Pastoral Council Meeting

January 3, 2018

**In attendance:** Father Mike, Donna Binney, Tricia Buckman, Angela Calamari, Mike Gallagher, Bill Hammett, Dave James, Jim Nalepa, Carolyn Pasquino, Alyssa Smith, Juliana Weber, Joann Wozniak, Chuck Young

1. **Opening prayer**

The meeting opened with an Our Father and an update on Deacon Harbey.

1. **Father Mike's comments​**

Father Mike thanked the committees for the reports and shared the highlights:

* Preschool progress
* Youth ministry
* Distribution of Food
* Jamaica Mission
* New DFF
1. **Business Manager's Report Highlights:**
* 7.9% pledge increase after Offertory appeal
* Good Christmas offertory
* Christmas mass attendance close to previous years
* Front entrance complete with the exception of the handrails; waiting on approval for the rails
* Approval from Archbishop for addition of pavilion
* Informational brochures distributed at Christmas in lieu of bulletin for Christmas mass
* Upcoming information night for “Reflections of Italy” tour which is a small fundraiser for the parish
1. **Finance committee report**
* Pleased with response from Offertory appeal
* Most of the response was from established contributors
* Are there ways to expand number of regular contributors?
1. **Upcoming committee events/issues**
* Preschool:
	+ State impressed with facility, on track for preschool; need names of staff
1. **Old business**

New Pastoral Council members would like to have the structure/committee – 5 missionaries of the church. They are posted on website.

1. **New business**

Retreat & Planning Meeting

**January 27th** – 9 am mass, meet in room, lunch

Will have a facilitator

Propose goals for upcoming year – three things?

*Preliminary Discussion:*

* + Become more visible in church
		- Suggestion: Pastoral Council member introduces self and does pre Mass announcements
	+ Long term – how are we progressing in our mission as a church in developing disciples?
		- What are the measurable points where we can assess this?
		- Results from the survey
	+ Personal greetings/invitations – role of Pastoral Council, Ministers of Hospitality
	+ Do we need a welcoming committee? Outreach?
	+ Pastoral Council and Ministry contacts – are they readily available in bulletin?
1. **Closing prayer**

**Next Meeting: February 7, 2018**

**St Michael Poplar Springs Catholic Church**

**Staff Report to the Parish Council**

**January 2, 2018**

**Administration and Finance**

* The offertory appeal for ***Grow One Step in your Gift of Hours*** was presented to the parish by Fr. Mike over the weekend of December 2 and 3rd. A letter was sent to households just prior to the weekend appeal. The timing is for end of year offertory and asking parishioners to consider offertory in monthly budget planning in the New Year. Our modest goal is to grow offertory by 3% to meet budget goals.
	+ In December we received 58 pledge cards from parishioners
	+ Pledges indicate a growth of $1218 per week or $63,336. That tracks to a 7.93% increase in offertory over calendar year 2016!
	+ Indeed we had the highest week of offertory during the week of December 16 through 21—offertory exceeded $29,000! This extraordinary giving could well have been driven by both our appeal and the end of the year tax deductions
* Staff and volunteers rallied to plan and communicate about our Christmas weekend Liturgy. Results of our Christmas collection is about $10,000 than last year when Christmas was celebrated on a Sunday. We have received $41,644.75 in Christmas gifts through January 2.
* Mass attendance trends were consistent this year.



* The Embracing our Mission capital campaign has crossed over to the 80% threshold. We will need to discuss a final push for delinquent payments and encourage parishioners to complete the pledge. The 5 years will conclude next October 2018!
* A small committee has been formed to convert the obsolete Athena library system to an updated version called Destiny (Follett Systems). Project funding is from a bequest. We expect to implement the new software in February with a full inventory and roll out to the parish in the early summer. People will be able to access the library and locate material through a web interface. The database is hosted by Follett.
* The staff is working on roll outs of My Parish App and Flock Notes for text messaging. More will be announced as we set implementation dates.

**Faith Formation Staff**

* December was a busy month for our Faith Formation Team:
	+ Confirmation Retreat was held
	+ The annual Christmas pageant coordinated by Joann and Allan featured some updated manger animal costumes!
	+ First reconciliation was held.Joann and Allan are planning the Children’s Christmas pageant for December 17th, featuring some new costumes!
	+ First Reconciliation was held
* The Jamaica mission trip will include 14 people on the mission team. Over $19K of the $13K goal has been raised for the Mandeville diocese and the mission work. Donations of clothing, snacks and candy and some computers and tablets and other supplies poured in through the month

**Liturgy and Music**

* Taize candlelight prayer service has been publicized to the churches in Western Howard County and the parish—it was a lovely service
* Special liturgical minister training and an appeal brought more Eucharistic Ministers and Ushers to serve at our 7 Masses celebrated from December 23 through December 25

**Facilities**

* The front entrance was completed in the last week of November, with the replacement of the interior doors, painting of trim, and installation of a security system for the front entrance. The church campus will now be secured throughout the work week, with entry by buzzing into the front entrance. The campus will be open during Mass, Religious Ed and planned events. Scheduling events and meetings through the front office is emphasized so that we can keep all safe on campus.
* Many parishioners are requesting that we replace central handrails on the front entrance. We are requesting estimates on the work, and will schedule the work shortly. Current estimate is $1,600
* Facilities are rented or used by the parish team most weekday evenings. We have noted an increase demand for court time
* The Site Plan submission to the county is on hold pending county requirements for a conditional use hearing for placement of the pavilion. The hearing will require additional work from civil engineers and the retention of specialized council. Special permission for continuing with the hearing has been received from Archbishop Lori. Estimates for incremental costs continue.
* The oil tank serving the historic chapel will need to be replaced at a cost of $1500

**Education Committee Minutes 12-19-17**

**In Attendance:** Rose Young, Tricia Buckman, Joann Wozniak, and Juliana Weber

**Excused:** Megan Smith, Terry Peterson, Maureen Gill

* Opening prayer
* End of Year Ceremony
	+ It was discussed that it would be best to have the end of the year ceremony during class time on April 24th for Tuesday night classes and April 29th for Sunday classes. Closing mass is scheduled on Sunday, April 29th at the 10:30 mass.
	+ There will be two parts to the event
		- The first part will take place in each individual classroom with the Gospel reading and awards for each student. Juliana would like to have each student get some type of certificate/award. Suggestions were perfect attendance, best smile etc. Juliana can provide a list of suggestions for the catechists.
		- The second part will be in the church, dismissing to be seated by 10:00.
			* There will be a scripture reading from a student.
			* Father Mike will share his vocation story closing with parents are the primary teachers of the faith.
			* Children will be picked up by their parents/guardian from the church.
	+ Juliana will discuss initial idea with Father Mike.
	+ Juliana will speak with Allan regarding the use of the church from 10-10:15.
	+ Since 4 members were absent, we would like to continue this discussion at the next meeting. Please come with any suggestions or ideas you would like to add.
* Mini camp themes
	+ Megan suggested, “Building the Kingdom.”
	+ Juliana was thinking it might be a good idea to tie it in with the VBS theme of “Shipwrecked.”
	+ Juliana suggested “Fishers of Men.”
	+ Again, as many members were not at the meeting, it was decide we will discuss this further at the meeting in January. Please come with ideas.
* New Agenda Items
	+ Protocol for Events – We can discuss at next meeting
* Calendar review
	+ Juliana brought up the training of “Youth” Liturgical Ministers on Wednesday, January 10th at 7:00pm. We are trying to have the Youth Group take on the roles of the Liturgical Ministers once a month. This training will be for those who are interested in becoming lectors, altar servers, EMHC and ushers. EMHC must have been Confirmed.
* Open for comments or questions
	+ Juliana wanted to let us know she is working on the action items from the last meeting, including enrichment for catechists.
	+ Juliana came up with a catechist self-evaluation form she would like feedback on before the next meeting.
* Closing prayer
* Upcoming meetings (Tuesday 5:30 – 6:30)
	+ January 23 February 27 March 27 April 24

**Pastoral Council Report Preschool Update January 3, 2018**

The Preschool is moving forward with many good things happening. Some highlights are listed below:

* The school passed its Fire Department inspection
* The school passed its Health Department inspection
* Both reports are now on file
* Ashley Connelly of the AoB Fiscal Department visited and advised us of the need for parish support for the Preschool for the first two years. She is working on a template for a business plan and will forward it to us shortly.
* Matt Gannon has joined the preschool team and has volunteered to help get a business plan in place for us
* The Archdiocese Department of Schools visited the site on December 20 and was very impressed with the facility. They advised us on steps moving forward
* The State Licensing Department agreed that advertisement and the registration for the preschool can begin.
* The State will also inspect the classrooms the first week in January and advise us on any additional needs for start up.
* We announced our Open House Dates and registration dates in the Christmas Brochure
* We will meet with the Finance Committee to answer any questions
* Tentative Open Houses are set for January 14 after the 8 AM and 10:30 Masses.
* Other Open House Dates will be January 17 from 10 AM to 12 PM and January 18 from 6PM-8 PM.
* Registration will take place at this time and will be available on line thereafter. It will be an ongoing enrollment.
* A first draft of the Parent/Student Handbook has been submitted for approval/edits
* A substantial donation of preschool books was made to the school
* We requested a drop down box featuring our Preschool to be added to our website. This is in process
* Registration forms will be posted to the website after January 15th
* We continue to pray that God blesses this venture as we continue to move forward in the name of Jesus, our Brother and Master Teacher.

Respectfully submitted,

Angela Calamari

No Report from Liturgy Committee

Meeting postponed until January 7th due to Holy Days

Evangelization Committee Report – 12/2017

**Attending**: Dave James, Barb Dorsey, Emmitt Full, Linda Gasch, Ted Burkhardt

**The Mustard Patch:**

All papers have been given out to contact the 573 names. So far, 28 people have indicated they want to remain on the registry.

**Women’s Outreach:**

Walking with Purpose Bible study has 47 officially registered. There is the anticipation that there may be a total of about 60 women who will ultimately attend. The study will offer two sessions held on Tuesday mornings 10:00 am – 11:30 am beginning January 16th and Thursday evenings 7:00 pm – 8:30 pm beginning January 18th.

**Men’s Outreach**:

We are working towards the establishment of a subcommittee for this outreach to help determine and support the activities and programs we will use.

**Advent Gift:**

St. Michael purchased 1000 books to be distributed at Christmas Masses to support our mission to Evangelize by providing a resource to our parishioners in support of deepening our understanding and appreciation for the gift of salvation offered to each of us in Christ that it might also be shared with others. *The book Joy to the World – How Christ’s Coming Changed Everything (And Still Does)* by Dr. Scott Hahn was selected.

**Parish Mission:**

Planning continues with the mission talks scheduled for Lent, Easter and Pentecost. We will be meeting with Father Cover January 22nd 7:00 pm – 8:30 pm.

**Mission Trips:**

The Jamaica mission trip is scheduled to leave and serve the Archdiocese of Mandeville.