

Pastoral Council Meeting Notes

Holy Name Parish, Ketchikan, AK

15 August 2016

6:00 Opening Prayer - Fr. Pat

In attendance: Fr. Pat, Patti, Maria, Purita, Tom and Mark

Yellow highlight indicates "to do items"

Old Business:

- Review and Approval of DRAFT Pastoral Council Charter
 - The group reviewed revisions to the DRAFT Charter provided by Tom.
 - The group generally accepted all of the suggestions.
 - Tom will update the Charter and provide a final copy for the group to review for the September meeting.
- Ministry Leader's Meeting
 - Fr. Pat will finalize the letter of invitation for the ministry leader's meeting to be held Monday, Sept 12. Shelly will send letters out to list of ministry leaders by end of August.
 - The meeting will be on the Monday after a series of "Commissioning Masses during the weekend of Sept 10-11.
 - The meeting will be focused on ministry leaders but open to any ministry volunteer who would like to attend.
 - Final potluck fair should be organized by Pastoral Council by Sept 8 or 9.
 - Patti will ask Johanna to post announcement of Minister's meeting and Commissioning Masses on the Web.
- Next Ministry Fair
 - Need to select date for the next Ministry Fair (Sept/Oct) and announce it at Ministry Leader's meeting.
 - Ruth will be the lead on the next fair and will let us know how we can help.
- Director of Religious Education and Youth Minister: Status on vacancy
 - Fr. Pat has asked Mark and Patti to review three applicants and recommend skype interviews with any that we feel are potential candidates for further personal interview.
 - Patti and Mark will discuss their review of the applicants with Fr. Pat after Pastoral council meeting.
 - Mark will take the lead in contacting any prospective candidates and keep Fr. Pat and Nicole informed.
- Pastoral Planning:
 - **Census:** Tom has received access to the census registration form from ParishSoft and will be modifying it somewhat to meet our needs while ensuring the information is provided for data entry into the software program.

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- Tom is taking a webinar on ParishSoft so he can become familiar with the component related to parishioner registration forms and data entry.
- Formal training on ParishSoft is in Atlanta in Sept. and Fr. Pat is considering sending Shelly. The Council agrees it would be beneficial.
- Tom will soon be moving forward with organizing a small group to begin contacting parishioners to complete the registration forms.

Standing Items:

- School
 - Annual Alaska Day Auction
 - Next auction committee meeting planned for August 25 at 6:00 pm. From that point on, we will have weekly meetings every Thursday evening in the school library.
 - Donations letters went out this week to prospective donors.
 - All is going well and on track. We could always use more members.
 - Holy Name School Advisory Board:
 - First meeting of the Board is Thursday, Aug 18.
 - Patti has been asked to be a board member representing the Pastoral council on that committee.
- Finances
 - The Finance Council is in the heat of the budget process and have met twice in the last month focusing on both church and school budget.
 - The Finance Council has adopted several goal and objective statements for this year.
 - Trying to implement an easier on-line donation process.
 - Looking into a credit card terminal for HNCS to make tuition payments easier.
 - A formal budget has been adopted.
 - We have some cost savings from HNCS form last year, a direct result of the HUGE donation provided by both Johanna and Eric Collins in their volunteer work in facilities and school administration. Fr. Pat would like to determine if these cost savings are “available” for use in any of the financial priorities that are identified.
 - We will no longer have the cost savings from the school administration side since we are paying for that position. We will need to consider this in our budgeting.
 - Donations for HNCS from cruise ship visitors is down by about ½ of that from last year.
 - Finance council projects a deficit for the HNCS this year.
- Facilities
 - The staircase leading from the school to Brindle Hall and Brindle Hall have been painted by volunteers.
 - The HN gardeners continue to improve the beautification of the parish grounds. Their next project is in front of the school.

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- Tom reported his research on replacing the carpet in Parish Hall where he received an estimate from one company and will be receiving another from someone else. Tom wants to have a solid price on this project before going to parishioners asking for financing. He will likely ask for financing the same way we asked for the school carpet replacement – tile by tile.
- Kneeler maintenance – Tom is working on the kneeler maintenance project. He has an estimate for upholstery work needed for the kneelers, but no word on the actual material costs. There is some difficulty in receiving the proper hardware as well, but he is working through that.

Closing Prayer – 7:30

Next Meeting: September 19 at 6:00 pm.