



**ST. JOSEPH PARISH
PASTORAL COUNCIL MINUTES
May 14, 2019**

ST. JOSEPH PARISH MISSION STATEMENT

We, the faithful of St. Joseph Parish, willingly accept our baptismal call to gather and Worship as a Community, to proclaim the Word of God, and to serve in the image of Jesus Christ.

Meeting was called to order at St. Joseph at 7:00PM by Ed Holley. The opening prayer was led by Dave Burns.

Attendance:

- Present: Msgr. Kelley, Dn. Feaster, Mary Anderson, Amy Brenner, Marty Brett, Dave Burns, Ed Holley, Tom Kane, Mary Kirk, Erin Marchlik, Tonie Vandenberg, John Sanders, Stephanie Szczerba
- Absent/Excused: Fr. Hanley, Gary Dawson

April Minutes: Minutes were approved with no objections

Correspondence: No correspondence received

Reports – Standing Committees

- **Finance – Update provided by John Sanders**
 - With two months left in the fiscal year, finances remain sound
 - Looking at conservative investments
 - Continue to reduce debt and increase cash
 - Preparing to work on 2020 budget
 - The HVAC work is now planned for the fall
- **Liturgy – Update provided by Stephanie Szczerba**
 - Ed Fitzgerald announced his resignation effective after the June meeting

LITURGY COMMITTEE MINUTES

May 6, 2019

The meeting was called to order at 7pm. Ed Fitzgerald led us in prayer. The April minutes should have been accepted as corrected not as submitted.

ATTENDANCE:

Present:

Deacon Mike Boyd, Marty Brett, Lauren Cataldi-May, Jack Corbett, Phil Czerniak, Jackie Delaporte, Ed Fitzgerald, Pat Fitzgerald, Rosemary Hadland, Monsignor David Kelley, Rita Ryor, Liz Teixeira, Barb Zasowski.

Excused:

Deacon Dave Feaster, Fr. Chris Hanley, Dee Headley, Bette Luzetsky, Stephanie Szczerba.

REPORTS:

- As Adoration of the Blessed Sacrament was cancelled two months in a row due to funerals, a request was made to have an alternative date in place. Monsignor explained that Adoration is a devotion but burying the dead is a corporal work of mercy, which takes precedence. It would not be possible to have an alternative date as Benediction requires a presider and there is no guarantee that Monsignor's schedule would be free. It was decided that as soon as a funeral is scheduled an announcement would be made at the morning masses to advise parishioners.
- An inordinate amount of corporals are being placed in the wash. After being shaken out over the sacrarium, they can be reused if not dirtied. Shelly will remind EM's of this fact.
- Several parishioners have complained of the noise coming from the gathering space before Mass begins as they are trying to pray. The practice now is to open the doors into the church 10 minutes before Mass is scheduled

to begin. On a trial basis, Phil will ask ushers to leave the doors closed and for them to open as parishioners go to enter.

- It was asked that we consider having another location for the sacrarium at St. Rose . People have been coming back to use the bathroom while the vessels are being purified. Although the Columbiettes have offered to donate a sink for that purpose, the age of the building, the necessity of the area being heated, and the lack of space for its placement are all drawbacks to that being done. We can ask parishioners to wait until the cleansing has been completed and we can open the hall for their use.

- Rosemary informed us that the doors to the church will be locked 10 minutes after the start time for last music ministry practice. When practice is going on it is impossible to hear anyone entering. In order for those arriving late to practice to enter, they would need to text Rosemary or Lauren for access.

- Due to change in Mass times from the norm on Palm Sunday at St. Rose of Lima Church, a member of the committee from St. Rose should remind those doing the bulletin to insure that the correct times are listed.

OLD BUSINESS:

- The following observations were made by committee at the Triduum Liturgies: **Holy Thursday-** It would be easier for foot-washing if those chosen would stand so as to place their foot in the bowl. It was suggested that some lighting be placed along the walls to insure the safety of those walking to join the procession- either battery operated or night lights.

Good Friday- The crucifix and the statues of the Blessed Mother and St. Joseph should be covered from **PALM SUNDAY** until Holy Saturday. Liz will speak to the seamstress she uses about covers. The crucifix cover will be held in place by heavy rope. Those Liturgy Committee members holding the candles for the acolytes to venerate the cross, should do so after the last of the congregation and before the cantor and organist. The first unveiling of the Cross needs to occur before the Cross is lifted for the first time.

Lauds- went well with Deacon Mike presiding. Having two readers and reading the psalms in lieu of singing them worked.

The Vigil-The lights in the Church go on after the Paschal candle is incensed. Then the Exultet is sung. Allow time for committee members to instruct congregation to blow out candles after the Sprinkling Rite. Signal altar servers to light altar candles after last reading, psalm and prayer (sacristan). If the new Communicants return to the opposite side of the pew, then the rest of those in their pew can exit without climbing over them.

NEW BUSINESS:

- The following dates were set for the 2019-2020 meetings (they are all Mondays unless otherwise noted) Thursday Sept. 6th, Oct . 7Th, Nov. 4th, Dec. 2nd, --2020-- Jan 6th, Feb 3rd, Mar 2nd, Mar 30th (due to 4/6 being the Chrism Mass), May 4th and June 1st.

- Triduum practice is set for Palm Sunday, April 5, 2020 Holy Thursday 4 pm, Good Friday 5:30 pm and the Vigil 5 pm.

- Ed Fitzgerald announced his resignation effective after the June meeting. The meeting was adjourned at 8:30 pm following a prayer led by Lauren Cataldi-May.

Our next meeting is Monday, June 3rd at 7pm in St. Joseph Parish Center.

Respectfully submitted,

Pat Fitzgerald

- **Christian Formation – Update provided by Mary Anderson**

The Christian Formation Committee will meet next on June 5. The following reports were submitted by email.

Adult Faith Formation Committee

Survey update

Marty Brett and Larry Boch presented at the last Pastoral Council meeting, and were asked:

1.) To analyze results of the adult faith formation survey after removing 84 questionnaires that were returned after Fr. Chris' lecture series.

Response: Although the surveys were numbered, after reviewing the paperwork, the committee cannot determine with certainty which ones were received from people attending Father's lecture. Questionnaires were collected from multiple sources and most likely comingled, making it impossible to segregate them at this time.

2.) Determine the number for questionnaires returned that were obtained electronically, via Facebook, email, or the parish website.

Response: There were 17 returned that were sourced electronically.

Details will be worked out regarding next steps. Larry will be attending the next Christian Formation Committee to work with the group so that we can present Pastoral Council with a formal plan for adult faith formation to promote formation and development in the Christian life and evangelization.

In the meantime, the committee has three new members, based on contact Committee Chairman John Ruane made with people who indicated a willingness to join the group. A second round of that outreach is underway.

Lecture and Study Programs:

Deacon Mike Boyd will give a lecture on the Blessed Mother after the 5 p.m. Mass, in the Parish Hall.

In fiscal 2020 the committee will present a lecture by Larry Bock, possibly focused on scripture or the Bible, a topic under consideration after analysis of the parish survey results.

Office of Religious Education

Eighty two students celebrated First Eucharist here at St. Joseph Parish on May 4 and 5. Four students opted to receive at St. Rose of Lima. Registration for the incoming sacrament preparation class will continue until August 31. To date, 31 students have registered for Reconciliation/Eucharist.

Religious Education students in Sessions 4, 5, and 6 created over 10 dozen cards to be distributed to Cadia Broadmeadow Nursing Home and Rehabilitation Center residents this spring. Cards, delivered by our Eucharistic Ministers, were made to wish the residents a hearty "get well" or a simple "thinking of you." The students, in return, received a lovely thank you card from the staff of the Activities Department at Broadmeadow.

As of May 6, 223 families have registered for the upcoming Religious Education year- 306 students for summer classes and 45 for fall classes. Two students have registered for our pre-school program.

We continue to recruit summer session catechists.

Monsignor Kelley and Mary Kirk have worked to update the Baptism Preparation sessions, both for the lay facilitators and the clergy. Lay facilitators will be asked to attend a training session on the new material in the near future.

Confirmation preparation

Preparation program classes concluded May 5. The candidates will have a retreat day in September before making the sacrament this fall.

- **Parish & Family Life – No update**
- **Social Concerns – Update provided by Tonie Vandenberg and Gary Dawson**
 - As the mass time will change for the summer, it is anticipated there will be a drop in attendance at the Spanish mass
 - Indoor Yard Sale at St Rose Hall: Sat. Apr 27, Sun. Apr 28 and Sat. May 11.
 - National Day of Prayer Service: 6:30pm, May 2 at 1st Presbyterian Church
 - Vacation Bible School: Jul 28 - Aug 1 at Town Point Church
 - 911 Service: Sept 11, 6:30-7:15 at Chesapeake VFW on Basil Ave
- **Building and Maintenance – Update provided by Ed Holley**
Maintenance Update
May 2019

Bob Altmiller provided the following on work activities completed during April:

1. Worked with Contractor to repair the sprinkle alarm bell in outside closet.
2. With Joe Ruff assistance, repaired three damaged fence sections in back of St Joseph complex.

3. Met with Owner of Schaefer's Restaurant in Chesapeake MD to discuss possibility of land swap of our adjoining properties. Possible swap includes our southern section that borders Biddle St with land on our northern side for more cemetery use.
4. Worked with Boy Scouts for mulch fundraiser in parish parking lot.
5. Worked with Boy Scouts on an Eagle Scout project to rebuild benches, manicure the garden and paint the cross near the grove of trees on the side of the Office building.
6. Removed the wall in the Kitchenette dining room. Repainted the enlarged room and fixed the ceiling to restore the rooms as a single classroom for Religious Education. Dominic Marra donated labor and materials to repair the flooring.
7. Created access in the walls of the Office and Rectory for the plumber to replace water hydrants and install new shutoff valves. Repaired walls and installed access panels for shutoff valves to allow for winterizing.
8. Decorated the church for Easter and installed the Baptismal pool in the sanctuary.
9. Mulched and trimmed garden areas and trees on St Joseph complex.
10. Met with County Health Inspector about any Hall requirements for food prep. Inspector confirmed there is no need for a new food prep sink in the hall kitchen for any of our events.
11. Supervised Easter Vigil fire ceremony with Boy Scouts, and burned all oil and unused palm.

Ed Holley

Old business

- **Parish Membership Activity**
 - It was agreed to extend the invitation to Tony Puchowski to join next year's council
 - Tom Kane was asked to extend the invitation to Tony and mention our desire to change the website
- **Active Shooter Policy and Parish Safety Committee – Update provided by Dave Burns**
 - Designing the program and working on training classes
 - The plans include the buildings at St. Rose
- **Website – Update provided by Marty Brett**
 - Reviewed some of the elements that the new website should have
 - Reviewed some of the package deals that are offered by web companies
 - May include formats for tablet, PC and phone
 - Availability of push notifications
 - Updated news feeds
 - It was suggested a committee be formed to work on next steps
 - Council members are asked to come to the next meeting with a list of desired items for the web site

Closing prayer led by Dave Burns.

Meeting was adjourned at 8:15 PM.

Next meeting is at St. Joseph on June 11th at 7:00 PM

SEE BELOW FOR APPENDIX

Appendix 1 – Pastoral Council committee representation for the year

Liturgy	Stephanie Szczerba and Deacon Feaster
Christian Formation	Dave Burns and Mary Anderson
Parish & Family Life	Erin Marchlik and Tom Kane
Social Concerns	Tonie Vandenberg and Gary Dawson
Building and Maintenance	Ed Holley

Appendix 2 – Opening and Closing Prayer

Council Member	Meeting
September	Ed Holley
October	Tom Kane
November	Erin Marchlik
December	Stephanie Szczerba
January	Stephanie Szczerba
February	Mary Anderson
March	Amy Brenner
April	Marty Brett
May	Dave Burns
June	Gary Dawson

Respectfully submitted,

Tom Kane
Secretary, Pastoral Council