

**ST. JOSEPH PARISH
PASTORAL COUNCIL MINUTES
December 11, 2018**

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. The opening prayer was led by Stephanie Szczerba.

Attendance:

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

November Minutes: Minutes were approved

Correspondence:

- No correspondence received
- Msgr. Kelley reported the diocese has not finalized the feedback from the roundtable discussions at the Convocation 150 held in November

Reports – Standing Committees

- **Liturgy – No update provided**
- **Christian Formation – Update provided by Mary Anderson**
 - Religious Education
 - Reconciliation Child Gathering was held on Oct-27
 - 84 students received their First Reconciliation on Nov-17
 - 45 people attended the “Trunk or Treat” on Oct-28. This is being considered for a parish wide event next year
 - “Breakfast in Bethlehem” was held on Dec-1. Given light attendance, this is being re-evaluated for next year
 - 138 holiday cards were made by PREP students for members of the military
 - Youth Formation
 - Confirmation kickoff meeting was held Dec-1 with 58 out of 75 candidates attending
 - There were concerns that 17 candidates missed the kickoff. Based on calls to the parish, multiple families who were unaware of the kickoff did not download and read materials that were emailed to them.
 - Adult Faith Formation
 - The Adult Faith Formation survey will be inserted into a bulletin on an upcoming date
 - A detailed plan, including dates, has been created
 - Feb-1 – initial distribution
 - Feb-24 – return date
 - Apr-9 – report to Pastoral Council
 - Fr. Hanley has committed to doing a multi-part discussion series on the Holy Eucharist starting in January
 - If this goes well, Fr. Hanley has committed to doing another series over Lent
 - Preparation of Baptism for Infants
 - Some lay facilitators for baptism prefer to work in pairs and additional volunteers are being sought
 - Goals
 - Supporting the launch of the pre-school program “Stories of God’s Love” for younger children. This free program will be held in the gathering space off the sacristy and follow a curriculum for 4 and 5 year olds. Stephanie Szczerba will lead this group.
 - Looking at Confirmation prep and offering to provide support to that team

- Beginning a post-Baptismal program to enhance connections with families of infants in the years between Baptism and the start of religious education.
 - Assessing the needs of parish youth and providing a form of youth ministry that would support them in addressing modern issues in light of their faith.
- **Parish & Family Life – Updated provided by Tom Kane**
 - Primary goal is to find more people to join this committee
 - In January, a write up will be placed in the bulletin asking for volunteers
 - **Social Concerns – Gary Dawson**
 - The annual clothing effort is underway
 - A food drive within the parish will be held
 - A shelter in Elkton was extremely appreciative of the donations that resulted from the Giving Tree
 - **Building and Maintenance – Update provided by Ed Holley**
 - Working with Art & Environment for Christmas Decorating. Ordered trees for Sanctuary. Keeping them in water to help ensure freshness.
 - Cut pine branches from around the parish property for the wreath in the Narthex
 - With assistance from Joe Keenan, constructed three platforms using plywood donated by Joe for the trees that will be placed behind the altar. The platforms are constructed in such a manner as to allow for easy storage.
 - Working with Religious Education to set up for the Christmas play to be held in the Hall.
 - Winterized the windows in Msgr.'s sitting room in the Rectory.
 - Worked with Vistacom to tune up and adjust the sound system in St Joseph and St Rose. This included the purchase of new lapel microphones and a new microphone cord.
 - Interviewed contractors for a new three-year Landscaping /Snow Removal contract. Selected Cutting Edge for the work.
 - Cleared damage which vandals did at St Rose cemetery and now repairing headstones, grave, markers, and statues. Reported damage to County Sheriff.
 - **Finance – Update provided by Msgr. Kelley**
 - Offertory income is around what was budgeted
 - Expenses are in line with budget
 - Surplus is running higher than anticipated
 - The seasonality of expenses and income that was part of the budget is working well

Old business

- **Update on Draft Recommendations for Parish Website – Marty Brett and Erin Marchlik**
 - A list of website providers was shared with Pastoral Council
 - As a follow up, Marty will determine if any of the providers are currently managing websites for any parishes in the diocese
- **Active Shooter Policy and Parish Safety Committee – Dave Burns**
 - The parish buildings are being reviewed
 - Immediate, short term, and long term goals are being established
 - This is still in the fact finding stages
- **Updates for Parish Committees' 2019 Goal Setting**
 - Liturgy is on track with original goals
 - Social Concerns is on track with original goals
- **Parish Membership Activity - No update**

New business

- With the use of social media, it has been decided that there is no need for a parish directory

Follow Ups:

- Marty will research if there are parishes are using any of the web providers shared with Pastoral Council

Closing prayer led by Stephanie Szczerba

Meeting was adjourned at 8:20PM.

Next meeting is at St. Joseph on January 8th 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