

Pastoral Council Meeting Notes Holy Name Parish, Ketchikan, AK 16 May 2016

6:00 Opening Prayer - Fr. Pat

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

Yellow highlight indicates "to do items"

General Announcements – Fr. Pat opened up the meeting with several overviews of different aspects of church operations:

- Fr. Mike Galbraith will continue his assignment as Acting Pastor of St. Paul's parish in Juneau until August. The diocese is down three priests in the past 6 months.
- Fr. Mike will be in Ketchikan for two weeks in June with a group of volunteers from his parish in Texas who will be engaged in several maintenance projects at Holy Name. This group and another "construction crew" will be spending some time in Juneau at St. Paul's as well.
- Fr. Pat will be here at home for most of the summer, with the exception of the last two weeks of July where he will be attending World Youth Day. Fr. Matt Cumberland will be here during his absence.
- Fr. Pat and church staff will be interviewing a prospective candidate for Holy Name Director of Religious Education and Youth Minister. Ms. Taylor Wilkerson will be here next week. This vacancy is vice-Miller.
- Nicole Miller has been reassigned from her previous duties as Youth Minister and Catechist of the Good Shephard to Holy Name School Administrator. Nicole will retain her role as Catechist of the Good Shephard and will be instrumental in the religious education of Holy Name Catholic School as well as her many other administrative duties.
 - This change in position is due to many factors, including career development for Nicole.
 - It was suggested a training plan be developed for this position with the objective of supplementing current knowledge and experience.
- There continues to be concerns expressed by some Council members on the level of support to Holy Name Catholic School given the low enrollment. Fr. Pat is committed to continuing the school, but is monitoring its progress.

Old Business:

- Ministry Fair Follow-up:
 - 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 will take a look at the letter and edit it to invite all ministry volunteers to a gathering sometime in June, both as instructional and as a thank you for their services. It was suggested we have a pot luck for this event.

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- Instruction/procedures of each ministry are completed and documented. These have been distributed to each ministry leader for dissemination to the volunteers under their perspective ministry group. It was also suggested that a contact list for each ministry be distributed by ministry leaders to their “team” so that people have contact information and don’t have to ask church staff for this information.
- Training of the new ministry members has been provided for all the various ministries.
- A "Commissioning Mass" for ministry volunteers is suggested 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.
 - There continues to be some concern about ministry volunteers having access to contact information and now having to go to the church office for getting it. We decided to distribute contact lists to ministry volunteers in hard copy format only.
- Holy Name Website
 - Patti showed the group where Johanna created a tab for locating the weekly bulletins. Olivia is sending Johanna the bulletins on the Friday before Mass. Johanna will keep the previous and current week’s bulletins on the web.
 - 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 announcement page of the website. Fr. Pat emphasized the need for church staff to be trained in web administration so that someone in the office can actively work on it. This will be the only way the keep this website active and dynamic.

Pastoral Planning:

- #7 – “Come Home” Program and #29 and #55– Parish/Diocese Census:
 - With all the staffing changes and vacancies in priests throughout the diocese, moving forward on these planning elements has been put on hold.
 - We at least have one major accomplishment for the year to report to the Bishop, and that is the increased ministry participation through our Ministry Fair. Fr. Pat would like host another fair in September.

New Business:

- Pastoral Council Membership: It was suggested that we need additional members in the Pastoral Council. We never replaced the two individuals who left the group a year ago.
- Fr. Pat would like to have one member of the Council be affiliated with the Boy Scouts.
- We discussed membership terms and wondered if we ever formally developed a Pastoral council Charter delineating roles, responsibilities and membership terms.
- Patti will review past meeting notes because we vaguely remember discussing this.
- It was suggested we develop a formal Pastoral Council Charter, as well as advertise through the weekly bulletin, for two new members.
- Fr. Pat asked if any member wished to step down and no one said yes.

Standing Items:

- Holy Name School
 - All teachers at Holy Name School have agreed to teach for the next school year!
 - Currently both preschool classes are full for next school year with a waiting list. We may have the need to add another preschool class, in particular with State budget cuts for preschool. This would be great.
 - We have a total of about 30 students in grades K-6. We are hoping for all of these students to return next fall as well as recruitment of more students.
 - The Diocese has established a Holy Name Endowment, which we will have the need to extract some funds from to pay off the end of year obligations.
 - Faith in Action funding has ceased in support of Holy Name School; however, Fr. Pat is not concerned since the Diocese has subsidized school costs for some time and will continue to do so.
 - Holy Name School will discontinue the “incentive program” which was established to provide incentive in costs savings by keeping students enrolled in the school over the years. It was found this program was not providing the intended objective and will therefore be discontinued.
- Facilities
 - Eric Collins is gone for the summer, so the key contact for maintenance operations is either Doug or Rob Miller.
 - **Father believes we need to have an active facilities committee**, which would be a component of a larger Council devoted to the Physical Operations of the parish. See notes under “finances” for more details.
 - Ruth reported some excellent maintenance on church pews to get rid of nicks and blemishes in the wood.
 - **Additional maintenance on the church kneelers is sorely needed. Replacement parts may be hard to find considering their age. Tom will google it to see if he can find replacement parts. Fr. will ask the contractor group coming from Texas in June to work on the kneelers as one of their volunteer jobs.**
- Finances
 - There has been some difficulty in obtaining up-to-date budget information.
 - **Fr. would like to re-establish a formal Finance Council, but with a different team composition than has been in the past.** According to Canon law we should have a Council devoted to the “Physical Operations” of the parish and this is the type of council Father Pat will be pursuing. This Council, possibly called “Operations Council” will be devoted to the physical needs of the parish, as opposed to the spiritual and social needs of the parish emphasized in the Pastoral Council.
 - The composition of this new Council was briefly discussed and includes the following types of people (some possible candidates are provided):
 - Accountant/Book keeper – this person should be the lead accountant and/or book keeper (formally known as the Parish Business Manager).

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- Judy Berg – possible candidate
- 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
- Lawyer – this person should have a legal background to help the parish in legal matters when needed.
 - Nathaniel Curall – possible candidate
- Land Use Planning – this person should have a background in land usage, permitting with city and other land planning skills.
 - John Pearson – possible candidate
- Banker – this person should have a banking background to help understand finances and investments.
 - Mark Gurerrea – possible candidate
- 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 Jacobett – possible candidate
- Media – this person should have a background in media such as newspaper reporting or radio to facilitate networking and marketing.
 - Nick Bowmen – possible candidate

8:00 - Closing Prayer