

## Blessed Sacrament Pastoral Council Meeting Minutes

December 10, 2019

**Present:** Fr. Foley, Fr. Magro, Delphine Clegg, Rita Thiron, Tiffany Cissna, Eli Angelo (arrived approximately 8:00pm), Mary Tull, Jay Hauck, Fran Scango, and Lynda Williams

**7:00pm**      **Opening Prayer was held in the Chapel**

**Pastor's Comments:** Fr. Bill announced that he would like the meeting to only last 1.5 hours for tonight and going forward and wished everyone a happy advent.

**President's Report:** (Vice President, Tiffany Cissna led the meeting as the President was on travel)

- Council Meeting Minutes – The October minutes are now posted on the parish website. Fr. Bill clarified that the minutes should be visible to the community on an easily accessible page like the Pastoral Council page. Going forward, Fr. Bill will sign them upon approval before posting.
- Commission Minutes – The commission co-chairs were reminded that they should be taking minutes at their meetings and were asked to circulate their minutes to the Executive Committee and other commission chairs.
- New Ministry Form – Fr. Magro, noting an issue that arose in the last Faith Formation Commission meeting, reiterated that all staff and parishioners are required to use the form *before any event is scheduled and publicized* and advocated for that to be made even clearer on the form. He is reviewing an update to the form.

**Commission Reports and Discussion:** Discussion included updates on – (1) action plans for parish plan priorities; (2) budget discussions with staff; and (3) any decision points for Fr. Foley

- Communication (Delphine Clegg and Jay Hauck)
  - Overview of parish plan was distributed to parishioners via Flocknote November 22nd; 300 printed copies were made and available at the parish office and entrances to the church.
  - Bulletin redesign still in process.
  - Newsletter redesign will be explored after the bulletin redesign has been finalized. There was interest in newsletter content changing (e.g., strategic plan updates and upcoming events) and publishing after parish-wide events. Current plan, however, is for the next two deadlines for content submissions to be January 20th and March 20th.
  - Graphic files of the parish logos have been sent to Joan Ward, the office manager; copies of the original design files have been sent to Katherine Quan, the bulletin editor.
  - Discussion of data gleaned from parish website usage and Flocknote.
  - Significant concern was expressed over content and delivery of recent mass emails sent to the entire parish rather than to more appropriate groups within the parish.
- Community Life (Eli Angelo)
  - Focus has been on working with commission members to (1) bring awareness to and (2) promote their existing events and activities across the commission and to other commissions. A recent Veterans Ministry event was an example of success.
  - Work has begun to educate commission members on calendaring and budget expectations, including the upcoming deadline for submissions which is February of 2020.
  - Welcoming and hospitality coordination is on-going effort.
- Facilities – Absent
- Faith Formation (Mary Tull)
  - On-going work with inventory. It appears that some parish programs are growing while others may be cycling out.

- Noted continued questions about ministries and events overlapping in the commission – content and scheduling – as well as budget.
- Outreach (Lynda Williams)
  - On-going work with inventory of ministries and events—it has been a challenge to connect with staff and dig into the details of what programs exist and how much the parish is spending on them.
  - Some very large and successful events like the Greg Gannon Food Drive. Others are smaller (e.g., lunches – healthy/unhealthy?). Concern over not having enough data to analyze whether programs are efficient and effective.
- Worship (Rita Thiron)
  - The commission has done a lot to prepare for the beginning of the liturgical year.
  - Rita has also met with staff liaison (Jay Rader) regarding the upcoming fiscal year’s budget request and corresponding calendar. That meeting led to some questions about what is included in the budget and why.
  - The commission meeting minutes will be circulated.
- Ex-officio reports (SOR, youth ministry, CYO, school) – Absent

**Review Calendar of FY 2020 “All Hands” Events (very little discussion):**

- Q2 (Nov 9) Parish Bazaar and Mini-Ministry Fair – went well; appears to have been successful event, participants and gross; recommend moving ministry fair to fall picnic
- Q3 (Feb 25) Fat Tuesday Pancake Dinner – HSA leading
- Q3 (Mar 7) Home and School Association Auction – HSA leading
- Q4 (Jun 14) Feast of Corpus Christi Celebration—need two co-chairs, Community Life working on that
- Q1 2020 Plan for fall festival in September – needs two co-chairs, Community Life working on that
- Q2 2020 Parish Bazaar – Sodality leading

**New Business:**

- Budget discussion – Commission ministries’ FY 2020 calendars and budgets need to be ready for January commission meetings. They are due to the pastor by the end of February.
  - Budgets and calendars should be made within the context of the parish plan and associated action plans.
  - Commission co-chairs are charged with coordinating amongst the various ministries in their commissions and meeting with their staff liaisons to discuss.
  - Of note, commission co-chairs and staff liaisons are not to decide which requests go forward, but rather highlight changes for the pastor’s awareness.
- The Executive Committee will be working with the Facilities Commission to set up a task force to inventory all meeting spaces and their capacities on the parish property. A scope of work has already been approved.

**Closing Prayer**

**8:45pm          Adjournment**

Approved by Fr. Bill Foley: Fr. Bill Foley  
Signature

2/22/20  
Date