

## Pastoral Council Meeting Minutes

August 18, 2022, 7:00 PM

Meeting Begins: 7:07 PM

Opening Prayer: Fr. Emmanuel Mensah

Minutes last combined meeting Accepted: May 31, 2022

Minutes from meeting accepted: July 28, 2022

### Roll Call:

Council Chair: Nita Holt

Patricia Cook (Shrine Representative)

Fr. Emmanuel Mensah

Leisa Billups

Russ Terrillion

Unable to attend: WC Guance

Damian Dwyer

Calvin Holt (Finance Council Chair – rep. Finance Council)

Kimberly Rogerson (Bookkeeper/Admin)

### Old Business -:

\*\* Not on the agenda: Leisa Billups - Meeting after church on the 4<sup>th</sup> of September is Labor Day Weekend – Ministries meeting moved to the 11<sup>th</sup> of September. Fr. Mensah approved the move of the Ministries Meeting.

Pat – Is the Shrine included in the ministries meeting? Yes, please come.

### New Parishioners & Addition to Directory:

Should be registered parishioners

Be sure to notify Fran once someone registers.

New Copies of parishioners/family list for contacting them.

### Crucifix –

Leisa – One parishioner approached asking when it will be moved. The parishioner thought it had to be moved.

Gordon- Some thought it had to be in the sanctuary.

Nita – Father, once everyone is comfortable, I guess you will need to tell us your decision.

Father – As I said, I am open.

Damian – The GIRM, the general instruction of the Roman Missal – Does speak to the placement of the crucifix in the sanctuary.

Father - The requirement, the cross, and the resurrected cross are new things. Visited brother in Whitfield, the risen Christ, is there. You decide like I said, if I must choose, I choose what is there. In my judgment, everything is okay. Let me know. I am fine either way. You are my advisory body; I will approve whatever you give me.

Damian – There is a precedent set if you let the parishioners decide. Father is comfortable with the status quo. Path of least resistance, let the status quo remain and remove it from the agenda.

Leisa – Suggested sharing the status of the move and that for the time being, we will leave it as status quo.

A consensus was reached on the crucifix. (Removed from agenda)

#### ADA:

We are at 60%. Parishioners will have until December to give to the ADA.

Give an update, including that we have until the end of December.

#### Suggestion Box:

Nita- Once I get into the attic, I will get the box.

Nita- I have a yard man to get it out.

Nita- We don't want the suggestion to be anonymous. This will assist with possible future Synods.

Suggested breakdown on suggestion form mirrors Synod layout.

Leisa – Make sense, some will follow the guidelines for the form, and some will not.

Father – I would like to follow up with the person who filled out the form.

Damien – This is not for public dissemination, and that should be made clear.

#### New Business -

Holy water fonts – add additional fonts on either side of the double doors.

Kim – Suggested a wall mount font and another stand for the opposite side of the door.

#### Parishioner Concerns/Suggestions –

Nita – I will separate them into index cards. For organizational purposes.

Damian – Since this is our first exposure, I suggest we take the list home, review it, and address it at the next meeting.

Office Purchases totaling over \$250 –

Kim – Not sure what this is about.

Calvin – Would it help if I got up and explained how the process works?

Pat – I think that is a good idea.

Russ – Suggested FAQ available in the commons.

Nita – Newsletter – Something that is monthly to give updates on projects and FAQ regarding frequently asked questions.

Records – Are kept for ten years.

Kim - There are checks and balances – both in the parish and through the Diocese.

Fr. Mensah - Financial Statements posted online? Check if the Diocese is OK with the financials posted on the website.

Statement of Financial Position – Post in commons

Emile – Boards will change to the information center – 48 inches high and well organized.

Nita – Educate in groups regarding the processes financially. If council members know the answers or feel comfortable answering them, do so.

Nita – Pictures of everyone on the council so everyone can recognize members they can approach with questions.

Nita – We should all be agents of information. Refer them to the people who know the correct information.

Leisa – The Pandemic changed everything, and we just need to get back into the groove.

Newsletter:

The prototype provided by Kim – Option covers the FAQ on how records are kept. Monthly printed and electronic. Expenses for the previous month can be explained. Standard and unusual.

Damian – Opportunity for Father to share concerns and messages.

Kim – There is a space saved for Fr. Mensah to share.

Suggestion from parishioners - Tell me your story – Maybe new parishioners can share.

Nita – I would like to do this (Newsletter)

Kim – Let Kim know when someone is homebound.

Father – We need someone in charge of pastoral care.

Damian – Coordinator of Extraordinary Ministers - needs for ministers to be organized.

Nita – Find out whom the ministers are visiting.

Bulletin Prayer List – Must have authorization from the person before they can be added to the prayer list. The office must be informed if someone is homebound.

Open House:

Nita – Housewarming party

Use a registry – Sheets, towels, washcloths, pillows, etc. Basics that are needed can be registered.

Nita – Habitat restore is available for furniture options.

Kim - Gave an update on the status of the rectory.

Recommendations to Finance Council:

Holy Water Fonts –

Kim - I will email Edie Jeter to see about available fonts.

Worship:

Fr. Brian Capuano – Interim Director for Worship – To visit

Fr. Mensah – Crucifixes – Processional - Edie asked if we could spare any.

Kim – Wooden Processional with no stand is suggested.

Shrine assists with rectory work costs:

Calvin – Kim contacted the diocese – it is appropriate for the Shrine to assist with the cost of the rectory work.

Pat – Can we wait until the work is complete?

Fr. Mensah – It is normal for the parishes to help with the cost of the priests. Yes, ours are on the property of St. Jude, but the rectory houses the priest not only for St. Jude but the Shrine as well.

Pat – How will you come up with the number? The monthly income will drop in the fall. The hope was that the parishioners of the Shrine would give more considering the money going out, but they have not.

Gordon – Summarized what was completed at the Shrine – Gutters, landscaping, drainage addressed, HVAC converted to heat pump system. The propane tank was removed, and a refund for propane is to be issued. Serv-pro will come in to address mildew. The window above the entry must be repaired, secured, and weather protected.

Pat – May not need the de-humidifier after the HVAC is changed out.

Gordon – There was little maintenance happening at the Shrine over the years.

Father – Now that we are aware, the issues can be addressed. I want to be there when updates for the parishioners are given.

**Chimney issues** - Water in the bottom, water flowed out of the chimney. The crown on the chimney needs replacement. Second estimate to be requested. Not originally in the budget. Step In Time chimney sweep to be contacted.

Father – The church is beautiful, the altar, the altar cloths. Everything is standard over there. Good that you are keeping it maintained.

Tile on the altar:

Pat -One man who came out, a parishioner of St. Mary's, said he could do it. He did not call back when called.

Pat – One parishioner believes St. Jude is taking the Shrine's money.

Father – If there is a need for me to talk to her, I will explain.

Comments from father:

Father - I would like to say something on behalf of Kim. I would like to, based on this background, ensure that she is compensated for taking the minutes of the meeting and is here and already here to take the minutes.

Motion – Damian – Kim be compensated for the time she is here as secretary

Second – Pat

Clarification – Same hourly rate for hours here.

Father - Thank you once again for all the support you give. Thank you all!

Meeting times reviewed

Emile - Both doors open to be more welcoming – Both doors need attention.

Damian – According to the decision earlier in the meeting regarding the list received from parishioners, we will address these requests at the next meeting.

Closing Prayer: Fr. Mensah

Meeting Closed: 9:00 PM

Pastoral Council Chair: Nita J. Holt Date: Sept. 15, 2022

Pastor: [Signature] Date: 9/15/22

Administrative Assistant/Bookkeeper: [Signature] Date: 9/15/2022