

**St Michael Catholic Community
Parish Council Minutes
January 17, 2012**

Present - Fr. Mike, Virginia Chadwick, Keith McKenzie, Bob Murphy, Nancy Dillon, Phyllis Rizzi, Sr. Arlene, Elvera Paul, Shane Smith, Laurie Hall, Kim Kook, Debbie Olszewski, Sr. JoAnn Lucas, Deacon Larry

Absent – Shane Smith, Fr. Tim

Call to Order: The meeting was called to order at 7:00 by Virginia

Reading of the Mission Statement - All

Opening Prayer – Elvera Paul

Approval of Minutes – November 15, 2011 minutes were approved

Enrichment: Chapter 4 Parish Planning and the Pastoral Council - Keith

- Work of the Parish Council
 - Roles in developing a Parish mission statement: PC develops mission statement and goals while the commissions develop objectives and action plans to implement.
 - Process for developing a mission statement: PC did a good job of following the guidelines several years back when the mission statement was developed
 - Parish planning: One of the more important functions of the PC and Commissions
 - Planning components: Mission statement, goals, objectives, and ongoing reviews
 - Models for PC: Per Fr. Mike, SMCC probably in the “Ministries” stage and working towards Vision.
 - Movements of emphasis: Keith passed out a survey on the movement of our team from a Parish Council to a Parish Pastoral Council. Results will be tabulated and presented at a future meeting.
 - Assessing needs and want of the parish community: We are using a survey and general knowledge of parish needs. Important to base any planning on the facts and not conjecture. Could benefit from an analysis tool that compares strengths, weaknesses, opportunities, and threats (SWOT). Keith shared an example how feedback from the survey could fit into such a tool.
- Establishing parish goals
 - Goals flow from the mission statement and should be overarching in nature
 - Should not be overwhelming – start with 3-5 and work from there

- All goals need to be specific, measurable, attainable, realistic, and time oriented / trackable (SMART)
- Concluded with a review of sample goals at the end of the chapter. Also, covered the final note related to goals / objectives not being a statement of what Commissions want to do, but rather what they will do during the year.
- The February Enrichment session will focus on Chapter 6 with input from Laurie, Sr. Arlene, and Sr. JoAnn.

Pastoral Team Reports

- Fr. Mike: Comments were previously distributed by email to the Council. Primary topics included:
 - Meetings continue with architect Gus Pappas to develop plans for the renovation / replacement of the Activity Center as the focal point of the Changing Lives Together (CLT) Capital Fund Raiser. Some necessary changes have been requested to the plan, and cost information is due soon. Additionally, three meetings of the CLT team have occurred for planning purposes.
 - The church lighting project is progressing nicely and is about 90% complete. Some changes were made to the project which increased the cost by \$25K. These include the cost of lights in the vestibules, decorative lighting behind the cross, wall sconces near the confessional, and lights above the entry doors. Thanks to the Finance Council / Stewardship Commission for their hard work on the project. Also, thanks to Stan Russell who sold or recycled many of the old lights.
 - Expressed deep gratitude to the men who helped with the storage room project including: Ed Biegas, Ted Kucab, Tony Regier, Tom Nevedal, and George Tibor (with apologies to anyone who may have inadvertently been left out). Also thanks to these same people as well as Fred Knapp and Tony Laraia for the carpentry and repair work in the sacristy and maintenance room.
 - This coming Sunday, the Christian clergy of the area will be participating in a prayer for Christian Unity at the Hope United Church of Christ on Garfield at 4:00.
 - The vicariate reconciliation service schedule is working out well. St. Michael hosted on December 12, and Fr. Mike / Fr. Tim participated in 7-8 additional services.

Council Chairperson's Report / Parishioners Viewpoint – Virginia

- No VMEs received. Virginia commented later in the meeting on a letter received from a Parishioner on the subject of communications. Virginia agreed to follow-up.

Old Business

- Parish Goal Setting – Virginia / All
 - The subcommittee meeting was not held due to the busy schedule around the holidays. The group is scheduled to meet on Sunday January 21, 2012 at 12:30 to begin the planning process.

- Members of the subcommittee are: Debbie, Fr. Mike, Laurie, Bob, Shane, Kim, and Keith M.
 - Results of the subcommittee assessment will be discussed in greater detail at the February PC Meeting.
- Changing Lives Together Campaign – Fr. Mike
 - Fr. Mike passed out the initial architectural renderings / site plan for a new activity center attached to the current church building. At a high level, the project includes: 8 Meeting / Class Rooms, a Youth / Multipurpose room, outdoor basketball court, new bell tower near the west entry, and revised parking lot / parking configuration to smooth traffic flow.
 - He stated that the architect indicated that this would be the most cost effective solution and that more detailed estimates would be available on Wednesday (since distributed to the Parish Council)
 - Some additional discussion followed on the project and more details will be covered in the February meeting.

New Business

- New Parishioners Welcome Masses held on January 15: Virginia indicated that 66 people were invited and 15 attended after masses on Sunday. All seemed appreciative of the effort and Virginia thanked those who supported the activity. The Parish Council agreed that we should continue this practice on a twice yearly basis. We further agreed to do this only after the 11:30 mass in order to make the event more manageable, and that the PC Chairperson would continue to be responsible for the event. The next Welcome Weekend will be scheduled in early June 2012.

Commission Committee Reports (ID when minutes were distributed)

- Vicariate Report – Phyllis
 - No report
- Stewardship – Sr. JoAnn
 - Sr. JoAnn will be providing updates in the future as Kevin will no longer be participating in Parish Council Meetings
- Christian Service – Sr. Arlene
 - Distributed a summary at the meeting
- Education
 - No report
- Worship – Laurie
 - Members of the Worship Commission are developing a list and authoring articles for the Messenger on pertinent topics. The first article will be on Social Justice.
- Youth – Virginia
 - New Years Eve dance went very well

Roundtable

- Passed out Dinner Dance flyer from Tom Nevedal

Assessment – All

- Sr. JoAnn commented that there was good engagement, participation, and discussion from all Council Members at this session.

Closing Prayer – Elvera Paul

Meeting Adjournment – 9:08 PM

Next Meeting – February 21, 2012

Respectfully submitted,

Keith McKenzie
Secretary