30); Matt Hill (Liturgy); Peggy Meyer (Social Action); Mark Palmer (Finance); Denny and Rita McMullin (Education & Enrichment); Anne Freeburger (Corporator); Michael Keating (Outreach and Engagement); Pat Ball (PA search committee)

Absent: John Kober (7:15); Bob Betta (Facilities)

President Joe Yingling called the meeting to order at 7:37. We opened with prayer.

Pastor's Report

Following the Archdiocesan planning event on October 5 (at which St V's was represented by Fr Lawrence, Laureen Brunelli, Barbara Hodnett and Anne Gibson), Fr Lawrence reports that the Archdiocese, as well as considering documents parishes have already submitted (with demographic and other parish information), will conduct an "evangelization survey." All parishioners in the Archdiocese are asked to participate. It is due by December 15 and has about 40 questions. The survey is available online. We will also choose a Sunday so parishioners who prefer to submit the survey in hard copy can complete it during a Sunday mass. Reports from the Archdiocese will be available in January. Fr Lawrence hopes we will be able to see data not only from St V's, but also from our parish cluster; he is not sure that will happen.

Council Roster

Joe Yingling asked for confirmation of the roster of the Council. Colleen had requested correction on recipients of the Council minutes (so as to build an email list), which may have prompted some concern. Council affirmed that all committee chairs and co-chairs/vice-chairs, parish Corporators, the Pastor, and elected council representatives should receive the draft minutes for edits. All Council minutes are available to all parishioners on our website.

- This topic prompted some discussion on the utility of Google docs as a location for Council agendas, background material, and other information.

Updates to Photographic Directory

Joe said that the large frames with photographs of staff, Council, and committee chairs that hang in the back of church are out of date. He brought the frames to the meeting. He asked everyone – Council members, committee chairs and co-chairs, staff - to help him update the directories by submitting photos, if they do not have one already (from previous service).

Jesuit Volunteer Application

Colleen asked for Council feedback on submitting an application for another Jesuit Volunteer. The application has to be completed by this November for a volunteer to begin in August 2016 (should we be approved for placement). Council members raised concerns over cost (about \$13K for a full-time position – this covers the JVC staffer's health insurance and a stipend). Mark Palmer pointed out that this expense would fall under the FY2016 budget, which we are not planning for yet. Matt Hill, who has coordinated the JVC staff at his business, informed us that the placement and commitment take place in March/April each year. Council approved Colleen's completing and submitting the application. Mike Keaton offered to help with the process.

- This prompted discussion over the recent death of the father of Kieran Ruppert (our 2014-2015 JV) two weeks ago. Some parishioners wish to send their condolences to Kieran. Mike Jacko and Colleen agreed to invite parishioners (through bulletin and email tree notices, and an announcement at 9:30 mass) to leave notes and cards with them on Sunday, October 25. These will all be sent together to Kieran.

Pastoral Care regarding Chris McCullough's resignation

Joe, as a member of the PA search committee, created and publicized an email address to invite parishioner input on a) Chris' contributions to the community, and b) considerations in hiring a new PA. Several parishioners have responded. At least one stated the community ought to tend to our sense of loss before we hire a new person. Joe said he does not personally feel able to provide pastoral care to anxious and upset parishioners. He invited Council to consider how we could do this. He mentioned that Colleen has raised this concern on behalf of parishioners who have approached her. Council discussed this. Some said a town meeting or group discussion would not provide resolution or comfort. Colleen agreed to speak with parishioners Rowland Savage and Gerry Fialkowski (both of whom have experience in conflict resolution and grief counseling) to seek guidance on a pastoral approach for this task.

PA Search Committee Update

Pat Ball reported for the PA Search Committee. They met on Wednesday, October 7. Present were Pat Ball (chair), Joe Yingling, Mary Weiss, Dennis Moore, Janice Bonner, Mike Jacko, Fr Lawrence, and Colleen McCahill. They read the job description Chris McCullough wrote in January 2015, and discussed which aspects of it were appropriate for a new PA (Pat provided copies of this job description for us to look at). They planned to submit a revised job description at this Parish Council meeting. Pat reported, however, that a number of important questions remained about the role, responsibilities, and authority of this position; there were too many questions to answer for a job description to be finished before the October Council meeting. Fr

Lawrence requests that the position be filled by January 1, 2015, a timeline the committee considers short.

Council discussed the committee's concerns and provided some feedback, including suggesting the committee have a copy of Laureen Brunelli's job description - since there will be overlap in the duties required of these two staff people.

Current staffing concerns

Fr Lawrence asked for Council feedback on temporarily having Laureen work full-time, pointing out that last year we had both Kieran and Chris working, and there is too much work for the current staff to complete. He also would like to give a raise to Barbara Hodnett, who has worked for many years without a raise. Discussion included the understanding that Barbara's raise would be permanent, while Laureen's move to full-time would be temporary (contingent on the hiring of a full-time Pastoral Associate). Council agreed with Fr Lawrence's plans for these changes.

Committee Reports

- Joe asked if the changes in the appearance of the financial statement had made it more difficult to read. No one had a problem with this.
- Graham Yearley asked if there had been any significant change in attendance or offertory since August. Mark Palmer reported that the offertory is down 6% as compared to the same period last year.
- Joe said he has a preference for seeing reports/minutes presented in such a way that the names of the parishioners who are volunteering their time and energies are recorded. He said there is value in recognizing the efforts of so many parishioners who contribute to the community. Several Council members affirmed this.
- Fr Lawrence reported that the campaign for an endowment for Saints James and John School produced \$135K for tuition assistance for the students this year.
- Matt Hill said that the Liturgy Committee heard that they would have responsibility for maintaining and running audio and visual tech (since Chris has resigned and Jerome Bird is withdrawing from that responsibility). He said the committee has neither the collective knowledge nor interest in this task. He suggested there might need to be a person hired with the necessary knowledge, or perhaps there should be a sub-committee. Mike Keaton said that parishioners Joe Hamilton and Mike Hershfeld, along with our music minister Joe Organ, have been handling the sound production for our speaker's series.
 - This prompted a brief discussion of possible re-training for our lectors. Some of them are too quiet and can't be heard.
- Mike Keating asked Peggy Meyer if the Resource Exchange was on the list of recipients for the United Way. Peggy and Fr Lawrence said it might not be possible, since TRE is not an

independent 501c, and is not subject to a financial audit. Mike agreed to share the information about the United Way with Peggy. Peggy reported that Chris McCullough gave TRE \$500.

The meeting concluded at 9:33PM with the Lord's Prayer.
Our next meeting is **Tuesday, November 10, at 7:30pm.**

Respectfully submitted,
Colleen McCahill

Committees of the Parish Council

Meeting Minutes and Reports

October 2015

Social Action committee Report

10/13/15

Emergency Services: The food program gave groceries to families in September and didn't spend anything. The men's program gave clothing to 31 men and spent \$560. They are still 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, or help on some Mondays. Please let Peggy know if you could do that.

Friday Dinner: We had 1133 guests in September. Our Lady of Perpetual Help Parishioners had a dinner at their church for the consistent volunteers for Friday dinners at St. Vincent's. We continue to give clothing, suitcases and back packs before dinner.

Peace & Justice Committee: Pax Christi had a wine and cheese social at the Frascati's on 9/19.

Sr. Patricia Chappell, USA Pax Christi Executive Director, will be the keynote speaker at their Day of Reflection, Saturday at St. Vincent's, 9:30 - 1:00. Please consider attending. We attended a BRIDGE meeting and began working on the next forum for candidates for Senate and Representative. BRIDGE reduced their membership fee. We attended Beyond the Boundaries meeting working to limit the source of income determination causing rejection of applicants with Section 8 vouchers. We will host Pax Christi for the bishops' dinner in the undercroft on November 17th.

Environment: We joined the Friends of St. Vincent's cemetery, Civic Works and Catholic High on the cemetery clean-up on October 3rd.

The Resource Exchange: We supplied 8 Health Care for the Homeless clients with furniture and starter kits in September and also delivered beds and bedding to three other clients. We could use gently used full size sheets, blankets, comforters/spreads and new pillows.

Food Justice: Several parishioners picked 200 pounds of apples and then delivered them to St Francis missions.

Jonestown Planning Council: We did not have a JPC meeting since our last parish council meeting but the Jewish Museum had a visioning meeting we attended where they shared with the public the new Jonestown logo and plans for the vision for the neighborhood.

Outreach and Engagement Notes

Hi everyone,

Outreach and Engagement has not met as we have been focused on presenting the speakers series. We believe we have resolved the sound problem that we had at the first event with Stephen Scharper.

I am working with Arthur Jones on developing this year's Advent Booklet, which will follow the response to the Pope's encyclical and climate change theme.

Thanks,

Michael

Facilities Committee Meeting Minutes

10/6/15

In Attendance: Bob Betta, Bob Ball, Bob Reuter, Jim Dimmer, Charlie Chapman, Lou Mank, Father Lawrence, Pat Ball

Not present: Dave Potts, Jerome Bird, Rita McMullin, Dan Rolandelli, Denny McMullin

Bob Betta opened the meeting with a prayer.

Lou Mank was in attendance to present his proposal for dealing with the collapsed drain on the south side of the church. His plan called for redirecting the downspouts in such a way that they would bypass the current system (collapsed drain). This would save all the digging and other risks of repairing the current system. The committee agreed with his proposal and approved this approach. Lou estimated the cost of materials to be \$1000, but he offered to donate the materials. He also offered to consider donating the labor, if he can do that feasibly. Members of the committee volunteered to help with whatever part of the labor they could in order to help Lou out. Lou expects he could begin this project in the next 2 – 3 weeks.

Jim reported on the status of old business as follows:

- Lights in the park to be installed in October
- He hasn't heard any more about the doors for the undercroft, which have supposedly been ordered
- Lou is going to take care of replacing the spigots at a cost of about \$500 - \$600.
- Jim inspected the broken handrail on the handicap ramp and believes he can repair it satisfactorily
- The replacement of the tub in Fr. Chuck's bathroom has been completed
- Bob Reuter reported that another gate on the park was broken and Jim agreed to check on that. He thought the gates had all been repaired.

- Jim has not yet purchased the emergency light batteries
- Father Lawrence agreed that some arrangement will be made to open an account or get a credit card for Jim to use for regular maintenance expenses.

The following new business was discussed:

- Parking lot lamps and outlets are not functioning – Jim has Biomark coming tomorrow to assess and he will also get prices for LED wall packs
- Rat infestation in the parking lot – Terminix and Jim have both been working on this and setting traps. Jim feels they have been quite successful and will continue to work until they can eliminate their entry
- Need for cameras on the front of church because that is where the people from the park are congregating now and doing their business to avoid being caught on the cameras in the park. Jim is proposing 2 cameras. Cost – about \$1000/piece. We will consider this as a future project.
- Jim reported that the church roof is leaking. Jim has been in touch with the company that was responsible for putting on the current roof. He recommends having the roof inspected, which he stated should be done annually. He estimates the cost to be about \$400. Once that is done, we can decide how to proceed, including the possibility of painting the roof. The committee approved the plan for the roof inspection, which is also something that the archdiocese recommends.
- There was discussion of replacing the doorbells, which are currently not working, with a system that would allow video monitoring and remote access to the doors. The committee felt the cost was prohibitive and decided to continue to evaluate options.
- Father Lawrence notified the committee that he is available to us whenever we need him, though he considers Jim to be the liaison between him and us. He stated, though, that he would attend any meeting that we feel he needs to attend.

The next meeting was scheduled for December 1 at 7:00 p.m.

Submitted by

Pat Ball

Liturgy Committee Retreat

September 19, 2015

In attendance: Matt Hill, Valerie Rolandelli, Janice Bonner, Peggy Meyer, Amber Brubaker, Pat Ball, Anne Maura English, Audrey Rogers (Joe Organ came at 1:00)

Excused: Geri Sicola, Colleen McCahill, Fr. Lawrence

Guest: Lauren Brunelli, Director of Evangelization

Matt opened the meeting with a prayer and reflection at 9:35 am.

1. Mass Attendance Review and Evangelization/Laudato Si Brainstorm

Lauren joined the committee for this session, distributing attendance by Mass statistics for the last 18 years as the committee had requested. Since the 9:30 Mass draws the largest community, its pattern determines the pattern of the overall parish: both show a downward trend. There have been periods of rebound after major dips. Lauren believes that the two major dips are attributable to periods when the

park has been an issue dividing the parish. There had been a stabilization and slight increase when Chris McCullough started but 2015 saw another drop with yet another park debate. Other explanations include seeing a general decline as the parish aged, followed by an influx of new families from 2012 to 2014, followed by the more recent decline in 2015. The other two Masses (7:15 and 11:45) have averaged 35 or less people per Mass for the last six years.

Laureen went on to note that attendance data and marketing strategies are not evangelization, only indicators. The parish staff has developed ideas for evangelization and wants every committee to do its part, particularly focused on the Encyclical. She asked what Liturgy could do, adding one staff idea was to conduct a 'bring your friends to mass at St V day' but that parishioners must draw on their social networks for this. She mentioned the people St V only attracts for Christmas and Easter: how can we engage them? What do we look like to them? Why do they come to St V for the holidays?

Laureen also asked the committee to focus on the 7:15 Mass because new people can only be attracted to that Mass if we try something 'new and different' (e.g. a program in conjunction with Mass, or coffee/donuts afterward). Committee members pointed out survey data from past years indicating that 7:15 was an inconvenient time (our own parishioners report that, if they could not attend Sunday Mass, they go locally rather than come to St V). It was also noted that perhaps knowing what the 7:15 community wanted in terms of innovation might be helpful rather than our committee dictating. Anne Maura since she regularly attends the 7:15 and volunteered to meet with those community members. Laureen asked that Anne Maura talk to her first.

Peggy Myers agreed to try to facilitate similar discussion with 11:45am Mass attendees.

The desirability of a Sunday evening service was also discussed and hiring a priest to come on a regular basis. Laureen will explore with Fr. Lawrence whether this is even a possibility given the current "clustering" of St. Vs with other downtown churches in the Archdiocese's plan and the fact that at least St. Ignatius already has a Sunday evening service.

2. Setting Goals for Committee 2015-2016

a. Enhance the Active Participation of the Community in the Mass

The committee moved from viewing this as a small effort at a few Masses in Ordinary Time to a well-developed Teaching Mass format to be presented as the 2016 Summer Series. It would be modelled on the Four Questions of the Seder and occur over 3-4 weekends. It is hoped this can be coordinated with E&E to provide enrichment as well: we would suggest several films with Eucharistic themes. Action item: Matt, Amber, and Anne Maura will work on this.

b. Evangelization and Laudatio Si.

Liturgy already produced the 2015 Summer Series on the environment in support of the encyclical. We decided to instruct every liturgy planner to incorporate petitions reflecting the environmental and economic focus of the encyclical for the upcoming year. It was proposed that the committee compose a menu of 5-10 petitions for the planners if they choose not to compose their own. We will return to this goal in subsequent meetings. Action item: Need volunteers for this task.

3. Day of the Dead Planning

Valerie graciously offered to again plan for this feast day. She will set up and conduct the 9:30 Liturgy but cannot stay for the cleanup after the 11:45 Mass.

Action item: Matt and Peggy will cover the take-down. Fr. Lawrence needs to inform Valerie of any conflicts on Saturday October 31 that would interfere with set-up.

4. Advent / Christmas Tide Planning and Advent Booklet

Theme: Hopeful, Thankful, Joyful, Faithful (One per week of Advent)

Banners: Janice will produce one per week, with previous weeks hanging from choir-loft

Bulletin: Text Box with expanded theme Matt and Audrey will work on this

Lessons and Carols: December 6 Anne Maura will select the readings and give back-up copy to Janice in the event she has surgery in December.

Advent Reconciliation: It is at St V. Anne Maura will develop. Peggy will set date with Fr. Lawrence (and Corpus Christi and St. Ignatius).

UPDATE: Time set for December 9 at 7:30pm at St. V's.

Wreath: Peggy will contact Cathy Bunting about providing the wreath. UPDATE: Cathy Bunting will take care of Advent wreath.

Candle-bearing Ritual: Pat Ball will contact Kathy Betta about robing the candle bearers.

Update: Kathy has agreed. Audrey sent her the materials.

Anne Maura will coordinate with Eve Prietz for 7:15.

Peggy will coordinate with Dennis Moore for 11:45.

Liturgy Planners for Advent:

First: Pat Ball (11/29)

Second: Amber Brubaker (12/6)

Third: Audrey Rogers (12/13)

Fourth: Matt Hill (12/20)

Christmas Tide: January 10 Baptism of the Lord; read John 1 after communion

Advent Booklet: We discussed how to produce the kind of booklet that Chris provided for the last three Advents. Anne Maura volunteered to recruit writers and format the booklet for parish office staff to have printed.

Update: The committee had been provided with an Advent Reflection by Arthur Jones that came too late for discussion at the meeting. Arthur shared on Sunday morning after the retreat that Fr. Lawrence and Michael Keating were planning to use it to substitute for the Advent Booklet. This was confirmed by Michael Keating and probably would have been shared by Fr. Lawrence if he had been able to attend. The reflection booklet is completed and ready; further, it is as Fr. Lawrence wanted- directly related to the encyclical. When we discussed trying to produce the Advent Booklet as Chris had, we realized it would be a challenge getting all 25-or-so writers to weave that encyclical message in so this is a good resolution.

Advent-Christmas Tide Announcements: The committee affirmed the standing policy to have one person give the announcements during special seasons; with open announcements occurring during Ordinary Time only. The person doing this needs to have standing and more importantly access to the information provided to the office for bulletin publication as well as other information. It seemed that Lauren Brunelli as the parish administrator would be the obvious one. Matt will follow up with this.

5. Follow-up on bell ringers and middle school altar dressers

Bell ringers: Since Donna Dannals gave up this ministry, there has been no success in recruiting her replacement. Janice will talk to Fred Jorgenson about taking on the recruiting and assigning of LOW parents to this ministry without requiring that one person be present and available to coordinate at the beginning of each the Mass. Parents would be responsible for ensuring that their children are ready before assigned Masses.

Altar Dressers: This ministry has become challenging. There are four youth in middle school: 1 trained and willing, 2 unwilling, and 1 untrained (but unavailable until December). The committee decided to convert the ministry to one for families with small children. Audrey was to attend the LOW training to recruit families.

Update: There were only 4 parents at the training which was optional for parents. Three of these were new to the parish. Fred was also there. Audrey sent an email invitation for families to Fred for distribution via the FLS email tree.

6. Feedback from the Community: Christmas Midnight Mass Time Change and Non-Easter Baptisms in front of church

These two issues have been brought to the committee and were discussed in May but deferred to the retreat for a fuller discussion.

Issue #1: Now that the Children's Mass has been moved earlier to 5:15, some parishioners want the Midnight Mass to become a vigil Mass at 8:30.

Issue #2: Some parishioners are very unhappy with the baptismal ritual using the Gathering Space font during Sunday Mass; saying it is disrupted by the procession to and from the back and it is not communal. The committee could not determine how widespread these feelings are and decided to consult parishioners with both questions.

Update: Audrey was asked to follow through on this because of past experience on Survey Monkey. She reported subsequently to the meeting, that she no longer had access to the account and suggested a one page hardcopy consultation at mid-October Masses. The draft consultation form has been forwarded to committee members in attendance.

7. Cycle B Lectionary

Janice reported that there are no more copies of this binder for new lectors. In addition, this cycle binder has serious problems: it was distributed back in the 90s in piecemeal fashion, week by week and therefore pagination is all over the place; it is based solely on the year it was produced so that it omits Ordinary Sundays needed in other years; and inserts Ordinary Sundays in the chronology of the year it was produced rather than in an easy to retrieve format. Valerie has the most complete version. Audrey offered to reorder, fix the pagination by hand and insert two missing Sundays. The committee will submit that version to the office for copying.

8. Liturgy Committee Manual

Valerie noted the reading selections for the Day of the Dead need to be included and will give them to Audrey.

Janice noted that text needs to be added about lectors for the Holy Thursday service. The Gospel selection should always have a trained and effective lector. The individuals chosen for the parent-child selections must be appropriately trained. She and Jim Lochner are available to do that.

Anne Maura wanted a commissioning service on Palm Sunday and the Vigil added. The former is for the community to enter into Holy Week intentionally; the latter is for those who cannot stay for the entire vigil. The entire manual needs pagination.

Audrey will make these changes. Valerie has provided the selections; Anne Maura needs to send the commissioning services.

9. 2015-2016 Meeting Dates

November 14

January 9

March 5

May 14

All meetings begin at 10:00 am. Audrey will add to the website calendar.

Matt adjourned the meeting at 1:00 with a prayer.