

# St. Michael Catholic Community (Sterling Heights, MI)

## Parish Pastoral Council – Meeting Minutes

### November 3, 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

E	Brown, Deanna (2 <sup>nd</sup> Year)	P	Murphy, Bob (Evangelization Committee)
A	Chadwick, Kayla (3 <sup>rd</sup> Year)	P	Peckham, David (3 <sup>rd</sup> Year)
E	Dale, Jason (1 <sup>st</sup> Year)	P	Petras, Christie (1 <sup>st</sup> Year)
P	DeRey, Mary (Christian Service Commission)	P	Reid, Jim (Vice Chairperson)
P	DiNoto, Karen (Chairperson)	P	Ricciuti, Renato (Secretary)
P	Galos, Tim (Associate Priest)	P	Rizzi, Phyllis (Vicariate Pastoral Council Representative)
P	Hall, Laurie (Pastoral Associate)	P	Quaine, Rev Michael (Pastor)
P	Hoffer, Franz (Deacon)	P	Waddell, Susie (2 <sup>nd</sup> Year)
P	Kulasa, Dave (1 <sup>st</sup> Year)	A	Warunek, Courtney (1 <sup>st</sup> Year)
P	Lucas, Sr Jo Ann (Stewardship Commission; Finance Council Chairperson)	P	Virginia Chadwick (Christian Education Commission)
		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 November's meeting. Sr. Jo Ann Lucas discussed the gifts of Parish Council that everyone gave in September's meeting and during the meeting, Sr. Jo Ann asked everyone to find theirs and circle it as everyone's gift is listed. She said there is a little accountability and as each person goes through today, check each time you've done that. That's all she has to say about it and will never say anything about it again 😊 until next year 😊
- b. **Reading of the Mission Statement (E)** – Attendees read the mission statement.
- c. **Opening Prayer (E)** – Attendees read the opening prayer.
- d. **Approval of October 6, 2015 Minutes (D)** – October minutes were approved.

**2) ENRICHMENT - 15 MIN (E)** - Susie Waddell discussed the process of what happens when there's a funeral at St. Michael's to discuss things. Laurie gave a reader's digest version of what happens - The process begins at the funeral home when a call is made to St. Michael's and Laurie or one of the staff members takes the information on the "purple" sheet. The funeral home then contacts St. Michael's and checks the calendar; a family contact or representative meets with Laurie, Fr. Tim or Fr. Mike to

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personalize the funeral; after the “purple” sheet gets filled out it gets handed to Susie Waddell. This process has been happening for over 20 years. JoAnn Jansen was moving, and Susie and her mother were contacted by Vernie Dale to take over and Susie has been doing it for 18 years. Susie doesn’t use the computer so she uses paper and pen and does the follow-up on Sunday mornings to keep it up so there’s not too many. There is a 1 week, 5 month, and 1 year follow-up. There have been 198 funerals in the last year. Susie gives the information for the Mass intentions which are the 2<sup>nd</sup> Thursdays of the month. Fr. Tim normally has that Mass. She also provides the contact in the family a reflection booklet at 30 day reflection of prayer, 5 months, and the one year anniversary mark; and she also sends every family a Christmas card. The 5 month and one year letter happens for parishioners or family members that were parishioners. Anna will print the letter and send it to the families. The point is to let the family know that St. Michael is thinking about them. The prayer books are ordered by Michelle. They’re normally ordered in September but this year, they were gone in June due to the increase in funerals in the last year. At a year, there’s another card letting them know they’re thinking of them and it’s signed by Fr. Tim and Fr. Mike. At Christmastime, there is a card sent out to the family no matter what. Bob Murphy asked how much time does she spend following-up with the families and she said it depends but about an hour or longer a week. After 4 years, Susie will start going through the file and it has been that long since there has been contact. A lot of families have said that it really helps getting that contact from the church. Bob Murphy asked is that growth sustainable due to the increase in funerals and it speaks volumes to the families to see a handwritten, signed card. Susie said she doesn’t think about how many and she just does the work. Other churches in the area do not have cards or letters like St. Michael’s. Deacon Hoffer said St. Ronald’s sends out cards every 3 months for the first year after the death. Renato asked if is there a way to share communication and things that work for us and Laurie Hall said the short answer to that is no there isn’t. Karen DiNoto thanked Susie for sharing and said it is a powerful ministry and a great way to evangelize. It’s such a small quantity but it gets you through the day. Phyllis Rizzi said she will bring samples of the items to the next vicariate meeting and it might encourage them to try something like this. Everyone gave Susie a round of applause.

**3) PASTORAL TEAM REPORTS – 15 MIN (I)**

- a. **Fr. Mike:** Fr. Mike discussed Deacon Larry’s relapse and recent health issues. He is hoping to get home by Thanksgiving and to use a walker. He is very emotional about the experience and Fr. Mike passed around a card to send good wishes for Fr. Larry from Parish Council. Fr. Mike is preparing for Confirmation and there are 40 kids and 1 adult to be confirmed; it is one of the lowest groups in recent years; however, due to economics it is to be expected. People weren’t making babies 14 years ago ☺ Fr. Mike is proud of everyone that showed up at the Memorial Mass which took place on Sunday, November 1<sup>st</sup> and from his vantage point, he got a real sense of teamwork and the good work that is being done. It really makes a difference and Fr. Mike is proud of all the efforts.
- b. **Fr. Tim:** Fr. Tim said there have been a lot of calls recently for anointing of the sick and he has been doing a lot of hospital visits and visits to senior citizen homes. Karen asked if Fr. Tim and Susie are in cahoots to drum up more business☺. The 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month he goes to Rose Villa by Partridge Creek to do Mass for residents. Bob Murphy asked how many participants attend and Fr. Tim said there are between 30-40 including Laurie Hall’s mother and Don Harris’s mother and father.



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**c. Pastoral Associate** – Laurie Hall discussed the following:

1. The Memorial Mass and the work behind the scenes is extraordinary and heartwarming for Laurie to see and in her estimation, it's one of the most important things that St. Michael's does. Sr. Jo Ann Lucas said this was the first year she volunteered and decided that she's coming every year; she thought it was magnificent and had a great time with the rest of the ushers. There were over 448 RSVP's and 250 can fit in the Social hall but there's always enough room and enough food; it always works out in the last minute. David Peckham said it is moving even if you haven't lost someone in the last year and he will continually help even when he's not on Parish Council.
2. In October, over 80 Eucharistic Ministers (EM's) were certified and reformation and Katie O'Reilly led the formation and discussion of the procedures. That is a little over half of the EM's that are on the books.
3. There are 5 ½ participants in RCIA. 1 is fully initiated but is relearning the faith the others will be baptized and confirmed. There are a total of 20 people in the endeavor – catechists, food preparers', sponsors and it's all about the journey. If you would ever like to stop by, please stop by and has Laurie mentioned how much she likes and enjoys the new room? ☺
4. ChristLife had over 170 full engaged participants during the 7 weeks and it is the best thing Laurie has seen in a long time where all of the participants sat in a room and discussed Jesus. The next session will begin in January.
5. Parish Nurses will be conducting a 5 weeks course starting December 9<sup>th</sup> with the first session being funeral planning. If you have never been down the road, you will begin to get an idea of what goes on or what happens next. The criteria for having a funeral at St. Michael's are that the person has to be dead ☺ per Fr. Mike.
6. 3 new lectors have been brought in October and Katie O'Reilly will also be leading the recertification for lectors in late November.

- d. Deacon Franz:** He has had 3 or 4 requests for annulments; the annulment process is taking approximately 15 months – 2 years where as years ago it was taking approximately 6 months. There is a rumor that there is a charge for annulment of \$1,000 but the Archdiocese of Detroit does not charge. Deacon Jerry will be doing Confirmation as Deacon Franz will be in Mexico. Please keep Deacon Jerry and his brother in your prayers as Deacon Jerry's brother is in hospice with liver and pancreatic cancer. Deacon Franz has 2 couples that will begin marriage preparation after Thanksgiving.

**4) BREAK - 10 MIN (A)** Susie Waddell brought refreshments.

**5) OLD BUSINESS – 40 Min** – None

**6) COMMISSIONS, REPRESENTATIVES, and COMMITTEE REPORTS - 15 Min (I)**

- a. Stewardship Commission** – Sr. Jo Ann Lucas will have a report for December. Responsible for time, talent, and treasure and they will talk about the number of people who are in the different commissions at the next meeting. The meeting is November 23<sup>rd</sup>.

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- b. **Worship Commission** – Laurie Hall reported the next meeting will be 11/8 - stay tuned for more ☺ and there will be a new representative.
  
- c. **Christian Service Commission** – Mary DeRey's report was sent out prior to the council meeting by Renato (see attached report). Kathy Nevedall is the new Chairperson. MCREST sign-up is 11/7 and 11/8 and Krafters Korner's will have their craft show at the Masses on 11/14 and 11/15. Good Sheppard Coalition (GSC) is having a fundraiser on November 18 5-8 at Ram's Horn at Masonic and Utica with all proceeds going to the GSC. 10 families for Thanksgiving and will have more if they can handle more. GSC has limited participation to 4 years. Giving Tree program starts November 21<sup>st</sup> and November 22<sup>nd</sup> with gifts being returned December 5<sup>th</sup> and December 6<sup>th</sup> and they will be picked up on December 8<sup>th</sup>. 4 new agencies have been added including Mother and Child Handbags for Hope for women and teens for women who leave distressed situations and Big families of Michigan which is for children who are waiting to be adopted or in at-risk situations. If anyone is in need, Laurie suggests parishioners contact Michelle Hayes for resources.
  
- d. **Christian Education Commission** – Virginia Chadwick said there was nothing to report.
  
- e. **Central Macomb Vicariate Pastoral Council Representative** – Phyllis Rizzi was not at the meeting but she has notes from the meeting. There are more retirees in the priest vocation than what there are coming in so that is an area of concern but it is something that has been known about for a few years. There is a lack of communication and a disconnection between the Archdiocese, Regional bishops, and the local priests. Phyllis also reported that 8 areas will be focused upon during the upcoming vicariate meetings with 1 area being discussed each time.
  
- f. **Youth Representative** – None (vacant).
  
- g. **Evangelization Committee** – Bob Murphy reported on the ChristLife program. Discovering Christ ended November 2<sup>nd</sup>, and it was a great experience for everyone that was involved. This is just the beginning with the next segment being a portion of prayer and "maintenance". The 2<sup>nd</sup> segment, Following Christ, will start January 4<sup>th</sup> and run for 7 weeks. The 3<sup>rd</sup> segment, Sharing Christ, will run from April – May. Bob said Karen DiNoto and Laurie Hall were Bob's rock and they pushed his vision and there was a round of applause for all three of them. Fr. Mike enjoyed what was going on from the background and that it took on a life of its own. It was gratifying because he saw good things and a dynamic going on and it had very little to do with him. Christie Petras asked if anyone can join the 2<sup>nd</sup> segment without being in the 1<sup>st</sup> segment and Laurie Hall said no one will be turned away; however, it is meant to be consecutive course and if you already know Christ, you will be fine. There will not be a lot of advertisements as there were for Discovering Christ. Bob was very excited with what



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happened and the testimonies that occurred at the last session. Laurie said they will be looking for corrections and an evaluation before the next segment.

**7) NEW BUSINESS – 15 Min –**

- a. Establish goals for the Parish Pastoral Council (A) Both long term and short term. Karen – welcoming, radical hospital and not sure how to implement. Logistically how it works in the forum – 3 goals that were set and that everyone is aware of; they were implemented in 2012 and they are not to be reviewed for 5 years. In the operations document, Parish Council shall set long and short-term goals. We don't have short-term goals – is it something we want to consider and how to facilitate? Deacon Franz asked how do we define short-term goals and Karen said she thinks it's probably 2-3 years. Renato Ricciuti suggested rolling 1 year short-term goals and Karen DiNoto said those are good in theory but in practice, there is a disconnect because there is a gap of misinformation due to members leaving from Parish Council. Dave Peckham suggested important goals should be discussed at the next meeting as one of the primary activities. Fr. Mike said there is an advantage of St. Michael's Parish because if you have listened to the last 1 ½ (hours), there has been sharing, reflecting, and this is work that is not being done by Fr. Mike; this is what leadership is. Evangelization, broader and localized parochial concerns for individual church; what we are doing is forming Christian leaders in this assembly. You are leaders even after you fulfill your term. What you have experienced and what you have been exposed to is a plethora of information that people don't always choose to avail themselves of. You have insight, ideas, thoughts, and reflections and it is about on-going formation and growth and your role as a leader. Fr. Mike's short-term goal is always the same – how much leadership can we see here? Karen said we can always be more welcoming even though we already are very welcoming. Laurie suggested to anyone that shows up and wears their name badge, there will always be something for you to do even if it's not specifically a Parish Council event. Fr. Mike said there are a lot of concerns (are there enough ushers?) and maybe there should be a sign-up for all of the events. Fr. Mike straightens up between the Masses and cleans the bathrooms, picks up trash, etc. It is all things that anyone can assist with and it is a killer to get things taken care of. Christie Petras said she is willing to assist with anything and it may be helpful to have a list of what needs to be done. Laurie said it is about being aware and Christie said it's like being a host to the people attending the church. Fr. Mike said it makes a huge difference to say hello and welcome to St. Michael's. Laurie said there are a lot of opportunities to welcome and be welcoming to people. Renato Ricciuti asked what else could be done to bring people back to church. David Peckham suggested giving a picture of the pastor with the Holy Father for everyone ☺ David Peckham said he went to a church up north and people are asked if they're new to stand up.  
Renato asked if the conversation regarding setting goals has been tabled until our next meeting. Bob Murphy said we are in the 4<sup>th</sup> year of the goals and they are all good goals and the commissions are working to achieve the objectives to satisfy the goals. Renato said if we look at this once a year is it sufficient or do we want to continue revising it? Laurie said the goals are 3 extraordinarily over-arching goals and they are not going to put them away. The objectives are set by commissions. The goals are evangelization, youth participation, and more active participation among parishioners. Short-term goals are taken on by Parish Council like being

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more welcoming and how to execute. Karen said that as a Council, we can come up with something we own and control, and funnel it to the commissions. Laurie said we will always search to grow through evangelization, to encourage more participation, and be more welcoming. Sr. Jo Ann Lucas said to look at the mission is important but how do we want to be in mission. The term of mission and numbers of the area is important to consider. Karen suggested praying about it as to what each person could do.

**8) EVENT PROMOTION –**

a. Calendar of Events for participation (I) There will be a sign up for each event for Parish Council members to sign-up. Karen DiNoto suggested the commissions can add in or participate where the Parish Council is and next month the commission representatives can provide feedback. This is a starting point and can be added as we continue.

**9) MEETING CLOSING - 5 Min – Tabled until the next meeting**

**a. Meeting Assessment (D) – All**

- Was there a difference at this meeting between what we intended on doing versus what we actually did, and if so, what was it?
- What went right at this meeting?
- What should we focus on to improve future meetings?
- Who's going to do what and by when?

**b. Closing Prayer (E) – Attendees read the closing prayer.**

**c. Meeting Close– (D) Karen DiNoto**

**d. Next Meeting (I) – December 1, 2015**

**10) Future Meeting Topics**

- TBD

(Agenda Topic Purpose: A = Activity / I = Information / D = Decision / E = Enrichment)

<b><u>Open Action Items</u></b>					
<b>Item #</b>	<b>Item</b>	<b>Responsibility</b>	<b>Date Initiated</b>	<b>Comments</b>	<b>Deadline</b>
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		11/30/15

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### Christian Service Commission Report – Nov.

Kathy Nevedal was elected the new chairperson of the Christian Service Commission. Our thanks to Kathy for accepting this responsibility.

We will have a committee of several members meet and draft an amendment to our by-laws to comply with Parish Council's rule of allowing the commission representatives to serve a maximum of two consecutive one year terms. Our current by-laws call for all officers to serve a maximum of two consecutive two year terms. This will then be presented to the entire membership and voted on at an upcoming meeting.

We will ask volunteers for our MCREST shelter week to sign up on the weekend of Nov. 7<sup>th</sup> and 8<sup>th</sup> before or after all Masses. The sign-up sheets will be in the youth center gathering space. Shelter week is the week of Dec. 13<sup>th</sup> through 20<sup>th</sup> (the week before Christmas).

The members of Krafters Korner will be in the church gathering space the weekend of Nov. 7<sup>th</sup> and 8<sup>th</sup> displaying the items that will be raffled off during their sale. They hope to create interest for their sale which will take place the following weekend Nov. 14<sup>th</sup> and 15<sup>th</sup> after all Masses.

Good Shephard Coalition is having a fundraiser Nov. 18<sup>th</sup> from 5-8 pm at the Ram's Horn restaurant at Masonic and Utica Rds. All proceeds will go to the Good Shephard Coalition.

The Thanksgiving Gift Card program is now underway. The Good Shephard Coalition provides us with the names of families to help – approximately 10 assigned families this year with room for more add on's from GSC. In an effort to help families become more sustainable Good Shephard Coalition has limited a family's participation in this program to a maximum of 4 years. Pick-up date for this gift card program is Nov. 21<sup>st</sup>.

Our Christmas Giving Tree Program will begin Nov. 21<sup>st</sup> and 22<sup>nd</sup>. Gifts will be due back Dec. 5<sup>th</sup> and 6<sup>th</sup>. We will ask people to stay after 11:30 Mass on Dec. 6<sup>th</sup> to help sort the gifts. The agencies will come on Tuesday Dec. 8<sup>th</sup> to pick up the gifts. As a result of working with Sr. Jo Ann and tithing, we will be helping 4 different agencies this year. They are:

- Mother and Child Handbags of Hope – Women who flee their homes with only the clothes on their backs in distressed situations are given handbags full of necessities for women and teens.
- St. Luke parish area. Sr. Marie Roy ministers to needy area families.
- Big Families of Michigan. This organization helps to make life better for children who are waiting to be adopted or are in at-risk situations by working with adoption organizations, foster parents & social workers.
- Abigayle Ministries. This organization responds to the needs of hope and a future to single, homeless pregnant mothers who are choosing life for their unborn children.