**St Michael Catholic Community**

**Parish Council Minutes**

**March 5, 2013**

**Attendees:**

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| P | Chadwick, Virginia | P | Nevens, Lester R. (Les) - Alternate |
| P | Dillon, Nancy | P | Paul, Elvera |
| P | Galos, Artemio Rev. (Tim) | P | Quaine, Michael Rev. |
| P | Hall, Laurie | P | Rizzi, Phyllis |
| P | Healy, Larry | P | Sandelich, Mike |
| A | Kook, Kim - Secretary | P | Seckel, Sr. Arlene |
| A | Lucas, Sr. JoAnn | P | Smith, Shane– Vice Chairperson |
| A | McKenzie, Keith | P | Smolarz, Amy M. |
| P | Murphy, Robert – Chairperson | A | Sukes, Shirley A. |
| G | Ray Rizzi |  |  |

**P** = Present, **A** = Absent, **G** = Guest

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

**Reading of the Mission Statement** - All

**Opening Prayer** – Les Nevins

**Approval of Minutes** – February 5, 2013 minutes were approved – by Mike and Bob 2nd the approval of the meeting minutes.

**Enrichment**:

* + Nothing Decided
  + Pg 17-23 for April Meeting

**Pastoral Team Reports –**

* Fr. Mike: Pastor’s Report
  + Since our last council meeting I’ve been appointed the administrator of St. Ronald Parish and find that I scarcely have time to keep up with what is happening in one, let alone both parishes.  Here is what I can come up with to date.
  + The Finance Council agreed to sign up McCarthy and Smith Construction Services who will advise us in the “preconstruction” phase of our new parish center.  I think it is safe to say that there are three major phases in construction: developing an architectural plan, preconstruction and construction.  The real work (as I am beginning to understand it) is front loaded to the beginning phases before a single shovel gets put into the ground.  These protracted planning sessions assure us that the end result is what we ultimately want.  It has taken us about a year and a half to come up with a design and it looks like a year and a half to move through this middle phase of the project, and about 6-8 months to do the actual construction.  Since the architectural phase is completed, let us look at the pre-construction phase and what it entails.
  + McCarthy and Smith Construction will oversee the project from this point until the actual ground breaking (currently scheduled for April of 2014).   This preconstruction phase includes assessing the architectural renderings and creating a preliminary budget; assisting with “value engineering,” that is to say, determining the type of construction material that will be used and making structural choices that will directly impact costs and usability; creating a scope of work; developing a construction time line; setting individual project budgets, e.g., cost of electrical, cost of roofing; and soliciting and awarding bids for  subcontractors.
  + What I would like to focus our attention on is the portion of this middle phase we call value engineering.  A multi-windowed room is more expensive and also more appealing than a solid wall.  The decision to place four windows in every classroom will obviously impact the construction costs and it isn’t specified in the original architectural design.  A decision will be made by our committee of parishioners to decide this issue.  A suggestion may be made that we place a coffee bar in each room with a sink and running water.  Sinks require sewerage and running water, all of which will impact the cost of the over-all construction.  A coffee bar in each room will make the rooms more versatile (the religious education children will probably not use it, but groups using the space outside of religious education times may), but that decision will require more money.  The architectural design does not include a detailed plan for running water and underground sewers.  That is part of value engineering.  Besides choosing the color of brick or the type of screws or floor tile or roofing material, a more technical part of this project, the tasks that face us over the next few months have to do with making this space usable for us.  Now is the time to decide if we should install water coolers, cable modems, public address systems, and cupboards; now is the time to think about how sound travels and what kind of sound proofing we will need, if any (an important consideration when you have a couple dozen children in a small area); now is the time to make practical decisions about  the placement of doors and windows (Ed Biegas noted that in our proposed long, rectangular storage room next to the youth room should have a door in the middle of the long wall rather than on the short wall to allow greater access should we use the floor space for temporary storage of things like giving tree gifts or St. Leo food baskets or items for our Christmas adopt-a-family.  This is the critical scrutiny we need to make good value judgments on the proposed work.  The more eyes that look at these plans, the happier we will be with the finished product.).
  + The final portion of this middle phase of construction, our preconstruction phase, is to develop a scope of work—specs—that will be submitted to individual sub-contractors so they can place bids on the project.  Dozens of subcontractors will be involved with the actual construction phase and their bids, a determination of the cost of materials and labor, will allow us to create a realistic dollar amount for the overall project.  Another technical aspect of the work of preconstruction management is to determine a time line for the project, a process that can be very complex.  Using a bar chart (called a gantt chart), the construction manager coordinates activities that can be done simultaneously (electrical work can be installed at the same time as the windows are being installed) and others that can only be done sequentially (shingles can be put on after the roof is built and the roof can be built after the building frame is completed).  A gantt chart keeps things organized and can save money.  In construction, time is money.  If a certain machines is rented by the day can be used for multiple purposes, a good construction manager will coordinate the activities around the rental of that machine saving us both time and money.
* A second topic that I would like to address is to simply express my gratitude to everyone who was involved in the planning and the execution of this year’s parish mission.  I think you will agree that the mission was a good way to begin our Lenten season and to celebrate the “Year of Faith” by the St. Thomas More Team’s reflections on the themes of the Second Vatican Council.
* Deacon Larry –
  + We have a sudden increase in weddings.
* Father Tim
  + With Fr. Mike being appointed administrator of St. Ronald's, the pastoral staff is stretched thin: confessions, anointing, masses, and regular church business.

**Council Chairperson’s Report / Parishioners Viewpoint – Bob**

* Thank you from St. Ronald's for the mission get together.
  + Also a thank you from many St. Ronald's parishioners for allowing them to share our pastoral staff.
* Commission Goals Meeting with Parish Council at conclusion of year
* Do we invite everyone on the commission? What is the format?
* Using a PowerPoint presentation, meet-up and exchange of goals, sharing progress and successes for the year.
* **Tabled for the April meeting on format and further discussion.**

**Break -** Mike Sandelich (7:30)

**Old Business**

* Discuss meeting with St. Ronald’s
* Status of New Activity Center - Included in Father Mike’s Report

**New Business**

* Welcome Card - Laurie
  + For visitors to the parish
  + Good idea: perfect for evangelization
  + Use for a bookmark, church information, use for hotels or other public buildings
  + Laurie will have some mock-ups made and bring them at a future meeting. Bob graciously offered to print them.
* Tithing Follow-up with Sr. Jo Ann
  + Tithing committee will be disbanded and they will make recommendations to the finance council for outreach.
  + Redefining/understanding better the overall label of tithing within the parish (tithing programs, special collections, etc.)
* Discuss the letter that was addressed to Parish Council and other commissions - Virginia
  + From the Eduction Commission. Includes a copy of the vision statement.

**Goals Review followed by, current report if available**

* ***Finance / Stewardship Commission***- Sr. JoAnn
  + Meeting held on January 21, 2013
  + PROGRESS ON GOALS: –
    - Goal 1 - Evangelization

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| **Objective** | **Status** |
| #1 - Learn the definition of the term evangelization as determined by the AOD | Completed |

* + - Goal 2 – Call All Members

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| **Objective** | **Status** |
| #1 - Festival of Ministries | On-track, Not sure if there were any additional people signed up for Ministries |
| **NOTE**: Bob mentioned St. Vincent DePaul got 7 additional resources who are actively involved | |

* + - Goal 3 – Increase Participation

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| **Objective** | **Status** |
| #3 – Provide dedicated space for teens and young adults to gather on Parish property | In Progress – Youth Activity room is continuously being talked about to achieve this third goal Energy spent around Activity Center |

* ***Christian Service*** – Sr. Arlene
  + PROGRESS ON GOALS:
    - Goal 1 - Evangelization

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| **Objective** | **Status** |
| #1 - Provide, distribute, and maintain a brochure listing our current Mass schedule and distribute to local hotels for travelers. | Provided information on St. Michael Mass schedule is being implemented by having cards with our logo available in nearby hotels and motels. |

* + - Goal 2 – Call All Members

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| **Objective** | **Status** |
| #1 - Sign a Sunshine Banner at an Ice Cream Social. This would involve creating and signing a banner to send to nursing home, military base, hospital, or other venue where support or advocacy are needed. Publicity will target above demographic. | On-track |
| **NOTE**: Bob mentioned St. Vincent DePaul got 7 additional resources who are actively involved | |

* + - Goal 3 – Increase Participation

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| --- | --- |
| **Objective** | **Status** |
| #1 – Recruit and train teens to provide a birthday party to seniors. This might involve buying prizes, providing entertainment, assembling favors, and making phone calls to those who signed up at the Festival of Ministries to bring dessert, buy prizes, and provide a present for each resident. | Youth Group is being involved in Christian Service by helping at the Senior Birthday Party and other activities. |

* ***Worship*** – Laurie Hall
  + PROGRESS ON GOALS:
    - Goal 1 - Evangelization

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| **Objective** | **Status** |
| #1 - Undertake a learning process to understand “Evangelization” | Completed |
| #3 - Create a prayer for Evangelization – print in Messenger as a “Cut-out” to keep | Completed – Year of Faith Family Prayer will be printed 12/9; Evangelization Prayer on 12/16. |

* + - Goal 2 – Call All Members

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| **Objective** | **Status** |
| #1 - Publish articles in the Messenger to explain the Mass clearly so that all who participate understand their role and able to actively participate……. | In progress – Plan completed with articles identified for each month beginning 2013. |

* + - Goal 3 – Increase Participation

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| **Objective** | **Status** |
| #3 – Enhance current efforts to engage teens following their Confirmation. Incorporate information into lesson plans….. | In Progress – Working with Youth Minister to revamp communication to recently confirmed. |

* ***Education*** – Virginia Chadwick
  + PROGRESS ON GOALS:
    - Goal 1 - Evangelization

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| **Objective** | **Status** |
| #1 - Offer formation of Evangelization | Completed |
| # 2 - Highlight the aspects of evangelization(through the Messenger and commission sub-groups) in our current work – FLT, Youth, and Adult Formation | Ongoing |

* + - Goal 2 – Call All Members

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| **Objective** | **Status** |
| #1 - Use parish census to contact all parishioners with children ages 4 through 14 who are not currently enrolled in FLT and invite them to join. | Completed and will be continued yearly |
| #2 - Expand Festival of Ministries to include personal witnessing and personal invitation. | Completed |
| #3 - Reach out to parents of newly baptized babies instead of waiting until the children are 4 years old. | Timing date changed to 2013-2014 larger objective and in process |

* + - Goal 3 – Increase Participation

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| **Objective** | **Status** |
| #1 – Invite all youth, especially the newly Confirmed, to assist in FLT classes, Sunday School, Sunday Fun 4 Kids and / or CLW | Timing date changed to 2013-2014 |
| #2 - Be available to consult with all committees, commissions, and ministries, and parish organizations of the parish Youth Vision Statement. | See letter addressed to Parish Council and other commissions. |
| #3 - Invite commissions to speak to Confirmation candidates into full participation into the life of the church. | Timing changed to summer 2013 because Confirmation candidates program is in summer. |

* ***Vicariate*** – Phyllis Rizzi
* ***Youth*** – ???
  + None

**Roundtable**

**Closing Prayer** – Les Nevins

**Meeting Assessment** –

**Meeting Adjournment** – 8:07 PM

**Next Meeting** – April 2, 2013

**Respectfully submitted,**

**Kim Kook**