

## **St Catherine Labouré Pastoral Council Meeting**

**May 02, 2016**

**Call to order at 6:05 pm** by Cristina.

**Present:** Cristina Brownfield, Wes Brownfield, Joyce Ford, Mike Miller, Al Parnell, Len Rechichar, Dorothy Swehla,

**Absent:** Father Fred (excused), Jo Ann French,

**Guests:** Leonard Venardos, Finance Council President, Katie Napp, John Reed

**Opening prayer** – Mike Miller

**Reading of Parish Mission Statement:**

Mission Statement: We, the community of St. Catherine Labouré, empowered by the Holy Spirit, will strive to serve the Gospel message in reaching out as the Body of Christ to serve our brothers and sisters.

**Approval of the minutes** from March 07, 2016 meeting.

**Len made a motion to approve the minutes as written. Joyce second the motion. Approved with all in favor.**

**Call to the public: none**

**Public concerns voiced to Council members:**

**Mike Miller** – has had some concern from people because they don't know the songs being sung at Mass. They would like them gone over before Mass. Tammy reported that Therese is aware of the concern, but we can't figure out how to do this with the Rosary being done before Mass – there isn't enough time available.

**Pastor's Report:**

**None**

**Committee Reports:**

**Al** – inquired about the Caritas Funeral Ministry – is that for the luncheons? Tammy replied that it is not the same. Martha's Ministry handles the luncheons for funerals. Father asked Mary Anderson to form Caritas to make sure there is a Catholic presence at the funerals held at St. Catherine's. Many times no remaining family members are Catholic, and he was the only one responding at Mass, unless a Deacon was present. Currently there are approximately 25 persons who Mary can contact and if they are available, they attend the funeral Mass – regardless of whether or not they actually knew the deceased.

**Dorothy** – asked if the report showing the parishioner breakdown for "active," "envelope user" reflected that we only have 15 active families using envelopes? Tammy replied that "envelope users" are people who regularly use envelopes, but do not give us any info other than a name. For unknown reasons, they will not actually register with the parish, but faithfully use envelopes.

**Len** – reported that the Knights helped three families with the Knights Easter baskets.

**Old Business**

- Pastoral Council Plan – no review at this meeting.

- **Cables and Shut-off Switch in Choir area - Len** reported that the cables are now covered in the choir area and the shut off switch is installed.

## **New Business**

- **Budget approval –**
  - **AI –** asked why there isn't a report from the Spanish Mass groups, although they have budget requests for the upcoming year. Who is supposed to be reporting for the Spanish Mass? Tammy replied that Father Fred is in charge of the Spanish Mass requests. The Finance Council and Father do monitor the expenditures from the Spanish Mass groups. For Religious Education they brought in \$1,000, and spent approximately \$400. They have brought in approximately \$17,000 through their plate collection and have spent approximately \$7,000. This is the first year we have actually gotten input from the Spanish groups for the upcoming budget, we hope that we can get them onboard with the reporting part as well in the near future. They do now have a representative on the Liturgy Committee, a first step!
  - **AI –** inquired about the carpet cleaning / floor waxing budget lines. It doesn't appear in the previous two budgets. Tammy replied that this year it has been broken out in order to include the additional costs associated with the St. Michael Room. Previously it was included in the Janitorial budget, without being broken out separately.
  - **Leonard** explained that the Finance Council uses historical data and trends in Church to put together budget. This two-month process begins with a request from the groups/ministries for funding for the upcoming year. The Finance Council reviews the requests from the groups/ministries, and then if necessary seeks clarification from the groups/ministries regarding the requests. They then rework the numbers as necessary so the budget is as complete as possible for a second review of the budget. The numbers are reviewed again before presentation to the Pastoral Council at the May meeting. The budget is finalized at the June Finance Council meeting.
  - **Leonard** reported that Jenny will be going to full-time and will be using Diocesan insurance. The reason the number for the insurance isn't represented on the budget at this time, is that until she goes full time, we don't know the actual numbers, however he has calculated that it will be around \$7,600 for the year, using a "best guess" from the information provided by the Diocese.
  - **Leonard** informed the Council that the property we received earlier this year is now being called the "St. Frances Convent", as future plans for the property at this time include a convent. This property will need maintenance, utilities, and insurance and the plan is to keep them separate from the parish expenses. At this time, we cannot represent these numbers in this budget until we have more information. Taxes will need to be included as we have lost the Agricultural zoning. Currently the property has reverted to a residential zoning. We are looking into changing the zoning to non-profit – but the County will need to let us know if that is possible. Tammy informed the Council that in August, our insurance agent will be up to take photos of the property and at that time we will find out what the insurance costs will be for the property.

- **Leonard** informed the Council that repairs to our parking lot are currently under review. We have completed a site survey that has given us direction to handle the runoff issues we have been experiencing. Most likely we will address the drainage first and then paving or concrete in stages. This is a capital expense, not a budget expense. Our savings will cover most if not all of the costs, but we don't want to consume all of the funds at once, and we would prefer to keep the phases of the project small enough that we don't need to exceed the limits set by the Diocese as we work through the phases.
- **Al** asked if we have heard anything more from the Claretians regarding the expansion of rectory and placement of priests here for training? Tammy replied that there hasn't been anything lately.
- **Mike Miller** asked if the budget was still going to include the awning for the St. Michael room. It was on last year's budget but it hasn't been completed. Leonard replied that we are still trying to get a bid to get it done. The money has been allocated, but until we have a bid, we cannot move forward with this.
- **Al** – thanked the Finance Council for their excellent efforts on behalf of St. Catherine's again this year.

**Al made a motion to approve the budget as presented. Wes seconded the motion. Approved with all in favor.**

- **Pastoral Council Officer Nominations**

Wes informed the Council that he and Cristina will be stepping down at the end of June.

- **Wes** nominated Dorothy as President. Dorothy declined due to family concerns.
- **Al** nominated Mike Miller as President. Mike replied that he is having some health issues, but will accept the nomination.

**Al motioned to approve Mike as the President. Joyce seconded the motion. Approved all in favor**

- **Wes** nominated Dorothy for vice-president. Dorothy accepted the nomination.

**Al made a motion to approve Dorothy as the vice-president. Wes seconded the motion. Approved with all in favor.**

- **Fall Trip to Sedona** – tabled until Father Fred is able to attend and provide more information on this trip.
- **Parish Newsletter for June and July** – June will be done by Al. July will be done by Joyce.
- **New Council Member(s)** – We have three openings on the Council with the Brownfields stepping down. We have two parishioners who are willing to fill a position: Katie Napp, who accepted the position; and John Reed who accepted the position.

**Al made a motion to accept Katie and John as new members beginning July 1, 2016. Len seconded the motion. Approved with all in favor.**

## **Member Concerns / issues**

- **AI** – asked Deacon Mike Holmes a question regarding the Family catechesis program and the potential change to the format due to lack of students needing to be prepared for Sacraments. Deacon Mike replied that we have two possibilities, one, open up class to all members of the parish twice a month, and, two, the possibility of meeting once a month for a longer session. Children would receive instruction on Sacramental Preparation during the sessions, but would not necessarily be in a “classroom:” situation.
- **AI** asked Deacon Mike Holmes if he had received any feedback regarding the move to the chapel for Lectors/EM’s? Deacon Mike replied that it seems to be working.
- **AI** – thanked Wes and Cristina for their contributions to the Council and the Parish, and wished them well on their new adventures when Wes retires from the school system later this year.
- **Cristina** – expressed their gratitude thanked the Council for allowing them to be part of the Council. They have enjoyed being part of this endeavor.
- **Agenda items for the next meeting in July –**
  - **July Fixed Agenda Item:**
    - Chino Valley Territorial Days celebration
    - Halloween Trunk-or-Treat

Please submit any additional agenda items to the office for inclusion in the next meeting.

**AI moved to adjourn the meeting after the closing prayer at 7 pm. Len seconded the motion. Approved with all in favor.**

**Closing Prayer – Cristina**

**Reading of Parish Mission Statement - all**

Next Meeting: July 11, 2016 at 6 pm in the St. Michael Room. (moved due to July 4th holiday)