

Holy Family Parish

Pastoral Council Meeting Minutes

December 29, 2020

1. Prayer on Matthew 2:1-12 for Epiphany
 - a. Father Kevin lead the council in a prayer. The group talked about the powerful imagery of the star in the gospel and the “star” that was visible last week. The group also talked about the comparisons between the first Christmas and this Christmas.
2. Vision/mission statement update
 - a. Words and phrases that stuck out to the group from Fr. Kevin’s vision:
 - i. Learning, living, loving Jesus
 - ii. Togetherness
 - iii. Serve and discipling
 - iv. Strength and Community
 - v. Evangelizing
 - vi. Growing
 - vii. Welcoming
 - viii. Do not compromise
 - ix. Eucharist
 - x. Integration
 - xi. Joyfully sharing
 - xii. Respect
 - xiii. Patience
 - xiv. Return to focus on youth and the next generation
 - xv. Sense of Church Community
 - xvi. Unique Roles
 - xvii. Stewardship
 - xviii. Support
 - xix. Be an example of faith
 - xx. Prayer
 - xxi. Worshiping
 - xxii. Leadership/Selfless Leadership
 - xxiii. Education
 - xxiv. Uniting
 - xxv. Eucharist Community
 - xxvi. Growing
 - xxvii. Parish Life
 - xxviii. Spirituality
 - xxix. Generational
 - xxx. Accepting Change
 - xxxi. Guidance
 - b. Sharon, Barb, Sue, Mike and Deacon Frank will begin to draft the vision statement using the words generated by the group

3. Alpha Evangelization Steering Committee – Update Deacon Frank & Father George
 - a. Fr. Kevin
 - i. Books and materials from the Alpha program that was previously done at St. Irenaeus that are available for committee members to view
 - ii. Invite people to attend
 - iii. The committee is still in exploratory stages
 - b. Father George
 - i. The team met in December to discuss Alpha and what it does
 - ii. The team is working to find individuals to develop talks for Alpha
 - iii. The team will need to meet and go through basic training before further developing the program
 - c. Deacon Frank
 - i. The team plans to wait until restrictions are lifted to keep the face-to-face, community-based interactions that are part of Alpha
 - ii. The group is looking to start in the fall
 - d. Comments
 - i. Focus on developing talks over videos because of the added value and personal journeys of faith
 - ii. Meredith and Steph will become involved as youth are brought in to take part in the Alpha program at a later time
4. Staff and Capital Expenditures Task Force – Update Father Kevin
 - a. Staff task force will meet week of January 4
 - b. Changes will happen with staff location and building use
 - i. The ideal is to have all staff at one location – this can't happen right now
 - ii. Steps are to get staff whose areas naturally work together to be in the same building.
 - iii. Andrea (music ministry) have moved in the apartment at St. Januarius
 - iv. Sister Lynn is moving to office at St. Irenaeus
 - v. Joyce will be moving to St. John's but an admin will need to be moved to St. Joseph rectory.
5. Family Catechesis Model Steering Committee – Update Father David
 - a. Additional people to help with the process were contacted
 - b. The team decided to postpone changes to CCD until the fall
 - c. The team is exploring models that serve all families and all age groups (parents and students)
 - i. What does the church teach?
 - ii. Why does the church teach that?
 - d. Steph and Meredith are looking into the Sophia Model which has been highlighted by the diocese
 - e. Comments
 - i. Christ the Divine Shepard has been using a similar model – Their traditional CCD program is Our Sunday Visitor Life in Christ
6. Engagement Ministries Endowment Draft Proposal
 - a. Invest \$800,000 (50% of current savings) into an endowment with 4% interest (generating 30-40K in the first year)
 - b. Individuals and wills could be updated to donate money to the endowment

- c. Much of the rest of the money that isn't being invested would be used for structural improvements discussed at previous meetings
 - d. Revenue could help fund other engagement ministry staff
 - e. The document will be added to the bulletin
 - f. The pastoral council supports the recommendation of the finance council
 - g. Parishioners are invited to provide feedback on whether some funding from the endowment should go to the school
7. Staffing Update
- a. Faith Formation & Engagement Ministries
 - i. Steph, Meredith, Mike, and Father Kevin created a list of qualifications and job requirements and conducted interviews for the position made open by the resignation of Kristin Consuegra
 - ii. Bob Federline has been offered and accepted the job of Faith Formation Program Manager
 - 1. Start date January 6
 - iii. Meredith will focus on middle school and high school youth
 - iv. Steph will change to a 30 hr/week schedule
 - 1. Director of Engagement Ministry
 - b. Communication & Technology
 - i. Formerly Rich Myler
 - ii. The job has been split into two jobs
 - iii. Rich will work within the tech roles
 - iv. Communication is now done by Kathy Dober (temporarily: approximately 3 months)
8. Parish Pastoral Council Operating Norms – Finalize
- a. Change: Increase maximum number of members
 - b. Change: Update the list of committees
9. Evaluation Tools:
- a. Parish Survey – Update Brienne
 - i. Objective: The purpose of the survey is to gather data on the needs of the parishioners and the effectiveness of the current ministries.
 - ii. Timing: Ideally, the team believes administering the survey after we have gotten back to more normal operations to have the most valid and relevant survey data - approximately 6 months.
 - iii. Comments: Wait until the fall to avoid the issues of COVID and to get better data since most ministries are less active during the summer
 - b. Ministries Groups Committees Interview/Questionnaire – Update – Jon Fesz
 - i. Cantors, EOMs, etc. are being updated so that volunteers can assist at all churches
 - ii. A list of ministries will be finalized in the next few weeks
 - iii. Similar ministries across churches will be integrated
 - iv. Finalized lists will be added to the website
 - c. SWOT Analysis (Strengths-Weaknesses-Opportunities-Threats)
 - i. To be completed after the survey
10. Contacting Parishioners
- a. How do we get volunteers to call parishioners?

- b. What's our "elevator speech" to those we call?
 - i. Introduce the parish, share that we are reaching out
 - ii. How are they feeling? What are their needs?
 - iii. We're calling because we care
 - iv. If you are online, are you aware that we are live streaming? Would you like help getting connected to that?
 - v. Do you know that you can get the bulletin emailed to you? Can we help you with that? Do you need it mailed to you instead?
 - vi. Setting up Flocknote
 - c. If they ask for support, we need to be prepared to support
 - i. Financial needs: Refer to Sister Lynn or St. Vincent DePaul
 - ii. Prayer needs: Take to Worship Committee
 - iii. People who want to help: Refer to ministries
 - d. Use an online form to collect data of people who need help so that the proper ministries can reach out
 - e. Provide callers with a basic script
11. Next Meeting Dates
- a. Thursday, January 28
 - b. Thursday, February 25
12. Closing prayer