

## MINUTES

Pastorate Leadership Council Meeting  
Tuesday, February 18, 2020

**Location:** St. Augustine Church, Williamsport, MD

### Attendance:

**Council Members Present:** Tina Carder, Jim Fetchu, Kimberley Folkerts-Huff, Father John, Janet Kilpatrick, Suzie Lushbaugh, Melissa Noel, Susan Smith, Frank Watkins

**Council Members Absent:** Francisco Rodriguez, Steve Schaefer, Elisa Shaw, Yesenia Solano

**Others Present:** Donna Bockstanz, Dawn McDonald, Darby Smith

The meeting was called to order at 6:35 pm.

**Opening Prayer** – Susan Smith

**Code of Conduct for Meetings:** All present were reminded that they are to abide by the Code of Conduct.

**Approval of January Minutes:** The minutes were approved by consensus.

### Committee Reports:

- **Health Committee/AED's Update:** *Frank Watkins* – The AED's have been registered with the State and are ready to be placed in each of the churches. The Committee will work with Randy Furry, our Pastorate Maintenance Manager, to install them. There is an automatic alarm, much like a fire alarm, that sounds if the equipment is tampered with. A key is needed to reset it and will be available at each church. In the case of an emergency, the AED's can be used by anyone with the verbal step-by-step instructions in either English or Spanish. However, Maryland still requires that a certain number of parishioners be certified. A list of those that are already certified or that are interested in training will be . Further information will be provided through the Pastorate email blast and on the website.

- **Liturgy Committee:** *Tina Carder* – A meeting was held February 3<sup>rd</sup> at 6:30 pm at St. Augustine. The hydrangeas and lilies for Easter have been ordered. The handouts for Lent are ordered and are here. The crosses will be ordered tonight.

**Stations of the Cross:** Every Friday during Lent. St Augustine – 6:00 pm; St James – 6:00 pm (Dinner/soup afterwards); St Joseph – 6:30 pm (Fish Fry before stations starts at 5:00 pm); Hispanic Mass @ 7:00 pm followed by Spanish Stations @ 7:30 pm

**Ash Wednesday Services, February 28<sup>th</sup>:** Ashes have been ordered. St Augustine – 5:00 pm; St James – 7:00 pm; St Joseph – 8:00 am & 6:30 pm; 8:30 pm (Hispanic)

**Palm Sunday, April 5<sup>th</sup>:** All Masses will be at their usual times. Palms have been ordered, St. James 4 Palm Trees, St. Joseph 4, and St. Augustine is ok

**Chrism Mass, April 6<sup>th</sup> 7:30 - 9:00 pm:** Typically, reservations are made for the pastorate for 30 for dinner and the cathedral. The group carpools to Baltimore, has dinner, and then attends the mass. RCIA are encouraged to attend. Leave time from Boonsboro is approximately 3:30 PM.

Information will be in the bulletin.

### **Easter Triduum -- April 9, 10, 11, and 12, 2020:**

- **Holy Thursday Services April 9<sup>th</sup>** – Need sign up for feet washing. St Augustine – 5:00 pm; St James – 7:00 pm; St Joseph 7:00 pm (Bilingual).
- **Good Friday April 10<sup>th</sup>:** St Augustine – 3:00 pm; St. James – 7:00 pm; St. Joseph – 3:00 pm & 8:00 pm (Hispanic)
- **Saturday Easter Vigil April 11<sup>th</sup>:** St Joseph (only) at 7:30 pm (Bilingual). \_Start outside with Blessing Fire; Doing all the readings, will need 8 Lectors, 3 from St Joseph, 3 from St James and 2 from St Augustine. Should only need 2 EM's, will use St Joseph EMs since they are familiar

with way it is done at the church. Donna will take care of getting Lectors from St James; Will ask Sherree to get Lectors from St Augustine and Tina will get 3 from St Joseph. Will Make the schedule for this Mass manual

- **Easter Sunday, April 12<sup>th</sup>:** All Masses as usual

**Easter Egg Hunts:** St Joseph Palm Sunday (both Hispanic and English communities); St James Easter Sunday; St Augustine Easter Sunday

**Other Information:**

- **Divine Mercy Sunday April 19<sup>th</sup>** – CDA will do Chaplet at St James and St Joseph
- **Confirmation Mass May 20<sup>th</sup>** will be held at St. Joseph's at 7:00 pm
- **First Communion** – St. James is scheduled for May 3<sup>rd</sup>, St Augustine for May 17<sup>th</sup>, and the date for St. Joseph's has not yet been determined.
- **Pentecost in Park May 31<sup>st</sup>** – There will still be Saturday evening Mass at St. Joseph at 4:30 pm and Sunday morning Mass St Augustine at 8:30 am. The remaining Sunday Masses will be combined into one Park Service. We will again have the Intentions read in different languages. More to come on this.
- **Outreach Committee:** *Janet Kilpatrick* – September through December is the busiest time of the year for Outreach. A detailed report was provided of all the many events throughout the three parishes. Father John suggested that the full report be put in the bulletin for all parishioners to see. A copy of the report will be attached to these minutes to be part of the record, and the full report will be put into the bulletin.

**Updates on 2020 Leadership Council Goals:**

- **Pentecost in the Park** – The bandshell, ballpark, and pavilions at Hagerstown City Park have been reserved for Pentecost Sunday, May 31st. Jim Fetchu has volunteered to be the Chairperson. Tina Carder, Donna Bockstanz, Melissa Noel and Deacon Paul will assist. The first meeting is scheduled for March 17<sup>th</sup> at 5:30 pm at St. Joseph's.
- **Emergency Preparedness Plan** – Father John will be contacting parishioners and staff whose background, experience and/or involvement in the parishes he feels would be beneficial in developing our Pastorate Emergency Preparedness Plan. Those identified so far are Linda Baer, Becky Bryan, Deacon Paul, Denise Kuhna, and Frank Watkins. Anyone else that is interested in participating on this Committee should contact Father John directly. Frank Watkins is looking into “Stop the Bleed” Training (which is used for mass shooting situations) and should be part of this plan.
- **Finalize the “Providing Assistance Plan”** – Parishioner Jim Marshall who has a lot of knowledge and experience in this field volunteered to work on this Committee. Kim Huff and Janet Kilpatrick have offered to assist him.
- **Tri-Parish Fundraiser** – Jim Fetchu volunteered to assist with planning and scheduling a Pastorate Fundraiser that would benefit all three parishes. We are still in need of a Chairperson and more volunteers. If you like to raise money, plan events and would like to help, please contact Jim Fetchu, [jfetchu@hotmail.com](mailto:jfetchu@hotmail.com) or Melissa Noel, [mnoel@noelsfp.com](mailto:mnoel@noelsfp.com).
- **Encourage Attendance at Mass and Participation in Committees and Events** – Susan Smith and Tina Carder have agreed to Co-Chair this Committee. More information will be forthcoming.

**Creating a Pastoral Plan** – Archbishop Lori is requesting that each parish/pastorate within the Archdiocese of Baltimore develop a plan that will enable them to grow and become a mission driven community. Father John handed out a booklet prepared by the Archdiocese entitled “Core Mission Priorities Workbook.” He asked that we read it and be ready to discuss at our next Council meeting. Six Core Goals are addressed in this workbook - Liturgy, Welcome, Encounter, Accompaniment, Sending, and Mission Support. The Catholic Parishes of South Washington County need to create a Pastoral Plan that incorporates these six goals and encourages growth in our faith community and allows our Pastorate to flourish.

Part of this Pastoral Plan is to assess each parish's financial stability and ensure that it is meeting all of its financial obligations, including those to the Archdiocese. At the present time St. Augustine and St. James are current on their Cathedralium obligations to the Archdiocese of Baltimore. As of January, St. Joseph has an operating surplus for FY 2020. However, is in the arrears on its Cathedralium amounts owed. Improving St. Joseph's financial stability is critical in order to position the parish to meet its financial obligations, including the elimination of its past debts.

**2020 Leadership Council Discernment Committee** – It is time to begin the discernment process for selecting new members to the Leadership Council. Three of the council members' 3-year terms will end in June. There are also currently two vacancies on the Council as well. A total of five positions need to be filled – two from St. Augustine (3-year term & 2-year term), one from St. James (3-year term), and two from St. Joseph (3-year term & 2-year term). We need volunteers from each parish that would be interested in serving on the Pastorate Council. Information will be provided in the bulletin, the email blast and on the website.

**Father John's Pastor Report:**

- **Archbishop's Appeal** – The 2020 Archbishop's Appeal is coming up soon. Seminarians will do a presentation during Mass at St. Augustine and St. Joseph.
- **Lenten Fish Fry** – Everything is coming together for the Fish Fry that begins on Friday, February 28<sup>th</sup> at St. Joseph's Riggie Hall.
- **St. James Building Renovation** – A survey will be handed out this Sunday asking parishioners for their preferences on where to hold Sunday Mass while the church is under renovation.

**Next Council Meeting:** Tuesday March 17<sup>th</sup> at 6:30 pm at St. Joseph, Hagerstown  
Opening Prayer – Suzie Lushbaugh      Closing Prayer – Kim Huff

**Closing Prayer:** Donna Bockstanz

**Meeting adjourned** at 8:25 pm

Recorded & Submitted By: Janet Kilpatrick, Secretary  
Pastorate Leadership Council