**Saint Michael Catholic Church /Mount Airy, Maryland**

**Pastoral Council Meeting Agenda**

**Wednesday, March 7, 2018/ 7:00 to 8:30 PM / Room A-122**

**In attendance**: Chuck Young, Donna Binney, Dcn Cliff Britton, Tricia Buckman, Ted Burkhardt, Angela Calamari, Karen Courtney, Bill Hammett, Laura Heck, Dave James, Jim Nalepa, Carolyn Pasquino, Alyssa Smith, Juliana Weber, Joann Wozniak,

**Opening Prayer**

Led by Chuck Young

**Information Sharing**

1. Pastors Report - None
2. Business Manager’s Report - Donna Binney
   1. Social Media Platforms are available for Parishioners
      1. My Parish App – may be doing an in pew announcement and during fellowship Sunday (May 5th)
      2. Flock notes
      3. Constant Contact
   2. Parish Library is in the process of being updated.
   3. Preschool (Angela Calamari)
      1. Job postings are coming
      2. PR – updated brochures as well as news articles in local newspapers

**Discernment/Discussion of Issues**

1. Evangelization Committee Survey Discussion
   1. Generally Positive scores
   2. Still want to focus on reaching out and being inclusive to parishioners
   3. Current emphasis is *100 days of Spiritual Formation, Transformation & Proclamation*. Bulletin inserts are being included to allow for space to allow people to offer personal reflections. They are also available online in recent Constant Contact email.
   4. Next steps for the survey: after current efforts with retreat, determine which statements are actionable. The committee will work on disaggregating the data for trends.
2. Ministry Scheduler is new software that allows the Liturgical Ministers to schedule and request volunteers. It is new and we are working on transitioning the Hospitality Ministers and Extraordinary Ministers of Holy Communion.
3. Discussion about the overflow in the fellowship hall and making sure it is set up and the volume is checked.
4. Music Schedule is currently posted on a board. It may be possible to share that information via social media as well. Active music participation is one way for all to be an active part of the Mass.
5. Discussion of topics for making the Parish Council more accessible and visible to the Parish
   * 1. Obtain up to date name badges for Council Members to be worn when attending mass or church events to increase visibility and to encourage conversation.
     2. Do we want Pastoral Council Members to read announcements before Mass?
     3. How can we diversify the Pastoral Council? Do we need a youth representative?
     4. In order to disseminate information in a timely manner, Pastoral Council Minutes will be on the website following this timeline.
        + Minutes will be distributed to Council following the meeting.
        + Council will have 72 hours to make changes.
        + Minutes will then be sent to Parish Secretary for posting on website.
6. Committee Reports can be sent to the Parish Secretary (Nancy McLaughlin) for posting on the website.
7. Do we need to update the Parish directory?

**Next Steps To Implement Decisions:**

* Try My Parish App before roll out
* Pastoral Council should check to see if Constant Contact is getting through.
* Publication of music schedules via Social media platforms to supplement the printed list at church
* Committee leads send 2018 reports to Nancy
* Council passed a motion to recommend to Fr. Mike that he appoint a HS youth member for a one year appointment to the Pastoral Council. Chuck indicated the Council Charter may need to be updated
* Council passed a motion to recommend to Fr. Mike that the parish take steps to update the Parish pictorial directory.

**Key Things to Communicate and To Whom**

Discussion of the first few Chapters of *Rebuilt* and the adoption of “Welcoming” as the first focus area for the Council this year.

**Closing Prayer** led by Chuck Young

**Next meeting date and time: April 4th**