

# Holy Family Parish

## Pastoral Council Meeting Minutes

### November 24, 2020

1. Prayer on Mark 13:33-37 for the First Sunday of Advent
  - a. Father Kevin led the council in a prayer. After reading and reflecting on the Gospel reading, the council members focused on the idea of watching and being alert.
2. Homework review – Hopes and Building Use
  - a. Hopes
    - i. Themes were identified:
      1. Evangelization
      2. Youth outreach
      3. Developing a sense of community outreach
      4. Clergy/ministry
    - ii. Some of the items in the Hopes document have already been addressed or are in the process of being addressed:
      1. Recognizing visitors from other parishes
      2. Growing closer as one parish
      3. Parish activities, like the festival, have brought people closer together
      4. A hope for the future is that we continue to work together this way
      5. These hopes can become our vision and mission statement
  - b. Building Use
    - i. Use of buildings should be driven by the future pastoral plan
      1. Increase ownership over buildings – they're all Holy Family Parish buildings
      2. Welcome centers can provide spaces for visitors to learn more about the Faith
      3. Broaden the use of buildings and unique spaces within our Parish (halls, gyms, etc.) for community activities
        - a. Getting the word out that we have facilities, sharing the faith through other events
        - b. Using facilities to draw people into the faith
    - ii. We are asking ourselves: Which building is the best suited for certain purposes?
    - iii. Common theme in the Building Use document is that buildings should be made more ADA accessible
3. Homework review – Alpha website and Alpha Evangelization Steering Committee
  - a. Committee has not yet met
  - b. The goal is to prepare for the Alpha program so that the program can begin as soon as COVID allows

- i. Making this special, getting people excited about the program
    - ii. More information is available at <https://alphausa.org/about>
      - 1. Jenny, Fr. George, and Jon are familiar with the program
  - c. How does Alpha benefit non-Catholics or fallen away Catholics?
    - i. Fr. George – Alpha is not a crash course in Catholicism or Christianity, it’s about building relationships with Christ, the Holy Spirit, and the local parish community
    - ii. Main components: dinner, large group intro, small group discussion, and praise music
      - 1. Live music could be offered
      - 2. 2/3 of the way through the course, participants attend a retreat
    - iii. We need to be prepared with next steps following Alpha to keep participants involved
  - d. Alpha and Strengths Assessment
    - i. After Alpha, participants take the strengths assessment to find ways to use their skills in the parish
- 4. Homework review – vision/mission statement strategy
  - a. Focus on the vision statement first so that we can outline where we are going
    - i. Short, memorable
  - b. Process
    - i. Gather ideas and organize into reoccurring themes
  - c. Homework: Generate one or two verbs from Father Kevin’s vision statement from the beginning of the merger
    - i. Review the vision statement from the Diocese of Pittsburgh to ensure alignment
- 5. Staff and Building Task Force
  - a. Committee’s first meeting was Monday, November 23
  - b. Discussed the future location of office staff
  - c. Next steps: The leadership team will meet with staff members to discuss the possibility of future relocation
  - d. Next meeting: early January
- 6. Staff Changes
  - a. Meredith Fraschi has taken over the middle school and high school youth ministry
  - b. Steph Williams has taken over young adult ministry
  - c. Job has been posted for a Program Director for CCD/Faith Formation
    - i. Some experience with catechesis necessary
    - ii. Faith experience required
    - iii. Organizational skill set required
    - iv. Posting will be in the bulletin, catholicjobs.com, and Diocesan website
- 7. Family Catechesis Model Steering Committee
  - a. Committee has not yet met
  - b. CCD model based on family involvement
  - c. COVID has encouraged us to naturally move towards this model

- d. See recommendations in Divine Renovation
  - e. How are the youth ministry groups tied into family catechesis?
  - f. How can the parish help Steph and Meredith support this mission?
  - g. How can we get families into the churches?
  - h. Strengths assessments for 8<sup>th</sup> graders
  - i. Spring 2021
    - i. No in-person CCD this year
    - ii. Family catechesis for sacramental years (2<sup>nd</sup> grade and 8<sup>th</sup> grade) this year similar to FIRE Nights
  - j. Youth Ministry
    - i. Middle/high school youth bible study at St. Januarius and on Zoom
      - 1. Recommendation to meet once per month at St. Irenaeus to encourage students from other parts of the parish community to join
    - ii. How do we increase participation?
8. Parish Pastoral Council Operating Norms
- a. Father Keven sent a set of sample pastoral council operating norms
    - i. Deciding membership
    - ii. Council size
    - iii. Council terms, attendance, and resignation
    - iv. Discernment process
    - v. Meeting norms
    - vi. Roles and responsibilities
    - vii. Disseminating information to the parishioners
  - b. Homework: Review the document for modification and approval at the next meeting
9. Parish Evaluation
- a. Purpose of data collection: What should we be working on with parish pastoral planning
  - b. Updated demographic information is available from the Diocese
  - c. Tools:
    - i. Parish Survey
      - 1. Insight into parish thinking
      - 2. Father Kevin sent a sample survey that the Diocese provided
      - 3. How do we administer the survey, especially to people who are not practicing?
    - ii. Ministries Groups Committees Interview/Questionnaire
      - 1. Send lists of ministries and groups to Jon Fesz who will compile an initial list. Need current leaders identified also.
    - iii. SWOT Analysis (Strengths-Weaknesses-Opportunities-Threats)
      - 1. Logistically this could occur after the survey
  - d. Volunteers needed for the following tasks:
    - i. Design the survey

1. Sal, Brienne, Janet, Eileen, Rob
  2. Brienne will contact committee members
- ii. Identify ministry leaders
10. St. John's and St. Joseph's Time Capsules
  - a. St. Joseph's corner stone (from the old convent) to be moved to the garden outside St. Joseph Church.
  - b. St. John the Baptist School time capsule to be opened after a Sunday mass in December
  - c. Fr. Kevin and Fr. George will discuss with History Committee and relay information via email
11. Dinner at Rectory – deferred during pandemic
12. Next Meeting – Tuesday, December 29 via Zoom
  - a. Alpha Steering Committee Meeting – Wednesday, December 2 or Monday, December 7 (time TBD)
  - b. Family Catechesis Committee Meeting – Wednesday, December 9 or Thursday, December 10 (time TBD)
  - c. January Meeting – Thursday, January 14 at 6:30pm (location TBD)
13. To Do:
  - a. Review the sample pastoral council norms document
  - b. Generate one or two verbs from the sample vision statement
14. Closing Prayer – Father Dave