

MINUTES
St. Bridget Church
Parish Pastoral Council Meeting
January 17, 2007

The Parish Pastoral Council Meeting was called to order by John McCulla on Wednesday, January 17, 2007 at 7:00 p.m.

Present: Monsignor Carr, Father James Glass, Carl Barrafato, Christian Barrett, Charlene Bechely, Bob Burge, Siobhan Dunnavant, Jeff Hamm, Michael Kehoe, Scott Luxton, Denyelle Mehfoud, John McCulla, Chris Palumbo, Michael Siewers, Mary Martha Thedieck

Absent: None

Christian Barrett provided the opening prayer.

Pulse of the Parish

- Internal controls procedures relating to monies the parish receives was the first order of business presented Monsignor Carr by the finance council when he arrived eighteen months ago. After reviewing the proposed procedures and signing off on them, an in-depth policy was established. Employees who handle money were interviewed and current monitoring/tracking of all monies received from parishioners are handled by two people on a daily basis. A flyer will be placed in the bulletin notifying parishioners that comprehensive internal controls are and have been in place at our parish
- The newly-formed Knights of Columbus chapter will meet the fourth Thursday of each month at 7:00 p.m. A membership drive will take place in February with announcements in the bulletin
- Commonwealth Catholic Charities annual Community Service Awards Dinner is February 28, 2007. An email will be sent with details for those interested in attending
- Christmas Eve Mass schedule might be reviewed as it relates to little children. Some parishes have earlier Masses than the 6:00 p.m. one at St. Bridget

- The Christmas season music at our parish was exceptional this year

Approval of Minutes – December, 2006 minutes were approved.

Building Committee Update

John gave an update from the recent meeting:

- The Kerns Group has met twice to discuss possible changes to the church, commons and parish center. The committee has narrowed its focus on one architectural path
- The committee continues to move toward alignment of the school project, church and parish changes, and capital campaign
- Timing of a capital campaign and relationship to stewardship is still open
- Feedback has been sought from specific parishioners about possible design options, and the committee has used this input in its conceptual design discussions
- Finalizing how to start work with BCWH for architectural work related to preparing construction documents for the school changes

Discussion followed on proposed changes to the project and if the design plan is adequate to meet future needs. As to overcrowding at some Masses, there are constraints relating to the property's footprint which does not allow expansion for more seating. As to placing more chairs for these Masses, Fire Marshal regulations must be followed.

Questions were asked relating to infrastructure and remodeling of existing areas, i.e., cafeteria and bath rooms in the school.

John encouraged all council members to attend the building committee meetings as it provides an opportunity to provide input and become acquainted with all facets of this project.

Finance Report

A copy of the Annual Finance Council Report Fiscal Year 2005-2006 was distributed for review at the meeting. Bob has requested an executive summary from the finance council on a continuing basis and suggested council members develop questions for future review.

In reviewing the annual report, the consensus was that it could be more user-friendly as it is the means the parish communicates its financial situation with our parishioners. Although it was noted the auditor requires a format consistent with Diocesan requirements, council spent a lot of time last year offering suggestions on how the report could be more easily understood in laymen terms.

After discussion, a subcommittee will be formed to create a new process to communicate with our parishioners and review any draft report before it is published.

Parish Staffing Update

Monsignor Carr noted the following:

- Communications Director – Due to Valerie's resignation, Hilary Hendricks was recommended by the parish vision committee to assume this position. She will work 18 hours per week and has a firm grasp of what is required
- Youth Ministry – Katie Skirtich arrives February 1st to fill this full time position
- Human Concerns Ministry – Of three applicants, one person has been offered this full-time position and negotiations are underway

Parish Life

Michael S. reported that an *Alpha* Group is being created for our parish. This is a 10-week course opportunity to explore the validity and relevance of the Christian faith in our lives today. *Alpha* is a practical introduction to the basics of Christianity centered on a meal,

a talk, and small group discussions. Brochures on *Alpha* can be found on the desk in the parish library.

The Diocesan Young Adult Ministries will hold a symposium February 17th at St. Gertrude's. If anyone knows of parishioners preferably in their twenties who might be interested, contact Michael for more information on this all-day training session.

Parish Community

Siobhan noted the zip code parties are on-going and have been a success. The St. Bridget's Ball has been tabled and hopefully will take place next February.

The social committee will meet with Monsignor Carr to discuss restructuring and how to coordinate future activities of both the church and school.

John gave the closing prayer.

The meeting was adjourned at 8:40 p.m.

Submitted by
Jeanie Robinson
Recording Secretary

MINUTES
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Parish Pastoral Council Meeting
February 21, 2007

The Parish Pastoral Council Meeting was called to order by Bob Burge on Wednesday, February 21, 2007 at 7:00 p.m.

Present: Monsignor Carr, Christian Barrett, Charlene Bechely, Bob Burge, Siobhan Dunnavant, Jeff Hamm, Michael Kehoe, Scott Luxton, John McCulla, Chris Palumbo, Michael Siewers, Mary Martha Thedieck

Absent: Carl Barrafato, Denyelle Mehfoud

Other: Hilary Hendricks, Katie Skirtich

Scott Luxton provided the opening prayer.

Pulse of the Parish

- Parish Communications Coordinator Hilary Hendricks and Youth Ministry Coordinator Katie Skirtich were welcomed and provided a brief overview of their new positions
- Lack of space at some Sunday Masses was again noted
- Feedback was provided on the current Confirmation program and how it might be enhanced from a communication standpoint next year
- Council members were encouraged to review the parish survey taken a few months ago regarding suggestions made by parishioners for improvements to the outdated school bathrooms
- Another Catholic school building program was publicized recently and it was questioned if this might impinge on our proposed parish building plan

Approval of Minutes – January 17, 2007 minutes were approved.

Parish Community – Moon Dance

Communications Coordinator Hilary Hendricks reported on the *Moon Dance*, to be held April 28, 2007 at “Rock Bottom” Isle, 5995 River Road, from 6:00-10:00 p.m. *Moon Dance* will be a parish get-together with barbecue and dancing for adults in support of St. Bridget’s parish. The objective is to allow parishioners to develop a stronger fellowship amongst themselves, and with Monsignor Carr and parish leadership. Further announcements will be forthcoming.

Stewardship Report

Kimberly Lapkin of the stewardship committee was unable to attend the meeting, but forwarded a statistics comparison report of pledges/donations from 2006 versus 2007. Council members were asked to review the report as presented and forward any comments to Bob. He noted the stewardship committee is open to suggestions.

As discussed at a prior meeting, an easy-to-understand quarterly report is being considered to be sent to parishioners indicating the financial status of our parish. A committee is being formed to create this report and will make a presentation to council in July. Bob asked if a council member would be interested in serving.

Due to a prior commitment, at this time Bob left the meeting and John chaired the remainder of the meeting.

Building Committee Update

John gave an update from the recent meeting:

- BCWH has been given the formal go-ahead for architectural work related to preparing construction documents for the school changes. The team is regrouping and will begin work in earnest soon.

- Committee is focused on one key design path related to the church sanctuary, which provides an overall construct with which to work.
- The committee discussed the need to broaden its thinking to incorporate an overall master plan that addresses the full parish needs and desires for facilities, campus, and capabilities. Developing this view will require to think long-term on all fronts, and then sort out what is done based on priorities and costs.
- A meeting with Kerns Group as a building committee will take place February 28th to further discuss the options related to the church, commons, and parish offices. General cost information hopefully will be available.
- The committee continues to move toward alignment of the school project, church and parish changes, and our capital campaign. Timing of a capital campaign is still open.

A suggestion was made that whatever the final plan, parish council go forward as one agreeing with all aspects of it, i.e., best utilizing spaces for the entire campus.

Parish Staffing Report

Monsignor Carr again welcomed Hilary Hendricks, Communications Coordinator; and Katie Skirtich, Youth Ministry Coordinator.

For the Human Concerns Ministry position, a contract will be signed shortly with a gentleman from North Carolina.

Parish Life

Michael reported that *Alpha* will begin its 10-week program tomorrow night, February 22nd. *Alpha* provides an opportunity to explore the validity and relevance of the Christian faith in our lives today; it is a practical introduction to the basics of Christianity centered on a meal, a talk, and small group discussions.

Parish Community

Siobhan noted a schedule of the zip code parties has been sent to council members via email. These schedules will be updated as

required. She encouraged all council members attend and greet parishioners.

A possible fund raiser for late October is the top-notch production *Irish Tenor*. Although a lot of work is involved, this event has been a success for many organizations throughout the country and is well attended.

Monsignor announced that Bishop DiLorenzo will visit Sunday, June 17th at noon, with an open meeting afterward. A statement of “who we are” and our parish goals is requested prior to his visit.

Chris gave the closing prayer.

The meeting was adjourned at 8:50 p.m.

Submitted by
Jeanie Robinson
Recording Secretary