

Pastoral Council Meeting Notes **Holy Name Parish, Ketchikan, AK** **11 July 2016**

6:00 Opening Prayer - Fr. Pat

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

Yellow highlight indicates "to do items"

Fr. Pat introduced a new member to the Pastoral Council – Mark Hilson, who is leading the newly revised Finance Council. Welcome Mark!

Old Business:

- Ministry Fair Follow-up:
 - Father Pat made final edits to the draft letter to Ministry Leaders which invites all ministry leaders to a meeting.
 - The letter will go out in August (when Fr. Pat returns from World Youth Day).
 - The group agreed that the meeting would be held Sept 12 (Monday) at 6:00 pm.
 - The meeting will have pizza and drinks provided.
 - We will have completed contact lists to provide to ministry leaders for each group.
 - Fr. Pat will let us know if he needs any other materials for the presentation of information at the meeting.
 - It was suggested that we have another Ministry Fair” in September or early October (after ministry leader meeting) and have this be the official kick off for an annual event. Ruth agreed to help lead the upcoming Ministry Fair in Sept.
 - The "Commissioning Mass" for ministry volunteers will be scheduled at the ministry leader meeting for this fall.

- Comprehensive Contact List
 - The comprehensive contact list of all ministries, staff members, committee members, and organizations has been completed to the best of our ability and resides in the church office. The church office could use some motivation to review the lists and provide Patti any information that needs to be added.
 - Once the church office has done their quality control check and provided any additional information, this task will officially be completed.
 - The only remaining item concerning contact lists is support from the church office that they will be kept current. A quarterly update cycle for this lists is recommended and should be a part of church office standard operating procedures.

- Holy Name Website
 - Patti again mentioned to the group progress being made on the Holy Name website.
 - Johanna is posting weekly bulletins the Friday prior to weekend masses. Johanna will keep the previous and current week's bulletins on the web.

- Church staff is providing Johanna relevant and updated information to post to the front “banner” page of the website on a weekly or daily basis to provide weekly postings of activities, events, or other key messages.
- The church office was asked to provide a notice in the bulletin about the availability of it and other information on the website. Unfortunately it did not get in, so we will try again.
- Status of vacancy for Director of Religious Education and Youth Minister
 - The position of DRE and YM was offered to a young woman but was turned down.
 - Two other applicants are being considered. One of the two was interviewed via Skype by Nicole Miller. She sounds promising and we would like to fly her to Ketchikan for a personal interview.
 - Moving forward with this has been delayed due to travel and training for Nicole.
 - Fr. Pat will ask Nicole to contact the applicant to see if she is still interested in the position and to schedule a trip to Ketchikan. This needs to be done prior to Nicole leaving for World Youth Day. If Nicole cannot get to it, Mark volunteered to contact the applicant and set up the trip so that the personal interview can be conducted the beginning of August when Nicole and Fr. Pat return.
- Pastoral Planning:
 - Most of the high priority elements for pastoral planning have been on hold due to the ever-changing personnel within our parish. We continue to wait for decisions from the Bishop on whether or not we will get Fr. Mike back to Holy Name. Fr. Pat anticipates this decision to come sometime in August. This decision is crucial for future planning and implementation of the following high priority elements identified in the Pastoral Plan for Holy Name Parish:
 - #7 – “Come Home” Program - on hold – we need Fr. Mike to lead this effort.
 - #29 and #55– Parish/Diocese Census: Tom reported that he is working on the census form, a compatible form that can be migrated into ParishSoft program. Once this is complete, Tom intends to get a group of 5-6 people to begin the personal contact process of completing the Census. Yea Tom!
- Review of DRAFT Pastoral Council charter:
 - A brief introduction behind the need for a Pastoral council charter was provided.
 - Rather than going through the charter section by section, it was decided to send the charter out to people once again and have them edit the electronic copy using “track changes”.
 - The revisions to the charter will be discussed at the August council meeting.
- Re-vitalizing Church/School committees:
 - Status of newly revised Finance Council:
 - Mark Hilson, leader to the newly revitalized Finance Council, provided the group a summary of what that group is doing.
 - The group is comprised of mostly new members with standing members as well.

- The group prepared financial statements that will be used to develop a new budget. Today, there is a Vers. 3.0 DRAFT budget for Fr. Pat's review.
- This year there is a surplus of funds from Holy Name School due to Johanna's volunteering as School Administrator for most of the school year.
- For next school year, Fr. Pat has approved some salary increases for several teachers and the need to finance the school administrator position (Nicole Miller's salary).
- The group discussed future composition of the finance council. Fr. Pat reiterated that the official Latin translation to the finance council (according to Canon Law) is that the group actually oversees the "material" welfare of the parish, which includes more than finances. As such, the group was reminded of the list of Finance Council committee members we recommended from our May meeting as follows:
 1. Accountant/Book keeper – this person should be the lead accountant and/or book keeper (formally known as the Parish Business Manager).
 - Judy Berg – possible candidate
 2. Facilities/Maintenance Operations lead – this person would be the lead for the facilities committee, which would be composed of several people who have skills in construction and/or maintenance.
 - Eric Collins, Doug Miller or Rob Miller – possible candidates
 3. Lawyer – this person should have a legal background to help the parish in legal matters when needed.
 - Nathaniel Curall – possible candidate
 4. Land Use Planning – this person should have a background in land usage, permitting with city and other land planning skills.
 - John Pearson – possible candidate
 5. Banker – this person should have a banking background to help understand finances and investments.
 - Mark Gurerrea – possible candidate
 6. Partnerships/Grants/Agreements – this person should have a background in grant development and seeking partnerships or agreements to obtain additional funding for school and/or parish.
 - Bett Jacubett – possible candidate
 7. Media – this person should have a background in media such as newspaper reporting or radio to facilitate networking and marketing.
 - Nick Bowmen – possible candidate
- The finance council was provided a list of capital improvements from Eric Collins. These priorities are as follows:
 1. School sprinkler repair – we received a formal letter from the Fire Marshall stating we are currently non-compliant for this part of the school facility. This is essential work. Eric recommends we begin the repairs next summer as the #1 priority. Cost estimated at \$60-\$75K.

2. School wall energy upgrade – this is essentially replacing the windows and walls underneath for increased insulation. This work will decrease fuel costs for heating the building. No cost estimate provided.
 3. Heat system control upgrade – this job needs to be done to upgrade the heating controls to current standards. Cost estimate is \$50K.
 4. Boiler/Heat system upgrade – this job should be done to have an overall energy efficient heating system for the school facility. No cost estimate.
 5. School lighting system upgrade. No cost estimate
 6. Church Roof – chronic leaking problems in the roof have temporarily been abated but we suspect they will return. No cost estimate.
 7. Asbestos abatement – there are many areas in the church and school associated with the heating system (and possibly elsewhere) where asbestos exists. It was suggested that we develop a long-term plan to replace the asbestos by a qualified contractor during their “slow” times of year.
- Discussion of priorities took place, with the group agreeing that the #1 priority is repairing the school sprinkler system since we have a non-compliance issue with the Fire Marshall, followed by an annual plan for replacing the asbestos in the building.
 - Discussion of how to finance these capital improvements took place, with several options considered:
 1. Grants – we may be able to get several grants to finance the capital improvements, but it is essential the grants are administered by qualified personnel who work for the parish. We do not advocate individuals or lay people to submit and/or oversee administration of any grants under the auspices of Holy Name Catholic Church.
 - a. Any grants that are proposed should go through a vetting/review process of both the Pastoral and Finance Councils.
 - b. It was suggested that we develop a “Grants” ministry to see if someone with professional-level expertise from the parish has the time and willingness to be our “grant administrator”. If we cannot find a qualified volunteer, it would be essential that a paid staff member administer any grant that we pursue. This could be the Business Manager, but not under the current organizational structure. Mark offered to contact Bett Jakubett to see if she can recommend someone who understands and works with grants and agreements as possible volunteer for this service.
 2. Loans – it was mentioned that the banks in Ketchikan offer very reasonable low interest-rate capital improvement loans. This may be a good option for the asbestos replacement project.
 - Fr. Pat reminded the group that financing capital improvement projects takes away from other priorities related to catechesis and spiritual ministry by focusing resources toward the facilities. Unfortunately, we do not have the finances to do both capital improvements and move forward in our other Parish priorities. A

balance needs to be established, which will be on-gong discussions between pastoral and finance councils.

- Status of newly revised Holy Name School Advisory Board
 - Nicole has started contacting candidates for this committee. No news to date.
- Status of proposed revised Facilities committee
 - Eric Collins and the Millers (Doug and Rob) do most of the facilities work in the parish. This appears to be working fine and so the need for a formal facilities committee may not exist.

New Business:

- Church picnic
 - A budget was requested to support the 2016 Church picnic planned for August 21.
 - A \$400 cap was established for the picnic and the picnic committee members are encouraged to submit receipts for all purchases rather than use them as a donation.
- New Parish Directory:
 - Lori Ortiz is getting close to finishing the Parish directory.
 - Lori requested permission to purchase a shared license with the Diocese for a Parish Directory Software package, which will make creating the directory and future updates much more efficient. The council approved this purchase. Ruth will inform Lori.
 - The final directories will be printed at just over \$8 each. Lori recommends we print about 10 copies and then open up production of more copies for parishioners at a cost of \$9 each. Once we get any orders from parishioners, we will order additional copies.

Standing Items:

- School – Annual Alaska Day Auction
 - The first Alaska Day Auction committee meeting was last week, organized by Nicole.
 - We are off to a good start with Fish Pirate's/Annabelle's donating the food.
 - We recommend the Parishioners tackle the desserts once again, only this time we don't need as many. We hope Chaz will lead that effort again.
 - Tiffany Cook and her crew from the bank are essential for getting donations and managing them.
- Finances
 - Fr. Pat is very concerned about the weekly offerings that are far too low. The Council needs to think about adding "Stewardship" as a priority to address in the upcoming year.
- Facilities
 - The gardening project led by Martha Jacobson has been a success, but an unforeseen cost to the parish. We may end up having to pull non-existent funds to

help finance the project (in spite of the many donations). This type of financial commitment should have gone through the Pastoral council and/or Finance council to get our approval. In the end, the project will be nice but the manner in which it was organized was not ideal from a financial standpoint. In addition, we took valuable time away from the Texas Youth Group who had planned on doing a lot more catechesis with our church community, rather than the hard labor we put on them. This too was less than ideal and certainly not the original plan.

- Status of pew/kneeler maintenance is as follows:
 - Tom found a source of materials similar to the kneeler and pews that are needed. The group voted on a color for several new kneelers which Tom will now order.
 - Tom will get an estimate on cost/yard of the material for possibly replacing the kneeler pads with this new material so it will all look consistent and last another 20+ years. We may procure a local upholsterer to do the kneeler replacement if we can get a good price for the material.
- Upgrades for Parish Hall
 - The Texas Youth group will be painting the Parish Hall on July 12.
 - Tom and Mary Schulz found new carpet that goes well with the old carpet for replacing in Parish Hall. They are 12X12 squares. Tom is getting a good price on them and hopes to ask for donations for purchase of enough to completely re-floor Parish Hall and possibly the hallway downstairs.
 - Tom recommends we use linoleum floor covering from the kitchen entrance along the wall to the speakers in Parish Hall instead of the carpet to have the ability to “mop up” during pot-lucks and other gatherings.
 - Tom hopes to have this project completed by Thanksgiving or Christmas.

Next Meeting – August 15 – please let Patti know since this is the 2nd Monday instead of the 3rd Monday.

8:15 - Closing Prayer