

# CHRIST THE REDEEMER PARISH PASTORAL COUNCIL

## Meeting Minutes - April 24, 2018

<i>Parish Staff</i>		<i>Present</i>
Pastor	Rev. Sean P. Horrigan	yes
Parochial Vicar	Rev. Ralph Roberts	no
Deacon/ Parish Administrator	Deacon Kerry Bourque	yes
<i>Parishioners</i>		
Linda Watso		
Deacon Jeff Willard		

<i>Parish Pastoral Council</i>		<i>Present</i>
PPC Member 2016-2018	Ashley Bass	yes
PPC Member 2016-2018	James Taylor	no
PPC Member 2016-2018	Lisa Veenstra	no
PPC Member 2016-2018	Gilda Bartz	yes
PPC Member 2017-2019	Fortunato Barajas	yes
PPC Member 2017-2019	Andy Barrenechea	yes
PPC Member 2017-2019	Tim Schulz	yes
PPC Member 2017-2019	Carrie Palmer	yes
PPC Member 2018-2020	Terri Garza	yes
PPC Member 2018-2020	Patrick Jetter	yes
PPC Member 2018-2020	Grant Roscoe	yes
PPC Member 2018-2020	Tim Wentz	yes

**Meeting began:** 7:05 p.m.

**Opening prayer:** Gilda Bartz

**PPC Matters:**

- Festival Volunteer reminder. There are still a few missing spots in the ticket booth, and still a need for volunteers to help tear down Sunday. Members were asked to stay and help if they can. We were reminded to wear our PPC name tags. We will have peanuts at the ticket booth again this year from Texas Roadhouse!
- Our Festival basket is almost finished. It will include a \$100 gift card to Capital Grille, \$100 gift card for the nearby spa, wine from Fr. Sean's collection, and Hotel Sorella donated a 1-night stay at their location in City Centre.

**Open Forum:** No members of the parish were in attendance to address the council

**Information sharing:**

- Linda Watso, Coordinator of Religious Education shared her proposal for updating the current nursery registration process. (see attached) The Nursery,

as a ministry, is now back on the CTR webpage. The proposal would call for a move to an electronic registration for families wishing to use the nursery. The proposal also includes the recommendation of acquiring 2 chrome books. Linda and Tony Croes, Director of IT, are researching cost effective ways to get these chrome books. Linda also shared her findings after researching how other area parishes manage their nursery hours and registrations. She did say that there are no plans to change the way check in is done during the masses. Its only during the week where a change is needed. Fr. Sean asked about a direct phone line into the nursery for easier access to contact them. This would also allow the nursery workers to use that phone to contact parents if necessary. CPR training was discussed for nursery staff.

- Deacon Jeff Willard shared the progress from the committee that has been discussing the Adoration Chapel and possible changes to Exposition and Adoration. The committee has been researching the article, "Liturgical Theology and Law Concerning Reservation, Adoration and Exposition of the Blessed Sacrament," A document of the Office of Worship, Archdiocese of Galveston-Houston. They will be recommending changes and possible options for the future of the Adoration Chapel. It will include a push to educate the community in promotion of Adoration. Among topics of discussion: a monthly holy hour; reposing the Eucharist during Mass times only; Benediction in the Mass; new tabernacle for the current space. Once the committee has their recommendations, they will present to Fr. Sean, then the PPC.
- Parish update from Fr. Sean & Deacon Kerry.
  1. Festival weekend: set up has begun and the weather looks to be perfect!
  2. Construction update - Still on schedule and budget. Deacon Kerry reminded us that construction updates and pictures are on the website.
  3. 2020 Vision for CTR: The CLI staff development on April 16,17 went well. Trisha Cellucci led each day. Highlights include learning about various leadership styles and how best to communicate with those different styles. The dates for the Envisioning Committee have not been set yet, but it will be this summer.
  4. Stewardship Committee: no updates today.

**Open Discussion:** Confirmations are coming up May 7 and 8. First Holy Communion

May 12. Adult Confirmation, May 20. The dinner honoring CTR's high school seniors will also be held in May. Angelo Luna, seminarian from CTR will be living in the rectory this summer. The Parish pilgrimage to Ireland this summer (June 3-14) has 1 spot open. In 2020 the trip will be to Oberammergau, Germany to see The Oberammergau Passion Play that is only held every 10 years.

**Prayer Volunteer for May 29 7pm meeting:** Patrick Jetter

**Closing Prayer:** Gilda Bartz

**Meeting adjourned:** 8:29pm

## Nursery Proposal

- Approval for changes to the nursery
- Make the nursery safer and more cost effective
- Change the process for registering and accepting children in the nursery
- Begin this summer
- Cost -less than \$1,000 for Phase 1 - purchasing Chrome Books

Currently, registration for nursery services has been taken off of the main page of the CtR website because it was not always being used as a ministry for the ministries within CtR. However, after making improvements to the form, it is now ready to be put back on the main page. The new form is now ministry driven with a drop down of all ministries currently approved to use the nursery. There is also an "Other" in the drop down that can be chosen. If "Other" is chosen, the user is asked to type in their ministry or group. This will allow us to track usage by new groups. If a new group is using the nursery often it will allow a conversation to begin to get the group approved.

The web form will switch to a Google form but look basically the same as it currently does. There is some discrepancy as to whether it will be an imbedded form or if the user will click a button that will bring them to the registration form. Switching to a Google form will allow almost immediate electronic access to registration data by the nursery staff.

Once given the approval to move forward, the Google form will be created and properly placed on the website. A detailed email with instructions will be sent out to all staff. The staff liaisons for ministries that have been pre-approved for the nursery will then send the instructions to the ministry heads who will then forward to the ministries. The importance of pre-registering all children for the nursery will be stressed in the email. When registering, 24-hour advance registration is still needed to properly staff the nursery. The staff to child ratio is set at 1:11. The nursery is staffed by 2 employees at a time, allowing for a maximum of 22 children. If more children were registered, additional nursery staff could be scheduled to work.

If a child is not registered and the ratio has not been filled, the child will be accepted but the parent would be asked to register on the spot using the proposed Chrome Book. The registration information is received almost immediately and the staff would check in the child.

If there is an event and 20 children are registered and there are 2 staff working, we could accept an additional 2 walk-up children. We would then turn away any other children who show up but explain why and ask that they please register for the next event 24 hours in advance.

Sunday masses will not be affected by any of these proposed changes.

Additionally, while many of the nursery staff have CPR training, there is a need to train all staff in infant and child basic life support. This is not included in the costs stated in this proposal.

We propose to purchase 2 Chrome books either used from CtRCS, if available, or new if none are available. Deacon Kerry has already approved this cost from his budget for the current year. This will be Phase 1 and during Phase 1 primary information will be collected through Google forms. Upon signing in the child, we will collect the child's name and allergy information on paper forms.