

# St. Isidore Parish Council Meeting

## February 7, 2007

### Meeting Minutes

#### I. ATTENDING MEMBERS:

Dan Hilo, Carol Burr, Samantha Delfin, Michael Kragge, Dan McKeivitt, Lisa Muegge, John Pieranunzi, Kim Ramsey, Hank Steerman, John Valene.

#### II. OPENING PRAYER

#### III. COMMISSION UPDATES

##### ***The Formation Commission Report by Hank Steerman***

- The commission continues to work on their plans to align with the Parish strategic goals.
- The Formation Commission incorporated “watering of the seeds” which were symbols at all of the masses on February 5. The parishioner reaction was favorable. Their next meeting scheduled on February 13, 2007 needed to be postponed due to the snow storm. Next meeting date: TBD
- On March 9-10, Father Carape will be speaking at the Forest View Education Center. John proposed that we support St. Isidore youth who want to attend but cannot do so due to financial reasons.

##### ***The Parish Life Commission by Carol Burr***

- The commission met on February 6, 2007 and spent the majority of the meeting discussing the goals/objectives for 2007. They were able to pin down the time tables and owners of the various goals.
- In addition, the commission reported that the Woman’s Retreat held on Saturday, February 4 was well attended with over 80 people participating in this spiritual event. It was very well received.

##### ***The Service Commission by Dan McKeivitt***

- The Service Commission met last on February 5. The discussion centered on creation of time tables and designation of owners for the goals which they could personally impact. Next steps are for Bill Archer to contact each Service Commission member who could not attend the meeting to request their recommended owners and timetables for each of the goals they had submitted.

##### ***The Stewardship Commission by John Pieranunzi***

- The Stewardship Commission met on February 6. They focused on creating the timetables and owners for accomplishing Objective #3.
- In addition, they want to get people involved in the Parish and the world around us. “The Called and Gifted” Workshop will be held on June 15-16. Day One is scheduled from 7:00 a.m. – 9:30 a.m. and Day Two is scheduled from 8:00 a.m. – 4:00 p.m. It will cost approximately \$2,300 for the Parish to sponsor. Barb Tillman is chairing this event at our parish. It is also being offered across Catholic Parishes across North America and internationally.

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#### III. COMMISSION UPDATES

##### ***The Worship Commission***

- The commission did not hold its last meeting due to a snow storm.
- There was mention of the need to dedicate youth space which will accommodate the larger number of youths who are attending the recent meetings. The last meeting had over 60 youths in the St. Isidore library. There was a request to have the youth utilize the Chapel basement for the youth meetings in 2008. Denise is working with the ESL team to see if they can be relocated to an alternative space.
- John raised the possibility of renting meeting space from the church east of St. Isidore. It was agreed that this suggestion be passed along to Denise and Andrea who could pursue the feasibility of this creative option.

##### ***Youth Group by Samantha Delfin***

- Samantha reported that the confirmation retreats were facilitated by the St. Isidore Youth Group. The Discovery Retreat had a large response and filled all the spots. There were 38 participants plus 12 team leaders.
- The Youth group is also collecting donations of diapers and formula to help young mothers.
- Thank you to Samantha for her active participation in the Parish Council meeting

##### ***The Finance Commission by Tom Norton***

- This commission will present the proposed budget to the Parish Council in April, 2007. The Parish Council will be responsible for reviewing the budget to determine its alignment with the strategic priorities for the Parish.

#### III. ROLE OF THE PARISH COUNCIL AND THE COMMISSIONS

The Parish Council discussed the following open issues at length. The following is a summary of the agreements we reached for moving forward.

##### **Role of the Parish Council Relative to Decision Making or Recommending Body**

- The Parish Council is an advisory council to the pastor and the parish administrator. The advice and counsel carries a lot of weight. The council is expected to discuss, debate and evaluate various Commission recommendations affecting the Parish at large. The Council, in collaboration with the Pastor, makes the decisions regarding the parish priorities/strategic direction. The Pastor will take the Parish Council's advice, counsel and recommendations into serious consideration. If there is any disagreement, the Pastor makes the final decision.

##### **What is the Role of the Parish Council relative to ensuring funding is aligned to the 2007 priorities?**

- Each commission will be responsible for doing the research tied to major recommendations affecting the parish. If the recommendation involves two or more commissions and/or funding from the Parish, it is the responsibility of the initiating commission to think through the proposal, discuss and evaluate its relative importance in light of all its priorities, determine required funding and volunteer resources, solicit input from the commissions who need to be involved and present the recommendation to the Parish Council for approval by the end of March, 2007. If the recommendation is presented after March 30, the recommendation may not have the required funding for 2007.

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#### IV. ROLE OF THE PARISH COUNCIL AND THE COMMISSIONS

**What is the Role of the Parish Council relative to ensuring funding is aligned to the 2007 priorities? (continued)**

- The Parish Council simply seeks to ensure that the recommendation is aligned with the strategic direction of the Parish and will have the necessary funding to ensure its success.
- Once the recommendation is approved by the Parish Council, the commission submits its funding requests to the Finance Commission by the end of March, 2007. The Finance Commission assembles the budget for the upcoming year based upon all of the commission requests. The Finance Commission presents the proposed annual budget to the Parish Council in April, 2007. The Parish Council reviews the proposed budget to determine alignment with the Parish goals and objectives and makes adjustments as needed.
- Finance Commission communicates with the respective commissions to let them know what funding they have to work with in the upcoming year.

#### V. ESTABLISHING BASELINE METRICS

**How many St. Isidore Youth are currently involved in the youth group (between the target ages of 14-22) as of February, 2007?**

- 80 people currently; Our goal is 300 by the end of 2010

**How many parishioners are currently involved in formation and education offerings?**

- The formation commission is developing the baseline metrics in March, 2007. They will determine how this number will be counted, what is included and what the final number is and will report back to the Parish Council

**What is the percentage of families who currently have one or more members of their family involved in a St. Isidore ministry?**

- Tom Norton indicated that 1650 separate individuals/parishioners are currently involved in a ministry as of February, 2007. If we count the number as a percentage of families with someone involved in a ministry, we then have 20% involvement. (5,800 families and approximately 1160 involved). If we count participation solely as a percentage of parishioners who are involved in a ministry, we then have 9-10% involvement.
- The Parish Council agreed that it wants to track both the percentage of families who have one or more members involved in a ministry as well as the percentage of total parishioners who are involved in a ministry.
- For purposes of the Parish Objective #3, we will track our progress based upon percentage of families with someone in a St. Isidore ministry. We believe that family members will recruit more family members into volunteer activities. It is for this reason that the Parish Council believes that it is wise for us, as a Parish, to focus our attention on engaging more families who have no one currently participating in any ministry.

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#### V. ESTABLISHING BASELINE METRICS

##### **What qualifies as “lay leadership” for Objective #6?**

- Significant discussion took place surrounding the definition of “lay leadership.” Tom proposed that lay leaders consist of the following:
  - A Ministry Coordinator
  - A Commission member
  - A Parish Council member
  - A staff member (obviously including clergy)
  - Individuals recognized by Pastor and staff as “elders”, those with the wisdom and experience to serve in an advisory capacity whether involved in active ministry or not
  - A participant of graduate of certified lay leadership training such as New Wine

#### VI. FOLLOW UP ACTIONS

- Tom Norton indicated that he will seek the # and %age of families represented in each commission.
- Some Parish Council members believed that the definition of lay leader should be more narrowly defined and include those people who are specially trained and/or educated in the Catholic doctrine. We concluded that we would seek additional points of view from other parishes to see how they define it. In addition, Tom said he would consult with Father Tony to seek his interpretation/definition. Parish Council members will ask other parishes we know of for their definition of lay leadership. We will discuss and reach a decision in our next meeting.
- Denise, Andrea and Lisa will work together to determine if a larger space can be freed up to accommodate the increasing number of youth group participants. Examine the possibility of renting space at the church next door for the ESL courses.
- Each commission will need to identify and evaluate the goals which they proposed on the following three pages. The commission must discuss what will be required for this to be successful and determine whether or not it is important and well thought out enough to present its submission to the Parish Council. It is the Commission’s responsibility to complete the necessary research and think through each recommendation. The commission must present their recommendation, with funding requirements, volunteer requirements and recommended time table by the end of March, 2007 for funding to be granted in 2007. The commissions can proceed with implementation of the action plans which do not require any funding or cross-commission collaboration, etc.
- The Finance commission will prepare the draft of the 2007 budget for presentation to the Parish Council in April, 2007

## Attachment

### Commission Action Plans Which Will Require Cross-Commission Coordination/Funding and Parish Council Review

#### a) Mission Trips to Rebuild Black Churches

##### Sample Questions

- What is the purpose?
- What are the intended benefits?
- How many mission trips will we target as a parish in 07? 08? 09?
- How many volunteers are reasonably needed per trip?
- Who will spearhead these missions?
- What funding will be required?
- What additional commissions will need to coordinate their efforts?
- Recommended Next Steps

#### b) Year Round PAD's at St. Isidore

##### Sample Questions

- What is the purpose?
- What are the intended benefits?
- What kind of funding is required?
- How will it work?
- How will it impact the other ministries, school sporting activities, RE programs, etc run out of the ministry center?
- What other considerations for successful implementation?
- What days will it be offered? How often?
- What facility?
- What other commissions need to be involved? Volunteer base required?
- Recommended Next Steps

#### c) 24x7 Adoration Chapel

##### Sample Questions

- What is the purpose?
- What are the intended benefits?
- What is the recommended plan?
- How will it be staffed?
- Will a separate facility be required?
- What are the additional considerations? Noise from the church?
- Who will spearhead?
- What kind of funding is required?
- What is the projected number of parishioners who will use the adoration chapel?
- Recommended Next Steps

# Attachment

## Commission Action Plans Which Will Require Cross-Commission Coordination/Funding and Parish Council Review

### **d) Dedicated Space for the Youth Ministry**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- Who are the targets?
- Do we need to dedicate an existing space or build a separate new space?
- What are the specific requirements for the space? TV's? chairs? Conversation pit? Coffee bar?
- How will the space be used?
- What kind of funding will be required?
- What will be the hours this space is available for use by the intended audience?
- Can it be integrated into the space planning design for Administrative staff?
- What time table do we need to act upon this?
- Recommended Next Steps

### **e) Expansion of First Sunday to all 12 Months**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- Who needs to be involved to make this happen?
- Required resources, staff, volunteers
- Are the priests in agreement? Who else needs to be consulted?
- Recommended Next Steps

### **f) Financial Success Workshops for Hispanics**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- What is the projected population which will attend?
- Why target only Hispanic population?
- Who will spearhead the effort?
- Who will speak?
- How many offerings per year?
- How will we measure success?
- Recommended Next Steps

# Attachment

## Commission Action Plans Which Will Require Cross-Commission Coordination/Funding and Parish Council Review

### **g) Bring Back Bereavement Ministry**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- Who will need to be involved?
- How often will it meet?
- Is there a demand?
- Who will spearhead the effort?
- Beginning when?
- Recommended Next Steps

### **h) Formation Commission Surveying Parishioners**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- What is the recommended plan?
- How will they be surveyed?
- How will the results differ from what was gathered in 2005 following parishioner feedback?
- How will the information be used?
- What time table?
- Are there other commissions that need to survey parishioners so that we are not going back to people too often?
- Recommended Next steps

### **i) Outside Speakers to Address Vocations**

#### Sample Questions

- What is the purpose?
- What are the benefits?
- What is the frequency? Monthly, Quarterly, Bi-annually, Annually
- Who are the recommended speakers? Bishop? Etc?
- How many people would we expect?
- Where would these sessions be held?
- What funding, if any, is required?
- Who is the intended audience?
- How will we market?
- How will we measure success?
- Recommended Next Steps

## **Attachment**

### **Commission Action Plans Which Will Require Cross-Commission Coordination/Funding and Parish Council Review**

#### **j) Hire a Communications Director as Part of the St. Isidore Staff**

##### Sample Questions

- What is the purpose?
- What are the benefits?
- What hours will be required? Part-time? Full-time?
- Is it a paid position or volunteer?
- Where will they be housed?
- When would we like to hire this position?
- What are their job responsibilities?
- What skills are required?
- Who do they need to interact with?
- Etc.
- Recommended Next Steps

