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# ST PETER THE FISHERMAN

## ROMAN CATHOLIC CHURCH

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### Parish Council Minutes

Friday, February 12, 2021: 5:30 – 6:30 pm

Members Attending: Fr. Clement, Pastor/Administrator; Anne Gallagher, Saint Michael; Jeanine Wright, Holy Name; Roberta (Bobbi) Ivan, Sacred Heart; Bridgette Shively, Saint Michael; Jim Majewski, Saint Michael; and Al May Sacred Heart.

Members Absent: Greg Noyes, Sacred Heart

Meeting Location: Virtual via Zoom.

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**Coronavirus:** we are following precautions at all in-person meetings: wearing of masks and physical distancing in room. We also hold virtual meetings when appropriate.

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#### Agenda/Minutes

**Opening Prayer:** Jeanine led us in a Prayer for Leaders.

#### Introductions

- Fr. Clement was delayed at the start of the meeting. Bridgette Shively introduced herself as a new council member.

#### Old Business

- Approval of Minutes
  - Minutes of Meeting 12/19/20: members were asked to review minutes and provide edits. No edits were proposed. Jeanine approved the minutes without a motion or vote.
  - Minutes of Meeting 01/08/21: members were asked to review minutes and provide edits. No edits were proposed. Jeanine approved the minutes without a motion or vote.
- Administrator/Pastor's Report: Fr. Clement provided the following:
  - Maintenance Work: Holy Name Bell Tower Water Damage Repair

- Governor's New Order for Churches: no real change as we still need to consider social/physical distancing.
- How to increase participation?
  - Many parishes are holding events to engage the parish members and community
  - Lenten Program with Stations, Adoration/Benediction, Discussion based on Education Materials from Formed (Friday at Holy Name)
  - Jumpstart the Guild for planning
  - Collect food during Lent for the local community pantries
  - Start up leading the Rosary prior to all weekend masses
  - Could a virtual event be tried? No internet at Holy Name Hall (Hotspot)
  - Develop some ideas for next parish council meeting
- Finance Council
  - No report available for this meeting
  - Need one-page summary of financial report.
  - Need one-page summary of capital improvement campaign.
    - Capital Improvement Campaign: Y1 = June 2019 – June 2020; Y2 = June 2020 – June 2021; and Y3 = June 2021 – June 2022.
  - We are operating in the black based on good offertory collections and continued payments from capital improvement campaign
  - Maintenance Goal \$153,000: all proposed projects have been completed
  - Focus on Rectory Improvements
  - Reminder letter for Capital Improvement Campaign Pledge going out
  - Annual Tax Donation letter has been sent out
- Stewardship
  - Nothing at this time
- Committee
  - Management Structure
    - Need an Org Chart developed
  - Security and Safety Committee
  - Liturgy and Music Committee
  - Guild
  - Action: Bobbi to connect with committee leads and discuss how to have an update at future council meetings.

## **New Business**

- Catholic Leadership Institute
  - Jeanine provided some background on the diocesan initiative to bring newly formed cluster parishes together and form leadership qualities in parish members as well as consider the parish community as a means to evangelize

each parish member as a beginning and then evangelize others, like Catholics who do not attend church or have left the church, or non-Catholics

- Between 2015 to 2017, the Catholic Leadership Institute conducted two or three day trainings that focused on educating parish members about their own prayer life as a Catholic, the importance of prayer and spirituality to each person and parish community, and how each parish member can be example of a prayerful life, a step in evangelizing others, that is, sharing your story of prayer and relationship with God, Jesus, and the Holy Spirit.
- The next phase of this process was that each parish would form a committee who would meet for about a year to review data like parish surveys about prayer life, the mass liturgy, the importance of a Catholic community, the role of the church in their lives, etc. The committee consisted of Fr. Clement, Anne Gallagher, Jeanine Wright, and Al May. A facilitator met with the committee monthly to build our parish's distinct values; vision and mission statement; priority areas and goals/milestones for the parish leadership then to take and implement in 2020/2021.
- One of the first areas that Saint Peter the Fisherman Parish needs to work on is a parish infrastructure, such as a working Finance Council and Parish Council. As Fr. Clement has already started building other committees pre-COVID, we now need to integrate those committees with the two councils to solidify the parish infrastructure.
- Jeanine then read over the Parish Strategic Plan, starting with the Vision and Mission and then onto the Values. She then reviewed the three priority areas—Management Structure, Education, and Stewardship, with the now added goals/objectives and strategies.
- Some discussion on building on the prior year's work with many of the newly formed committees (Guild, Maintenance) with faith formation for adults and children being high on the list along with a Liturgy Committee
- Fr. Clement said there was need for a list of committees or a picture like an org chart so new parish members or church staff/priest would be able to picture the hierarchy and connections.
- Fr. Clement in the two and one-half years here has had the chance to get to know each of the four churches, the individuals, and with that knowledge, feels that the parish is ready to build the infrastructure, which includes a working and engaged Parish Council, Finance Council and coordinated committees as well as organizational documents like an org chart and bylaws.
  - Org Chart: Al will work with Fr. Clement
  - Bylaws: Jeanine will team with Anne and Bridgette
- Fr. Clement is investigating a 0.25 FTE staff to cover the work of the shared business manager and bookkeeper. He is currently working with the Diocese to do a cost management analysis to see if we should just hire a person for the job and have the tribes move resources somewhere else.

- Worship and Spirituality: Not covered at this meeting
- Social Justice and Christian Living: Not covered at this meeting
- Closing Prayer: Fr. Clement

**Action:**

- Meetings will be established in the calendar for the second Friday of the month
  - February 12; March 12; April 9; May 14; June 11; July 9; August 13; September 10; October 8; November 12; and December 10.
- For March meeting:
  - Research and develop ideas for community outreach events (all)
  - One-page summary financial report and capital improvement campaign report (Fr. Clement and Al)
  - Create a management structure org chart (Fr. Clement and Al)
  - Determine means for working with committees to get a monthly update for parish council meetings (Bobbi and committee leads)
  - Bylaws Committee: Jeanine, Anne, and Bridgette will meet; Al will send examples of parish council bylaws
  - Parish Strategic Plan needs to have final edits and then sent to diocese with cover letter (Al and Fr. Clement)
  - List of committee leads and discuss how best to communicate and provide updates between committees and council (Bobbi)
  - Look for a current student (high school or college) who is tech savvy and who can be responsible for parish website and announcements (Fr. Clement will write up a brief job description)

Next Meeting: Friday March 12 from 5:30 – 6:30 pm.