

**Pastoral Council Meeting Notes**  
**Holy Name Parish, Ketchikan, AK**  
**21 March 2016**

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**7:00 Opening Prayer** - Fr. Pat

In attendance: Fr. Pat, Patti and Ruth

**Old Business:**

- Ministry follow-up letter and invitation to all leaders
  - Patti provided a draft letter to all ministry leaders inviting them to a meeting with Fr. Pat to discuss roles, responsibilities, procedures and training needs. Father is just back from military duty and is combing through his emails.
  - Instruction/procedures of each ministry are completed and documented. These will be distributed to each ministry leader for dissemination to the volunteers under their perspective ministry group.
- Training of the new ministry members
  - Training sessions have been provided for Eucharistic ministers, Lectors and Ushers. Fr. Mike may have put on a Servers training, but we are not sure. Additional training for other ministries may be needed and will be determined at the Ministry Leader meeting currently being organized.
  - After all trainings are completed, there will be a "Commissioning Mass" for ministry volunteers.
- 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.
  - The contact list is being forwarded to the Church office where any missing information will be populated. Church staff will use this list as their most up-to-date list of all contacts.
  - Most people who were asked about sharing their contact information were fine with doing so, including posting on the website. However, it was decided for privacy issues, we will not post this contact list on the website. One alternative is that we could have the list, but not the contact information (telephone number and email) on the website, so that people can at least know who is involved with what.
  - Fr. Pat is dedicated to keeping this contact list alive and updated and will develop an annual or semi-annual process for doing so by the church office staff.
- Holy Name Website
  - Patti shared the discussions she had with the Church office staff and Fr. Mike in early March on providing the bulletin, monthly ministry schedules, monthly calendar of events, and weekly announcements on the Holy Name Website.
  - Johanna Collins is currently the webmaster and is willing to post this information on a scheduled and weekly basis. The bulletin and other documents must be in PDF format. If church office staff need training on how to convert Word documents to PDF format, she is more than willing to provide those instructions.

- The first order of business will be to get the weekly bulletin on the website. Secondly, Patti will create a template for a consolidated ministry schedule which will be on the website. This template will provide each ministry leader the opportunity to fill in their monthly schedules online, alleviating the church office from having to compile all the schedules. Training to the ministry leaders on how to access and edit the consolidate schedule online will be provided when it is up and running.
- Finally, developing a dynamic and active calendar of events and schedules for meetings will be a work in progress.
- Church staff will be encouraged to access the website on a weekly or daily basis to ensure information is current as well as to provide weekly postings of activities, events, or other key messages on the home page of the website. This will be particularly important as we approach the tourist season with our Port to Pew ministry.

### **Pastoral Planning:**

- #7 – “Come Home” Program: Developing a list of non-practicing Catholics in Ketchikan
  - Church office staff have already begun compiling a list of names for this ministry.
  - Fr. Pat plans to begin contacting these people in the near future.
  - Next steps for formally contacting and planning on this ministry will need to be identified in future Pastoral Council meetings.
- #29 and #55– Parish/Diocese Census: Update on learning ParishSoft
  - Fr. Pat reported that good progress is being made in learning this software by church office staff and pastors.
  - We deferred discussing a schedule for inputting all Sacramental records for a later date.

### **New Business:**

- Activities
  - We discussed scheduling the annual Church picnic at Ward Lake.
  - Suggested dates are August 7, 14 or 21.
  - Bishop Burns will be leading his annual Southeast Alaska Cruise, which is planned for August 24-28 (??). We do not want to conflict with these dates.
  - Lori Ortiz has volunteered to lead the planning of the church picnic. There is apparently a rule that the church office needs to formally request the shelter at Ward Lake in April.

### **Standing Items:**

- Holy Name School
  - It appears that all teachers at Holy Name School have agreed to teach for the next school year!
  - New PE teacher and school secretary have been hired.
  - The 5<sup>th</sup>/6<sup>th</sup> grade trip to Juneau is this April.

*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.*

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- The Pastoral Council is pleased to see the blue polo shirts for Holy Name School as standard dress for the students. A suggestion for implementing a dress standard for teachers and staff was provided.
- Facilities
  - No new news.
- Finances
  - According to our business manager, both the church and school appear to be doing fine financially at this time.
  - Funds collected through Faith in Action were just enough to pay off the Diocese. No additional funds will be available to the church through Faith in Action this year.
  - This is unfortunate since we have additional staff costs including one new priest (Fr. Mike). It is expected that costs will increase for religious education, in spite of the fact we did not re-hire the vacancy provided by Ana as DRE.

**Fr. Pat's schedule over the next few months:**

- April – gone April 11-15 and April 18-28.
- May – one meeting in early May; 1<sup>st</sup> Communion is planned for May 22 and Kayhi Graduation Mass is May 29.
- June – here all June
- July – World Youth Day – gone July 17-Aug 1.
- August – here all month (may take some time during summer to visit family).

**8:00 - Closing Prayer**