

Parish Pastoral Council Meeting Minutes  
January 14, 2008  
6:30 p.m., Saints of the America's Room

Attendees: Rev. Msgr. Robert M. Coerver, Tony Acuna, Bob Boyles, Norm Brennecke, Bob Guzik, B.J. Martin, Brian Moss, Bill Stewart, Karen Stonecipher, Rob Taylor, and Lupe Martinez (Finance Council).

Absent: Jeff Carlton, Dan Muckensturm, Jose Rodriguez, Nicholas Alberts and Brett Ensor

Father Bob opened the meeting with prayer.

Liaison Assignments

Liaison assignments were delegated randomly with the use of a partial deck of cards. Each ministry is assigned a number. Council members drew from the partial deck of cards to be assigned to a corresponding number of a ministry. Bob Guzik, PPC Chair, who does not receive a liaison assignment, drew for the absent Council members. The question was asked if assignments would be for a year term. Fr. Bob said that mostly likely a year assignment would be the norm. It was agreed that all council members should introduce themselves to their new ministry heads and/or organization leaders within the following week.

The liaison assignments are as follows:

Youth Faith Formation/Ministry - Brian Moss

Marriage Ministry - BJ Martin

Facilities Management - BJ Martin

Finance Office - Rob Taylor

Ministry to the Spanish-Speaking - Norm Brennecke

Fellowship & Social Ministries - Karen Stonecipher

Catholic Mother's Council  
Council of Catholic Women  
50 Plus  
Knights of Columbus  
Parish Social Events  
Cub Scouts

Parish Life - Bob Boyles

Greeters  
Legio de Maria  
Religious Articles Shop  
Sunday Hospitality  
Welcome Ministry

Social Concern Ministries - Bill Stewart

Habitat for Humanity  
Jesse Tree  
Ministry to the Imprisoned  
Project Gabriel  
Project Rachel  
Respect Life  
St Vincent de Paul

Adult Faith Formation - Tony Acuna

Liturgical Ministries - Tony Acuna

Liturgical Preparation - Tony Acuna

Music Ministry - Tony Acuna

Parish Manager - Jeff Carlton  
Parish Office - Jeff Carlton  
Safe Environment - Jeff Carlton  
Care and Crisis - Jeff Carlton

Early Childhood Faith Formation - Jose Rodriguez

Children's Faith Formation - Dan Muckensturm

#### Access/Parking Committee Report

This committee report was submitted under Executive Session.

Bob Boyles questioned the absence of the cones as you enter the parking lot. Bob's concern was that if the cones are not going to be used, perhaps we should remove the sign which depicts the cone placement. Fr. Bob replied that the cones may not have been set up during the holidays as David Rossato had taken some time off. David is responsible for putting the cones out. Fr. Bob wondered if the policeman who directs traffic believes the cones may not be necessary. He noted that the parking has become less of an issue since the schedule change in Faith Formation. BJ Martin, Facilities Manager liaison, will look into this matter further.

#### Parish Website Committee Report

Lorraine Chambers visited the office and was informed by Maria Dempsey and Joyce Sullivan that according to Dallas Diocese guidelines, they must obtain at least three quotes for the purchase of a new church website. Currently OLOL has a quote from E. Catholic and are meeting with Atomic Design and Consulting on Tuesday, January 15, 2008. E Catholic.com has been in touch with Joyce. Rob Taylor advised Joyce to be consistent with questions she asks of Atomic Design and Consulting. This will give the committee a good basis for comparison of the vendors. It was noted that the committee

does not have to stop at three quotes but can continue to interview vendors until one is found that meets OLOL's needs. Fr. Bob reported that Maria had asked him to visit some websites. Fr. Bob was impressed with Atomic Design.

An email was received on the PPC Website from Catholic Hosting; advertising the start-up of their new business. This company donates 10% of its profits to charity. Rob noted that going with a start-up could come with extra problems. Fr. Bob felt that this company had too many links and was very busy. A council member noted that perhaps the specific church had requested a large number of links. Fr. Bob still felt the website was not well designed.

The committee will continue discussing alternative website vendors and is meeting with Joyce & Maria next week. Fr. Bob thanked the Council for pursuing this issue. Rob believes that Joyce and Maria are very proactive and committed to finding the best solution.

Rob also reported that a link to the Knights of Columbus Council 9337 will soon be added to OLOL's website. This link will be informative, especially to potential members, about the Knights' activities.

#### Ministry Meeting Committee

Bob Guzik has sent out all ministry forms. He asked for confirmation of receipt by the Ministry Heads. He has heard from everyone except the Marriage Ministry. Bob reminded the Council that March 1, 2008, is the date for the Ministry Meeting.

#### Waiting Space for Parents

Karen Stonecipher reported that the Children's Faith Formation staff had sent out a letter to all parents of this age group explaining why the Holy Family Center must remain closed while Faith Formation classes are being held. The letter also reminded the parents that the

sanctuary, the chapel, and the St. Anne's Room are all available for waiting parents. Karen thought the letter was informative and expressed the Faith Formation staff's understanding of the parents' concern. Bob Guzik suggested that we monitor the St. Anne's Room to see if it is being used by parents.

### Food Baskets

Tony Acuna reported that Todd White was going to contact the Scouts to see if they could help out with moving the food. Todd has not heard from them, but stated that he would figure out another solution. He thought the delay in a reply was due to the holidays. However, two council members said that they have not heard from the scout leaders since November. BJ Martin has called Norberto Diaz, District Executive with the Cub Scouts Gray Owl District Office, and has heard nothing. It seems that membership numbers have fallen. Jim Elliott was trying to help get the Scouts started here but he has sons active in other organizations. Tony asked what our next approach should be for the Food Baskets. Because Todd had offered to find another solution, Karen Stonecipher, PPC liaison to the Scouts, will contact Todd to inquire about another solution. Bob Guzik brought up the point that there is a small amount of food in the basket now and asked if we should let it accumulate for a little while. Fr. Bob said "yes." He feels that collecting the food once a month is fine.

### Ushers and Safe Environment Issues

Any usher not fully cleared by July 1, 2008, will be asked to step down from the ministry. Some ushers felt they had been grand-fathered in, resulting in their not being certified. Grandfathering is not acceptable with Safe Environment Certification. The question was asked if Maria sends out a notification to volunteers when they need to renew their certification. One council member said that she had received a notification. A letter will be given to current ushers explaining that they need to be Safe Environment certified. The letter will be signed

by Fr. Bob, Maria Dempsey, and Ellen Stelmar, head of the usher ministry. Fr. Bob explained that even though it seems that Safe Environment has been talked about and around for a long time, in reality, it's still being worked out. There is now a common data base throughout the diocese. One council member shared a Safe Environment issue that occurred at Christmas Eve Mass. Fr. Bob thanked this council member for realizing the importance of Safe Environment rules. Fr. Bob reported that there was a lost child at the 4:30 Christmas Eve Mass. The Safe Environment Committee will be making a recommendation about the necessity of continuing the announcement before mass concerning unsupervised children. These occurrences may suggest a necessity. Most Council members believe the announcement should be continued. One council member suggested that OLOL should market safe environment. Fr. Bob stated that OLOL may have a 6-page bulletin once per month. Perhaps a piece on Safe Environment could be added in those bulletins. The suggestion was made to post signs or posters on easels expressing OLOL's commitment to Safe Environment. Council members are in favor of doing this advertising in an attractive manner as to not take away from the sanctuary. One suggested adding a piece about turning off cell phones once you enter the sanctuary. A member brought up that every month this Council is discussing safe environment issues. Fr. Bob again thanked the Council for "getting" the importance of Safe Environment. A suggestion was made that the Safe Environment liaison contact Maria Dempsey, Safe Environment Officer, to express the Council's support of keeping the announcement before mass for now.

A Council member suggested that Beth Wright, DRE, could ask the Faith Formation teachers in grades 3-6 to spend a few moments explaining the importance of abiding by Safe Environment rules. Fr. Bob commended this suggestion.

A new council member asked if he should go through the Safe Environment training. Bob Guzik reiterated the Council's position of wanting all Council members to be cleared. The question was asked if all Finance Council members are asked to be certified. At this point the Finance Council is not required to be certified per Lupe Martinez, Finance Council Chair. This issue will be taken under consideration by Fr. Bob and Lupe.

### Funding Education

Bob Guzik explained that this issue was brought up due to some volunteers wanting to further their education. In our last meeting the Council formed a sub-committee. Rob Taylor and BJ Martin are members of this committee. Rob expressed that he has already done a rough draft of a proposal for a Training/Education Policy. Fr. Bob did not have ample time to look over the policy, so discussion will continue next month.

### Individual Ministry Invites

For the benefit of new Council members, Bob Guzik explained that this issue had become an item on the Council's agenda due to an organization leader expressing his belief that the PPC is not aware of his ministry's works. Bob further explained that some organizations are not represented at the Ministry Meeting because they have no Ministry Head. Bob suggested that we need to work out a rotation for inviting these ministries to the PPC meetings so that organization leaders will know that the PPC appreciates all the work that is done. It was also pointed out that it would be very beneficial for Council members to understand exactly the work that goes on in our parish. Because the Welcome Ministry brought this issue to the forefront, Bob suggested that we start with them. Fr. Bob suggested that we not have a formal rotation, but decide on a month-by-month basis. One organization will be decided on each month, as well as, a back-up, should the original choice decline the invitation. The question was asked if the Council

should issue a more formal, written invitation. Fr. Bob suggested that the Council liaisons simply contact the leaders. Fr. Bob recommended that we modify the Ministry Form and ask the leaders of these organizations to be prepared to discuss their answers to items listed on the form. However, some Council members thought this might seem too formal. It is not the intention of the Council to put any pressure on these organization leaders. Karen Stonecipher reminded the Council that we had agreed to inform these leaders that they can decline the invitation if they feel there is no need for a presentation to the Council. The Council agreed to extend our first invitation to Jim Beebe from the Welcome Ministry. The Welcome Ministry liaison wanted clarification of the procedure the Council would follow in inviting organization leaders. The following was decided:

1. Council members will contact organization leaders by phone.
2. Inform the organization leader that this presentation is optional, not mandatory.
3. The liaison can use the Ministry Form as a guideline to explain to organization leaders what type of information should be presented.
4. The liaison should contact the organization leader ASAP after the PPC monthly meeting. The organization leader then has 10 days to accept or decline the invitation. After 10 days, the alternate ministry will be invited.

This month's alternate ministry will be the Scouts. Bob Boyles will let the Council know if Jim Beebe has accepted the Council's invitation. If the invitation is declined, Todd White, the parish liaison to the Scouts will be invited by Karen Stonecipher, Council liaison to the Scouts. It was noted that contact information for Ministry Heads and Organization Leaders can be found on the front of the bulletin.

### Comments by Fr. Bob:

Fr. Bob presented possible future items for discernment by this Council:

1. Baptisms at Mass; keep it or not; how often? All of the RCIA rites are being done exclusively at 8:00 mass. Only at 8:00 will Scrutiny Rites be done. Discussion of using solely 8:00 Mass for RCIA Rites.
2. Do we continue to dismiss children for Children's Liturgy?
3. Use of Holy Family Center for private affairs; i.e. wedding receptions, anniversaries, etc. Fee is charged.
4. Bulletin boards downstairs - changing items posted
5. Further changes in the Faith Formation Program; i.e., once a month intergenerational workshops, cutting back on number of regular faith formation classes; summer school of faith formation, for example two-week long intensive study during the summer.

Question was asked if changes in Faith Formation have been a good thing. Several council members expressed their support of the schedule changes in Faith Formation. It was noted that traffic and parking have been positively affected with the change.

Fr. Bob is very excited after attending the conference in Florida concerning Whole Community Catechesis. A theme that Fr. Bob brought back from the conference was: We can change . . . . we can celebrate. Fr. Bob relayed several topics that were discussed at the conference. Nationally, it is thought that using the academic teaching year as the paradigm for Faith Formation will be changed. It doesn't mean the church would never have classes for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade levels for example, only it may not be week after week. Faith Formation might not follow a school academic schedule. Several alternatives were discussed at the conference, including home-schooling. One Council member who said she has never been in favor of

home schooling is beginning to see the advantages of such a program. However, she expressed her desire for the parish to offer social-gathering opportunities for those children being home-schooled. Fr. Bob went on to further explain a Whole Community Catechesis. OLOL would take opportunities that the church calendar presents and hold these sessions so that the community as a whole learns about, for example, Saints in the time frame of October 31st, November 1st, November 2nd; the Blessed Virgin Mary in December. Fr. Bob's excitement grew as he spoke to the Council about OLOL seizing moments of teaching to the whole community. He would like for OLOL to have sessions in which scripture is acted out. Fr. Bob reported that parishioners who attended the Workshop on Reconciliation have commended the session. Fr. Bob further stated that OLOL has a lot going on now that is Whole Community Catechesis; we just need to tap into these opportunities.

#### Report Concerns of Parishioners

A parishioner expressed concern about lights in the parking lot. David Rossato has already expressed a desire to install more lights. One issue is being considerate of our neighbors. Some elderly parishioners are concerned with tripping over the curbing, as it is hard to see. Parishioner felt this is a security issue. Council member asked if we are ever audited by insurance carrier to ensure we are providing a secure property. It was suggested that the Council liaison contact the Facilities Manager to work on this issue further.

Tony Acuna reported that a Rockwall Community Calendar was received on the PPC website.

Tony met with Rosalba Hernandez, head of the Ministry to the Spanish-Speaking. Rosalba was very pleased with the bilingual Mass at 10:00 on Christmas Day. Rosalba estimated that 40% in attendance were Hispanic. On February 2<sup>nd</sup>, there will be a men's retreat from

9:00-3:00. This retreat will be in Spanish. Rosalba had a Time and Talent suggestion - Use cards for gathering information instead of sheets. The English as a 2<sup>nd</sup> Language starts Jan. 23<sup>rd</sup> from 5:30-6:30. Classes will be in the Peter and Paul Room. Registration is January 13<sup>th</sup> and 20<sup>th</sup>. The sessions will run through May. This class will be held weekly.

Rosalba was concerned about the Mass held on January 1<sup>st</sup>. Four Hispanic Eucharistic Ministers were scheduled to serve; as were four Eucharistic Ministers from the Anglo community. All four Spanish-speaking Eucharistic Ministers came forward to serve, but only two were used. Rosalba felt this was unfortunate because they had made a special effort to be there. However it was brought up that there may have been a training issue disparity. Eucharistic Ministers at the 12:15 mass may not be trained to get to the altar quite as quickly as the Eucharistic Ministers at the other masses. It is the practice of the bread captain to stand on the steps until enough ministers have come forward. Perhaps the Anglo ministers reached the altar first, thinking they were needed.

Karen Stonecipher reported a concern of parishioners, including herself, regarding the music at First Holy Communion Masses. Karen had met with two other 2<sup>nd</sup> grade teachers, as well as parents of children making their First Communion. These ladies are asking that the music at the Masses for First Communion be upbeat, kid-friendly songs. These parents and teachers are not asking for the First Communicants to be "showcased" but simply for songs to be chosen that children can readily sing, as well as, the congregation. A list of suggested songs, which were all found in the missal, was given to Beth Wright, DRE, to pass along to Ken Swinson. Tony Acuna will be in contact with Ken to share the Council members' support of the spiritually uplifting music.

Karen also reported a concern of a parishioner who had called the office to ask that a parishioner's mother's name who had died, be placed in the bulletin. Maria Dempsey had informed the parishioner that a family member had to call the church office before a publication was made. Fr. Bob explained that this is church practice due to the HIPPA Privacy Act. There has been an incident in the past when a parishioner was upset about having her name put on the sick list without her consent. Fr. Bob suggested relaying to this concerned parishioner that a Prayer Intention Book is located at the right of the Narthex as you enter the church. This is an option for asking for prayers for friends.

A Council member asked if there is an alternative to shaking hands during the Sign of Peace during Mass, as it is cold and flu season. General consensus was that it is a personal choice.

A Council member asked if the Fish Fry sign could be placed on top of the Baby Due sign. A suggestion was made that the sign be hung under the Baby Due sign as was done with the Santa's Breakfast sign. Signage of Fish Fry has been a source of complaint from some parishioners. Perhaps we should use this as an opportunity to improve our signs.

A parishioner was concerned that the Play for the Feast of Juan Diego was advertised as being bilingual, but was entirely in Spanish. There was supposed to be an English script available. This parishioner did not receive one.

The question was asked when the Baby Due sign is coming down because of the road construction, and if the sign would be replaced with a new one, or should the old one be repainted. Fr. Bob felt the sign would be removed. There was discussion that the current sign may not meet the city's sign code as it is. David Rossato is working on the church

signage. The liaison will be in contact with the Facility Manager about this topic.

Some parishioners are concerned with having to pay a fee for Faith Formation. This concern is from parishioners that have come from parishes that did not charge a Faith Formation fee. Fr. Bob reported that there has been discussion about the fees in recent months. The DRE and Youth Minister have noted that fees have not been raised in the last two years. There is consideration of going before the Finance Council to have fees put on that Council's agenda. Fr. Bob explained that OLOL does depend on those fees to help pay for books and supplies, as well as, salaries. If all members that are registered in our church were to tithe, even half the traditional amount, there would be no need to charge for Faith Formation. Fr. Bob does not feel that the fees should cover all costs incurred by the Faith Formation program; rather the church should absorb as much cost as possible. However, OLOL does not have the resources to cover all costs of the program.

#### PPC/FC Hospitality Schedule for January

Bob Guzik discussed the schedule that he had previously emailed to each PPC member. PPC and FC members will continue serving at Hospitality Sunday. The following have agreed to serve after the January 27, 2008, masses:

- 8:00 Bob Guzik, Dan Muckensturm, Maria Dempsey,  
and Lupe Martinez
- 10:30 BJ Martin, Karen Stonecipher, Jeff Carlton,  
and Anthony Delarosa

Bob Guzik will send reminders to all Parish and Finance Council members.

### Snacks/Closing Prayer for February PPC Meeting

Brian Moss agreed to provide snacks and a closing prayer for the February meeting.

### February Agenda Items

Ministry Presentation

Liaison Assignments

Subcommittee Reports

    Space

    Access/Parking

    Parish Website

    Ministry Meeting Sub-committee

    Funding Education

Food Baskets

Ushers and Safe Environment Issues

Parking Lot Lighting

Music for First Communion

Signage

Faith Formation Fees/Costs

Building March Agenda

1. Comments by Fr. Bob
2. Report Concerns of Parishioners
3. Schedule Ministry Invite
4. PPC/FC Hospitality Schedule
5. March Agenda Items/February Bulletin Notes
6. Schedule Executive Meeting

The meeting was closed with a prayer by Rob Taylor.