

MINUTES

PASTORAL COUNCIL MEETING

January 3, 2012

The meeting was called to order in the Adult Learning Center by Ed Monfalcone at 7:02 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel, Larry Espiritu, Doug Henley, Debbie Kelly, Ed Monfalcone, Tom Trudeau, Bette White, and Cathie Sobieski

Ex-Officio Members: Father Jim, Tom Bernard

Opening Prayer: Larry Espiritu led the opening prayer.

Ongoing Business:

Parish Neighborhoods: - Tom Trudeau states that the Mission and goals for Parish Neighborhoods have been set up and copies were distributed to PC members for review.

After further discussion Bette White moved to accept the mission and goals as written for the Neighborhood committee. Motion seconded by Doug Henley. **Motion passed.**

Father Jim stated that now that the mission and goals have been established and accepted by the Council, he will initiate first step in moving forward to announce the program to Parishioners.

Tom explained then he would work to set up a meeting (via advertisement in the bulletin and TV-Monitor bulletin) for volunteers to initiate the Neighborhood Committees. Persons who attend will be asked to be team leaders in their respective neighborhoods and start a phone tree in their neighborhood. It is hoped that at least enough will come to set up 3-4 neighborhood communities to begin with.

Once this program is initiated it will begin to establish a big first step in improving communication within the Church and establish improvement for Pastoral needs.

Religious Education: - Debbie Kelly has done an excellent job pulling together information to complete a draft for the job description for a Coordinator of Youth Ministry (a volunteer position) which was presented to the Council for evaluation. After review of the draft, a few changes were suggested and Debbie will take the information discussed today and revise the information to a one page Job Description and email the revised JD to the Council members. Bette White motioned to accept the Coordinator of Youth Ministry job description as revised and this was seconded by Milton Campo. **Motion passed.**

Ed Monfalcone will be talking to some members of the parish to get started with the Youth ministry committee and invited members to recruit anyone they have in mind to do same.

Other Discussion:

The second annual New Year's Eve party was well attended and everyone present had a great time.

Ed will approach Nadine with a task list to include the following before the next meeting:

- List of youth retreats offered so planning can be initiated.
- Define a list of YM local outings i.e. Habitat for Humanity.
- Develop a questionnaire for the teachers to fill out suggestions from the pupils in their classes.
- Design a communications tree so that Parish Council can see the structure for current communication regarding youth ministry.

There is need to develop a Parish-wide survey regarding overall current strengths and weaknesses of the youth ministry.

Ed will try to develop a list and send out to Council members as soon as possible.

Debbie Kelly has spoken with Jean Casanave regarding the need to get more information posted to the web site. Persons need to get the current information and any changes to her so that she may get items placed on the website in a timely manner.

Milton Campo is heading up the committee to recruit new Parish Council members. Members were encouraged to find/contact other interested persons as well.

Upcoming events:

Jan 8th – Knights of Columbus Breakfast

Feb 18th –Mardi Gras

Feb 21st –Pancake dinner for youth

Feb 28th --Pastor Perspectives –topic: Communication

Next Meeting: Feb 7th at 7 PM in the ALC.

Closing Prayer: led by Debbie Kelly

CLOSING: Ed Monfalcone closed the meeting @ 8:25 PM

Respectfully Submitted

Cathie Sobieski

Attachments: Neighborhood Area Community Mission and Goals

Job Description for Coordinator of Youth Ministry (Revised)

Church of St Therese
Coordinator of Youth Ministry

Job Description:

The Coordinator of Youth Ministry (CYM) works closely with the Youth Ministry Committee and the Coordinator of Religious Education to plan, coordinate, and implement a comprehensive youth ministry program for youth in grades 6th – 12th at the Church of St. Therese Parish.

Goals: The goals of this position include:

- Communicating an enthusiasm for their Catholic faith among our young people.
- Creating a schedule of regular activities with a balanced focus on social, service and spiritual aspects.
- Communicating, recruiting, training, and facilitating adult and youth leaders (Youth Leadership Team)
- Facilitating participation in special diocesan and world events.
- Acting as a resource person for parish youth groups.

Major Duties and Responsibilities (essential functions):

- Serve on the Youth Ministry Committee on which is an oversight group providing vision, direction, support, and advocacy for the parish ministry to our youth
- Coordinate the recruitment of the Youth Leadership Team to include training, support, and evaluation of volunteers
- Facilitate the Youth Leadership Team, which is responsible for planning, implementing, and evaluating the youth ministry program
- Develop, maintain, and update a common youth activities calendar with a balanced focus on social, service, and spiritual aspects:
 - ✓ Oversee programs that include the 4 main areas of youth ministry – Word, Worship, Community, and Justice and Service.
 - ✓ Plan an annual retreat
 - ✓ Plan for participation in diocesan and world events
 - ✓ Foster involvement of our youth in the life of the parish , including serving on various parish committees and being involved in parish activities
- Communicate with the pastor and coordinator of religious education about youth ministry activities.
- Communicate regularly with parents in order to keep them informed of current and upcoming events and activities
- Assist with long range planning, budgeting, and program assessment, ensuring that the changing needs of the youth are being met
- Maintain a data-base of participating youth and volunteers

Qualifications to Perform Job Successfully:

- Is a practicing Roman Catholic who understands and enthusiastically supports the mission and purpose of the Catholic Church and parish in the modern world
- Builds community and works as part of a team
- Develops, manages, and works within the parameters of a program budget
- Must successfully complete background screening and Virtus training
- Demonstrates basic proficiency with a personal computer so as to be able to carry out normal office functions and contemporary means of communication (email, Facebook, etc)
- Maintains confidentiality
- Presents himself / herself professionally
- Is willing to work on nights and weekends as needed or requested
- Attains, possesses, and maintains a valid Virginia driver's license
- Strong leadership and administration skills
- Strong oral and written communication skills

Neighborhood Area Community Mission and Goals

Neighborhood area communities (NAC) extend the greater work of the St. Therese Parish into smaller, geographically defined areas or neighborhoods. The NAC mission is to effectively practice the temporal and corporal works of mercy within our neighborhoods. Each neighborhood is a building block in the Parish's mission to provide for the spiritual and corporal needs of the Parish community and of the larger community. The NAC provides the geographic framework for neighbors to help neighbors. Individual parishioners within the NAC can identify the assets and needs of the neighborhood and seek to improve the spiritual and temporal welfare of the neighborhood.

Neighbors meeting neighbors offer ideas, vitality, and challenges to the greater Parish. Parishioners bring back to their neighborhood the mission to provide for the spiritual, emotional, and physical needs of their neighbors. They take back to their neighborhood the final blessing of the Mass to go and serve the Lord and one another.

All NAC's will strive to follow and maintain the following goals:

Communication: Improve communication between the Parish and parishioners and among the NAC members.

Cohesiveness: Develop a sense of Christian unity among members of the NAC and between all members of the Parish community.

Corporal Outreach: Increase awareness of the physical and emotional needs of our parishioners and other neighbors within the NAC.

Evangelization: Spread the Gospel by setting an example through works and interactions with others in the NAC. Provide Parish and Catholic information to those within the community who may be seeking spiritual guidance.

Each NAC will develop individual goals to best meet its particular composition.

MINUTES
PASTORAL COUNCIL MEETING

February 7, 2012

The meeting was called to order in the Adult Learning Center by Ed Monfalcone at 7:00 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel, Larry Espiritu, Debbie Kelly, Ed Monfalcone, Tom Trudeau, and Cathie Sobieski

Opening Prayer: Ed Monfalcone led the opening prayer.

New Business:

Bingo report: Jim Novotny presented council with the first quarterly report regarding the status of Bingo and asked for any future suggestions for information needed in the future. Currently the largest expenditure is the monies paid out in prizes. Concessions are consistent and money is being made in that area.

The plan of action includes a goal to improve attendance to at least 50 players (currently we average about 24 each playing night with dips in attendance during Holidays), as well as better advertising, better signage, and flyer distribution to local supporting businesses, while continuing to minimize expenses.

There is a current pool of about 30 rotating Parish members who are consistent volunteers that actively participate with the weekly event and it was noted that more are needed to insure dependable coverage without having current volunteers to burn-out and fill-in for vacations. (Bingo report attached)

Ongoing Business:

Religious Education/Coordinator of Youth Ministry: Father Jim has met with a perspective Youth Minister Coordinator candidate (for grades 6-12). He has shared his evaluation with the PC members and the candidate will be at the next meeting.

Requested information from Nadine: deferred / Ed will follow up to obtain this information.

Parish Council Election for 2012: Milton Campo has been working hard on soliciting nominees for this year's election for 3 new members to replace outgoing participants. He reports that there have been 5 Parish members currently interested, and will place copies of the questionnaire in each of the PC mailboxes to be distributed and completed by any interested candidates by mid-March; and a picture and application may be placed on an informational bulletin board and on the TV screens by April 1st, so that the candidate information may be published throughout the month. The election will be held on the last Sunday of April: this year will be April 29th.

It was suggested to have all the candidates presented during the Mass's, and/or have them presented during coffee and donuts after the Masses.

Ed also noted that reflection is needed for the election of next year's officers by June for next year's Council.

Other Discussion:

- Ed Monfalcone updated members that resources were found to replace some parts needed to repair the range in the Kitchen for less than \$5.00. All 3 burners are working now.
- It was noted that the Parish website has been updated to reflect current information.
- Tom Trudeau informed members that he had been approached to have the Neighborhood ministry coordinated by Sandy Matteson.

Upcoming events:

Feb 11th – Theresians Spaghetti Dinner @ 6PM in the Social Hall

Feb 18th –Mardi Gras

Feb 21st –Pancake dinner for youth

Feb 28th --Pastor Perspectives –topic: Communication

Next Meeting: Mar 6th at 7 PM in the ALC.

Closing Prayer: led by Milton Campo.

CLOSING: Ed Monfalcone closed the meeting @ 8:03 PM

Respectfully Submitted

Cathie Sobieski

MINUTES
PASTORAL COUNCIL MEETING
March 6, 2012

The meeting was called to order in the Adult Learning Center by Ed Monfalcone at 7:00 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel Larry Espiritu, Ed Monfalcone, Tom Trudeau, and Cathie Sobieski

Ex-Officio Members: Father Jim, Tom Bernard

Guests: Nadine McGrady and Melisa Arnone

Opening Prayer: Ed Monfalcone led the opening prayer.

New Business:

Coordinator of Youth Ministry: Nadine McGrady introduced Melisa Arnone as the newly appointed volunteer Coordinator of Youth Ministry.

Melisa gave a brief overview regarding her actions since her appointment to the position in January and explained that she has done a lot of initial research, that included gathering information from people of our Parish, online research on a blog site with other Parish Youth Ministers throughout the country and their programs used, as well as meeting to exchange ideas with the Youth minister of St. Jerome, which has a substantially larger Parish than that of St. Therese. She has presented herself as an advocate for the youth and for what is it that they can become. The best concept that she gained from all the research is the need for change with the hope of support from parents as well as the council; it is senseless to continue to do the same thing/s over and over with the hope of getting different results.

From the blog site, she quoted an insightful concept where someone who had listed 10 items that he wish he had known before he became a Youth minister stated “it is not about the number of bodies we get in the youth group, but how many souls we can help get to heaven.” This is ultimately her goal.

With much enthusiasm, Melisa then went over her written presentation with the Council where she outlined the Mission Statement; Changes; Example Schedule; Activity ideas; Plan of Action; and included an outline of the Youth Ministry Team. She is working on her Certificate in ‘Youth Ministry Program’ through a Catholic University in Ohio. She solicited any comments and ideas from the Council and encouraged them to contact her via email.

Discussion ensued that included an exchange of additional ideas for programs/activities; concerns about what has been observed and the need for more parent involvement; allowing a combination of talents from individuals that can make short time commitments in assisting with the program as well as longer term commitments; and findings ways to connect the senior members of the Parish with the Youth.

Ongoing Business:

Parish Council Election for 2012: Milton Campo is still working hard on soliciting nominees for this year's election for 3 new members to replace outgoing participants. He reports that there have been 2 Parish members that have turned in applications, and anyone else that is interested needs to have their application back to Milton by the end of the month.

Other Discussion:

Commentary results regarding the subject matter from the Pastoral Perspectives gathering that Father presented Feb 28th will be discussed at the next meeting.

Next Meeting: April at 7 PM in the ALC.

Closing Prayer: led by Larry Espiritu.

CLOSING: Ed Monfalcone closed the meeting @ 8:20 PM

Respectfully Submitted
Cathie Sobieski

MINUTES
PASTORAL COUNCIL MEETING

April 7, 2012

The meeting was called to order in the Adult Learning Center by Ed Monfalcone at 7:00 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel Larry Espiritu, Ed Monfalcone, Tom Trudeau, and Cathie Sobieski

Ex-Officio Members: Father Jim, Tom Bernard

Opening Prayer: Tom Trudeau led the opening prayer—one found in a book aptly named “Prayer before a Parish Council Meeting”.

New Business:

Election ballot review: Ed Monfalcone passed out samples of the next Parish council ballots for review and any comments by Parish Council members. They were reviewed, accepted, and discussion ensued that parishioners should be instructed to vote for only 3; any ballot that was marked for more than 3 persons would be discarded and not included in the final count. Ed will have the ballots printed for distribution on the date of the Parish Council election.

Election date: Milton Campo has set up the election date for the week end of April 28-29, and will talk to the head of the ushers at each of the Masses for distribution and collection before the Masses. The lectors will also make the election information part of their announcements, as well as placement in the bulletin.

Help to count ballots: Milton solicited the help of other Parish Council members (Larry, Ed, and Cathie) that will help him tally the ballots after the 10:30 am Mass on April 29th. The final information will be validated and results placed in the bulletin.

Pastoral Perspective: Father Jim stated that he needed to complete the summary of the information feed-back sheets that were filled out by the attendees of the last Pastoral Perspectives session. Tom Trudeau will complete this task because the information will help set up the next step for the Parish Neighborhood project. Father also states that he would like to have another quarterly Parish Perspectives session in May, regarding Family Life in the Parish and/or stewardship.

Ongoing Business:

Parish Neighborhoods: Tom Trudeau will summarize the information from the feed-back sheets that were filled out at the last Parish Perspective meeting regarding communication needs. Father also wants to work on getting an updated visual map of the county. Larry Espiritu states

he will look into trying to get some 911-maps blown up to the size of the current map of the county that is currently displayed in the Social Hall.

Other Discussion:

Next meeting Father Jim stated that he will present a written report that summarizes the recommendations from a special group that he had appointed regarding how to cut expenses and increase revenues for the upcoming fiscal year.

Father Jim also mentioned that he is in process of placing a box on the desk in the lobby for suggestions and/or comments that are constructive in nature and signed by parishioners.

The Parish Picnic this year will probably be Sunday, Sept 30th, 2012. Hopefully there will be a concrete pad completed and in future years it is hoped to have a canopy over the concrete pad.

There is a need to improve the lighting in the social hall. The problem is that the lights are so far up in the ceiling that they are difficult to reach. In the future it would be ideal to lower the lighting via chandeliers or 'drop lighting'.

Next Meeting: May 1st 7 PM in the ALC.

Closing Prayer: led by Larry Espiritu.

CLOSING: Ed Monfalcone closed the meeting @ 8:00 PM

Respectfully Submitted
Cathie Sobieski

MINUTES
PASTORAL COUNCIL MEETING

May 1, 2012

The meeting was called to order in the Adult Learning Center by Ed Monfalcone at 7:00 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel Larry Espiritu, Debbie Kelly, Ed Monfalcone, Nan Nichols, Tom Trudeau, and Cathie Sobieski

Ex-Officio Member(s): Father Jim

Opening Prayer: Debbie Kelly led the opening prayer.

New Business:

Election results: The ballot of nominees was reviewed by Ed Monfalcone. Milton Campo announced the election results: Nan Nichols, Ed Drechsel and Brian McGovern are the newly elected members to the Parish Council.

Finance Committee: Pat Snyder covered a brief overview of the Finance Council. She stressed the need for better communication between outgoing vs. incoming chairpersons of ministries, and the procedures for timely submission of written requirements for the coming year budget; this is important for this process.

A copy of the proposed Budget for FY 2013 with data comparisons of the current year's approved budget (6/11 through 7/12) and the Year to Date Budget (through March 2012) was submitted for review by Council. Information taken into consideration; items that were addressed by each of the Church Ministries, by the Staff, by the Special Committee that made suggestions and recommendations, and guidance by Father Jim regarding his concerns. Submission of the approved budget must be received in Richmond by May 15, 2012. Sylvester McClellan then reviewed the highlights of the proposed Budget for the next fiscal year. He presented a one-page comparison for the Approved Budgets from FY 2011 and 2012 with the actuals of each and then a final column with the purposed 2013 budget. The overall financial position of St. Therese for the first nine months of the FY depicts a net income of a minus \$48,846. The figures show a significant shortfall in operating receipts, due in part to the fact that about 43% of St. Therese Parishioners do not contribute financially to the Parish. There is no large deviation in expenditures, but there is a significant decrease in donations. The expenses have been cut to fund only necessary expenditures; the majority of the overhead includes utilities, repairs and maintenance, and capital improvements. The Diocesan mandates and taxes cannot be trimmed.

After a committee brainstorming session led by Debbie Kelly, the additional suggestions were reached to complete a balanced budget for the May submission to include making the effort to hold upcoming events to help pull in the extra monies to accomplish this.

Report from the Special Committee: Father Jim reported that this financial stewardship committee had been set up to help evaluate, identify, measure and improve in reduction of costs and increase revenues.

Jim Novotny presented that the committee reviewed every receipt from the past two years looking for trends that might identify items that could be improved upon. Again, they found things that could not be touched. They looked for possible changes by bundling items for the Church and other properties to measure savings, i.e. moving all appropriate contracts from Verizon to Cox. Recommendations were made to cut labor costs and some of this has already been put in place. Other contractual services are being looked at to see if there are any potential savings by eliminating or combining resources. Some contractual services are about to expire and these may be switched into other directions; some contractual services are being looked at by obtaining estimate-proposals from other companies, i.e. exterminating company. Father Jim wants to continually use the services of this committee to revisit the concerns to continually correct trends/shortfalls to keep budget balanced and on track.

Recommendations for increasing revenue include: pledges for general offertory collections to be increased by 10% of current donation/s; bulk mailing pledge drive; Vanco sign up for interested parishioners; potential Bingo profits; Ministries will have to start raising their own monies to fund their projects; tickets will be sold for social functions to help offset the costs. In Summary: the current financial restraints in the operation of the Parish are significantly limiting the day to day operation of the Parish as well as the future growth and development. The trend cannot be allowed to continue and must be dealt with immediately.

Ongoing Business:

Pastoral Perspectives: Tom Trudeau reviewed his report that summarized the comments from Father Jim's last Pastoral Perspective meeting and tied some of the information gained to the next ongoing business of 'Parish Neighborhoods'. The suggestions for what to do better regarding: More inclusion, establishing mentoring with new families, assigning hosts to new events to insure that people are more included in events and avoid persons sitting alone at events, the acknowledgment of new people, revolving of volunteerism to allow more interested persons to be drawn in – are all some of the desired objectives of getting the Parish Neighborhoods established.

Parish Neighborhoods: Larry Espiritu states that he found an updated 5-ft x 6-ft zoning map of Gloucester County that needs to be blown up and states that it may cost about \$80 for Tom Trudeau if interested.

Other Discussion:

There was additional brain storming about how to raise extra funding for the Parish, but there is a need for persons to dedicate their time and talents to head up the planning. This could be better through Parish communities – via face to face contact parishioners talking with parishioners. Renting out the Community Hall; starting a Day Care were other ideas brought up to bring in additional revenue.

Debbie Kelly announced this year's slate of officers for Parish Council: Chair: Milton Campo; Vice-Chair: Debbie Kelly has agreed to serve another year unless anyone else was interested;

Scribe: Cathie Sobieski has agreed to serve another year unless anyone else was interested. Discussion was allowed for anyone else to step forward to fill the slots and with no further discussion Larry Espiritu motioned to accept the slate as read and seconded by Ed Drechsel.

Motion Passed.

Ed Drechsel and Nan Nichols were congratulated as new Parish Council Members.

Upcoming events:

May 22, 2012: Pastoral Perspectives – Pot luck dinner with a topic that Father is still working on-perhaps something about what it takes to run a Parish.

Next Meeting: June 5th: Annual gathering for Parish Council at 6 PM at Fr. Jim's Home. The scribe will send out an email to all members before the meeting so that everyone can get some idea of what others are going to bring.

Closing Prayer: led by Ed Drechsel.

CLOSING: Ed Monfalcone closed the meeting @ 9:20 PM

Respectfully Submitted
Cathie Sobieski

MINUTES

PASTORAL COUNCIL MEETING

The meeting was called to order by Milton Campo at 7:05 PM

In Attendance:

Council Members: Milton Campo, Ed Drechsel, Larry Espiritu, Doug Henley, Debbie Kelly, Brian McGovern, Tom Trudeau, and Cathie Sobieski

Ex-Officio Members: Ed Monfalcone

Opening Prayer: Milton Campo led the opening prayer.

New Business:

Welcome: Milton extended a welcome to the newly elected members to the council, Brian McGovern, Nan Nichols and to our re-elected member Ed Drechsel.

Report from Bingo Committee: Jim Novotny presented an updated quarterly report that shows the progress of the Bingo activities through June 2012. He highlighted the facts that while attendance has improved, it still needs to grow in order to be meet goals. It is important to keep prize-monies high to help boost incentive for attendance. Concessions have been profitable. Advertising and promotions are being done, but the goal to keep those costs down. Currently the volunteer base is strong and the attendees are experiencing a good time, so there is hope that things will improve.

Ongoing Business:

Parish Neighborhoods: Tom Trudeau reported that the information has been broken down into 30 units, with an average goal of 4-15 addresses per unit. He will work with Ann Martin to load this information into her data base, to provide addresses (with no names) in these designations. Then will look for volunteers to become coordinators for each neighborhood. He has used the '911 ER-response' information as reference points. In addition, Sandy Matteson plans to work this project with Parish Neighborhoods as a part of his social ministry project. Once Tom is able to provide Sandy with this information, Sandy will take the lead in getting this project organized. Larry has found a large map for the Social Hall and is now looking for a company that can laminate an oversized map.

Other Business:

Mike Foster has provided a Maintenance update report for the May 15 – Jun 14 and a copy is attached. It was pointed out that another high cost item for the Church is the need to replace the HVAC systems for the Sanctuary due to the age (system was installed 1988). Also the asbestos roof at the old Rectory will need to be replaced, abatement is required.

Discussion followed: 1) that the Church immediate needs are one of the topics that can be discussed at the homes face-to-face, once the Parish Neighborhoods are established to help parishioners understand what is actually happening in our Parish Church; 2) that collections-to-

budget were down \$34,000 for the projected figures from the past year. Communication need to be improved, even if it means getting in front of the congregation to state what the actual needs are, i.e. what needs to be replaced or repaired, so that persons understand why there is emphasis on the expected donations. The financial statement reflects budget cuts for two very important ministries-Christian Education and Youth Ministry because money is tight; 3) the usage of technologies, i.e. face book pages set up for each Neighborhood or a web page.

Ed Monfalcone reviewed the recent activities of the Youth Ministry and the superb preparations that were made for the Vacation Bible School.

Next Meeting: August 7th at 7 PM (Adult Learning Center)

Closing Prayer: led by Tom Trudeau

CLOSING: Milton Campo closed the meeting @ 8:05 PM

Respectfully Submitted
Cathie Sobieski