

**St Michael Catholic Community
Parish Council Minutes
October 1, 2013**

Attendees: Virginia Chadwick, Kayla Chadwick, Fr. Tim Galos, Laurie Hall, Kim Kook, Karen Mazzara, Les Nevens, David Peckham, Fr. Michael Quaine, Renato Ricciuti, Mike Sandelich, Shane Smith, Amy Smolarz, Shirley Sukes

P	Chadwick, Virginia	A	Paul, Elvera
P	Chadwick, Kayla	P	Peckham, David
P	Galos, Artemio Rev. (Tim)	P	Quaine, Michael Rev.
P	Hall, Laurie	P	Ricciuti, Renato
A	Healy, Larry	A	Rizzi, Phyllis
P	Kook, Kim	P	Sandelich, Mike – Vice Chairperson
A	Lucas, Sr. JoAnn	P	Smith, Shane–Chairperson
P	Mazzara, Karen	P	Smolarz, Amy M.
P	Nevens, Lester R. (Les) - Alternante	P	Sukes, Shirley A.

P = Present, A = Absent, G = Guest

Call to Order: The meeting was called to order at 7:00 pm – Shane Smith calls the meeting to order

Reading of the Mission Statement - All

Opening Prayer – Kayla Chadwick

Approval of Minutes – September 13, 2013 minutes were approved by Kim Kook, and Amy Smolarz.

Enrichment:

- Goal Review – Overview – There are 3 Parish Goals and 26 committee objectives. The review is to address the Parish Council concerns and evaluate progress and effectiveness. Questions Shane prepared to guide in our consideration:
 1. Have the results/progress of the objective reinforced the goal? If not what suggestions/changes can be made?
 2. Is the overall goal reinforcing/accomplishing the intentions of the mission statement? If not what suggestions/changes can be made?
 3. Do we see a need for an additional goal?
- Each commission discussed what they were doing to work on the goal, listed specific objectives and provided status reports of progress/outcome. All goals were discussed and members of the parish council will consider further over the next month until our next meeting, the questions posed and listed above along with any additional information from the commissions and we will revisit what if anything we can do as a parish council to improve on working towards those goals. Some objectives have been completed; some suggestions were discussed for further progress and will be reevaluated at next meeting.

Pastoral Team Reports –

- Fr. Mike: Pastor’s Report
 1. In the interest of keeping the Parish Council informed with recent developments of the AC/Building project, I am posting a copy of my bulletin article for this coming weekend which will provide, in substance, the presentation that will be made to the parish at large at the weekend masses this coming weekend. After having a lengthy discussion about this matter with the Finance Council, we decided that a formal presentation was necessary. Initially, this presentation was going to take place at a Town Hall style meeting, but after discussion, I thought it better to reach a larger group of people if it were presented at all the masses.

The Building Project: A History

The Activity Center project is the result of a challenge from the Archdiocese of Detroit (AOD) to create a viable parish purpose for the funds raised through the "Changing Lives Together" program. Father Michael Quaine and the St. Michael Financial Council had previously debated to upgrade or replace the existing Activity Center, which was built in 1965 and purchased by our parish in 1993. Although we have maintained the facility with some basic upgrades, we have not modernized it in any way. As a result the current building is in need of a major investment to make it viable for our long-term use.

At the recommendation of the AOD, we retained an Architect (Constantine George Pappas, AIA) in October 2011 to analyze the current building and make recommendations that would suit the needs of our parish community. Their analysis showed that it would be more expensive to upgrade or replace the existing facility at our northern property than to build a new Activity Center on our main campus. Additionally, a new facility located next to our existing church would solve several long term issues: the security and safety of our children and teachers and an elimination of the expense of maintaining two separate facilities.

In May 2012 the Architect development of schematic designs of the proposed new construction and assisted in the developing the preliminary cost estimates for our building project. In December 2012 we solicited bids for a Construction Manager (CM) from three firms recommended by the AOD. In December of 2012 and January 2013, we visited several church sites that were either built by or expanded by the one of the three CM's. As a result of these bids, the benchmarking trips, and a matrix of each firm's costs, attributes and qualifications, we selected McCarthy & Smith, Inc. of Farmington Hills, as our CM for the new Activity Center.

At about the same time the Finance Council created a formal Building Sub-Committee to oversee the design and development process with the Architect and the CM. The Building Sub-Committee, along with the appropriate parish staff members, worked with the Architect to fine tune the design of the building that meets the current and future needs of the FLT program and the Youth Group. Our new facility will include a small gathering space that connects to our existing building, 8 classrooms, a babysitting room for the FLT teaching staff, a conference room for FLT teachers and parents, a Youth Room, a general meeting room, restrooms and two storage rooms to replace the existing garage. The proposed chapel and expanded gathering space have been eliminated as part of our cost cutting efforts.

In the last six months McCarthy & Smith has provided two separate cost estimates of the then existing design as provided by the Architect and the Building Sub-Committee. These cost estimates have allowed us to hone in on the most effective design for the Finance Council approved budget of \$1,600,000, which is considered a minimum investment threshold for this project. This budget is significantly less than the \$2,400,000 that was considered two years earlier.

In early September a meeting was held with the Architect, the parish staff and the three main systems suppliers to the parish (telephone, alarm and information technology) to develop a plan to incorporate these features into the new building. This is being consolidated into a single infrastructure effort in order to reduce cost and simplify the building process.

The Building Project: Planned Actions

As soon as all of the design and development drawings are completed (probably early to mid-October) the Architect will start developing the construction drawings. These drawings should be finished by the end of November 2013. The CM will use these drawings to prepare a comprehensive bid package to solicit competitive proposals from a list of about 800 sub-contractors they have developed.

McCarthy & Smith and the Building Sub-Committee will then select the best sub-contractors to construct the new facility. The cost information provided by this process will be used to seek approval from the College of Consulters of the AOD, which must approve the expenditure.

The planned construction start date is Monday, April 21, 2014 (the day after Easter), if funding is available.

Sale of the existing Activity Center:

The existing facility was listed for sale with CBRE, a major international real estate firm retained by the AOD, on July 18, 2013. The Finance Council worked with CBRE to develop a 4 page marketing brochure that has been sent to over 300 brokers, developers and prospective land buyers. The asking price of our existing AC is \$860,000, developed from 2 professional appraisals and a review of similar properties within several miles of the site. To date we have had a number of inquiries and follow-up from potential buyers. Note well: In order to proceed with this project we need to both sell the old Activity Center and raise additional funds in order to achieve the \$1,712,000 required by the AOD (budget of \$1,600,000 plus a required 7% overrun contingency fund).

1. The Pastor of our sister parish is back in the hospital and Fr. Tim will be celebrating masses at St. Ronald for the bulk of October. The expected return of Msgr. Miller is October 25.
 2. We can all rest freely. According to the Archdiocese of Detroit the number of vocations to the priesthood will continue to remain steady for the next ten years. What a relief! The vocation crisis will not grow worse for another ten years.
 3. The Archdiocese of Detroit is currently developing a policy whereby all speakers outside of the AOD who will be addressing the Catholic faithful inside the AOD will be required to receive prior written approval by the office of the Archbishop before a date can be scheduled.
 4. The numbers for the CLT Program are coming in. To date, the AOD collected in pledges \$109 million of the \$135 million dollar goal. These pledged came from 72,000 people.
 5. The Archbishop presented all parishes with a framed picture of St. Anne, the Patron of the Archdiocese at a special liturgy on September 29. Stan and Maureen Ortwein represented St. Michael at Blessed Sacrament Cathedral for the event. The Picture is hanging in the conference room and will eventually be placed in the New Activities Center. Thanks Stan and Maureen!
 6. Fr. Mike also added that they just had a very productive meeting with Laurie Hall, Michelle Hayes and the representative from St. Vincent DePaul and discussed how best to assist those that request help. St. Vincent DePaul has a very useful procedure and they will serve as a clearinghouse for those that request assistance rather than the front office. In addition they are looking at using vouchers instead of gift cards so assistance can be more specific on the usage.
- Deacon Larry – Absent, no report.
 - Father Tim – Since Fr. Tim will be celebrating Mass at St. Ronald’s for the month of October he requested to do the Sunday mass this past weekend so nobody would forget him. Fr. Tim was given a big round of applause for his assistance with St. Ronalds. Fr. Tim also added that there are 4 new volunteers for the ministers of care and that he will continue to go to the hospitals where ministry is needed even while assisting at St. Ronald’s Parish. Another round of applause was given.
 - Laurie Hall –
 - The festival of ministries was very successful; each ministry received a large number of commitments and recommitments. The balloon artist was a nice draw with the children and adults alike but the witnessing of the families was a huge success and thought to have had a profound effect on inspiring people to attend and consider ways to live a more active Parish life by sharing their time and talents in whatever way they can and the witnessing was illustrative of how rewarding it is.
 - RCIA has begun and is off to a good start, there are currently 10 people in the group and the first session of the inquiry phase just occurred and was a great session and the RCIA program is in line with all 3 of the Parish Goals. RCIA is in need of sponsors.
 - An Adult Formation series Journey Around the World and Deep into Faith, will begin on Monday October 18, 2013 at 7:00 PM. It is a DVD series presentation where an hour video will be watched and a discussion will occur before and after. It consists of 10 sessions total, 5 will be presented now and the other 5 during Lent. It will run for 5 consecutive Monday evenings starting on the 18th.

- An advent enrichment is being planned based off of the corporal works of mercy exploring what is available for us to do, each one will be looked at and suggestions on how to incorporate into everyday lives will be provided. There will be inserts in The Messenger.
- A book series will also begin where the book is read separately and then discussed at a get together.
- There will be several smaller Advent opportunities for enrichment rather than one large one.
- Memorial Mass for the families who have had loved ones pass away in the past year will occur on November 8, 2013 at 7:00 P.M. and all Parish Council needs to attend to assist. There were 157 funerals during the time frame that is used for each year's mass. Parish Council's assistance is needed to serve as greeters, EM, Check in, Assisting families with checking in and finding their cross after mass and possible other needs to be determined.
- Advent reconciliation will be held on a vicariate wide basis and there will not be one at St. Michael this year, given our location, we are mapped to go to St. Frances De Chantal but several dates and times vicariate wide will be provided to parishioners.

Council Chairperson's Report / Parishioners Viewpoint – Shane Smith

- No specific report or viewpoint, Shane focused on the preparation for and guidance in the discussion of goals.

Break – Kayla Chadwick

Old Business

- Review of goals

New Business

- Continued review of goals more specific to any suggestions & proposed solution for improvement on objectives and progress.

Goals Review followed by, current report if available

- **Christian Service** – Virginia Chadwick
 - Goal #1
 - a. Hotels were contacted and information given. They will check to see if any additional supplies are needed and also they will look at adding additional hotels and exploring ways to measure success such as contact staff at hotel to inquire how often they are asked for the information. Fr. Tim reminded us of a man in town from Hawaii that came and said he got St. Michael's information from the hotel he was staying in.
 - b. Renato asked about exploring demographics and Laurie responded that it had been done by CLT and the information is available should we think it would be helpful in this goal.
 - c. Shirley asked about a possible mailing list welcoming new residents and Laurie explained that had been done and explained how it worked previously.
 - Goal # 2
 - a. On going, Melissa Tuscani and Kayla Chadwick will be chair and co chair to a pizza fest which has shown great results in other places.
 - Goal #3
 - a. Has extended invitations to the foreign exchange students
- **Education** – Virginia Chadwick
 - Goal #1
 - a. *On going work on objectives*
 - Goal #2
 - a. Ongoing with some updates submitted
 - Goal #3
 - a. Ongoing with every class

- **Finance / Stewardship Commission**- Sr. JoAnn
 - Goal #1, #2 & #3 – See Fr. Mike’s report
 - a. Goals on hold while attention is focused on Activity Center which will greatly serve to advance the goal of all three goals.
- **Worship** – Laurie Hall
 - Goal #1
 - a. Some portions Completed and some ongoing.
 - b. A meeting with other commissions to coordinate still needs to be arranged.
 - c. Laurie explained how evangelization works and that too much is bombardment and that it is difficult to measure from the worship commission standpoint by incorporating it into the liturgy.
 - Goal #2
 - a. Ongoing, Shane suggested having people bring up the gifts
 - Goal #3
 - a. Ongoing, working on creating a video showing youth in action participating
- **Vicariate** – Phyllis Rizzi – Out of town but following report submitted.
- Vicariate Meeting at St. Ephrem, Sept. 16, 2013
- The Vicar, Fr. Ronald Milligan related the decision of the Michigan Catholic Conference to choose PAYCOR as our service provider. PAYCOR can streamline both short-term disability and pensions for employees. PAYCOR would not be controlling wages that would remain at the discretion of the Parish. It would take care of all tax filings. The transition to PAYCOR is not mandated but is an option.
- An Ad Hoc Committee report regarding Parish Pastoral Council Guidelines and Parish Finance Council Statues indicated 50 to 60 changes: included were the expansion of the Evangelization Committee, VPC changes now include the Mission Priorities; APC Guidelines; and Parish Restructuring.
- Msgr. Robert McClory gave an update on Changing Lives 72,000 people have pledged \$109 Million thus far. The AOD goal is 135 Million. The 6th Wave is taking place in October with the remaining Parishes.
- Fr. Tim Birney reported that there are nine new seminaries and there are 43 candidates for Detroit. Vocation posters are ready and will be mailed out to all Parishes. Fr. Birney asked that all Parishes to please display the posters so all can see them.
- Communal Penance Services during Advent and Lent were discussed. Both morning and evening services are to be held with the hope the Pastors can come together on specific dates at several Parishes. St. Michael is in Group One which includes St. Matthias, St. Rene, St. Blasé, St. Ephrem, St. Jane de Chantel, and St. Cyril and Methodius.
- Fr. Milligan stressed the importance of Pastors attending the Prysbytereal Council Meetings to provide input to the Archbishop.
- During Open Forum, I related the retirement of Vernie Dale and her replacement Michelle Hayes as our Christian Services Minister. I also informed them of our successful Ministry Fair and the acceptance of Bob Murphy as the head of our Evalgelization Commission.
- **Youth** – Vacant
 - a. Haunted Hayride is planned and invitation extended to foreign exchange program.

Roundtable

- Shirley Sukes
 - Passed along thank you for new handicap rails and easier door openers in restrooms. While not the perfect solution, it is the most cost effective and Laurie added that other parishioners and or ushers assisting is representative of us all taking care of each other and is a beautiful thing.

- Fr. Tim
 - Liked the prayer said on the St Michael feast day mass and suggested praying every Sunday. Suggestion noted and tabled.

Closing Prayer – Kayla Chadwick

Meeting Assessment – Successful

Meeting Adjournment – 9:00 PM by Shane Smith

Next Meeting – November 5, 2013

Respectfully submitted,

Karen Mazzara