

**St. Joan of Arc
Pastoral Council Meeting Minutes
November 26, 2013**

In Attendance: Beth Klahre, Andrea Neves, Martha Rupert, Denise Grudi, Pete Bowman, John Phillippy, Tom DeAngelis, Jacqueline Abel, Father Rothan, Father Wayne, Pat Mooney, Susan Petrina

Absent: Brian Deiling, Connie Egan, Sister Eileen, Dr. Mortel

Opening Prayer & Scripture Reflection & Meeting Minutes Approval

Father shared insights from various parishioners and encouraged us to be Fire Fighters as we have many Fire Starters. Take time to reflect. Look not only at your sins, but the things you have done well, too.

Meeting minutes from the September 2013 meeting were approved with the following changes: Martha Rupert and Denise Grudi will lead Advent Friday activities. Three of six Fridays in Lent have volunteers assigned to organize the program.

Jackie Abel's Update

Development and Communication

The SJA website is up. Feedback encourages that we keep it current. Additionally, we are developing an application for the IOS platform which should launch within the next couple of months. We will also install a small TV in the Parish Office to loop all communications, such as upcoming events, without sound.

Increasing Engagement

We have received positive response on the Wings event and expect to turn it into a long term program.

The Parish has recently received feedback, mostly compliments, with a few suggestions. Of 9 comments received in November, over half are complimentary. People are excited about what's happening in parish and want to talk about it.

Financial Development

On-line giving software is now more interactive for viewing and controlling online giving. Through this initiative, we have consolidated two vendors into one and achieved a cost savings. Six new people signed up and 25% of existing people have moved to new system. By February, everyone will be moved over to new system. This will reduce double data entry and potential errors. Parishioners will get an email or a phone call about moving over to the new system. It takes less than 5 minutes to convert over.

Holiday Giving Campaign

We should encourage parishioners to consider giving a gift to the church in honor of someone during the holiday shopping season. Cards are available. Info is also available on the website.

Other Giving

Tithing Series is coming in the spring. We address this topic twice per year.

More Planned Gift donations have been received. We currently have 2 requests in progress. Father is proactively speaking to people when they talk to him about end of life planning.

The Annual Development Plan will be presented by Jackie at next meeting. Formalized Stewardship Plan is also coming soon.

Organizational Development

The goal is to keep the parish logo, images of the church, and even colors the same on everything that's going out from the Parish Office. We have also standardized the email addresses for everyone in the Parish to be *stjoanhershey.org*.

New Parishioners

With the conclusion of the Neighborhood Christian Community program, it is suggested that we have small orientations for new parishioners. We are seeing an increase in registrations. We are setting up part of our website specifically for new parishioners, including "what you need to know."

Accessibility

A new page on web has been developed and is waiting for review/approval that contains a list of Parish offerings for people with disabilities. We will also create a trifold brochure.

Growing into Christ

Jackie will be working on this next.

Other Needs

Lack of meeting space has been identified as a need.

Parish and School Website

The current website is for both the School and Parish. The School has incredible Tech Team of volunteers. A potential concern is that these volunteers have administrative permissions for email and web changes. Jackie recommended that we break the School into its own site, but "plug into" the parish site behind the scenes. The Diocese recommends 2 administrators on every site. With Jackie and Tom, we are compliant for the Parish site. For the school, Deb and Sister Eileen are the current admins.

Tom DeAngelis offered to meet with the School along with Jackie to define volunteer roles, define common website standards, confirm School administrators to insure we continue to have the same "look and feel" on both the School and Parish sites.

Phone System

Currently, there is one main phone line into the church and one main line to the School. Redial sends calls to Parish Office. A new system is under consideration.

Growing Into Christ Updates from September Meeting

Advent Series: Anyone attending is invited to bring along bread or baked goods. This invite should be added to the Parish website.

NCC Status: A decision was made by the Parish Council and the Priests to end the NCC program. Father met with Sarah Hancock, and an email was sent to the NCC Coordinators. Father recommended we

reallocate our energy to those parts of this program that were successful, including Second Sunday and greeting of new parishioners. Welcoming of new parishioners can become part of our Parish Outreach. Bringing food to the sick is part of Parish Outreach. Additionally, outdoor summer Masses can be continued for any active NCC who requests a summer Mass. Special thanks to Susan, Sarah and Mary Beth!

Liturgy Commission: Extraordinary Ministers of Holy Communion must abide by the dress code. The alb should cover the body, street clothes and shoes, but not be a tripping hazard.

Chiller for Church: We have had to replace the chiller for the past 4 summers at a cost of \$8K each time. A new chiller is required.

Cub Scouts: The scouts require supervision. The scout leaders met with Dr. Hasson and created a contract on supervision and expectations of leaders.

Chicken Wings and Things on Saturdays and Other Programs Update: Chicken Wings and Things originally targeted the 21-40 age group which the church defines as a young adult. We have many programs targeted for various age groups. Father Wayne recently met with Med Center group. The Revelation Series has also had positive attendance. There will be two shows of Breakfast in Bethlehem and tickets are required. Women's Night of Reflection has had good response, so we will host Men's Night later in year. Information about all programs will be on the Parish Website.

Ask a Priest Series: This program will encourage members to gather together for drinks and food, first to socialize in small groups, and then pose 3 questions from each group which Father will answer. Answers will also be posted on the Parish website.

Pope's Survey (online): The due date is Nov. 30, 2013. The survey was originally meant for priests, but was opened up to parishioners. Parishioners can provide input as they are able. There are 80 open-ended questions.

Responses to Needs Survey: The Parish Council agreed we would share the results with the parish. Deacon Mortel is putting together a letter.

2014 Council and Commission Work

Tom DeAngelis and Beth Klahre finished their terms this December. Two new nominations for Parish Council have been received:

Karen Wiley: Said yes; need to determine role

Denise McCracken: Will be the Evangelization and Faith Formation co-commission leader

Both will be invited to January 2014 meeting.

Goals and Activities:

Community Life and Outreach: Reorganize the NCC into outreach for new parishioners and Second Sundays

Stewardship: Will be working with Jackie on the 2014 plan

Other:

The Handicap Access: We have a proposal to paint a blue line on the west side of Glen Avenue for handicap access. A police officer completed a study and he will contact Barb Hasson with results.

It was brought to our attention that the painted directional arrows in the parking lot may be pointing in the wrong direction.

It was brought to our attention that we should have “No Parking” signs for the lot outside the School/Parish Office for funeral masses held at 2pm. Cars parked there are not able to exit while the school children exit at the end of the day. We should consider a sign that says the lot will be closed at 2pm daily to safely allow the school to dismiss.

January Meeting Agenda

1. Transition the NCC program. Think about how to reallocate the successes of the NCC to the right places in the Parish.
2. Each of the 5 commissions should be prepared to discuss commission plans for 2014 and review/add/change any goals.
3. How best does Jackie fit into each commission? Consider communication needs, etc.
4. How do the ministries fit into each of the 5 commissions?
5. Elections of Parish Council members

Father closed with prayer.

2014 Pastoral Council Meetings

January 28, 2014	Meeting Room A/B
March 25, 2014	School Library
May 20, 2014	Meeting Room A/B
September 23, 2014	TBD
November 18, 2014	TBD