

Pastoral Council Meeting Minutes  
April 20, 2021

Present via Zoom:

Fr. Patrick Hipwell, Alison Knapp, Joshua Cunningham, Mike Goodson, Casey Stephens, Missy Cullen, Andrea Chinchilla, Andy Pieper, Jennifer Metz, Nancy Johnson, Jerry Brennan, Dan Flanagan, Kate Wenger, Robert Wollan, Tom Margarit, Tom Dvorak

Opening Prayer: Discipleship Prayer

Approval of Minutes from March Meeting, Alison

**Updates:**

Pastor Update, Fr. Hipwell

- 3 finalists remain for Faith Formation staff position; second interviews; want to make sure it is the right fit
- Beth has started at the front desk
- Sandy Kane is leaving for another job; Kate Wollan has spoken with SAC about how to replace this position
- Catholic Finance Corp. meeting 4/21 with Laura Barr and Fr. Nick
- learning from other parish models has been helpful
- Development position: will be interviewing in the weeks ahead

Progress Report, Alison

- Catholic Finance Corp. meeting will further define progress on development hire
- HUB progress is being made on the parish side
- Pastoral Council looking for one "at large" candidate, one representative from the Grandparent Apostolate

Ad Hoc Updates

Finance Council, Tom Margarit

- Council met in late March
- Second quarter forecast: slight deficit in operations for school and church
- 450K deficit in the fiscal year
- Council approved the 2021-2022 school budget
- Work continues on forgiveness of PPP loan, likely will be 100% forgiven
- Nativity may qualify for the PPP2 loan
- Catholic Finance Corp. will be consulting with the council

HUB, Robert Wollan

- working on dashboards

- working on wedding app; this will allow for streamlining, welcoming the couple into the parish
- stewardship/development - Joyce Kotta is working on updates via email
- Enrollment - will be automated online
- Need for continued help with finding how we can help others (such as staff liaisons, family, etc.)

#### Ministries, Nancy Johnson

- Work continues on developing all of the ministries by the end of May
- Will work to get charters on the shared drive so they can be tweaked as we move along
- Fr. Nick created a folder under shared drive titled Charters for this purpose

#### One Nativity, Jerry Brennan

- Much evidence of progress and engagement, fulfilling objectives of One Nativity<sup>35</sup>

#### Standing Committees:

##### Faith Formation and Nativity Staff, Alison

- Waiting for new Faith Formation hire
- HUB progress continues for staff; important to find out what each staff person needs

##### Facilities, Tom Dvorak, Mike Goodson

- tuckpointing appears to have been successful
- age of church structure revealing a lot of needs for repair/updates
- sod, sprinkler repair, damaged sidewalk repairs
- pulling numbers together for windows, stone work
- will add one more member to ministry group (an architect)
- Steve Boatman is creating spreadsheets with 25 year capital plan; this will be given to Laura Barr for budget planning
- discussion of locking parking lot gates at night to prevent teens from driving into lot and hanging out

##### Liturgy and Music, Jennifer Metz and Missy Cullen

- may be adding Sunday morning mass this spring depending on Covid
- some complaints about Easter liturgy signups

##### Pastoral Care, Alison Knapp, Missy Cullen

- Nancy Shatek Suek shared latest charter draft
- Waiting for feedback from Fr. Patrick

- Nancy is hoping to have 6-8 ministry members, hopefully from areas that already intersect with the pastoral care ministry, i.e. someone from NCCW, St. Vincent de Paul, etc.

Stewardship and Development, Andrea Chinchilla, Andy Pieper, Casey Stephens

- speaking with other parishes

Parishioner Engagement & Communication, Casey Stephens, Andy Pieper

- Met with Isaac to discuss challenges he is having with HUB, parameters to distribute mass communications, being conscious of not overdoing the communication; room for discussion on this topic

Finance, Jerry Brennan

- Tom Margarit gave a detailed update
- really happy with last meeting

School Advisory Council (SAC), Kate Wenger

- Sandy Kane is departing to lead Holy Spirit school
- Search progress has begun for her replacement, hope to hire by end of May
- Kate and Sandy took the opportunity to look at models of other Catholic grade schools; In addition to Principal and Asst. Principal, there will be an additional role of Director of Curriculum and Instruction
- enrollment remains strong
- spring sports underway with some restrictions

Key Action Items:

- work on charters - end of May completion if possible
- HUB continues to make progress on parish side
- 2021-2022 pastoral council set by end of summer; consider posting and recommendations

Closing Prayer

Next Meeting: May 18th

\*\* Shared drive: [pastoralcouncilmembers@nativitystpaul.org](mailto:pastoralcouncilmembers@nativitystpaul.org)