

**St. Michael Catholic Community (Sterling Heights, MI)
Parish Pastoral Council – Meeting Minutes
December 1, 2015**

Mission Statement

St. Michael Catholic Community is a welcoming parish where people come together to worship, learn and grow in faith. Through our actions, we demonstrate our beliefs in fellowship, service and generous tithing of time, talent and treasure. We care for one another and receive comfort and support in our own time of need. All are encouraged to participate in the journey to live by Christ's example and build the Kingdom of God.

Attendees: P = Present, A = Absent, G = Guest, E= Excused absence

A	Brown, Deanna (2 nd Year)	P	Murphy, Bob (Evangelization Committee)
A	Chadwick, Kayla (3 rd Year)	P	Peckham, David (3 rd Year)
P	Dale, Jason (1 st Year)	P	Petras, Christie (1 st Year)
P	DeRey, Mary (Christian Service Commission)	P	Reid, Jim (Vice Chairperson)
P	DiNoto, Karen (Chairperson)	P	Ricciuti, Renato (Secretary)
A	Galos, Tim (Associate Priest)	P	Rizzi, Phyllis (Central Macomb Vicariate Pastoral Council Representative)
P	Hall, Laurie (Pastoral Associate)	P	Quaine, Rev Michael (Pastor)
P	Hoffer, Franz (Deacon)	P	Waddell, Susie (2 nd Year)
P	Kulasa, Dave (1 st Year)	P	Warunek, Courtney (1 st Year)
E	Lucas, Sr Jo Ann (Stewardship Commission; Finance Council Chairperson)	P	Virginia Chadwick (Christian Education Commission)
	VACANT (Youth Representative)	G	Fiona Archer (Recorder)

Agenda Topic: A = Activity, I = Information, D = Decision, E = Enrichment

1) MEETING OPENING - 5 MIN

- a. **Begin Meeting** (A) Karen DiNoto welcomed everyone to December's meeting.
- b. **Reading of the Mission Statement** (E) – Attendees read the mission statement.
- c. **Opening Prayer** (E) – Attendees read the opening prayer provided by Karen.
- d. **Approval of November 3, 2015 Minutes** (D) – November minutes were approved with corrections.

2) ENRICHMENT - 15 MIN (E) – Two separate enrichment experiences were provided, the first by Phyllis, and the second by Renato.

Phyllis shared her family's experience of her then 11-year-old granddaughter, Paige, being diagnosed with a malignant brain tumor. Her daughter was sick about it and almost lost faith as a result; her daughter's husband on the other hand accepted it for what it was and never lost his faith. Paige had to have a surgery in Boston and Phyllis's daughter and Paige flew to Anderson, Texas for proton radiation treatment and then Paige had chemo for 2 years. Today she is a thriving, 16-year-old who is on the golf team and getting all A's. Phyllis' son-in-law's Pastor asked him to create a video documenting his

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experience and feelings, which was then created, and viewed by this Pastoral Council. Phyllis wanted to share how sometimes you have to let God take over. Fr. Mike thanked Phyllis for sharing; he had two cases recently – the first was a mother who had a child recently diagnosed with terminal illness (pancreatic cancer), and the second was a woman who had a terminal illness and her son was having a hard time accepting the diagnosis. Contentions exist between how they communicate and cope with the raw emotions. Fr. Mike mentioned how troubling it must be for a mother whose job is to fix their child's problems and she cannot take care of it and speak with someone whose child is actively dying. The feeling of powerlessness; more poignant in Phyllis's family's situation where her son-in-law is a doctor and they are "fix-it" people but they cannot fix situations like that. The whole family was affected and Fr. Mike said he appreciates the courage they showed in moving forward and sharing their story. People who are actively dying show us how to live and die with dignity and grace.

Renato shared an enrichment exercise that involved 1) a survey to help you understand how you prefer to make good decisions and do the right thing, 2) a process for making and testing decisions on what the right thing to do is, and 3) a case study that goes through each step of the decision making process. Renato became aware of these tools at an Ethics and Compliance conference he attended in Dallas, TX, in March 2015, through his employer. The survey titled "Moral DNA" can be found at www.MoralDNA.org, and Renato shared his personal results report with attendees. The decision making process and case scenario came from a book titled "Ethicability® (n) how to decide what's right and find the courage to do it" (by Roger Steare), and Renato summarized the process in a 1-page handout (see attached).

The MoralDNA survey measures three ethical perspectives that help you make right decisions, with those perspectives as follows: 1) The Ethic of Law (obeying laws and rules), 2) The Ethic of Love (care), and 3) The Ethic of Logic (reason). The survey also measures your preferences for who you are outside of work versus who you are at work. In addition to the three ethical perspectives, the survey also measures your preferences over ten moral values of Wisdom, Fairness, Courage, Self-Control, Trust, Hope, Humility, Care, Honesty, and Excellence. The survey helps you to self-reflect based on your own responses to see where your preferences reside both at work and in personal life.

Renato suggested that we take the MoralDNA survey to see where our preferences reside, and that we consider utilizing the process whenever making decisions on what the right thing to do is. He commented since we tend to have different preferences, utilizing the process helps to make better, more balanced team-based decisions that a group of people can respect and live with.

Karen shared that she took the test and it forced her to make a decision, and that the results said she was an Enforcer, which was the least likely personality type that she thought she would be. Renato shared that his results came back that he was a Teacher. Karen thought it was interesting to see what the test suggested were her tendencies.

Renato also shared a warning on potential pitfalls of blindly being obedient to rules and authority, recalling a famous experiment that he couldn't recall the name of at the time (*The Stanley Milgram Experiment*), where test subjects were ordered to deliver increasing doses of shock (so they thought) to

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other test subjects to the point of delivering lethal doses (so they thought) to screaming test subjects, all because they were ordered to keep increasing the electric shock doses by a person of authority. That showed the importance of using love and logic too when making decisions and to be careful to not just blindly follow authority.

3) CENTRAL MACOMB VICARIATE PASTORAL COUNCIL REPORT – 8 MIN (I) – Phyllis Rizzi –

The last meeting was yesterday, November 30. There is a yearly tax for the Vicariate that will be \$0.15 per a household per a church. To date 2 parishes have not paid their tax. A little over \$9,000 is in the vicariate account. The Archdiocese of Detroit (AOD) is asking all vicariates for a finance report for their vicariate accounts. Pastors met with Archbishops on how to fund Catholic schools. There are no concrete or clear-cut ideas. The Archbishop feels Catholic schools have to keep going and so many parishes are losing people because Catholic schools can't offer the same classes as public schools. Consolidation may need to occur – the only viable school is St. Lawrence but they have transportation from Warren Consolidated. Dn. Bill Kolarik said the schools are losing students because they don't have the means to get new students.

In November 2016, The AOD will be hosting a Synod on evangelization. Questionnaires were given to parishes to have the Pastors give to potential participants of their choosing. From those submissions, the AOD will choose those that will attend and participate with the Synod. They would know by January who was chosen and more details will be discussed during the next couple of months. The next meeting is February 1, 2016, so it would be nice if someone could attend, as Phyllis will be out of town. Phyllis shared details from St Michael's Funeral ministry and it was very well received; St. Mary Queen of Families wanted more information, and St. Hubert would be calling, and St. Jane Francis has a similar program and it's very helpful. Fr. Cooney also wanted to start a similar program at St. Peter's. She didn't give out Susie's contact information and Susie was very grateful.

4) COMMISSIONS, REPRESENTATIVES, and COMMITTEE REPORTS - 22 Min (I)

- a. **Stewardship Commission** – Sr. Jo Ann Lucas – Absent (no report).
- b. **Worship Commission** – Dn. Franz Hoffer – Next meeting is January 6th. Prior to that meeting, **Dn. Franz will meet with Laurie to discuss goals and objectives and with Fr. Mike to make sure his expectations are met for the Commission.**
- c. **Christian Service Commission** – Mary DeRey – On 10/16, Christian Service had a community supper that fed 65 guests. Zio's provided enough lemon chicken for 125 people so they sent left-overs home with people which is Christian Service's goal. 34 parish members were at Gleaners Food Bank on 10/23 and the next Gleaners event is on 3/26/2016. On 10/25, Christian Service helped put on a Halloween festival for about 200 people at Pine Ridge. The next Nursing Home visit will be on 1/14/2016 at Clinton Aire for Bingo.

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There were over 300 people that attended the reception after the Memorial Mass with 75 volunteers (that made/served food, set-up, etc). Christian Service thanked Pastoral Council members for helping at the Mass and at the reception. Krafty Korner's were at Masses on 11/14 with the money (\$1600) going to the Ladder fund and 300 items going to local agencies. Christian Service was able to give 22 gift cards for Thanksgiving gift card program. The Giving Tree and Adopt a family programs are under way and 13 local families were going to get assistance; pick-up is December 18th. Family Game night is going to be January 29th to have pizza, pop, snacks and Euchre; the charge is going to be \$10 a family and the event will replace Pizza Palooza.

Christian Service invited Pastoral Council members to take a more active role in activities, and to wear our name tags, and to attend their Commission meetings that are held on the 3rd Thursday of the month at 6:30 PM, with the next meeting to be held on January 21, 2016.

Community Supper partners with a different group each time and Pastoral Council will be getting a call next time; wear name tags so it shows not just a few people but a whole parish behind you.

Interfaith Volunteer Caregivers gives rides to parishioners who request a ride to church; if you regularly attend a certain Mass, please consider bringing someone with you. Please see Mary for the number to contact to offer your time. On December 12th and 13th, Capuchin Bread will be here for a baked goods sale during the Masses. At 8:00 and 11:30 AM Masses, gentlemen participation is needed. The Parish nurse is hosting various seminars but is concerned that not many people are coming. The pain management seminar had 11 people show and the next meeting on Hospice is on 12/2. Her point is it is embarrassing to arrange for a speaker to come and have 11 people come. MCREST really, really, really needs help ☺ Virginia has the list of areas needing assistance and if you could see her and help it would be appreciated. There are jobs you can do from home.

- d. **Christian Education Commission** – Virginia Chadwick – No report as there hasn't been a meeting yet.
- e. **Evangelization Committee** – Bob Murphy – The committee is planning the 2nd segment of the ChristLife series – Following Christ. He met with Deacon Franz and Arlene Hoffer to discuss the Praise and Worship section. Following Christ will run from January 11th until February 15th. There are 60-70 parishioners registered but an official count hasn't been done. There will not be assigned seating and during discussion time, people will be able to move to a different table. On evaluation cards, some attendees suggested they wanted to move to a different table to get other perspectives. The Christmas Mass invite postcards are printed and Bob encouraged us to take one and hand-write it out to someone who either wants to come back to church or someone you may want to extend an invitation to. Bob

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sent out 12 invites last year and didn't see anyone in church but it made him feel good to try.

Karen then asked Renato where's the section for pastoral reports on the meeting agenda, and Renato replied there isn't one by design, as per our Operational Procedures Appendix A that's following AoD Handbook guidance. Karen then provided time for the following reports:

- a. Fr. Mike thanked the Knights of Columbus for helping with outside decorations. Fr. Mike asked Darren Petras of the K of C if they could assist and the following Wednesday, they showed up and it was completed. Christie said Darren lost his ring while putting up the decorations so if anyone finds a gold wedding band, please give it back to its home.
- b. Deacon Hoffer – No report.
- c. Laurie Hall – No report.

5) BREAK - 10 MIN (A) - Refreshments were provided by Jim Reid.

6) OLD BUSINESS – 30 Min (A, D) –

- a. Parish Council Representative Participation at the Christmas Liturgies –

Fr. Mike asked Council members to please assist if at all possible at any of the Christmas Mass celebrations, but especially at the 4:00 PM Mass on Christmas Eve that tends to be the busiest of them all. You could assist by extending parishioners a warm greeting, helping them to feel welcomed, or by helping as an Usher for example, or helping direct them to where the bathrooms are located, etc.

Action Item: Karen will have a sign up for Christmas Liturgies. Laurie organizes the Masses and if anyone wants to participate, it would be great for them to let her know.

7) NEW BUSINESS, OPEN DISCUSSION FORUM – 15 Min (A, I, D) - All

- a. **Proposal** (by Renato) "To standardize Commission/Committee reporting formats and timing to have standard titles; SMCC's Mission Statement; their functions as stated in our SMCC PPC Operational Procedures; the SMCC PPC goals & objectives; Commission/Committee activities supporting the achievement of the stated goals & objectives that align with their respective functions; activities and/or areas needing PPC support and/or guidance; report delivery deadlines to PPC to serve as pre-reads before PPC meetings. Then time spent in our PPC meetings could instead be focused on providing support and guidance to the Commissions/Committee."

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Renato proposed as a means for doing a better job to support the commissions, and fulfill our roles in accordance with our Operational Procedures, if we could do more pre-work before our meetings to get up to speed on what's already happened and on upcoming events, does it make sense to do that, so that we can spend our limited time together more effectively and focus on problem solving and communicating whatever it is that needs our further attention? Karen asked for clarification if Renato was also asking for a standardized reporting format from the commissions, and Renato agreed yes, that too. Mary said it's easier to email reports to Renato and then she doesn't have to talk about it all. Renato said everyone would have to do their homework though prior to our meetings in order for this to work. Dn. Franz said a standard format is a better way. Laurie reminded that our procedure has always been to send the report out ahead of our meeting, and, that it would help to get Council meeting minutes with more advance notice too (Renato then agreed he needs to provide minutes with more advance notice). Mary asked how far ahead should the reports be sent out? Renato said at least a week ahead of the Council meeting should be sufficient. Jason asked if it will still be up-to-date and Virginia said they only report out based on their last meeting, and that anything that happens in the meantime will be shared at the next Council meeting. Dave (Peckham) commented he wants everyone to feel free to elaborate on reports during the Council meeting. Renato added it would also remove time lag if Commission members could send their reports directly to everyone including him, that he doesn't feel the need to be the screener and he feels he only needs to be the record keeper and have a copy of it, citing an example that he could be travelling and away from email and adding needless time to sharing reports out to Council at large. Someone asked Renato if he would then draft the standardized report. Renato commented he could do that, but he doesn't want to dictate or draft something for the commissions to use without their input, so as to ensure we have something that satisfies everyone's needs. Dave (Peckham) said if you propose, you do.

Fr. Mike asked why are we reinventing reports? Fr. Mike said as leaders, Pastoral Council needs to know what's going on, and that commissions are already taking minutes, and there is no need to revise the minutes as they can be emailed from Commission meetings. **Fr. Mike suggested the minutes from the Commission meetings be sent out to the Pastoral Council members.** Dave (Peckham) suggested that if someone doesn't understand the minutes then it can be asked during the Council meeting. **Fr. Mike emphasized the idea of Pastoral Council is a leadership body and that it needs to know what's going on in the individual Commissions. You can't lead if you don't know what's going on.** Karen asked if it would be too cumbersome to get minutes and would it be too much information? Christian Service's meeting minutes is 4 pages long and its meetings are similar to Pastoral Council and they have different coordinators who talk about the different activities. It's either minutes or a report that will be sent out because Mary takes the minutes and condenses it to a report. Mary will do whatever Pastoral Council wants. Christie stated she doesn't understand if Renato is proposing that minutes are sent out. Renato said whatever would be best to serve so that we're not spending our time together in session getting up to speed but instead working on whatever it is that needs our support and attention. Dave (Peckham) doesn't think it needs a proposal; commission representatives should email minutes and then go down the list and if there are any questions,

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ask what is going on or if there is confusion from the minutes, they will have opportunity to ask during our Council meetings.

Fr. Mike commented that pastoral assembly and pastoral leadership is where the Commissions do the work based on the direction from the Council; are they doing work and what kind of input do they need from Council. In Fr. Mike's mind, it is a single entity and he has to know what's going on – it is not a huge concern that Mary DeRey and Michelle Hayes and Barb Peckham are doing this or doing that but it might be good to know Mary has been contributing a large amount so he can talk to Mary about it the next time he sees her. Based on eyes, ears, and experience, it can help to grow as a parish community; sometimes, the small details may be important. **It's nothing that should be discussed or analyzed.**

Bob said on one hand we could be more proactive than having the reports shared at the meeting, and there's also a lot to be said for contributing; what we're faced with and what we need help with. Christie said as a group we want to know what's going on and we don't want the report to replace talking; you may have questions and it makes it human and she doesn't want to lose that human piece. Karen's fear is that the minutes won't get read anymore than the reports and if we aren't discussing either, what will we do in the meetings? Dave (Peckham) said we could leave before 9 pm.

Resolution: Council members agreed to provide their reports, likely in the form of their various meeting minutes, directly to all Council members through email at least 1 week in advance of Pastoral Council meetings. Virginia agreed to provide printouts of those communications to Susie (as Susie does not have email). Any questions that arise from the reports will be discussed during Pastoral Council meetings.

Action Item: Renato will send out via email the Pastoral Council roster list with members' email contact information to everyone so that they can provide their respective reports to Pastoral Council members at least 1 week in advance of Pastoral Council meetings.

8) EVENT PROMOTION (Not Already Covered During Earlier Reports) – 7 Min (I)

a. How to be more welcoming – Mary was approached by a parishioner with a concern. She told Mary that she felt St. Michael's was not a welcoming community. The parishioner proposed that the Pastoral Council or a committee within the Council should visit each family's home. Fr. Mike asked if she was new and Mary said she has been with the community for several years. Mary said it was very difficult for her because she came to St. Michael's because it was welcoming even though it was outside of her residential boundaries. She is a fairly new member to the Christian Service Commission. Laurie suggested we should all make her feel more welcome into the Parish and do pastoral work so she feels comfortable. Laurie added that when Arlene was the Council Chairperson, she called everyone and nobody was interested in calling her back. She shouldn't be discounted and she should be made to feel welcome. We are welcoming to a degree and there are always ways to make us more welcoming. **Laurie said she would give her (the parishioner) a call.** Fr. Mike said to keep in mind that some come to

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church because they are broken; they come to help but internally they need a lot of help themselves. As a parish, we need to be sensitive and supportive. The parishioner is a part of Servants of Mary so that is helping her too. Karen said it is part of the radical hospitality that Fr. Mike has talked about before. Phyllis liked that Fr. Mike passed out samples at the kielbasa sale and all Jason Dale was receiving was empty toothpicks. Overall, Karen asked, should it be explored further? Bob said Laurie is trained in doing that and we can all have a conversation but we don't have all that same skill set that Laurie does. Virginia said there used to be a Welcoming Mass in January and July and that has been stopped. Karen said that would be something that could be pondered over the break.

9) MEETING CLOSING - 8 Min

a. Meeting Assessment (A, D) –

Karen shared we probably have noticed that this meeting assessment section has been on our agendas each month, as a recommendation from the AOD Handbook. Karen then asked Renato to please explain the approach shown on the agenda since he suggested that we use it. Renato then explained the **“After Action Review” or “AAR”, is a method that comes from continuous improvement teachings, as a structured way to review a process or event and then learn from it and take action to improve upon future performance.** “Ground rules” for holding an AAR are that 1) There are “no stripes” amongst participants, as we are to treat each other as equals and with respect, 2) It's not about blaming anyone and is instead all about learning and improving, and 3) It's inclusive giving everyone the opportunity to be heard and participate. Renato added you basically discuss “What did we intend to do?” and then discuss “What actually happened?” and compare the two for differences, and then agree upon what action, if any, will be taken to change future performance for the better to ensure your outcome is what you were intending.

Karen then proceeded by asking 1) “Was there a difference at this meeting between what we intended on doing versus what we actually did, and if so, what was it?” Renato commented there were two differences that came to mind for him. First, somehow there was a communication misunderstanding regarding who was to provide the enrichment exercise tonight. He added that he thoroughly enjoyed what Phyllis shared and was thankful of what she shared, and that he was scheduled though to provide the enrichment per the sign-up sheet and meeting agenda. He added they talked about it already and that he passed the sign-up sheet around the room already earlier during this meeting tonight as a reminder for future upcoming meetings. The second difference Renato noticed was that there was another miscommunication apparently in that the agenda by design did not provide a section for Pastoral Reports, which was communicated and agreed upon during the agenda setting process in advance of tonight's meeting, but in practice we allotted time anyway during the Commission Reports section. No other comments were provided by attendees.

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Karen then asked 2) “What went right at this meeting?” Virginia commented we could end this meeting 7 minutes before 9:00 PM if we move along (jokingly). Renato commented we got through everything on our agenda before 9:00 PM despite the additional things we added in session.

Karen then asked 3) “What should we focus on to improve future meetings?” Courtney asked Renato to please resend the sign-up sheet that shows who is providing prayers, snacks, and enrichment at future meetings, and he agreed to. Renato commented that by having reports or minutes sent out ahead of time there will be more time for other things including roundtable discussions.

Karen then asked 4) “Who’s going to do what and by when?” Dave (Kulasa) commented that he is bringing refreshments and prayers at February’s meeting, while Courtney is providing the enrichment activity.

Action Item: Renato will resend via email the sign-up sheet to Council members as a reminder on who signed up for what at future Council meetings regarding prayers, enrichments, and snacks.

b. Closing Prayer (E) – Attendees read the closing prayer provided by Karen.

c. Meeting Close– (D) - Karen closed the meeting.

d. Next Meeting (I) – February 2, 2016

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<u>Action Items</u>					
Item #	Item	Responsibility	Date Initiated	Comments	Deadline
2015-2	Phyllis will bring the items Susie uses during the SMCC funeral process to the next Central Macomb Vicariate Pastoral Council meeting.	Phyllis Rizzi	11/3/15	Completed on 11/30/15	11/30/15

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2015-3	Email everyone sign-up for Christmas Liturgies assistance	Karen DiNoto	12/1/15	New	12/10/15
2015-4	Email everyone's contact information to PPC along with the prayers, etc. sign-up sheet	Renato Ricciuti	12/1/15	New	1/25/16