

Pastoral Council Meeting Notes
Holy Name Parish, Ketchikan, AK
25 January 2016
6:00 to 8:00 p.m.

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

Opening Prayer led by Fr. Pat

Fr. Mike has returned to Holy Name after being away for over a month. We are grateful!

Ministry Fair

- We had good success in receiving additional volunteers for many of the ministries represented at the Ministry fair held the weekend of January 16-17.
- We have contact lists for each ministry that we will input into our comprehensive list of contacts for all ministries.
- Each ministry should have an assigned “leader”. Some already do, but those that do not, we will review the list and recommend a leader to Fr. Pat, with a follow-up to seek interest from the party identified.
- Follow-up 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.
- An installment ceremony was recommended to show our commitment to each ministry in a public way as well as ensuring our members feel the strength of our Lord in support of the ministry they are involved with. This installment ceremony should take place at each Mass, perhaps close to the Lenten season.

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

- Patti will get copies of the list of volunteers and update the contact list, or provide it to Olivia for her to update.
- The contact list will be posted on the Holy Name website and in the church office.

Pastoral Planning

- The group discussed the 5 Priority A items that we agreed to work on this year and came up with several **action items** associated with each:
 - #7 – “Come Home” Program
 - First need is to develop 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.
 - 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.

- Once letters are sent, there will be follow-up phone calls from Fathers Mike and Pat inviting them to share in a meal or have some other type of personal contact to discuss issues.
- #29 and #55– Parish/Diocese Census
 - The primary tool needed to implement this is ParishSoft – a computer package used in the diocese to track/document and analyze information regarding parishioners.
 - Fr’s Mike and Pat need to be trained in the usage of ParishSoft as well as the new Parish Secretary, Shelly Tradel.
 - Training will occur in spring of 2016.
 - Until that time, hard copy records should be organized and eventually input into ParishSoft (Shelly will do this).
 - Fr. Mike will ask Ruth Vincent at the diocese if there are any template forms from ParishSoft to use as census forms. If not, he will research other references for standardized forms (we feel if ParishSoft has a census form, we should use it since we will use this software to input the data).
 - For now, a group of people will be gathered to work on the census. Tom Schulz will lead the group after he returns from Hawaii in April.
- #51 – The Future of Holy Name School
 - Not much more we can do with regard to this element except monitor the continuation of enrollment and progress on curriculum.
 - A School Advisory Board exists, which should provide the needed oversight of the school.
 - Fr. Pat believes he might receive early commitment from several of the teachers to continue their contracts for the 2016-2017 school year. It is recommended that the school have a firm commitment for teachers by the end of the 2016 school year (May 2016) so that parents will be assured we have a full staff for next school year.
 - It was suggested that Holy Name Parish have a standing “Auction Committee” comprised of parishioners who are committed to leading the auction each year. Parents of students should be used as “supplemental”. We need to provide consistency and historical knowledge on how the auction is run so we don’t have to ask one or two people to lead the effort each year. A committee of 4-5 people from the parish is suggested.
- #81 – Yearly Retreats
 - Several retreats were suggested for the 2016 calendar year:
 - Men’s retreat – Tom volunteered to lead with Fr. Mike (late spring)
 - Women’s retreat – Fr. Mike will talk to Sister Beth about leading

Our Mission: We, the Pastoral Council of Holy Name Catholic Church will seek to advise the pastor on all matters affecting the good order of the parish, with an emphasis on strategic approaches to advance the cause of the Gospel in our community, being guided by the authentic teaching of the Holy Roman Catholic Church. As representatives of the parish we will be sensitive and responsive to the needs and concerns of all in a spirit of prayer, commitment and action.

- Weekend Mission – for everyone: Fr. Pat will ask Fr. Ed who the Oblate priest was that we had as a speaker several years ago. We may not be able to do a Mission this year, but will consider it.

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

Next meeting: Feb 15 6:00-7:00