

**Parish Pastoral Council Meeting Minutes**  
**June 4, 2007**  
**6:30 PM, Ark Room**

Attendees: Rev. Msgr. Robert M. Coerver, Tony Acuna, Lorraine Chambers, Julie Dulac, Bob Guzik, Karen Moss, Dan Muckensturm, Jose Rodriguez, Yolanda Rodriguez, Karen Stonecipher, Bill Stewart and Anthony Delarosa.

Absent: Nicholas Alberts, Norm Brennecke, Brett Ensor, and Rob Taylor

Father Bob opened the meeting with prayer.

Boy and Girl Scout Troops

Present at the meeting were Todd White, Norberto Diaz, and Jim Elliott, to make a presentation regarding Boy Scout opportunities and options at Our Lady of the Lake parish. The following were noted:

- A boy's troop would possibly start with a Cub Scout Pack (ages 7-11, 1<sup>st</sup>-5<sup>th</sup> grades) and would work up from there. Boy Scout Troops are the next "level" up.
- There are a minimum number of 5 adult volunteers per troop (Cub Master, Den Leader, Charter Representative, and Committee Members)
- A Charter Representative would be the liaison between OLOL and the Pack. This representative would be in charge of all adult leadership, and would ensure that the Cub Scout/Boy Scout program was being implemented properly.
- Adult leaders would need to be cleared through BSA (Boy Scouts of America) and the OLOL Safe Environment program.
- It would take 3 weeks to 1 month prior to the first meeting of the Cub Scout Pack to get the committee in place, administer proper training, complete background checks, and get additional procedures in place.
- A joint scouting recruitment night would take place (possibly at a local school), and boys who were interested in meeting in the OLOL location would be given information regarding attending meetings.
- The number of boys per Pack is unlimited; packs are divided into "Dens". Dens have 4-6 boys. Each Den has a minimum of 2 leaders present at every meeting.
- Cub Scouts are divided into the following:
  - Tiger Cubs, 7 years
  - Bear Cubs, 8 years
  - Wolf Cubs, 9 years
  - Webelo Scouts
- If a pack were started and a child was 10 years old, and had never been in Cub Scouts, he would be placed in an age-appropriate group with his peers and would go through the beginning steps (as a Tiger Cub, etc). He would have different requirements than others of his Den, because he would go through all beginning foundational steps.
- Packs meet 1 hour per week. The day would depend on the sponsoring organization (in this case, OLOL).
- First 15 minutes of the meeting are spent with large group activities with the Pack. Dens then break off and spend time doing various den-activities.

- Some Dens meet in leaders homes (always 2 adults are present, this is the minimum), and once a month the Pack meets together at a central location.
- All general liability for the Boy/Cub scouting troops (including injuries and allegations) is primarily taken by BSA.

Girl Scouts/Brownie Scouts were not represented at the meeting. Council members had not received feedback from parishioners interested in this movement. Many PPC members knew of girls in the parish who were Girl Scouts, so the possibility was there for an OLOL Girl Scout Troop if parishioners showed an interest and were willing to begin the steps for implementation.

Father Bob indicated his next staff meeting would be August 6. He was hesitant to make a commitment to the Boy Scouts without meeting with the staff.

The Parish Pastoral Council made the recommendation to Father Bob that scouting at our parish would be a positive step forward for many reasons:

- Bringing parishioners together in a positive social environment
- Instill friendships and relationships among parishioners
- Build a positive relationship with Waterstone Estates property owners if their children would like to be part of the OLOL Pack
- May stimulate an interest in OLOL ministries through new friends and relationships
- OLOL could call on their scouting troop if assistance is needed with food drives or other volunteer opportunities
- There is flexibility within the Pack for scheduling dates for meetings

The Council recommended that an OLOL Boy Scout Troop should be implemented beginning the fall of 2007. Father Bob will report back to the Council in July regarding his decision for scouting at OLOL.

#### Election of Officers

Father Bob facilitated the process for discerning new leadership for the Council. The following persons were selected for the executive committee:

Bob Guzik—Chairman  
 Tony Acuna—Vice-Chairman  
 Karen Stonecipher—Secretary

The Assistant Secretary, which is not an executive position, will be reviewed in July, when new leadership is in place.

#### Town Hall Meeting, Lessons Learned

Karen Moss indicated she sent out a document with compiled Town Hall Meeting Lessons Learned to PPC members. Absentee members had not responded with comments or concerns after reviewing the document.

Council members discerned the Junta Parroquial may not be necessary for future Town Hall meetings. As much time was spent on Spanish translation, perhaps the council would designate a separate space for translations to occur during the meeting.

Because of low turn-out Council members were confused on the thoughts of parishioners. Was turn-out poor because it was a bad weekend, are parishioners content with how things are progressing with the parish, or is there a sense of dissatisfaction with the parish? All questions remain unanswered. Members of the council discussed ways to stimulate interest in a Town Hall meeting.

Members agreed Town Hall meetings should occur regularly, perhaps once a year, or every other year. Suggestion was made that the next meeting be a different format, more informal, with Father Bob being the sole speaker if he felt comfortable with the situation. As well, the idea was discussed that meetings take place only during the fall, as the spring Easter season is an extremely busy time.

The subject of a future Town Hall Meeting will be placed on the July agenda. If needed, the Council will recommend a date for this meeting and will delegate a subcommittee to coordinate details for the meeting.

#### Space Subcommittee Report

The Space Subcommittee reported no new details to their plans. The subcommittee, consisting of members of the Finance Council had tried to meet with former headmaster of Heritage Christian Academy, Mr. Fields, prior to his departure. They were unsuccessful. The new headmaster has been in place at HCA during the last week. The subcommittee was working towards scheduling a meeting with administrative members of HCA.

#### Parking/Access Subcommittee Report

Due to the sensitive nature of real estate matters, this report was made and discussed in executive session. At the earliest appropriate time details will be released to the parish as they become available.

#### Pastoral Planning, Subcommittee Report

Father Bob reported that Lupe Martinez had invited PPC members to attend a meeting regarding the Stewardship Program. Lupe set this meeting up with leaders he had met at the Stewardship Conference in February. Lupe indicated that this meeting was the closest thing to attending the Stewardship Conference, and should give in-depth insight into the program.

#### Time and Talent, Subcommittee Report

The Time and Talent Festival will be the fall social event at Our Lady of the Lake. The parish picnic will be addressed in the spring as the need arises, or if parishioners are willing to provide leadership for the event.

Time and Talent subcommittee members provided a rough draft of ideas for the fall event. Members of the Council discussed revisions to the plan:

- Provide a Mexican meal after the 5:00 mass and the 12:15 mass, a parishioner from the 12:15 mass has just started a catering business. Jose will contact the parishioner and see if he is available to provide a meal for both mass crowds, and what the cost would be on this project.
- A pancake breakfast will be provided after the 8:00 and 10:30 masses.

- 2 bounce houses will be provided, one for older children, one for younger children. One will be donated; OLOL will pay for the other. Deliver, set-up and removal will be part of this service.
- Prizes will include
  - I-Pod
  - 2 bikes
  - Plasma TV
  - Gift Cards to various restaurants & theaters
- One raffle ticket will be given to every registered member of the parish who attends Time and Talent.
- A tent will be provided for outside shade
- Fans will be provided for cooling the outside areas
- Committee members are looking into music to be played from the grotto area
- Council will do-away with the tri-fold “sign up” form. Instead, interested parishioners will be asked to sign up at each ministry table.
  - PPC will provide a specific sign-up form for each table so all will look the same, and there will be no confusion.
  - This information will be passed along to ministry leaders.
- Ministries will be contacted by one person (Bob Guzik) via email and through regular mail regarding
  - A general statement about the goals of Time and Talent and what they can expect this year
  - Reminder to check their ministry sign and see if it needs improvement or revision
  - Reminder that their ministry needs manpower after EACH mass, including a representative after the Spanish mass
- Council liaisons would be contacting their respective ministry leaders to see if they wanted to make changes to their ministry descriptions in the Ministry Description List
- Work groups/subcommittees were formed

#### Ministry Liaison Reports

Reports for Marriage Ministry, Liturgy Preparation, Music, Adult Faith Formation, Environment, Business Office, and Facilities Management were given. Liaisons reported confusion with status of the budget process between individual ministries and the Finance Council. Anthony Delarosa, member of the Finance Council, indicated that he would call all ministry leaders the following day to explain what they should do with budget requests for this next fiscal period. PPC members passed around a sheet to list all names of ministry leaders that should receive a call from Del regarding the budget process. Bob Guzik will check with Del later in the month to ensure that all ministry leaders had been contacted regarding the budget process.

Karen Moss reported that questions had been raised regarding the status of the Dave Ramsey seminar for the fall. This seminar would be put on by the Marriage Ministry if approved by the Finance Council. Father Bob indicated that the topic had been deferred by the Finance Council for the last few months because of packed agendas and meetings running late into the night. It is up for discussion during the June Finance Council

meeting. Del will contact Deacon Jim and Diane Daniels and Kathleen Cory regarding the status of this Dave Ramsey seminar.

No other pressing concerns were found in the follow-up ministry reports.

#### Parish Website

Council members discussed the need for an improved parish website. Members discerned the best way to do this would be to view the websites of other parishes to get ideas and provide feedback. During the next month, council members will peruse the web to learn more about how other churches structure their websites. As well, they will view the current OLOL website and email thoughts and ideas to Bob Guzik. Bob Guzik will report these thoughts and ideas at the July meeting.

Council members were also encouraged to pass along ideas to better improve the parish bulletin. Council members will email these thoughts to Bob Guzik as well.

#### Need for Catechesis Regarding Mass

Father Bob indicated that the Sacramental Preparation Retreat Workshops will provide ample opportunity for catechesis regarding the how's and why's of "The Mass". This retreat will be open to all members of the parish, and will be required for RCIA candidates, First Communion candidates, and Confirmation candidates.

#### Simulcast System

Father Bob indicated that the simulcast system was a success for Easter Sunday masses, and would be used for the Christmas Eve Masses.

#### Comments by Father Bob

Father Bob indicated that during the Memorial Day weekend the parish experienced a plumbing problem. Because it was a holiday weekend, staff members were not comfortable calling the Facilities Manager, David Rossato. By Wednesday of the following week, the issue had become a serious problem. David indicated that it was a problem that should have been resolved immediately during the weekend.

The Council recommended compiling a list of companies that could be called on for various electrical, plumbing, or maintenance concerns that occurred during weekends when staff members had time off. Council members also recommended that a form be compiled for incident reports. These reports should be filled out for all concerns that arise during the weekends. Father Bob will look into implementing these procedures.

#### Concerns of Parishioners

Council members expressed many concerns from parishioners regarding child care during RCIA classes and Adult Bible Study classes after masses.

Father Bob indicated that RCIA times will be extended. All RCIA rituals will take place at the 8:00 mass, and Ken Swinson will be working with Cindy Perlitz to bolster "Breaking Open the Word" during this time. RCIA sessions will take place from 9:15-10:45, which is an extended time from last season. Child care will need to be provided for candidates, sponsors, and catechists.

Approximately 20-30 parishioners currently attended the Sunday Morning Bible Study, with the possibility of growth in the fall.

It was reported that the nursery currently takes infants to age 3. Child care would be needed for children ages 4-12.

The Council recommended that the parish provide child-care for those attending both RCIA and Adult Bible Study. Members indicated that offering a “lightly curriculumed” program would be a plus. Sign-up for parents who would be utilizing this service would be important to note the numbers of children that needed to be served. As well, Council members indicated that it would be advantageous for the parish to provide child-care for the Spanish-Speaking Adult Faith Formation at 11:00.

Concerns were expressed regarding Pre-K and Kindergarten Faith Formation. In the fall, these sessions will be held during the 10:30 & 12:15 Masses. Children attending these sessions would not be attending any part of mass. Council members indicated eliminating mass time for these young children might not be the best practice for beginning catechetical foundations. Members wondered if these children should be missing the entire mass. Several suggestions were made including

- Limiting the time these Pre-K and Kindergarten children were out of mass (shorter Formation Classes that take place during the liturgy)
- Having a Children’s Liturgy of the Word for two separate ages of children, so both groups are served
- Providing Pre-K and/or Kindergarten Faith Formation with other Faith Formation classes when a curriculum were structured and space allowed in the future

A parishioner wondered if Father Bob would be present and visible at Faith Formation sessions in the fall. Father Bob indicated he would not be able to commit to being available during any Faith Formation sessions. If he commits to one session, he needs to commit to all sessions. Because he is one priest in a very large parish, time would probably not allow for visits to occur.

#### PPC/FC Hospitality Schedule for June

Because of construction on the Holy Family Center, there will be no PPC/Finance Council Hospitality this month.

#### Snacks/Closing Prayer for July PPC Meeting

Julie reminded Bill Stewart that he was assigned to snacks for the July 9 PPC meeting. As well, Lorraine Chambers is assigned to do a closing prayer.

#### July Agenda Items

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

- Assistant Secretary Position
- Town Hall Meeting, Planning
- Subcommittee Reports
  - Space
  - Access/Parking

- Pastoral Planning
- Time and Talent
- Boy & Girl Scout Troops in our Parish, Report from Father Bob
- Parish Website/Parish Bulletin, Concerns and Wish List
- Childcare
  - RCIA
  - Adult Bible Study
- Pre-K & Kindergarten Adult Faith Formation
- Building August Agenda
  - Comments by Father Bob
  - Report Concerns of Parishioners
  - PPC/FC Hospitality Schedule for July
  - August Agenda Items/July Bulletin Notes

June Bulletin Notes

Items for June Bulletin Notes were suggested:

- Time and Talent Festival
- July 9 PPC agenda

Bill Stewart ended the meeting with a closing prayer.