

St. Barbara Pastoral Council Monthly Meeting

MINUTES

NOVEMBER 8, 2010

7:00 P.M.

ST. BARBARA'S ROOM

MEETING CALLED BY	Charter
TYPE OF MEETING	Recurring Monthly
FACILITATOR	Roy Draper
NOTE TAKER	Paul Hunton
TIMEKEEPER	N/A
ATTENDEES	Present: Fr. Ken, Roy Draper, Carla Goetz , Brad Polk, Rita Haldeman, David Yant, Bob Weir, Maxine Weir, Paul Hunton; Cara Biskup, Keith Biskup, Dave Kent, Guests: Ken Meyer, Kathy Meyer, Dawn Borger; Mary Ellen Stilwell Absent: Joe Cepec, Barb DeFelice

Agenda topics

1. **CALL TO ORDER/BLESSING (10 MINUTES)** **FATHER KEN**

Fr. Ken led the Pastoral Council in an opening prayer – for vocations.

2. **MEETING MINUTES REVIEW (5 MINUTES)** **PAUL HUNTON**

DISCUSSION	<ul style="list-style-type: none"> October Meeting minutes were reviewed and approved 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

3. **2011 PASTORAL NOMINATION PROCESS (30 MINUTES)** **COUNCIL**

DISCUSSION	<ul style="list-style-type: none"> Joe Cepec, Cara and Keith Biskup, and Bob Weir will be retiring from council this year. It was agreed that the nomination process from last year was very successful. Maxine proposed a schedule for the nomination process. It was as follows: <ul style="list-style-type: none"> Nomination announcements: 10/2-3 - complete Bulletin: 10/9-17, 10/16-17, 10/23-24 - complete Talks before Mass will occur on 10/23-24 - complete Last day to submit nominations 11/1 - complete Parish office e-mails Maxine/Bob name and contact info by 11/3 Bring list to Pastoral Council Meeting on 11/8. <ul style="list-style-type: none"> Bob and Maxine were made aware of 3 nominees Roy Draper is aware of two names Dave Kent provided several more names At least three of the people nominated have accepted the nomination. Maxine will be collecting the names and providing them to Council members and the office. Dawn, Roy, and Dave Kent have action to contact those who have been nominated. Notify nominees throughout November <ul style="list-style-type: none"> Cara provided a script for calls to be made to those who were nominated to determine if they would accept and to provide
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	<p>additional information. This completed an action item from last month's meeting.</p> <ul style="list-style-type: none"> ○ 12/4 Feast of St. Barbara – Names pulled. Contact nominees not in attendance to notify if selected or thank them if not. ○ 12/13 Mtg & introduce new members & discuss retreat agenda. <ul style="list-style-type: none"> ▪ Social/Introductions ▪ Roy: 1 case beer ▪ Keith: wine ▪ Others: Snacks, hors d'oeuvres, pop. • Since there were a number of people newly nominated this year, it was decided to change what was agreed to last meeting regarding those nominated last year. Those nominated last year but who were not selected (or nominated this year) will not be contacted. • Change to the nomination process: identify the nominees prior to the selection process. Selection process occurs after communion. Nominees selected and present would be recognized. Retiring members would be recognized. • The outline for the January retreat was discussed. An outline was provided (attached). It will be structured much like last year. The dates for the retreat are the 14th/15th. The first night will be at St. Barbara with the second day at St. Emma's. Cost for St. Emma's is \$25/person. Current members pay, St. Barbara's pays for new members. <ul style="list-style-type: none"> ▪ The schedule for Friday night will be the same as last year. <ul style="list-style-type: none"> ▪ Roy to do the wings ▪ Paul to bring a dessert ▪ Dave Yant, all other members: dessert/hors d'oeuvres ▪ Wine, Pop, Beer: Keith Biskup, Brad Polk ▪ Church to provide all paper products <p>St. Emma's Monastery on Saturday. Major items to be covered.</p> <ul style="list-style-type: none"> ▪ Mass ▪ Breakfast ▪ Tour of the Monastery ▪ Current objectives. Current council members felt that it would be best to continue with current goals/objectives, mission statements ▪ Discussion of last year Council accomplishments ▪ Reserved time for Fr. Ken. ▪ Religious topical discussion (Mother Mary Ann): "The Rule Applied." <p>It is desired that church staff members attend.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine what staff members will discuss when they attend.	Fr. Ken, Staff	Next Meeting
Provide e-mail contact list to all Pastoral Council Members & have available for new Pastoral Council Members	Paul Hunton	January Meeting

4. YOUNG ADULT PROGRAM COUNCIL

DISCUSSION	<ul style="list-style-type: none"> • Action from the last meeting was to identify potential candidates for the young adult program (19-39). <ul style="list-style-type: none"> ○ Names proposed by council members included <ul style="list-style-type: none"> ▪ Gary Ising ▪ Jim and Rose Sherwin ▪ Amelia and Chris Steele ▪ Alison Botti ▪ Laura and Jessica Kolano ▪ Matt, Greg, and Michelle Close ▪ Jamie and Dan Kowaliski ▪ Jeannette Sheldon ▪ Steve and Jill Prodiscimio ▪ Bob and Holly Vareha ▪ Paul and Stephanie Valiant ▪ Keith and Cara Biskup ▪ Jim and Carri Blawas ▪ Darren Miller (newly added) ▪ Tim Fritz (newly added) ▪ Justin Terek (newly added) ○ A phone call to formally contact the above named people will be
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	<ul style="list-style-type: none"> o made to invite them. o It was determined that we will defer contacting people and scheduling the information session until next year. o Christy Smith will be contacted in February to schedule the information session in March. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop an introductory letter to invite potential members to participate in this ministry. Develop a script/talking points for phone conversations with potential participants for the young adult program. The first contacts should only be to invite them to an information meeting.	Cara Biskup	January Retreat
Continue to think of people who might participate in this ministry	All	February Meeting
Contact Christy Smith regarding scheduling the youth program information session.	Dawn Borger	Post February Meeting

5. **MISC/UPDATE OF DIOCESAN MEETING** **COUNCIL**

DISCUSSION	<ul style="list-style-type: none"> • For the Feast of Christ the King, it was requested that the council take a ½ hr slot from noon to 6 pm for adoration. The Council will support from 12:00 to 12:30. • Brad Polk and Ken Meyer attended the meeting concerning raising awareness of parishioners on how to make planned gifts to the parish through estate planning. Both provided an update. Approximately 100 people attended from the Diocese. Information provided was good. Many people don't have wills. A measure of success for this program would be getting parishioners to draft wills at all. It was then discussed that one way to improve the monetary position of the parishes would be for parishioners to remember the Church in their will. This is to be a passive program that will be more educational in nature – not a "hard sell." Fr. Ken reported that a total of 10 people attended the meeting from St. Barbara's. • Forward following information to Fred Wassenaar to update on the website: <ul style="list-style-type: none"> o Mission Statement <ul style="list-style-type: none"> ▪ "To promote and encourage Catholics to join St. Barbara's worship activities on a regular basis." o Goals and objectives <ul style="list-style-type: none"> ▪ Establish a young adult program – in progress ▪ Re-invigorate the greeter program - complete ▪ Bring on a communications coordinator - complete ▪ Develop St. Barbara's slogan – complete <ul style="list-style-type: none"> • Put on front page of website • Paul Hunton suggested that Rheba Salac contact Mother of Sorrows concerning coordinating Haiti efforts • Fr. Ken discussed the dedication service during Sat. evening Mass for Veterans. It was very well received. Improvements will be made next year. • The trip to the Vatican Treasures exhibit was very successful. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide updated mission statement and goals/objectives update to the Webmaster for updating the website	Paul Hunton	12/14

6. **ADJOURNMENT/CLOSING PRAYER/BLESSING (10 MINUTES)** **FATHER KEN/ALL**

NEXT COUNCIL MEETING IS 7:00 p.m. MONDAY, December 13th, St. Barbara's Room.

Open Actions (Summary)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine what staff members will discuss when they attend the Pastoral Council Retreat in January.	Fr. Ken, Staff	January Meeting
Provide e-mail contact list to all Pastoral Council Members & have available for new Pastoral Council Members	Paul Hunton	January Meeting (complete)
Continue to think of people who might participate in the young adult program ministry	All	February Meeting
Develop an introductory letter to invite potential members to participate in the young adult ministry. Develop a script/talking points for phone conversations with potential participants for the young adult program. The first contacts should only be to invite them to an information meeting.	Cara Biskup	January Retreat
Contact Christy Smith regarding scheduling the youth program information session.	Dawn Borger	Post February Meeting
Provide updated mission statement and goals/objectives update to the Webmaster for updating the website	Paul Hunton	12/14 (complete)

St Barbara Pastoral Council Workshop
January 14 and 15, 2011
Agenda

Friday-January 14, 2011 @St Barbara Social Hall

- 6:30 -7:00pm Benediction
- 7:15-8:00pm Workshop opening remarks and introduction of new council members
Update contact list
- 8:00-8:15pm Outgoing council members recognition and reflection
Cara Biskup, Keith Biskup, and Robert Weir (Fr. Ken)
- 8:15-8:30pm Determine 2011 Facilitator & Alternate, Recorder & Alternate
And 2 new members for the Transition Team (for elections and retreat).
- 8:30-???? SOCIAL ☺

Saturday-January 15, 2011 @ St Emma

- 7:00-7:30am Mass with the Sisters (optional)
- 7:30-8:30am Tour of St. Emma conducted by the Sisters
- 8:30-9:15am Breakfast
- 9:15-10:00am Pastoral Staff introduction and roles/responsibilities
- 10:00-10:15am Break
- 10:15-12:15pm State of Pastoral Council-successes, future direction, established goals
- 12:15-1:15pm Lunch
- 1:15-2:00pm Sister Mary Knoll—"the rule applied"
- 2:00-2:30pm Ken Meyer/Fr. Ken
- 2:30-3:00pm Wrap up and closing prayer by Fr. Ken