

Parish Council of St. Charles Borromeo, Resurrection, and All Saints
Meeting Summary: Sunday, October 5, 2025
1:30-4:00 PM

EX-OFFICIO

Fr. Willem Klaver, Fr. Benedict Ohanga, Deacon, Rodney Beckford, Deacon Kenneth Radcliffe, Deacon, Rodney Beckford, Gerald Adolph (New Trustee), Cristina Ciprian-Matthews (Trustee)

PARISH COUNCIL REPRESENTATIVES

Renell Grant (President), Cartavina Momplaisir New), Verna Diggs (New), Vivian Taylor, Danielle Beckford, Carolyn McBain, Cristina Ciprian-Matthews, Gwen Miller, Paulette Nixon (secretary of the day), Annie Peña, Michele Turnquest, Lucy Osakwe

ABSENTEE(S)

Sr Dorothy Hall, OP, Deacon Michel Hodge, Lokia Lewis (Multimedia Director), Natalia Rodrigo (School Principal), Michele Turnquest, Lenora Graham, Verna Diggs

VISITORS

Tracy Hythern-Suffern (Capital Campaign Manager), Dr Monica White (Director Religious Education, SCB)

Meeting Opened: 1:45 p.m.

Opening Prayer: Vivian Taylor

MEETING SUMMARY

1. Opening Remarks

Fr Willem thanked the outgoing members of the Parish Council - Christine Whelan, Frank Mendez and Paul Tchamambe - for their great commitment and loving services. He welcomed Gerald Adolph, Cartavina Momplaisir and Verna Diggs for accepting to be the new members on the Parish Council.

2. Update Capital Campaign by Campaign Manager Tracy Hyter-Suffern

Our Capital Campaign is called "*Preserving Our Legacy, Building Our Future*". The campaign aims to secure \$15 million over three years, with \$4.6 million in the first year. On Sunday November 19, the "quiet" or early phase of our Capital Campaign will start. April Jeffries and Deacon Michel Hodge will serve as our

campaign co-chairs. Tracy, April and Deacon Hodge will work together and with the campaign leadership team to guide our fundraising work. The purpose of the “quiet” phase is to build our foundation of support among our own parish family and several lead donors and to show the strength of commitment our parish brings to this work of faith and community.

Tracy shared also strategies for the Capital Campaign, emphasizing the use of software tools like Instrumentl for prospecting and grants management and Grantable for proposal writing. Key committees to be started up include Communications, Social-Media, Parish Engagement and Donor Recognition and its membership can include parishioners as well as external experts. An example was given of a successful fundraising event by Tanya Lewis raising \$3,000 for the Capital Campaign. Tracy shared success stories from other capital campaigns. She stressed the importance of lobbying efforts at the State and City levels for Capital Campaign funding and mentioned various foundations and potential prospects for funding, including the Howard Gilman Foundation and the Lilly Endowment. The emphasis is on organizing networking and outreach efforts, highlighting personal stories as key campaign narratives. She encourages parish council members to share potential prospects and contacts. Tracy recognizes the need to develop a business plan for the parish.

There is a need to collect and organize high-quality photos of the damage to the church building and community outreach efforts and for these to be included in the capital campaign case statement. We can create a list of specific photo needs (e.g. hole in roof, water damage, community events) and share it with the new media ministry to coordinate photo collection. There was discussion on organizing a Google Doc or Google Drive library for photo submissions of for example parish ministry meetings, St Charles Borromeo School, John-Paul Second Centre, the food pantries, the choirs and international visitors.

3. Parish Feast Day with His Eminence Wilton Cardinal Gregory, November 16, 2025

The parish feast day on November 16 will feature a Mass Choir and a procession including the Knights and Auxiliary Ladies of St Peter Claver and the Dames of the Holy Sepulchre. The ushers will need to develop a plan for welcoming and accommodating visitors at the feast day celebration (including any special seating or recognition items) ensuring a smooth operation. Tracy and Fr Willem are in the process of inviting elected officials and community members to the

Feast Day. One idea is to provide commemorative items for visitors which will be explored by Paulette and Deacon Radcliffe. The 10.00 am Mass at Resurrection has been cancelled so that all parish clergy are able to attend the Feast Day. The Spanish noon Mass will continue as scheduled. Charles Charlie's Café will host the overflow of attendees. Carolyn McBain suggested to have a plaque to mark the day. Fr Willem will do the follow-up.

4. Update Strategic Planning Committee (Chair Vivian Taylor)

The strategic planning committee is developing a five-year strategic plan for the parish by July 30, 2026 focusing on Strengths, Weaknesses, Opportunities and Threats (SWOT analysis). The plan is to start focus groups or small group meetings to help understand parishioners' perspectives. The emphasis is on the need for collaboration and input from various parish ministries and committees.

The following tasks are being undertaken:

- Exploring data collection options facilitated by Danielle Beckford.
- Demographics and review of other Church/Non-Profit Strategic plans, facilitated by Robin Talley.
- Determining and designing a Focus Group format, facilitated by Vivian Taylor.

From this body of work, we will be able to create goals, objectives, and action items with measurable outcomes.

5. Dr Monica White, the new SCB Director for Religious Education

Dr Monica White shared her experience and challenges in taking on the major responsibility of directing the SCB Religious Education program. She discussed the importance of family catechesis and community involvement in the religious education program and the need for ongoing training of catechists.

6. Parish Safety Committee

Fr Willem formed a Parish Safety Committee with members from both churches having professional expertise around security issues. A few attended Active Shooter Response Training sessions. There is a close collaboration with Community Police Officer Detective Rasheme Denton. The members of the Parish Safety Committee performed a Security Audit at St Charles to identify where safety improvements are needed, and this will soon be followed up by a

Security Survey from the local police. The Parish Safety Committee is represented at the monthly Community Council meetings by Rose Williams.

7. The Word Among US

The copies of The Word Among Us are being distributed with the help of Michel Turnquest among the parishioners who responded positively to the Survey.

8. Warning against Phishing

Fr Willem warns against opening phony emails or texts impersonating the Pastor asking for a favor. If you receive an email from the clergy or staff that is not from @scbrchurch.org, it did NOT come from the Parish.

9. Senior Recognition Day, November 8, 11.00 am, St. Mark

On Saturday November 8 at 11.00 am at St. Mark Church, three senior members from our Parish will be officially recognized:

1. Anne Thomas 2. Joseph Salerno and 3. Dr. Onita Estes-Hicks

Congratulations to our honorees. There will be an official recognition among relatives and parishioners accompanied with lunch and flowers for the honorees.

10. Live-Streaming and Choir Microphones

Danielle presented an overview of the numbers of viewers watching our Sunday Masses through the website, Facebook or YouTube.

The Tuesday and Thursday 8.30 am Masses are also accessible on Live Stream especially targeting the sick and homebound in our Parish.

It will be explored if we can simplify and make the live-streaming of the daily Masses more efficient by training the clergy and volunteers how to administer the equipment.

The inconsistencies in how the sound is delivered for the Sunday Masses when being live-streamed at St Charles needs to be addressed. The sound engineer of St Patricks' Cathedral has been invited for a visit. There is need to switch from the microphones for soloists to microphones which are actual choir mic's comparable to the system that the church has at present, to avoid making exorbitant costs.

11. Charlie's Café Welcome Ministry

Verna Diggs was not present to give an update. It will be deferred to our next PC meeting.

Meeting was adjourned at 3:40 p.m. after a closing prayer by Fr Benedict Ohanga.

Submitted by Paulette Nixon and Fr Willem