

Parish Pastoral Council Meeting Minutes
September 10, 2007
6:30 p.m., Saints of the America's Room

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

Absent: Nicholas Alberts and Brett Ensor

Father Bob opened the meeting with prayer.

Hospitality

Margaret Cook was invited by Tony Acuna to attend this month's Parish Council Meeting to discuss hospitality. Margaret attended, along with her husband, Don. Margaret first highlighted for the Council some of her concerns and the duties that are required of her as head of the Hospitality Ministry:

- Before ordering donuts, Margaret checks with different ministries to learn of any activities that may be occurring on a particular Sunday.
- Margaret buys orange juice on Friday.
- On Wednesday of each week, Margaret emails the ministry head of the organization that is staffing hospitality for that week. The ministry head then contacts those serving.
- Margaret does not fill any vacancies; the ministry heads are responsible for their organizations.
- Four people serving is the ultimate number; three is good, but having only two is difficult.
- Margaret has placed a laminated sheet on the kitchen bulletin board explaining what is needed for hospitality.
- Another sheet has been placed by the coffee pots that gives guidelines for serving.
- There are instructions for making coffee posted inside the cabinet door.
- Mary Bechter now orders the coffee.
- Margaret does not check on volunteers and who shows up to serve.
- Margaret did have someone volunteering at the 8:00 mass to ensure coffee was made and donuts were ready to be served, but she no longer has that help.
- Ensuring that the 8:00 mass refreshments have been adequately prepared and served is Margaret's greatest concern.

Margaret further informed the Council of the following:

- Tisa White will now be scheduling Catholic Mother's Council's

servers.

- Sixteen (16) people signed up at the Time & Talent Festival showing interest in helping with hospitality. These people are not currently involved with the organization presently hosting hospitality.
- Margaret feels we need these “extra” people to fill in on the 5th Sundays of the month as no organization is currently assigned those 5th Sundays.
- Margaret would like to add some members to the Hospitality Ministry so that she has others who can help her make decisions and help with scheduling issues.

After listening to Margaret’s suggestions and concerns, members of the council discussed ways to best utilize these wonderful volunteers that signed up at the Time and Talent Festival. Some council members suggested training these people and disbursing them among organizations already assigned, as assistants to these organizations. The Council asked Margaret how she would best like to utilize these volunteers. Margaret revealed that her most frustrating aspects of her duties were making all the decisions alone and people not showing up after they had volunteered. Margaret further explained that, although, Fr. Bob and members of the staff, are always willing to help with the decision-making, she would like to have a committee to assist with this process. A committee would also yield having others present at the 8:00 mass to ensure preparations have been made for hospitality.

The Council suggested that Margaret contact those that signed up at the Festival to ensure their interest. Once contacted, Margaret could inquire of these volunteers’ mass preferences. She could further ask if any would be interested in serving on a Hospitality Committee. Fr. Bob suggested we view these new volunteers as a team. This “team” would staff hospitality during 5th Sundays and perhaps a committee could be formed from this group, if there is interest and commitment.

A council member suggested that members of the Parish Council assist the new volunteers during the upcoming 5th Sunday of September. Council members, Tony Acuna, Bob Guzik and Dan Muckensturm offered to help with the 8:00 mass. Lorraine Chambers and Karen Stonecipher volunteered to assist at the 10:30 mass.

The suggestion was made to have a sign-up sheet displayed during hospitality each Sunday so that parishioners may sign up to volunteer. When asked if she would like to add anything else to the discussion, Margaret asked for reassurance that this Council deems hospitality as an important ministry. The Parish Pastoral Council unanimously agreed that hospitality is an important ministry and thanked Margaret for her relentless time and effort. Margaret

agreed that she believes this ministry is important to our parish and wishes to see it only get better and more efficient.

Margaret thanked the Council for its suggestions and will report back, through Tony (her liaison) about the interest of the new volunteers. The Council invited Margaret to always keep this Council abreast of any issues that may arise. Before leaving the meeting, Margaret congratulated the PPC and Bill Stewart on the success of the Time & Talent Festival.

Space Subcommittee Report

Lupe Martinez reported that we had received a lease contract from HCA in regard to leasing gym space for our youth ministry. However, Fr. Bob reminded the Council that one reason for leasing the gym space from HCA on Wednesdays was to open up space in our own facility for an extra session of Children's Faith Formation, grades 1-6. If the youth were relocated to HCA, an extra session would be possible if there were enough volunteers to staff this extra session. There are not enough volunteers; therefore, both the ministries involved believe the benefit doesn't justify the cost of a long-term contract at this point. Fr. Bob further informed the Council that in order to enter into a long-term contract with anyone, the Bishop has to approve. However, HCA is being asked to keep the door open for us on an "as needed" basis.

Parking/Access Subcommittee Report

The contents of this report continue to be submitted to the Parish Council under executive session. One council member did express concern of how long this issue is taking. It was explained that the subcommittee continues to pursue options and in some cases, is having to wait on others outside OLOL for input.

Stewardship Subcommittee Report

Fr. Bob reported that the Stewardship Subcommittee will be meeting on October 6, 2007. Letters are being written to couples that are being asked to join this subcommittee. The letter invites them to attend the October 6th meeting and to respond either via email or mail. Fr. Bob reports that this committee is about to take a leap forward in progress.

Parish Website Subcommittee

Rob Taylor confirmed that he, Lorraine Chambers, and Joyce Sullivan are the members of this committee. The subcommittee has not yet met. Rob informed the Council that he had a friend who is in the website profession take a look at our church website. Rob will report on the findings at next month's meeting. The subcommittee will also hold its first meeting prior to our next Council meeting.

Time and Talent Lessons Learned

Tony Acuna gave the PPC a spreadsheet revealing the results of the parishioners who showed interest in volunteering for various ministries. Tony reported that 390 people signed up. This number is broken down as shown on the attached spreadsheet.

Other positives that were noted by Council members include:

- Twenty-five packets were given out by the Welcome Committee.
- An increase in people staffing the booths at all masses
- Increase at 12:15 mass in volunteer sign-ups
- Hispanic community signed up for ministries that this population hadn't signed up for in the past.
- Great fellowship
- Many families became registered members.
- Parishioners were made more aware of the vast number of ministries offered at OLOL.
- Fr. Bob shared a rewarding moment with the Council in which he described seeing the youth ministry booth swamped after the 12:15 mass.

Time and Talent Festival lessons learned include:

- Tent was a success
- Rent more tables and chairs
- Sound system needs to be re-thought. Some parishioners couldn't hear while others may have felt it was too loud in some locations.
- Eliminating booths in the middle of HFC was a good idea
- Sign-up sheets may have been difficult to read . . . need to be revised
- Ministry Heads should be emailed prior to Festival the procedure for signing up volunteers
- Email should also relay to the Ministry Heads that translation help will be available after the 12:15 mass if needed.
- Information sheets outlining procedures should be left at each booth
- Name tags should be provided for ministry table staffers
- Change the orientation of the sign-up sheet
- Verbal reminders to parishioners from Council members at each mass
- Two booths for PPC should be set-up . . . one at the entrance and one closer to the end of the booths
- Look at the conflict of the Time & Talent Festival and the Diocesan Ministry Conference.
- Continue offering bounce houses to keep children happy
- Plans need to be in place in case of bad weather and lost children
- Volunteers are not getting a chance to eat
- Mission statement should be in Spanish on Spanish Ministry Forms

- Write a brief procedure on how the sign-up sheets will be processed so that on the day of the event all volunteers will know what to do with the sheets. These sheets should be printed on card stock.

Bob Guzik suggested we contact the ministry heads to ask for their suggestions for ways to improve the Festival. Bob also suggested that each liaison check in with their ministries within approximately a month to offer help with following-up with parishioners who volunteered or showed an interest in a particular ministry.

Various members of the PPC expressed congratulations to the Time and Talent Subcommittee for the amazing job that was done. The Council is pleased with the participation and results of the Festival.

Thank you notes will be written to those who contributed to the Festival.

Comments by Fr. Bob

Fr. Bob shared the mass schedule for the Solemnity of Mary which is a holy day of obligation:

December 31, 2007 - 4:30 p.m. and 6:45 p.m. masses
January 1, 2008 - 10:00 a.m. mass

Fr. Bob continues to hold the position of Dean of Deanery #2, which may require more of his time in the future.

Concerns of Parishioners

Karen Moss reminded the Council that in December four PPC members' terms will come to an end. She suggested we need a new membership subcommittee. This committee was formed with the following members:

Karen Moss	Bob Guzik
Julie Dulac,	Bill Stewart
Karen Stonecipher	

The subcommittee will meet prior to the next PPC meeting and report back to the Council.

Tony Acuna reported that six emails were received on the parish website. All emails were read to the Parish Pastoral Council and the council provided guidance on responding to these emails. Some were forwarded to other ministries for further review and disposition. In the future, Tony will report any concerns of parishioners to the Executive Board for review prior to presenting to the PPC. The PPC values these communications from parishioners and will respond to all emails received on the parish website.

Jose Rodriguez reported the concern of a parishioner who believes the Tabernacle should be relocated from the chapel and moved to the altar. Fr. Bob stated that OLOL is following guidelines set by the Church at the time OLOL was built.

Rob Taylor reported his concern that the ventilation in the kitchen is very poor, making cooking quite unpleasant. He suggested we look at installing ceiling fans. This matter will be discussed with David Rossato.

Lorraine Chambers reported a concern with ants on the church grounds. This matter will also be discussed with David. Lorraine will report back to the PPC at next month's meeting in regard to the kitchen ventilation and ant problem.

Tony Acuna brought up the issue of our church sign. Now that the construction on Highway 205 is progressing, we need to begin planning for the relocation of the sign due to the expanded right-of-way easement for Highway 205. Fr. Bob stated that he believes David Rossato has information on the church sign and may have already been working on this issue. Lorraine Chambers, liaison to David, will speak with David about the sign. She will report back to the PPC at our next meeting.

PPC/FC Hospitality Schedule for September

The following Parish Council and Finance Council members have agreed to host hospitality on September 23, 2007.

8:00 a.m.: Lupe Martinez, Maria Dempsey, Bob Guzik, and
Dan Muckensturm

10:30 a.m.: Julie Dulac, Anthony Delarosa, Jean Gustafson, and
Jose Rodriguez

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

Snacks/Closing Prayer for October PPC Meeting

Lorraine Chambers is responsible for snacks at our October 8th meeting. Tony Acuna will provide the closing prayer.

October Agenda Items

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

- Subcommittee Reports
 - Access/Parking
 - Space
 - Stewardship Committee
 - Parish Website
 - New Membership
- Hospitality
- Time and Talent Follow-Up
- Church Sign
- Building October Agenda
 - Comments by Father Bob
 - Report Concerns of Parishioners
 - PPC/FC Hospitality Schedule for October
 - November Agenda Items/October Bulletin Notes

September Bulletin Notes

Items for September Bulletin Notes were suggested:

- Thank you note to parishioners for attendance at Time & Talent Festival
- Winners of the Grand Prizes
- October Agenda

The meeting was closed by Norm Brennecke with a prayer.