



**PPC Meeting Minutes
Monday June 1st, 2020
Zoom call, 7-9p**

Present:

Fr Trout, Deacon George Kashmar, Michelle Hobson, Dennis Valentini, Jon Monroe, Brian Savage, Marjorie Gaitan, Megan Paveleske, David and Kathy Olson, Jim Lobus, Bridget Chaney
Update on Commission transitions:

- Warm welcome to Bridget Chaney who is our new Faith Formation Commission Lead, replacing Jon Monroe. Thank you, Bridget, for accepting this responsibility and we look very forward to your engagement and contributions. And thank you Jon for your many years supporting and helping to lead the Faith Formation of our parish and school. Your support and guidance have been instrumental and we affirm you for all you have accomplished. You will be missed!

Prayer:

The meeting opened with CFTK/Seven Steps – thank you for leading us Fr Trout.

Pastor Topics:

- Fr Trout provided an update on our Phase 2 of the reopening of our Church, which has been approved by the Arch of Chicago. This plan allows for the resumption of modified public Masses and increased attendance for baptisms, weddings, funerals, private prayer and Eucharistic Adoration. A modified Mass schedule will begin June 6-7 and will include 4 masses: Sat 5p, Sunday 9a, 10:45a, 5p (50 person limit/ea). Future masses will allow for expansion – max of ~190. All masses will require parishioner registration to ensure proper management/oversight of attendance. Full details including specific guidelines and procedures are in The Carpenter and on the Parish website.
- Livestreaming will continue for Sat 5p and Sun 9a.
- To expand our currently limited in-church capacity and to provide an ongoing alternative to the more vulnerable, elder, and immunocompromised parishioners uncomfortable with entering church, a new “drive-in” mass option is being created. Dan

Harris, Dan Coughlin, and Stan Taylor have been spearheading this new mass type. It is likely this will be ready in the coming weeks – more details to come.

Communications Update with Janine Wilson, Anna Roeser, and Fr Robinson:

Janine shared an update from May's PPC meeting which included a review of the Parishioner communications process:

- A new intake form has been created as a tool for the request of communication to be designed and delivered throughout one or more of the Parish communications channels. The form would be available on the Parish website (google drive) as well as via a hard copy in the Parish office. Once this form is populated it would be forwarded to our Communications Coordinator and then on to the respective Staff lead for approval.
- The main goals/benefit of this new form/process is the opportunity to improve overall organization, consistency, and effectiveness across all platforms which in turn should improve parishioner engagement.
- Next steps are to post the intake form to the Parish website (June/July) and initiate training for all Parish staff (July/August). Communication out to the Parish would likely occur in September.
- A copy of Janine's slides is attached for reference.
- In addition to reviewing the intake form/process, Anna Roeser shared that our new CAC will be developing the messaging around opening our parish (strategy and logistics).

Commission Updates (reports attached for reference):

Social Justice Commission (Marjorie Gaitan) – Highlights include:

- The SJ Commission will meet this month to evaluate the needs assessment forms from the agencies St Joe's supports with volunteers and the Social Justice Fund (gold envelopes) and decide where to allocate funding.
- Food pantry now has expanded hours: Mon/Thurs 11-1p, Wed/Fri 4-6p, Sun 10-noon. Donation boxes are in front of the church doors. Food pantry is open to everyone – no ID's required. In Feb the Food pantry had 57 visits, April 270, May ~ 100 per week. Refrigerators were recently donated to keep fresh foods.
- On June 12th from 3-6p the Food Pantry is offering a fee parking lot giveaway (back of the Formation Center) of children's books, toys, and games. MWYC and CFTK groups are volunteering and providing donations.
- Mary Causey is working with the Northern Illinois Food Bank/mobile food pantry to secure a date for St Joe's to sponsor. First availability is sometime in July. Location will be the Midwest Veteran's Closet in North Chicago. St Joe's will need volunteers – Mary will organize communication.
- Lake County United is addressing the need for more mental health resources. Lake Behavioral Hospital will open a new hospital in Waukegan this week with 146 beds.
- St Joe's Employment Ministry is ramping up to meet the overwhelming needs as a result of the pandemic.

- St Joseph Social Justice Fund – Faith in Action 2019-2020. The Social Justice Commission will prioritize support to address the heightened needs of ministries and organizations as a result of the pandemic, and to those causes that are in the hearts and minds of parishioners:
 - Food Security
 - Protection and Advocacy for Vulnerable Groups
 - Rights of Families – Advocacy and Assistance
 - Mental Health – Advocacy and Assistance
 - International Outreach

Accountability Commission (Brian Savage) – Highlights include:

- Finance - Collections/ACA:
 - Through May total collections running -20% or \$40k/month (April was down similarly, however our Parish received two large check donations that brought us back to flat).
 - Total May Parish revenue is projected -13% and June/July expected -20% or ~\$60k less/month than budget.
 - Next year’s budget taking revenue for Accountability -10%.
 - This year’s ACA goal was reduced from \$193k to \$165k with additional fee of 10% rebate funds; current pledge of \$231k and paid of \$180k.
 - In response to giving declines, reprinted/posted reflections on giving and stewardship prayer.
- Facilities:
 - Status on Nov Capital Improvement Meeting follow-ups:
 - Gym roof on hold as completion of curtain wall project was prioritized.
 - 200 bldg roof/project is moving along well – on time/budget. Work targeted for completion within the next week or two.
 - School’s north wing foundation spalling and efflor of brick complete.
 - Replacement of school’s south wing curtain wall with improved security standards on hold for this year. Decision on whether to proceed during summer 2021 will be made this fall.
 - Finance Council has approved the asbestos abatement project for the art room and additional summer expenses associated with this project.
- Leases:
 - Commercial – still awaiting April/May payment from one tenant in Mill Park (waiting on PPP).
 - Baird & Warner – due to low sales they are interested in deferring or abatement.
 - Commercial revenue targeted -15% in next year’s budget.

New initiative/new approach for Teen Masses (David/Kathy Olson)

The Youth Commission is proposing the following changes to the current monthly teen mass, which takes place on the 2nd Sunday of each month at the 5p Sunday mass:

- A Homily/message that speaks directly to the teens
- Monthly teen mass livestreamed

- Full teen participation across all ministries (EOM's, proclaimers, sacristan, ushers, greeters, choir, gift bearers)
- Request is for this to be scheduled ongoing/year-round
- Proposed start date is July 12th with live streaming

The desired outcome is to further engage teens and families of teens within our parish with more relevant and personal messaging, more active participation, building stronger communities, and deepening the spiritual life of our teenagers. 7th and 8th grade catechists would also have the opportunity to use these homilies in conjunction with their lessons/classes. PPC is aligned and Fr Trout will discuss further with staff and priests. Fr Trout also suggested that Rel Ed students might also participate – as mass is also an opportunity for catechesis as well. A copy of this new initiative is attached for reference.

Update on Music Ministry (Deacon George):

- Deacon George provided a brief update on our search for a new Director of Music. Final interviews have occurred and offer has been extended. Our new Director is targeted to be in place first of July.

Other:

- 5/4 Meeting Notes were approved - Minutes have been posted to our website.

Closing Prayer:

We concluded with below Prayer to celebrate the Feast of the most Sacred Heart of Jesus:

Prayer to the Sacred Heart of Jesus for the Church

O most holy Heart of Jesus, shower Thy blessings in abundant measure upon Thy holy Church, upon the Supreme Pontiff, and upon all the clergy; to the just grant perseverance; convert sinners; enlighten unbelievers; bless our relations, friends, and benefactors; assist the dying; deliver the holy souls in purgatory; and extend over all hearts the sweet empire of Thy love.
Amen.

Upcoming Commission Dates – pls advise if you have any conflicts. We will provide first ½ 2021 dates shortly.

July – No meeting

8/3/20 – “gratitude” gathering – details to come!

9/14/20 – Faith Formation and Youth (moved to 2nd Monday as 9/7 is Labor Day)

10/5/20 – Prayer and Worship and Community Building

11/9/20 – Social Justice and Accountability (moved to 2nd Monday as 11/2 is All Souls Mass)

12/7/20 – Faith Formation and Youth