

Parish Pastoral Council Meeting Minutes
August 13, 2007
6:30 p.m., Saints of the America's Room

Attendees: Rev. Msgr. Robert M. Coerver, Tony Acuna, Nicholas Alberts, Norm Brennecke, Julie Dulac, Bob Guzik, Jose Rodriguez, Yolanda Rodriguez, Bill Stewart, Karen Stonecipher, Rob Taylor, and Lupe Martinez (Finance Council).

Absent: Lorraine Chambers, Brett Ensor, Karen Moss, and Dan Muckensturm

Father Bob opened the meeting with prayer.

Space Subcommittee Report

Karen Stonecipher reported that the Space Subcommittee consisting of herself, Anthony Delarosa and Lupe Martinez met with Dr. Ron Taylor, Headmaster of HCA and Ralph Bretz, Business Manager. The Space Subcommittee requested this meeting to discuss the possibility of leasing gym space from HCA on Wednesday and Sunday evenings. The gym would be used for various activities for Our Lady of the Lake youth, specifically, the 7th and 8th grade classes and the high school students. Both Dr. Taylor and Mr. Bretz were agreeable to leasing the space to OLOL. Karen reported that a contract was being drawn up and would be given to the Finance Council pending approval. Lupe also reported to the Parish Council that a discussion was held with HCA regarding possible use of their driveway around their school as an egress for OLOL parishioners on Sunday mornings. Again, both Dr. Taylor and Mr. Bretz were open to this suggestion but said they would need to take this request to their Board of Directors.

Parking/Access Subcommittee Report

The contents of this report were submitted to the Parish Council under executive session.

Pastoral Planning Subcommittee Report

Fr. Bob reported that the Pastoral Planning Subcommittee had discussed the idea of hiring a facilitator to help OLOL become a stewardship parish. This subcommittee will now be called the Stewardship Committee. Fr. Bob informed the Parish Council that his homily the weekend of August 18th and 19th will focus on stewardship. Fr. Bob reiterated to the group that stewardship is more than money, more than time and talent. The synonym for stewardship is discipleship. Fr. Bob indicated that he and the committee had selected many couples to be invited to serve on the

Stewardship Committee. The committee would like for its membership to be approximately 25 people. As our church community moves toward becoming a stewardship parish, some projects, like the church directory, may be postponed so that work is not duplicated. Fr. Bob distributed a handout to the membership which contained a summary of the U.S. Bishops' statement on Stewardship.

Time and Talent Subcommittee Report

Bill Stewart, subcommittee chairman, asked Jose Rodriguez to clarify the plans for the meal that will be prepared and served by a parishioner, Jaime Rivera. Mr. Rivera will prepare the meals for both the 5:00 and 12:15 masses. He will be serving brisket, rice and beans, fruit, cakes, and cookies. All of his food is homemade. He has requested help with serving only. Bill will put Mr. Rivera in contact with Mary Bechter to discuss the use of the kitchen.

Bill reminded the Parish Council that the Knights of Columbus would provide a pancake breakfast for the 8:00 and 10:30 masses.

Rob Taylor reported that two bounce houses will be available for the children at the Time and Talent Festival. One house will be for 1st through 5th grades, and the other, for kindergarten and under. Beth Wright has agreed to help coordinate getting monitors for the bounce houses. She is sending out a letter to all Faith Formation Catechists asking for help. The bounce houses will be set up Saturday afternoon and taken down at 7:30 p.m. They will be stored and re-inflated on Sunday until 2:45 p.m.

Rob further reported that two fans with a water mist will be set up at the festival. The 30 x 30 tent will be set up on Friday afternoon. Approximately 180 people may be seated under the tent.

Bill reported that Dan Muckensturm has finalized plans for raffle prizes, as well as entertainment. The subcommittee is working with Ken Swinson about the possibility of live music; there is the possibility that Frank Falcon and his group of youth will provide live music. Registered parishioners will receive one ticket per family to be entered in a drawing for prizes. Winners must be present to win all prizes with the exception of the grand prizes which will be given away after the 12:15 mass. The Welcome Ministry will be available both upstairs in the narthex and downstairs in the Holy Family Center to register anyone or any family that has not yet registered in our parish.

Jose Rodriquez reported that he had finished translating the ministry descriptions. After a few minor corrections, these will be ready for print. Fr. Bob pointed out that we could not assemble the descriptions as last year due to an increase in the number of ministries in our parish. There was some discussion about how best to assemble these descriptions. Bob Guzik offered to take the sheets to the printer and get ideas and suggestions on how to best assemble these pages. Last year we had printed the descriptions on different colored sheets to indicate the English version and the Spanish version. If this is not possible due to using custom paper, a different ink color was suggested. These descriptions will be handed out to parishioners by Parish Council members at all masses on the following weekends: August 25th and 26th, September 1st and 2nd, and during the festival on September 8th and 9th. Fr. Bob informed the members of the Parish Council that Maria would need copies of the ministry descriptions to insert in the school folders that OLOL is providing for the Back to School Fair for Underprivileged Children.

It was decided that a Parish Council member would use a counter to count the number of parishioners attending the Time and Talent Festival. This information will help the Parish Council discern whether the festival is yielding the results that we are hoping.

Tony Acuna met with Rosalba Hernandez of the Ministry to the Spanish Speaking to discuss Time & Talent Festival suggestions for the Spanish speaking community.

Rosalba suggested that in order to have a person available to answer questions for the Hispanic parishioners, a Hispanic Ministry booth should be setup which she would staff. This booth could serve as a point of contact for Hispanic volunteers who may be interested in other ministries within the church, as well as, the Legion de Maria and Cursillos ministries. She also recommended that Ministry to the Spanish Speaking should be listed on the English Ministry Description brochure.

Rosalba suggested that on the registration form, a distinction be made for those who want to serve in a ministry but prefer to meet with the Spanish speaking group. Adding Cursillos Hispanic Ministry to the English Ministry List was also suggested.

After Tony's report of his meeting with Rosalba, the Parish Council discussed Rosalba's suggestions. A booth for the Ministry to the Spanish Speaking will be present at the Time & Talent Festival. Each ministry is required to staff all booths after all masses. If after the 12:15 mass, there are Spanish speaking parishioners that need additional assistance; those

staffing the booths may direct them to the booth for the Ministry to the Spanish Speaking.

The Legion de Maria and the Cursillos ministries have been added to the English ministry description list.

Because we are not having the tri-fold registration form at the festival this year, Rosalba's idea of making a distinction on this form for those wishing to speak to a Spanish speaking representative is not possible. However, it was again noted that those speaking Spanish only will be directed to Rosalba's booth.

Parish Website

Joyce Sullivan and Maria Dempsey attended a conference entitled The Catholic Church in the Age of the Internet. Fr. Bob reported that this was an informative conference. Fr. Bob further reported that we are continuing to explore our contract with Camelback, but that as of this time, it appears it is a barebones contract. This obviously has led to some limitations with our website. Because changing the contract is a financial issue, Bob Guzik asked if the Parish Council should continue with this topic. Fr. Bob suggested that this council continue brainstorming and supplying ideas of what we want from a parish website. We should also continue our investigation into other websites that are appealing and informative. To this end, Bob suggested we appoint a focus group. Rob Taylor volunteered to be on this sub-committee. Council members felt that Lorraine Chambers and Joyce Sullivan would be good candidates for this sub-committee; however, as neither was at the meeting, Bob will contact them to ask if they can commit to this sub-committee.

PPC Email Address

Bob asked former chairperson, Julie Dulac, about the procedure for deleting email from the PPC email address. Julie indicated that because the church has no policy in place for deleting or keeping emails, she had deleted all junk mail. She further stated she forwarded emails that were not PPC's responsibility to appropriate parties. Emails that are about parishioner concerns are kept until the issue has been discerned and addressed.

Parish Bulletin

Fr. Bob reported that he believes the accuracy of the bulletin is improving. One change that has been made is that he is receiving the bulletin on Friday for proofing; giving more time for this task. It was again noted that word processing program compatibility issues between the parish and the publisher, as well as within the publisher's own system were contributing to

the problems with the bulletin. This is particularly true regarding information submitted in outline format.

Hospitality

At the request of the Parish Pastoral Council, Tony Acuna met with Margaret Cook to brainstorm ideas presented by the Parish Council last month in reference to hospitality staffing issues. At the same time, Tony obtained input from Margaret on how to improve the Ministry. Tony made the following report:

Margaret suggested that we need to reach other parishioners who are not currently involved in a Ministry to volunteer their services to help with Hospitality. This can be done in several ways 1) Father Bob can make an announcement at the end of mass or a PPC member can address the parishioners and discuss what the Hospitality Ministry is all about. 2) Announcement in the bulletin. 3) Post an open announcement on the Parish WEB SITE. Hospitality Ministry provides an opportunity to get involved with the parish and at the same time generates fellowship within the church.

We further discussed the following options that would help with reaffirming the importance of Hospitality Sunday, seeking new volunteers and ministries, and expressing PPC "Thank You" for their service:

- A. **General Meeting** with all current Ministries who serve on Hospitality Sunday. The purpose of the meeting would be to reaffirm the importance of Hospitality, the benefits gained for their Ministry, and for the PPC to take an opportunity to say "Thank You" for a job well done. Margaret Cook would have an opportunity to present guidelines on how to conduct Hospitality and answer any questions.
- B. **PPC Hospitality Letter** to all Ministries who serve on Hospitality Sunday. This would be a formal letter with the same input from above. We could have an attachment to guidelines on how to make coffee. This is a good idea if a general meeting cannot be conducted for whatever reason.
- C. **PPC Liaison** attends a Ministry meeting, for those ministries who serve on Sunday, and reaffirm the importance of Hospitality Sunday. We could indirectly present ideas on how to schedule, what to do if a member cannot serve on any given Sunday, and answer any questions for Hospitality Sunday. Point out the benefits for their ministry on Sunday and most importantly a "Thank You" for serving. The PPC could generate a guideline "script" for all Liaisons to follow.
- D. **New Hospitality Ministries and CYO volunteers** could be approached to serve on Hospitality Sunday. We discussed how

maybe the Lectors, Ushers, or Youth Ministries may have the resources to help on Sunday or special months of the year. Margaret stated that she needs a resource to call for 5th Sundays when necessary. Currently she has no one signed up to help on these three Sundays a year.

The Parish Council agreed that putting an announcement in the bulletin asking for volunteers is an excellent idea. This bulletin item will appear in the bulletin prior to the Time & Talent Festival. According to Tony, Margaret did point out one problem that might arise from this solution . . . independent volunteers would have no "leader" and no one to whom they must be accountable. Margaret suggested having a monitor present after each mass to ensure everything is prepared.

This point led to a discussion on the suggestion made by the PPC last month: forming a separate Hospitality Ministry. Those "independent" volunteers would then have a Ministry Head to whom they could communicate. Fr. Bob is very open to forming this separate ministry.

Tony's meeting with Margaret yielded the suggestion of expanding the list of organizations that serve coffee and donuts. Many ministries have grown over the past year and could possibly have enough members to assist with Hospitality. Fr. Bob and council members thought this was a feasible idea. Fr. Bob was opposed to the idea of using the liturgical ministries, as that would not be appropriate. He prefers to keep that responsibility among the more social ministries.

Council members and Fr. Bob agree that it has become increasingly difficult to staff volunteers for serving coffee and donuts. Although hospitality is deemed very important by Fr. Bob and this council, there was discernment of whether we could continue offering hospitality without sufficient volunteers. Fr. Bob relayed his impression that the organizations that seem to be having the most difficult time staffing volunteers appeared to view serving coffee and donuts as a tremendous job, rather than as an opportunity to advertise, inform, and gain new members.

The following recommendations were made by the PPC:

- Observe attendance at hospitality after Faith Formation begins.
- Discern if separate Hospitality Ministry is needed.
- Margaret and the appropriate Ministry Liaison will attend one meeting of each of the organizations staffing Sunday Hospitality to communicate the previously stated items.
- Make a push at Time and Talent Festival for volunteers not currently

members of Catholic Mothers Council, Council of Catholic Women, Knights of Columbus or Parish and Finance Councils (the organizations that currently staff hospitality.)

One final suggestion made was to print in the bulletin those who are responsible for serving coffee and donuts each week. This will be considered at a later date.

Comments by Fr. Bob

Father Bob reported that because we are moving toward an Intergenerational Catechesis Faith Formation Program, Ken Swinson wants to have a Family Choir at the 10:30 mass. There would be no more "children's choir", as the children would sing with their families at this mass. The adult choir would be moved to the 8:00 mass. The 12:15 choir would stay as is. Ken is working on a new practice schedule that will hopefully accommodate both families and adults.

Maurice Thompson would like to start a schola. This choir would be comprised of 4, 8, or 12 persons selected on a try-out basis for harmonies. The schola would work like the Bell Choir in that it would not be present every week.

Concerns of Parishioners

A parishioner expressed concern about the cleanliness of our church, specifically the tile floors. Fr. Bob responded that David Rossato had just informed him recently that he was about to power wash the tile floor. Fr. Bob noted that cleanliness has been brought up by parishioners before. He further stated that he is hopeful that because Mary Bechter is now assisting David, keeping the church clean will be less of a problem.

PPC/FC Hospitality Schedule for August

The following Parish Council and Finance Council members have agreed to host hospitality on August 26, 2007.

8:00 a.m.: Maria Dempsey, Tony Acuna, Brian Cullen and
Bruce Strotman

10:30 a.m.: Karen Stonecipher and Yolanda Rodriguez

Bob Guzik will send reminders to all Parish Council and Finance Council members to remind them of their responsibilities.

Snacks/Closing Prayer for September PPC Meeting

Karen Stonecipher was reminded that she is responsible for snacks at the September 10th PPC Meeting. Norm Brennecke will provide the closing prayer.

September Agenda Items

Topics for the September PPC meeting were discussed. Priorities for this meeting include:

- Time and Talent Lessons Learned
- Subcommittee Reports
 - Access/Parking
 - Space
 - Stewardship Committee
 - Parish Website
- Hospitality
- Building October Agenda
 - Comments by Father Bob
 - Report Concerns of Parishioners
 - PPC/FC Hospitality Schedule for September
 - October Agenda Items/September Bulletin Notes

September Bulletin Notes

Items for September Bulletin Notes were suggested:

- Hospitality
- Time and Talent
- September Agenda

The meeting was closed by Rob Taylor who recited the Prayer of St. Francis.