

## MINUTES

### PASTORAL COUNCIL MEETING

May 7, 2013

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, Nan Nichols, Tom Trudeau, Cathie Sobieski

**Ex-Officio Members:** Father Jim

**Newly Elected Members:** Elizabeth Martin, Mark Molnar

**Opening Prayer:** Larry Espiritu led the opening prayer.

Motion made by Ed Drechsel to approve April 2013 meeting minutes, and second motion made by Debbie Kelly. **Motion passed.**

#### **New Business:**

**Church Ministries:** Sandy Matteson addressed members as a representative of the Liturgical committee to ask help in recruiting persons for ministries that were losing persons; searching for new members as well as persons to chair committees.

**3<sup>rd</sup> Quarter Financial Summary & Budget Proposal:** Sylvester McClellan and Debbie Knarr presented financial update with a written copy of the actual current Budget and the proposed budget for next fiscal year. At this time last year, a committee was put in place to look for ways to cut expenses to help balance the budget since we were approximately \$50k in the red; but today, Sylvester was pleased to say that the budget at 3<sup>rd</sup> Quarter is in the black by about \$30k. He reviews the budget very closely every quarter with the Finance Council in order to alert Father and the Parish Council if any problems appear so that appropriate implementations could be set in motion to avoid going backwards. Some of the reason is the changes in membership and an increase in parish collections; and suggestions made by the committee to control expenses. He also presented a list of improvement projects that the Parish needs to have done, but are not part of the proposed Budget.

After questions and discussion, Debbie Kelly moved to approve the proposed budget for the next fiscal year as presented by Sylvester. This was seconded by Nan Nichols. **Motion passed.**

**Elections results:** Debbie Kelly thanked the help from Milton and Ed and announced that after a very close election of 6 very capable persons, the newly elected members to the Parish Council are Mark Molnar, Rita Guest, Elizabeth Martin, and Mary Ann Cronin. Milton recognized two of the newly elected members that were present and were congratulated; and all the new members will be welcomed to the next meeting in June.

**Slate of Officers:** Milton Campo announced that those willing to serve as officers on next year's Parish Council are as follows: Chair, Debbie Kelly; Co-Chair, Brian McGovern; Scribe, Nan Nichols. Tom Trudeau moved to approve the proposed slate of officers. Larry seconded the motion. **Motion passed.**

**Ongoing Business:**

**Parish Neighborhoods:** Tom Trudeau announced that this project was now back on track. The directories were being updated with new addresses. Ann Martin was updating parishioners to her data base that includes the family names. Once he gets the updated listing then he will meet with Sandy Matteson who will take over this project. There are 30 neighborhoods with 5-18 households. There will be a selection of about 3 neighborhoods to start with that will have about 8-10 households. There is an announcement ready to go the Parishioners once the project is ready to go; the hope is to place it next month. He also updated the new membership with this neighborhood ministry project which follows the Corporal works of mercy and improvement of communication—this is not intended to replace small Christian communities.

**Other Discussion:**

Milton updates the Council with a newly formed Welcome committee: with attempts to make visitors feel welcome, Milton Campo, Mary Ann Cronin, Ed Monfalcone, and Catherine Hucabee were working on improvements to accomplish this, i.e. a Greeters program. Father also mentioned that he plans to start inviting visitors to stand to be recognized during the Masses as well.

Father Jim mentioned that the Bishop was promoting a new Capital Campaign for Diocesan needs. He is meeting with a Diocesan representative and fund-raising official in the Social Hall May 8<sup>th</sup> from 2:00-2:30PM if anyone is interested in attending.

The improvement work is still being done on the sanctuary; to be completed soon.

**Next Meeting:** June 4, 2013 at 6:30 PM at Father's home—Social-get acquainted Pot luck dinner.

**Closing Prayer:** led by Tom Trudeau.

**CLOSING:** Milton Campo closed the meeting @ 8:15 PM.

Respectfully Submitted

Cathie Sobieski

## MINUTES

### PASTORAL COUNCIL MEETING

June 4, 2013

The meeting was called to order by Milton Campo. After welcoming new members, he thanked all previous members for their service. He gave the new members their badges and then handed the meeting over to the new Chair, Debbie Kelly.

#### **In Attendance:**

**Council Members:** Milton Campo, Ed Drechsel, Debbie Kelly, Nan Nichols, Tom Trudeau, Cathie Sobieski

**Ex-Officio Members:** Father Jim

**Newly Elected Members:** Elizabeth Martin, Mark Molnar, Mary Ann Cronin

#### **New Business:**

**Bread for Life Food Pantry:** Bob Quinzel addressed members with a proposal to build an addition onto the front/side of the building presently used to distribute food. The construction would be fully funded by Bread for Life at no cost to the church. Since the building is on church property the proposal must be approved by the parish council before they proceed. Father Jim informed us that three construction bids are required per diocese requirement.

After questions and discussion, Tom Trudeau moved to approve the proposal to enlarge the current building. This was seconded by Ed Dreschel. **Motion passed.**

It was agreed that the bids should be presented to council before construction begins.

**Next Meeting:** There will not be a July meeting due to vacations. Debbie asked that all members let her know which Saturdays in August they are available for a Parish Council retreat.

**CLOSING:** Debbie Kelly closed the meeting

Respectfully Submitted

Nan Nichols

July 2, 2013

In lieu of a regular monthly meeting Parish Council voted on the following urgent motions via email:

Approve a prioritized list of repair and maintenance and capital improvement items for Finance Council.

1. Fill parking lot pot holes, reseal and stripe the lot
2. New kitchen equipment - currently replace the stove (\$7500). Replace ovens at a later time
3. Repair the entranceway floor between the pantry and kitchen & replace the tiles (\$300)
4. Replace the rectory roof - this has been delayed for several years (\$11,000)
5. Repair or replace the baptismal font which has been leaking for years (no cost at this time)

**Motion passed**

Approve a prioritized list of spending for BINGO funds.

1. Fund a Parish Council retreat.
2. Replace kitchen stove (along with donations from KOC and Theresians)

**Motion passed**

Ed Dreschel and Rita Guest did not vote.

## MINUTES

### PASTORAL COUNCIL MEETING

August 17, 2013

The meeting was called to order immediately following the Pastoral Council Retreat in the Adult Learning Center. The reading of minutes for the June 4<sup>th</sup> meeting, the joint meeting of the Parish and Finance Councils on July 21 and the July 2 virtual Parish Council meeting were waived and approved. Debbie Kelly reported that Milton Campo resigned as ex-officio member.

#### **In Attendance:**

**Council Members:** Debbie Kelly, Nan Nichols, Mark Molnar, Mary Ann Cronin, Ed Drechsel, Brian McGovern, Rita Guest

**Ex-Officio Members:** Father Jim

#### **Old Business:**

**Purchase of Property:** Father Jim reported that the purchase of the property will move forward. He also explained that the parish will offer to help the renters by offering the ALC as a place for them to live for 90 days to enable them to save money for their move.

**Bread for Life Food Pantry:** Father Jim informed us that three construction bids will be taken to the diocese.

#### **New Business:**

**Parish Picnic:** Brian Vallese gave a report on the Parish picnic to be held on Sunday, September 29 from 12-4. Father suggested that the picnic might provide a way to lead into Neighborhood Communities by having parishioners' nametags labeled with the number of their neighborhood. This would give them the opportunity to find others who lived in the same neighborhood. He will talk to Tom Trudeau and Sandy Mattson about this.

**Pot Luck Dinners:** Father reported that the potluck dinners have been cancelled because no one has volunteered to organize them.

**Deacon Reception:** Debbie Kelly offered congratulations to Sandy Mattson for completing his four years of formation. There will be a reception following the 10:30 Mass on October 20 to celebrate Sandy's ordination.

**Ministry Corner:** Father Jim will write information regarding Sandy Mattson's ordination to publish in the bulletin on the last weekend in September. Every month we will select a topic to include with the purpose to keep parishioners informed about Parish Council activities.

**Welcome Ministry:** Mary Ann Cronin reported that the Welcome Ministry has volunteers to welcome for all Masses except the 5:00. They are developing packages to be taken to new parishioners and training for greeters.

**Senior Dinner:** Debbie Kelly reported that the Theresian Society is planning a Senior dinner for Sunday, January 12, 2014.

**Parish 75<sup>th</sup> Anniversary:** Mary Alice and Charlie Worner have offered to help with organizing the Parish's 75<sup>th</sup> anniversary celebration. There was discussion about where to hold the event and council agreed that holding it at the church is preferred. The suggestion was made to hold other events throughout the year to raise money.

**Next Meeting:** Next meeting will be on Tuesday, September 3, 2013.

**CLOSING:** Debbie Kelly closed the meeting

Respectfully Submitted

Nan Nichols

## MINUTES

### PASTORAL COUNCIL MEETING

September 3, 2013

The regular monthly meeting of the Pastoral Council was held on Tuesday, September 3, 2013. The chair, Debbie Kelly, called the meeting to order. The minutes for the August 17th meeting were approved.

#### **In Attendance:**

**Council Members:** Debbie Kelly, Nan Nichols, Mark Molnar, Mary Ann Cronin, Ed Drechsel, Rita Guest, Tom Trudeau

**Ex-Officio Members:** Father Jim

#### **Old Business:**

**Purchase of Property:** Father Jim reported that the closing date for the property purchase will be on September 13. No update on the tenant situation.

**Deacon Reception:** There was discussion about possible ways to share rides to the ordination for Sandy Mattson on October 19. There will be a reception following the 10:30 Mass on October 20 to celebrate Sandy's ordination.

**Parish Picnic:** Tom Trudeau reported that nametags at the picnic could include neighborhood numbers so parishioners would be able to find other parishioners in their neighborhood. It was decided that the neighborhood numbers would be added to nametags at the picnic rather than being preprinted.

**Ministry Corner:** Information regarding Sandy Mattson's ordination will be published in the bulletin on the last weekend in September.

**Welcome Ministry:** Mary Ann Cronin reported that the Welcome Ministry will have training on September 24 and Greeters will begin on October 6. There was discussion about the folders to be purchased for Welcome Packets.

#### **New Business:**

**BINGO:** Jim Novotny gave the report on Charitable Giving for the 2<sup>nd</sup> quarter. (handout)

**Parish Website:** Outdated information on the parish website was discussed and Father Jim will mention it to Nadine so it can be corrected to include current information such as the Parish picnic.

**Annual Appeal:** Father brought up discussion about the Annual Appeal and described the Capital Campaign that will be used by the diocese to fund larger projects that have been underfunded.

**Electronic Giving:** Discussion about the confusing wording in the bulletin regarding electronic giving.

**Next Meeting:** Next meeting will be on Tuesday, October 1, 2013 at 7:00 pm in the ALC.

**CLOSING:** Debbie Kelly closed the meeting

Respectfully Submitted

Nan Nichols



## PARISH COUNCIL MINUTES

OCTOBER 1, 2013

Present: Tom Trudeau, Mark Molnar, Debbie Kelly, Elizabeth Martin, Ed Dreschel, Mary Ann Cronin, ex officio, Fr. Jim

Absent excused: Brian McGovern, Nan Nichols, Rita Guest

Opening Prayer: Mary Ann Cronin

Minutes: Tom Trudeau made a motion to accept minutes, Mark Molnar seconded motion.

OLD BUSINESS: Status of property purchase: Property closed on Sept. 13, 2013. Fr. Jim waiting to hear from Diocese.

Parish picnic was a success! Debbie Kelly will write a thank you item for bulletin. Name tags with area community numbers were not available, as previously discussed. Action: Debbie will ask Ann Martin to have list available for Wine & Cheese Social on Saturday November 16.

Discussion was held regarding Sandy Mattson's Deaconate Ordination October 19 and reception October 20 after 10:30 Liturgy.

Welcome Ministry: Mary Ann gave update: Phase one in place to begin first week-end of October with Greeters at every liturgy. Scott Garrett is coordinator of Greeters.

E-giving: Report of E-giving will be placed on back of monthly calendar.

### NEW BUSINESS

It was decided by council to stop charging \$1.00 for donuts. Donation box will remain, but moved to coffee table.

Issue for parishioners with hearing aids is being addressed by Mike Foster. Jeri Trudeau will work with Mike as she has researched problem in a previous parish.

Welcome Ministry: Mary Ann requested a budget of \$200.00 for this year. Request approved.

Ministry Fair: Will be held on Pentecost next year. Action: Tom Trudeau will put date on church calendar.

Pastor comments: Fr. Jim would like to invite various Gloucester County fire/rescue and police to do exhibits/demonstrations at the Parish Picnic next year. Next meeting: discuss next step for area community development.

Next meeting date: November 12 at 7:00 ALC. Note date change.

Closing prayer: Fr. Jim

Meeting adjourned 8:25

Respectfully submitted,

Mary Ann Cronin

For Nan Nichols

## MINUTES

### PASTORAL COUNCIL MEETING

November 12, 2013

The regular monthly meeting of the Pastoral Council was held on Tuesday, November 12, 2013. The chair, Debbie Kelly, called the meeting to order. She introduced the new members, Thelma Horton and Magdalene Howell to replace resigned Parish Council members, Brian McGovern and Milton Campo. The minutes for the October 1<sup>st</sup> meeting were approved.

#### **In Attendance:**

**Council Members:** Debbie Kelly, Nan Nichols, Mark Molnar, Mary Ann Cronin, Ed Drechsel, Rita Guest, Thelma Horton, Magdalene Howell, Elizabeth Martin

**Ex-Officio Members:** Father Jim

#### **Old Business:**

**New Property:** Father Jim reported that the diocese deemed the residence on the new property to be uninhabitable and should be renovated or torn down. The current tenants were given a 30 day notice on October 28<sup>th</sup> with an offer to live in the ALC temporarily if they have not found another residence within that time.

**Deacon Reception:** There was discussion about Sandy Mattson's ordination and reception.

**Ministry Corner:** No information will be published in the bulletin on the last weekend in November.

**Ministry Fair:** The social hall has been reserved for June 8, 2014 (Pentecostal weekend).

**Aid to hearing impaired parishioners:** no update at this time

#### **New Business:**

**Neighborhood Communities:** Father Jim shared the Parish Council retreat information he has compiled for our review. There was discussion about how neighborhoods were organized. It was agreed that there should be further discussion before finalizing the neighborhood communities.

**Parish Retreat:** Will be on December 4 and 5. Council members are encouraged to attend.

**Next Meeting:** Next meeting will be on Tuesday, December 3, 2013 at 6:30 pm at Father Jim's house. It will be a potluck and significant others are invited. Debbie will email directions to Father's house and start a list of what everyone is bringing.

**CLOSING:** Debbie Kelly closed the meeting

Respectfully Submitted, Nan Nichols

## MINUTES

### PASTORAL COUNCIL MEETING

December 3, 2013

The monthly meeting of the Pastoral Council was held on Tuesday, December 3, 2013 at Father Jim's home. The chair, Debbie Kelly, called the meeting to order. The minutes for the November 3rd meeting were approved.

#### **In Attendance:**

**Council Members:** Debbie Kelly, Nan Nichols, Mark Molnar, Mary Ann Cronin, Ed Drechsel, Rita Guest, Magdalene Howell, Tom Trudeau

**Ex-Officio Members:** Father Jim

#### **Old Business:**

**New Property:** Father Jim reported that the tenants previously living in the newly purchased property have temporarily moved into the ALC.

**Neighborhood Communities:** Tom explained how the neighborhood communities were formed using the 911 maps. Some neighborhoods were too large to include all the families in one community because the goal was to keep the groups at twelve families or less. At the January meeting one small and one large neighborhood community will be chosen to begin implementation. Deacon Sandy Mattson will form and chair a group separate from Parish Council to continue the development of neighborhood communities.

#### **New Business:**

**75<sup>th</sup> Anniversary:** Father Jim requested that we come to the January meeting with ideas for events to celebrate the parish anniversary on May 14, 2014. We will develop a framework and designate groups to organize.

**Next Meeting:** Next meeting will be on Tuesday, January 7, 2014 at 7:00 pm in the Social Hall.

**CLOSING:** Debbie Kelly closed the meeting

Respectfully Submitted

Nan Nichols