

**St. Joan of Arc  
Pastoral Council Meeting Minutes  
February 23, 2015**

**In Attendance:** Jackie Abel, Pete Bowman, Father Burger, Tom DeAngelis, Brian Deiling, Connie Egan, Sister Eileen, Denise Grudi, Pat Mooney, Dr. Rodrigue Mortel, Andrea Neves, John Phillippy, Martha Rupert, Father Sahd, Karen Willey

**Absent:** Denise McCracken

**Opening Prayer & Meeting Minutes Approval**

Fr. Burger opened the meeting with a reading of the day's gospel, Matthew 25: 31-46, followed by a reflection on same.

The November 14, 2014 meeting minutes were approved with no changes. Pete Bowman motioned to approve the minutes. Pat Mooney seconded the motion.

**Agenda Items**

**Pastoral Council Officer Elections**

John Phillippy reviewed the email summarizing the nominations submitted by council members:

President: Andrea Neves, John Phillippy, Martha Rupert

Vice President: Brian Deiling, Denise McCracken

Secretary: Martha Rupert

A. Neves and M. Rupert declined the nomination for President and D. McCracken declined the nomination for Vice President. A request was made for further nominations with none presented. P. Mooney proposed to accept the current nominations and not submit to a vote if those nominated are willing to accept their respective nominations. This proposal was agreed to and J. Phillippy, B. Deiling and M. Rupert accepted their respective nominations.

J. Phillippy reviewed the terms served by existing council members and noted that, according to the "One Who Serves" diocesan guidelines, the current officers have reached their "3-year" term limit. The current accepted practice at St. Joan of Arc is that Pastoral Council members are able to serve two (2) consecutive 3-year terms, for a total of six (6) years, at the discretion of the pastor. It was suggested that an overall council goal for 2015 should be to present additional parishioner names for nomination to the council.

The guidelines state that council members elected by parishioners must make up at least 50% of the council. Elections have not always been successful, for a number of reasons: unwillingness to "compete" with others, risk of losing, etc. P. Bowman offered that parishioner nominations via response to bulletin and/or website request may bring additional "unknown" names to the council. This would substitute for an election process. Fr. Burger offered to provide the nomination form/letter to Jackie Abel (website) and Michelle Gutshall (bulletin). In addition to the nomination process, the pastor would continue his appointment of council members to perhaps fill a certain need.

Some of the current council members' service will end at the same time. It was proposed that new council members be installed for 1, 2 and 3-year terms to prevent this from occurring in the future.

Susan Petrina has completed two (2) consecutive 3-year terms. Jamieson Gill has resigned his position on Pastoral Council prior to completion of his 3-year term.

### **Heart of the Parish Endowment (HOPE)**

J. Abel stated that the Finance Council has approved the start of the HOPE fund (Heart Of the Parish Endowment). The parish currently has a few small individual endowment funds unrelated to this. This will be the first parish established endowment in which individuals can contribute without meeting the minimum financial requirement of \$5,000. HOPE's funding would come from direct contributions as well as moving 10% of all funds collected through the Heart of the Parish (HOP) to HOPE. In addition, money in excess of \$90,000 in HOP at the end of the fiscal year, would move to HOPE. A full fundraising plan for HOPE is in place to be rolled out Spring of 2015. The HOPE fund will be managed by the diocese and subject to all diocesan rules for endowments.

### **Second Sunday Social**

M. Rupert updated the council on the request from Julie Groh (Second Sunday Social coordinator) for the need to assign hosting responsibilities for May and June 2015 and October 2015 through April 2016. J. Abel suggested that those ministries who were not able to host this past cycle be given the first opportunity to do so. M. Rupert to forward the list of ministries/organizations who had hosted in the past, along with the calendar schedule, to B. Deiling for coordinating the hosting responsibilities (Community Life Commission).

### **Building and Grounds/New Gymnasium Floor**

The issue of liability was discussed. If the diocese is no longer covering liability on facility usage and the responsibility falls to SJA, the facility usage policy will need to be reviewed. Barbara Hasson (Parish Manager) is working with the diocese on this issue.

The new gymnasium floor is complete. Special care is required in that damage could easily occur from: heeled shoes, chairs, tables, food, drink, etc. Rules for the use of the gym are posted outside the entrance to the gym. Access to the gym will be more controlled/restricted when key fobs are installed. Cameras will be installed and the ability to review the footage to assess cause of and responsibility for damage will be available.

Fr. Burger distributed copies of the "Facility Usage and Scheduling Policy" for review.

The need for additional space for SJA school, REP, etc. opened the discussion for an addition to the St. Lucy House. The addition to the South side of the house, would be a "parish hall" that could accommodate up to 100 people. The concept (including architectural plans) was part of the "original" capital campaign but was not included in Phase I. It was noted that SJA currently has approximately 50% of the money needed for completion (based on the original quote). Remaining funds would be obtained through a "stand alone" capital campaign or through Phase II of the "original" capital campaign. With the current funds available, the diocese may approve moving forward with construction in order to meet a completion date of September 2015. Another option to increase useable space is to rebuild the current SJA school cafeteria/auditorium into a multi-level facility. This would require more extensive investigation and time as no current plans are in place.

Fr. Burger requested Pastoral Council agreement to continue the process, with presentation to the diocese for approval, for the addition to the St. Lucy House. Two (2) specific approvals were

requested: agreement to plan/concept and agreement to funding within +\$100,000 of original quote. Via a “show of hands”, all voting council members approved the two (2) measures.

### **School Update**

Enrollment will increase for the 2015-2016 school year and there will be a need for an additional 5th grade class. Middle States Commission on Higher Education (MSCHE) review is scheduled for May 5-8, 2015. The group has already approved the stated goals and action plans for SJA School.

### **Growing Into Christ Commissions**

Fr. Burger distributed the Pastoral Care & Outreach Commission objectives/mission statement for review. He indicated that the outline is something the other commissions may want to adopt in that it states an objective, mission statement and relationship to a relevant scriptural message. The commissions’ status will be an agenda item for the April 2015 meeting.

### **Other Items**

#### **Liturgy and Worship Committee, Evangelization and Faith Formation Commission**

The November 2014 meeting minutes noted: the possible merging of the two groups and the renaming of the Liturgy and Worship Committee to a commission. No discussions/actions on either proposal have taken place. The current Evangelization and Faith Formation leadership will initiate the discussion to resolve.

### **Next meeting**

Date: Monday, April 27, 2015

Time: 7pm

Place: SJA Library

Fr. Burger closed the meeting with the Pastoral Council’s recitation of the Lord’s Prayer.