

**ST. JOSEPH PARISH  
PASTORAL COUNCIL MINUTES  
December 12, 2017**

**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 7:03PM by Ed Holley. Opening prayer was led by Dave Burns.

**Attendance:**

- Present: Msgr. Kelley, Father Brady, Deacon Feaster, Amy Brenner, Dave Burns, Erin Marchlik, Marty Brett, Mary Kirk, Stephanie Szczerba, Tom Kane, Ed Holley, Gary Dawson
- Excused: John Sanders, Lisa Porter, Tonie Vandenberg

**November Minutes:** November minutes were accepted by council with no objections

**Correspondence:** No correspondences received

**Reports – Standing Committees**

- **Finance Council – Update provided by Msgr. Kelly**
  - M&T attended the monthly Finance Council meeting
    - Low risk investment strategies were reviewed for the parish's reserve funds
    - The Finance Council will also speak with other banks
  - For the first seven months of the fiscal year:
    - Income is up 7%, primarily due to a trust fund donation
    - Offertory is down 3%
    - Expenses are down by 2%
  - The Capital Campaign will be funding the new music room in St. Joseph Church and the new roof for St. Joseph Hall
  - Electronic offertory is starting to be reported in the bulletin monthly after the number is available
  - Looking to report the comparison of the actual offertory collection versus budget on a quarterly basis
- **Liturgy – Updated provided by Marty Brett**
  - There is a shortage of Liturgical Ministers for St. Rose's 9:30 mass at St. Rose
  - The old fashion sing-a-long at Old Bo was well received
  - St. Joseph Church will be decorated for Christmas at 4PM on Dec-21
  - A decline in the number of children participating in the Children's Liturgy of the Word at 9:30 mass has been observed
    - A further review with potential options is being completed
  - The Night of Remembrance on Nov-30 had low attendance
- **Christian Formation – Updated provided by Marty Brett**
  - Work continues on the directory listing out ministries and their chairpersons. This directory will be used internally by staff and committees.
  - Although the potential exists for Youth Formation, it is not currently active in the Parish. However, until staff and programs are in place, Christian Formation will not undertake the formation.
  - The first steps to reconstitute Adult Formation were taken, with Dave Burns being the chairperson
  - 79 children have been baptized, including infants, with 6 preparing for baptism
  - 74 students attended the Reconciliation Gathering on Nov-4, and received the sacrament of Reconciliation on Nov-18
  - Catechists in the diocese are required to achieve Basic Certification within 18 months of beginning their ministry
  - Upcoming goals were discussed, including the potential need for a 5 year plan
  - Continuing to review the webpage for updates

- **Parish & Family Life – Updated provided by Erin Marchlik and Tom Kane**
  - An email address has been created for that contains St. Joseph’s domain name and will be used along with the pilot for the FaceBook page
    - [familylife@stjosephmiddletown.com](mailto:familylife@stjosephmiddletown.com)
  - Work still needs to be done with the FaceBook page, including stopping the notifications to Msgr. Kelly
  - The diocese will be contacted regarding guidelines and procedures for social media
  - Continuing to validate the contacts currently listed on the website
  - The Knights of Columbus will have a pancake breakfast at St. Rose on Dec-17
  
- **Social Concerns – Update provided by Gary Dawson**
  - The winter clothing drive for migrant workers will begin soon
  - St. Rose continues to be a member of the Chesapeake City Ecumenical Association with parishioners volunteering as needed
    - A toy give away was held on Dec-2
    - A Pot Luck Supper was held on Dec-6
    - The next Pot Luck Supper will be on Jan-3
    - A Spaghetti Dinner will be at the Chesapeake City VFW on Jan-20
  - Items collected for the Giving Tree are being sorted and distributed
    - Great response this year with some of the donations being remarkable
  
- **Building and Maintenance – Update provided by Ed Holley**
  - Continue developing design drawings of the St. Joseph Music Ministry office for submission to the Middletown Permit Officer for the building permit application
  - Reviewing roofing contractor proposal for repairs to the roof, with work planned for Feb 2018
  - Received several bids for the replacement of the roof, with work anticipated to begin in March of 2018
  - Started trimming deco grasses, hydrangeas, and smaller shrubs.

**Old business**

- Council members are asked to continue to work with their respective standing committees to ensure the parish’s website is updated

**New business**

- Council members are to think about a 5 year plan for each of their respective standing committees

**Follow Ups:**

- Pastoral Council members are asked to continue to review the webpage for their respective standing committees. Any updates are to be sent to Jackie Delaporte.
- Pastoral Council members are to think about a 5 year plan for their respective committees
- Ed Holley to send samples/templates of 5 year plans to Council members

Closing prayer led by Dave Burns.

Meeting was adjourned at 8:00PM.

Next meeting is at St. Joseph’s on January 9<sup>th</sup> 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 Marty Brett
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**

<b>Council Member</b>	<b>Meeting</b>
October	Amy Brenner (Tom Kane)
November	Marty Brett
December	Dave Burns
January	Gary Dawson
February	Ed Holly
March	Tonie Vandenberg
April	Erin Marchlik
May	Lisa Porter
June	Stephanie Szczerba

Respectfully submitted,

Tom Kane  
Secretary, Pastoral Council