

**Pastoral Council Meeting Notes**  
**Holy Name Parish, Ketchikan, AK**  
**15 February 2016**  
**6:00 to 7:30 p.m.**

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**Yellow highlight indicated “to do” for committee member(s)**

**Opening Prayer** led by Fr. Pat

Ministry Fair Follow-up

- We reviewed each ministry and discussed existing and potential “leaders”. The only leaders not already identified are as follows:
  - Eucharistic Ministers – Kitty Potts
  - Gardening Ministry – Grace Hasibar
  - Love-In-Action – Mary Schulz
  - Prayer Chain – Pam Schull
- A follow-up letter will be sent by Fr. Pat to welcome all ministry volunteers with an invitation to all leaders to a meeting to discuss rules and responsibilities of each ministry and scheduling an installment Mass for all ministry volunteers. Patti will draft the letter for Fr. Pat.
- Training of the new ministry members will need to be coordinated between each group (by the leader) and Fathers Pat and Mike. Training should be conducted as soon as possible.

Comprehensive listing of all ministries and volunteers (updates since ministry fair)

- The group reviewed the DRAFT contact list. The ladies working in the Church Office are also reviewing the list and will provide Patti with names and contact information that need to be added ASAP.
- It was decided to exclude all the people who participate in the Funeral Ministry on the contact list and only have the three people who lead the ministry on the list.
- Fr. Mike will ask Shelly to contact everyone on the list to verify if they agree to have their contact information publically available. For those who do not agree, we will have their name listed on the contact list, but not their email or telephone number. That information will only be provided to the Church office personnel.
- The contact list will be completed by the first week in March and posted on the Holy Name website and in the church office.

Church NEWS

- A Reconciliation publication and evening Penance services will be offered during this Lenten season during one of the weeks before Easter. Fr. Mike will contact Fr. Ed Peniston to help with this effort.
- Stations of the Cross are going well this season. Soup and bread dinner is offered after Stations along with a presentation video on Catholicism by Bishop Robert Barrons. This contributes toward our goal of adult education.

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## Pastoral Planning

- #7 – “Come Home” Program – Due to schedules, this element will be postponed.
  - We intend to move forward on developing a list of parishioners in Ketchikan that we know are catholic but have not been coming to church. We will put in a request for names in the bulletin and from the pulpit. A deposit box will be available for people to provide these names.
  - Next meeting we will brainstorm on the list.
  - Father Mike will research some type of form letter to send to inactive Catholics asking if they would be interesting in meeting to discuss why they are no longer attending Mass or practicing their faith.
- #29 and #55– Parish/Diocese Census
  - Fr. Mike and Shelly are learning ParishSoft – a computer package used in the diocese to track/document and analyze information regarding parishioners.
  - Fr. Mike spoke to Ruth Vincent at the diocese and found out there are template forms from ParishSoft to use as census forms. We will use these forms for the upcoming census.
  - All Sacramental records need to be input into ParishSoft. Shelly will be starting this soon.
- NEW PRIORITY ELEMENT: Element #1 – *Telecommunications will be used to help promote evangelization, catechesis, and participation in retreats and workshops.*
  - It was suggested that there are several things we can do to move forward in this element. They include the following:
    - Make the Holy Name Website a more dynamic and active tool for the parish.
    - Johanna Collins is the webmaster and is happy to post anything at any time.
    - Weekly announcements can be posted on the Home Page of the website to alert parishioners of events of the week.
    - Weekly bulletins should be posted as soon as they are completed. Church office personnel will forward weekly bulletin to Johanna once they are completed as a Standard Operating Procedure.
    - Ministry schedules will be posted on the website as soon as they are completed by Church office personnel forwarding to Johanna as a standard operating procedure.
      - Johanna will need to develop a heading on the Home Page so people will know where to go for the ministry schedules.
    - A monthly calendar of events should also be posted to the website showing all the activities of the parish each month.
    - Pastoral council already forwards monthly meeting notes to Johanna to post, but other groups should also do the same. The website can accommodate other headings for the other committees.

**Fr. Pat will be out of town the month of March (military + meetings). Fr. Mike is in charge!**

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**Next meeting: March 21 6:00-7:00**