

Parish Pastoral Council Meeting Minutes
July 9, 2007
6:30 PM, Saints of the America's Room

Attendees: Rev. Msgr. Robert M. Coerver, Tony Acuna, Nicholas Alberts, Norm Brennecke, Lorraine Chambers, Bob Guzik, Karen Moss, Dan Muckensturm, , Yolanda Rodriguez, Bill Stewart and Lupe Martinez (Finance Council).

Absent: Julie Dulac, Brett Ensor, Jose Rodriguez, Karen Stonecipher, and Rob Taylor

Father Bob opened the meeting with prayer.

Assistant Secretarial Position

Council members discussed that a PPC position had been created in January to help with the responsibilities of the Secretary. This "assistant secretary" would be responsible for composing and submitting bulletin announcements during the month. Deadlines are crucial in this assignment. Bill Stewart agreed to act as the Assistant Secretary.

Town Hall Meeting

The Council agreed that a Town Hall Meeting, though important for continued communication with the parish, would not be necessary every year. Members discerned that the next Town Hall meeting will take place in the fall, 2008. With this, members of the Council suggested that separate meetings in Spanish would not be necessary. The Council will continue to be aware of the feelings of parishioners. Should the need arise for a meeting regarding specific concerns, this will be scheduled. Father Bob reiterated that he would be very open to the idea of facilitating the future Town Hall Meeting.

Space Subcommittee Report

The Space Subcommittee reported no new details to their plans. The subcommittee, including some members of the Finance Council, continues its attempts to meet with the new headmaster at HCA.

Parking/Access Subcommittee Report

This report was made and discussed in executive session. At the earliest appropriate time details will be released to the parish.

Pastoral Planning, Subcommittee Report

Father Bob explained that the Pastoral Planning Subcommittee would eventually morph into the Stewardship Subcommittee. Because the two are so close in ideas and premises, this would be a natural flow.

Lupe Martinez, chairman of the Finance Council, reported that on June 7 a small information meeting was held regarding the Stewardship process. Tony Acuna, Bill Stewart and Julie Dulac, of the Parish Pastoral Council attended this meeting. Lupe explained that the basis of Stewardship is a focus on spirituality, and not just its financial component. The council discussed the benefits of the Stewardship process in a parish:

- Improving the quality of communications

- Parishioners increase their sense of ownership in the parish
- A greater number of parishioners become actively involved in parish life
- A greater number of households participate in the weekly offertory.

Lupe gave two websites with much information on Stewardship. The first, catholicsteward.com gives information about Stewardship from the Catholic Stewardship Consultants. This organization provides a consulting service for parishes who wish to begin the Stewardship process. The second website, cdowk.org, is for the Diocese of Wichita, Kansas. This diocese is a role model for others who wish to begin the process, as they have implemented the process in their diocese since the 1960's. Msgr. Thomas McGread, who is often called the "Father of Stewardship", began developing his stewardship program at the St. Francis of Assisi parish around this time. The website will give extensive information on the program.

Lupe reported that there is not yet a timeline for the program at OLOL. First, he would like to meet with Father Bob to discuss ideas and a possible plan of action. Then a meeting will be had with all members of the Pastoral Planning Subcommittee. More details will be provided in the months that follow.

Father Bob indicated that two parishes in our area have made commitments to the Stewardship program. St. Rita's in Dallas is 100% committed to a commercial company that manages implementation the program, and All Saints in Dallas is implementing parts of the program.

Time and Talent, Subcommittee Report

Bill Stewart, subcommittee chairman, gave a report regarding the upcoming Time and Talent Festival that will occur the weekend of September 9-10 after all masses. Bill noted the following:

Food—co-chair: Tony Acuna

- The Saturday, 5:00 Mass and the Sunday, 12:15 Mass will be catered by Jose J. Rivera, a parishioner. Jose may need help with volunteers to serve.
- The Sunday, 8:00 & 10:30 Masses will be catered by the Knights of Columbus. The Knights will provide a pancake breakfast.

Activities—co-chairs: Rob Taylor & Norm Brennecke

- 2 Bounce Houses will be on the lawn area by the grotto for entertainment for the children.
 - CMC will supervise the bounce houses after only the Saturday, 5:00 Mass.
 - Lorraine Chambers will work out options for supervision after Sunday Masses.
- A tent (30 x 30) will be erected outside for parishioners to enjoy their meal.

Prizes & Music—co-chair: Dan Muckensturm

- Dan is working on gathering gift-card prizes to be given away.
- Dan will work to incorporate live music from the grotto area.

Publicity—Committee: Karen Moss, Karen Stonecipher, Julie Dulac, and Jose Rodriguez

- Will work on bulletin announcements
- Will finalize the Ministry Description pages to hand out during the event.

Miscellaneous

- Rob Taylor will design and provide a sign-up sheet which will be distributed to each ministry during the event. Bob and Bill will collect these to make copies after each mass.
- David Rossato will gather all ministry signs. They will be placed in Room #7 off the Holy Family Center. All Ministry leaders should check their signs by September 1 to see if they need to be updated or repaired.
- Room lay-out will be similar to last year. Some changes were made because the offices were remodeled.
- Set-up will be the same as last year. Council members will begin setting up Saturday morning.
- There will be a sign-up sheet for Finance Council members, should they wish to volunteer during set up, clean up, or during the event.
- All Parish Pastoral Council members will be responsible for assisting with set up, Time and Talent events after ALL masses, and clean up.

Cub Scout Pack in our Parish, Report from Father Bob

Father Bob indicated that he had consulted with some of the staff members during the last month. These staff members agreed that OLOL sponsoring a Cub Scout Pack would be a positive move for the parish. Father Bob reported that he had consulted Todd White to see if he would be the Charter Representative for the parish. Todd agreed to serve in this position. Our Lady of the Lake will move forward to sponsor a Cub Scout pack during the 2007-2008 school year.

Council members expressed thoughts on the growth in the scouting movement in the parish. Scouting will be re-assessed each year to check on the growth of the program and the space that will be required to facilitate the program.

Parish Bulletin/ Parish Website

Council members discussed the numerous errors from the past week's bulletin and weeks prior to this. It was suggested that first the software on Joyce's computer be noted. If the problems are occurring because of an aged software program, then her computer will need an update, or she may need to switch computers with someone who has newer computer software. Research also needs to take place to find out the age of the software that our bulletin publishing company utilizes. Suggestion was made to ask Trinity, our current bulletin publishing company, to purchase a new computer for Joyce to use. This could be tied into a long-term contract with the company. Father Bob reported that Joyce will also be exploring other bulletin publishing companies through a meeting that she will attend.

Council members discerned that prior to changing anything on the parish website, decisions needed to be made on the overall look and feel of the website. OLOL needs to be more versed in the changes that need to be made to the website through research on other websites. As well, much thought needs to be put into discerning the overall message that should be presented on the website.

Council members discussed 6 local parishes who utilized websites. Members discussed pros and cons of each website, and possible additions that could be made to the OLOL website.

Suggestions were made to begin this process:

- Find out what we have contracted with Camelback, our current web host.
- Nick Alberts suggested that he and his father, who are versed in web-design, will look at the website to make suggestions for change.
- Possibly seek out a person to design a web-page format that Joyce could manage and update as needed.
- Talk to Joyce about what she would like to see in our website.
- Lorraine will research some interesting national websites for parishes and pass along links to council members.
- All PPC members do more research to uncover which website is their favorite. As well, members will come with ideas for links that they think are essential in a well-defined OLOL website.

Childcare during RCIA & Adult Bible Study

Kristen Vinci, Director of Early Childhood Faith Formation, indicated that providing childcare during RCIA, Adult Bible Study, and retreat workshop sessions would not be a problem. Kristin placed a bulletin announcement regarding the need for adults to staff the childcare, and numerous inquiries had already been made following the announcement. The one thing that Kristin has asked is if parishioners would be required to register in advance for the service. This will help her as she discovers how many staff members she needs to hire for the program.

Pre-K and Kindergarten Faith Formation

Father Bob, citing a report from Kristen Vinci, indicated that Our Lady of the Lake will offer pre-K (4 years of age by September 1) and Kindergarten Faith Formation during 10:30 and 12:15 masses on a first come first serve basis. The classes would be held in rooms 3 and 4 which can accommodate 14 students each. During these mass times there would also be a Toddler's Sunday School for children 24 to 48 months. These classes would follow an age appropriate curriculum. The nursery would still be available for infants under 2 and those 2 and 3 year olds that would rather not participate in a structured class. Teachers for these Sunday classes would need to be paid staff.

Pre-K and Kindergarten classes would be available during the Monday and Wednesday Faith Formation times if needed for the volunteers' children and others as space would allow with volunteers' children taking priority. Volunteers would be used to lead these classes.

Father Bob also indicated, citing a report from Beth Wright, that Children's Liturgy of the Word (CLW) will be offered from mid-September through April during the Sunday morning Masses. It is for children ages 4-8, (pre-k to 3rd grade). It is intended to be an educational and spiritual program rather than a play or social program. The children are dismissed from the Sunday assembly after the Opening Prayer. The children gather in a room for the Liturgy of the Word (using the Lectionary for Masses with Children). Each session includes a Gospel reflection, appropriate for young children. Children return to the congregation during the Presentation of the Gifts. On a rotation basis, parents who utilize the program are asked to volunteer.

Comments by Father Bob

Father Bob reported that Mass will be at 8:40 AM on Wednesdays and 5:45 PM on Thursdays. This schedule will begin September 12. The new schedule will allow all classroom spaces to be utilized when Faith Formation begins this fall. As well, the church and chapel will be available for utilization by teachers and their classes.

Concerns of Parishioners

A parishioner expressed concern with volunteer assistance for Hospitality during the summer months. This parishioner recommended the possibility of discontinuing Hospitality during the summer months.

Council members agreed that Hospitality was most important during the summer months, as new parishioners are moving in and families have more time to come down and be a community with others in the parish.

Currently, OLOL organizations including Catholic Mother's Council, Knights of Columbus, Council of Catholic Women, and the Parish Pastoral Council with the Finance Council are asked to coordinate volunteers in their organizations one Sunday a month.

Council members discussed ideas to alleviate the volunteer problem:

- Put an advertisement in the bulletin asking for volunteers to assist with Hospitality (parishioners that are not a member of an organization or even a ministry)
- Form a separate ministry, strictly for Hospitality.
- Make presentations to the ministry organizations that currently host Hospitality and go over what is required for Hospitality each Sunday, and let them know the importance of hospitality. Stress that Hospitality is a GREAT opportunity to advertise any ministry or organization in the parish. Discuss ways to form volunteer lists per month.

Tony Acuna, liaison to the Hospitality Ministry will visit with Margaret Cook this next month to brainstorm the ideas presented by the Council. As well, he will get Margaret's ideas on how to alleviate problems with this ministry. Tony will report back to the council next month. He will also invite Margaret to the next meeting to go over her ideas and suggestions.

A council member expressed that one Ministry Leader was not contacted regarding the budget process for ministries. Lupe Martinez, current Finance Council chairman, will review the Council minutes from June and will contact Del to check on the progress of communication with Ministry Leaders.

PPC/FC Hospitality Schedule for July

The Parish Council and the Finance Council will host hospitality on July 22, 2007. The following PPC and Finance Council members volunteered to serve:

8:00 AM: Lupe Martinez, Dan Muckensturm and Bruce Strotman

10:30 AM: Norm Brennecke, Anthony Delarosa, 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 July PPC Meeting

Tony Acuna is assigned to snacks for the August 13 PPC meeting. As well, Jose Rodriguez is assigned to do a closing prayer.

August Agenda Items

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

- Subcommittee Reports
 - Space
 - Access/Parking
 - Pastoral Planning
 - Time and Talent
- Parish Website
- Parish Bulletin
- Hospitality
- Building September Agenda
 - Comments by Father Bob
 - Report Concerns of Parishioners
 - PPC/FC Hospitality Schedule for August
 - September Agenda Items/August Bulletin Notes

July Bulletin Notes

Items for July Bulletin Notes were suggested:

- Time and Talent Festival
- August 13 PPC agenda

Lorraine Chambers ended the meeting with a closing prayer.