

Church of St. Edward Parish Leadership Night May 2013

INTRODUCTION

Our fourth parish Common Leadership Night meeting was held on May 21, 2013 with 46 attendees. Each commission met for an hour to work on their goals and share their activities with the other commission members. Below is a report from each commission.

PARISH COUNCIL*

A PAR update will be presented from the pulpit by PC members the weekend of June 1 and 2. The new Parish Council members who will start July 1, 2013 are Jimmy Ojo and Herman Viegas. The role of the Parish Council within the PAR process was discussed and members expressed a desire to have the PC be more involved in decision making and priority setting. The Finance Council is working on the 2013-2014 budget and will review the preliminary budget with three representatives of the PC prior to finalization. A motion was made and passed to provide a hard copy of monthly financial statements at future PC meetings. The Formation Commission presented a proposal to the PC to recommend that the Finance Council include as a priority in the 2013-14 budget increased hours for the Assistant to the Coordinator Gr 1-8 and add a part-time staff position of Assistant Youth Minister. The proposal was approved. Representatives from the commissions proposed that the Pastor change the staff titles back to Director from Coordinator. There was a question regarding the distribution of the January 2013 Town Hall meeting notes and it was decided that the notes will continue to be available in the parish office.

ADMINISTRATION COMMISSION

The **Stewardship Committee** has added a new member and met with Fr. Brian to verify timelines and goals. The **Communications Committee** has been working with our consultant to gather and organize website content for all of the ministries. Our website consultant will be working with them to edit the content. Work is being done to finalize the budget and timeline for this project for the next year. The **Building and Grounds Committee** reported that the LED light replacement project is continuing and is on schedule. It is being funded using both grant and rebate dollars. A portion of the roof over the social hall and foyer has been replaced as scheduled. The committee is developing their portion of the budget for 2013-2014.

FORMATION COMMISSION

After reviewing Committee updates the commission reviewed requests for increased hours for the Assistant to the Coordinator Gr 1-8 and an addition of a part-time staff position of Assistant Youth Minister. Based on the growth this past year in both programs it was recommended that the requests be presented to the Parish Council for approval and be included in the 2013-14 budget. To increase the awareness of the Formation programs information has been provided for the Formation section of the website. The committees plan to be involved in reviewing their sections of the website to enhance awareness of the programs. A Faith Formation booklet has been drafted and a distribution plan will be developed. An advertising program for The Adult Faith Formation programs was discussed. The commission will look into placing ads in the Catholic Spirit and other church bulletins.

PASTORAL CARE COMMISSION

Deacon Jim DeShane, the new Coordinator of Pastoral Care, is transitioning into his new role which starts July 1 and has attended meetings with several of the ministries. New functions that have been

added to Pastoral Care include weddings, funerals, Memorial Garden, and spiritual direction. Jean Buell will be working with Fr. Brian and Deacon Jim to form a Spiritual Direction Committee. There is a need for more volunteers for the Masonic Home and Home Bound Eucharistic ministries. A better definition of the titles of Director verses Coordination was requested. A request was made to have the Parish Council clarify how the notes from the January Town Hall meeting were to be distributed. The commission continues to recruit another co-chair.

SOCIAL JUSTICE & CHARITY COMMISSION

More volunteers are needed for Loaves & Fishes at St. Stephens. The requirement for VIRTUS training is making it more difficult to recruit volunteers. The committee will work with the Parish Administrator to identify parishioners that have completed this training to see if they can recruit them as volunteers. Branch III has changed their name to Catholic Charity Opportunities Center where we continue to serve 200 lunches per month. The VEAP move to their new facility has been moved to September 1. Mary Pat Potts and Sue Kellet are currently in Nicaragua working with our sister parish and attend a meeting to discuss shipping food to Feed My Starving Children. The commission continues to look for another co-chair.

COMMUNITY COMMISSION

The commission is working on the welcoming process for new parishioners, how to use the various registration processes to get more families involved in parish programs, and how to increase awareness of the various parish ministries, events, and programs. They continue assist in recruiting volunteers for the Feast of St. Edward. The commission is looking for additional commission members and is seeking another co-chair.

WORSHIP COMMISSION

The commission continues to work to finalize the job description for the new Coordinator of Liturgy & Music. Commission members are in the discernment phase for the positions of co-chair, sacristan chair, and greeter chair. It was decided that a Mass Coordinator position would not be pursued since there is overlap with the responsibilities of the other ministry captains. The Lenten, Triduum, and Easters Seasons were evaluated and the music received great reviews. Judy DeBruyne Hodgson was acknowledged for all of her great music ministry work. Mike Wahoske was also recognized for his Master of Ceremonies work and has been encouraged to continue in that role in the future.

Clarification has been requested on the difference between the titles of Director and Coordinator. June 8 & 9 are the dates for Lonne Murphy's retirement party.

**** The next Leadership Night is Tuesday, June 18 at 7 PM.***

Minutes of the Parish Council meeting are available on the parish website and in the wooden rack outside the parish office.