

**St. Mark Parish Pastoral Council
Minutes
May 24, 2018**

**Meeting Time: 7pm
Location: The Cenacle**

Prayer Leader: Nathan C.

Scripture/Shared Prayer: Nathan C.

Roll Call– Present: Father Bill, Bill Sherman, David Olivares, Nathan Campbell, Jesse Cleary, John Hibner, Wilma Cross, James Haeberle. **Absent:** Bric Shires. **Guests:** Angi Swiezy (Coordinator of Catechesis and Parish Life), Joe Horan (Business Manager), Donna Kern (Facilities Usage/Event Scheduler), and Harold Bowling (Finance Commission)

Finance Commission

St. Mark Business Manager Joe Horan and Finance Commission representative Harold Bowling presented the 2018-2019 budget for the St. Mark parish to the council. The new budget calls for a 2% increase in parish collections and school tuition in order for the parish and school to meet inflation costs. The Increases and decreases of various budget items were determined based on historical budgets. Ministries that have been operating without a budget for the past couple of years will now have a budget. The council members who represent the various ministry groups will reach out to the ministries let them know about any budget items that will affect their ministry. The St. Mark School will begin the 2018-2019 school years with the most students it has had in the past 15 years. It is projected that half of the students for the upcoming school year will be using the voucher system. The Finance Commission is projecting that with the increase in enrollment the school will need less money subsidized from the parish account in order to meet it's budget. Parish collections through April are slightly above budget. The parish office is working on moving the Bingo Bash event away from being mainly organized by the parish staff and move it towards being mainly organized by parish volunteers. The council gave its approval of the 2018-2019 budget.

Facilities Usage/Event Scheduler

Donna Kern updated the Pastoral Council on the new Parishsoft software that will be replacing the old parish PDS database. The new software systems will allow for keeping and maintaining family records including contact information, emergency contacts, special needs, and pastoral notes; access to sacramental records, certificates, and notification letters; and communication tools for reaching parishioners. This will allow the parish office to be able efficiently put together reports, filter through the database to identify parishioners with skill sets for the various projects in the parish, and find sacramental records fast even when working with families that have different last names. The new software will cost the parish around 200 dollars per month. The goal is to have the parish office using the new software by the end of July, then will work on getting the parish ministries trained on the new software before opening up the software to the full parish sometime in the fall. There is an online charitable giving portion to the software that will be evaluated after the full parish has had an opportunity to become familiar with the new software.

The minutes were approved as written

Old Business –

The council was updated on the work being done to improve participation among the St. Mark youth in the parish. The Coordinator of Catechesis and Parish Life and the Youth Ministry Director have put together a survey for the St. Mark parents. The Youth Ministry Director is currently working on putting the survey on an online platform. Once the online platform has been completed the survey will go out to both current St. Mark parents who have children within the age range that is being looked at and parents who have had children within the age range in the past 3 years.

The council was updated on the discernment process that took place on Pentecost Sunday for new council members. Parishioners Kirstia Cropper and Jerry French were discerned at the 9:30am mass and parishioners Spenser Hanson was discerned at the 11:45am mass. Executive Committee Secretary Nathan C. was able to reach out to Kirstia and Spenser to let them know about being selected and the council meeting in June, and is still working on trying to reach Jerry. Some information e-mails will be going out to each of the new members after the Memorial Day Holiday so the new members are ready to begin their terms at the July meeting.

The council continued discussing having the Pastoral Council organize a quarterly ministry fair. The decided to table the idea and wait to see what direction the Stewardship Ministry takes once it has formed.

New Business –

The council finalized the plans for the council June meeting where they will meet the new council members who were chosen by the Holy Spirit through discernment on Pentecost Sunday. Father Bill will work on having a speaker at the meeting. The council divided up the needed food and non-food items amongst themselves. The Executive Committee will confirm the use of Shafer Hall for the event with the parish office. Because of the meal component of the meeting the council agreed to move the start time of the meeting up to 6:30pm instead of 7pm when council meetings usually start.

The Intercultural Ministry informed the council that they were looking into hosting Heidi Smith, from the Catholic Charities Refugee Resettlement Program, at St. Mark so she could do an information presentation on how resettling refugees in the United States actually takes place. The council discussed the idea and agreed to give the Intercultural Ministry whatever support it could to encouraging parishioners to attend the presentation if the Intercultural Ministry decides to move forward with the idea.

Father Bill updated the council of the school's need for resource rooms so students can receive one on one assistance. The parish is looking into possibly doing some renovation of the parish offices to create a resource room for the school. Another possibility that the parish is looking into is to bring in a detached room, move the music room to the detached room, and make the music room in the school a resource room. The parish considered The Cenacle but the building was too far away from the school and for safety reasons could not be used.

Father Bill updated the council on some discussions he has had with the local chapter of the

Knights of Columbus. The Knights of Columbus have been looking into building a meeting space for themselves and they approached Father Bill about the possibility of creating the meeting space on the St. Mark campus. The new building would not only be a meeting space for the Knights but would also be available to the St. Mark parish for its needs. Discussions are still in the very early stages with the Knights needing to decide if St. Mark is where they want to commit their resources for a building and the St. Mark leadership needing to decide if its budget can support the up-keep of an additional building and if there will be enough green space left on the campus for St. Mark to be able to get a permit to build.

The council agreed to volunteer at the St. Mark Festival as a group if their schedules allowed. Council member John H. will reach out to the St. Mark Festival committee and see where it needs to most volunteers and will e-mail the information to the rest of the council.

Parish Life Ministry Report -

Council member Bric S. e-mailed his report on the Parish Life Ministries to the council. The Sister Circle is currently planning a bake sale in July to help offset the cost of the Women's Day Retreat that they are organizing in September. Sister Circle is also planning on having a "sweet treat" to pass out on Father's Day. The Mercy Meal Committee hosted 2 meals in March and 2 meals in May to grieving families. The SMAC Awards Banquet went off without any major issues. The SMAC turned in its budget request to the Finance Council as well as a request for funding to purchase a new scoreboard for the gym. The SMAC is currently working on getting online payments setup for CYO sports for next year. The Men's Club did their annual Mother's Day flower distribution and had a Grounds Cleanup Day. The Men's Club is currently getting ready to participate in the St. Mark Festival and is currently discussing gift ideas for the Men's Club gift to the school. Because council member Bric S. was unable to attend the council meeting the council decided to postpone discussion on the activities of the Parish Life Ministry until the July meeting when council member Bric S. would be available to participate in the discussions.

Thank-you Cards

The St. Mark Pastoral Council decided to send a thank-you card to each of the parishioners who had been willing to join the Pastoral Council but was not selected at the discernment on Pentecost Sunday. The St. Mark Pastoral Council decided to send a thank-you card to the St. Mark Parish school staff and the Sunday Morning Religious Education staff for their hard work and dedication to the St. Mark youth over the past year. Finally the council will send a thank-you card to Mame Johnson for her work with the Sister Circle.

Upcoming Events –

- 15Jun-16Jun18: St. Mark Festival
- 18Jun-23Jun18: St. Mark Mission Trip to Louisville, KY
- 24Jun-28Jun18: Vacation Bible School

Closing Prayer – Nathan C.

Reminders

- ⤴ **Next Meeting – 28June2018 (Meet and Greet meeting in Schaffer Hall @6:30pm)**