

## Minutes of Parish Pastoral Council Meeting February 16, 2009

The meeting was opened at 7:30 p.m. by Chairman, Mike Burton.

Members In Attendance: Jim Lacivita, Dana Hayes, Larry Ball, Bob Hicks , Kevin Baudhuin, Bill Lynch, Marilyn Jansen, Mike Burton, Kathy Heublein, Mary Fran Dolan, Art Olivera, Char Sparrow, Fr. Tom Hickey

Absent: Anne Shank (attempted to link by phone), Erin Maiorca, Kevin Shaughnessy

- Opening Prayer was offered by Kathy Heublein.
- Mike began our meeting by asking for approval of the January minutes. They were approved by consensus.
- Fr. Hickey gave the Pastors Report.
  1. Fr. stated that in the last year the council has:
    - a. Restructured the council moving from ministry reporting focus to mission focused.
    - b. Created and organized the "Footprints" initiative. The Council gave good response to what goes on in people's lives and offered an awareness of economic times thru prayer efforts, a business network and financial support to needy families.
    - c. Began convening Communities to act as liaisons to listen to the needs of our ministries and answer the questions of:
      1. Are we gathering information and setting good communication lines?
      2. Are we meeting goals as a parish for worship and prayer life?
      3. Are we as a community coming to know Jesus?
      4. Are we becoming a more caring, witnessing community of faith?
      5. Is the message being preached to adults and children?
      6. Do we understand church on a basic level-that we are not here for self?
      7. Are we reaching and taking care of our weakest members?
      8. Are we forming people of faith?
    - d. Defined the Council job:
      1. To advise the pastor-speak the truth with love
      2. Formulate a vision of who we are and where we are going-"strategic plan"
      3. Make sure all is working within our parish community-that we are fitting together-that no one is feeling left out or hurt or angry

- e. Helped to create/maintain an institution that has heart and soul
  - f. Make the case “why bother with church”
2. Fr. talked about the parish school and the economic impact on the parish today.
    - a. Collections are going fairly well-better than last year, not yet meeting budget for this year.
    - b. Budget cuts are needed as with any business or family, given the current economic times-our budget is being looked at for areas to cut back on with fine tooth comb.
  3. The Parish Mission at OLPH-Lent 2009.
    - a. 3 evenings-March 1,2,3, 2009
    - b. Spiritual exercise for all of the OLPH family
    - c. Our “Footprints” initiative will be carried in the theme.
- Mike announced that no one attended the Parish Leadership Day sponsored by the Archdiocese.
  - Kathy Heublein gave a report on our “Footprints” initiative
    1. Feedback says “directions and intent “are not clear enough to parishioners. Visibility is most important. Give some thought to how to include people entering thru the south entrance—(Fr. Hickey suggested moving the tree around to a different location in the church each week, and putting a symbol of the initiative of some sort outside the doors-the task force will work with Arts and Environment to solve and follow thru on the issue )
    2. There is a need to find out who will take on responsibility of the initiative-Fr. Hickey suggested put aside meeting time next month for discussion. It was decided that the task force would continue to meet the needs of “Footprints” and maintain the initiative as it forms roots- short term. Transition to the “keepers “will occur over period of time.
  - Mike led a discussion of the blueprint for Community meetings.(see attached)
    1. This is unchartered area for the parish.
    2. The letter to call community to convene was not put out in a timely way and was too long---
    3. We have defined our members as community liaisons
    4. We (council) found our data base was not complete as we began mailing for communities and the appreciation mass and dinner. This is an important process that we as liaisons can help to facilitate completion. We (council community liaisons) can find a simple way to collect data in the same format. Nancy will be the go to for the data base. All ministry contact information should go to her.

- Kathy Heublein gave the Liturgy and Worship Community Meeting report.
  1. Took place Feb. 9. Found that communication was the key issue for ministries and was widely welcomed. Discovered that Ministry reps who were present would like ministries to meet. The Community asked to meet more often in the beginning-then move to quarterly or semi annually.
  2. Sample folder of all info used at meeting was passed around.
  3. Discussion flowed easily and the community began to take shape in terms of their needs.
  4. Cooperation between ministries became an easy follow-up discussion item.
  5. Ministry leaders were invited to talk to their ministries about their desire to participate in the Footprints initiative, compile a data base of their members and report back to the liaisons in 2 weeks.
  
- Community liaisons announced dates for meetings winter 2009.
  1. Parish Life-Thursday, Feb. 26
  2. Adult Ed-Thursday, Feb. 19
  3. Ed.-School Age-Wednesday, Mar. 4
  4. Human Concerns-Monday, Feb 23
  
- Bob Hicks reported as the Finance Council liaison.
  1. Bob has spoken to Nancy and to Peter McNulty.
  2. He will attend all Finance Council meetings, and any subcommittee meetings that seem pertinent.
  3. He will provide our by-laws to the Finance Council.
  4. He has received a copy of Archdiocesan guidelines.
  5. There is a need for any member of the finance council to be careful and mindful of conflicts of interest.
  6. There is an absolute issue of confidentiality that must be exercised by all members.
  7. Fr. Hickey supports the idea that a member of the Parish Council should have a rep on the Finance Council-however, according to Parish Council by-laws, it is not a voting position.
  8. Meetings are the 4<sup>th</sup> Monday of the month.

- Marilyn Jansen reported on the progress of plans for the Appreciation Mass and dinner.
  1. The invitation list was an issue because of incomplete data base.
  2. Natalie was very helpful in getting ministries updated.
  3. Invitations have been sent, 175 are coming-will set up for 200.
  4. The liturgy for the mass is set.
  5. The program is ready.
  6. "Footprints" will be the theme for the place cards.
  7. Catered by Design will cater the dinner. They will donate the time of servers.
  8. PPC members should sign up to help set up (#:30 p.m.), welcome, serve, and clean up.
  9. Leftover food will go directly to the fridges in the Sharing Room.
  
- Mike asked the committee to review the membership search process.
  1. Committee includes Erin, Dana, Mary Fran, Marilyn, and Jim (outgoing members).
  2. Mike asked that this committee would meet ASAP so as to avoid time issues on our next election.
  
- Mike opened discussion on PPC Key objectives for 2009 and stated that as a council our administrative issues for 2008 have been initiated and are progress in the work. Strategic planning and visioning for 2009 now needs to begin.
  1. Mike asked if anyone has experience in strategic planning to please see him.
  2. We should develop a strategic plan for the parish. Look at what other parishes are doing well and where they are struggling. Find the path for our future.
    - a. Find needs short and long term.
    - b. Decide what areas the council feels we want to focus.
    - c. Improve the visibility of the PPC.
  3. As a council we have developed a mission.
  4. Continue in the development of communities-- plan for common purpose, communication, and goals and objectives.
  5. It was pointed out that the council should be the planners. Fr. Hickey should be the implementer.
  6. Continue to improve communication within the ministries and the parish.
  7. Continue developing the "Footprints" and Prayer Tree initiatives.
  8. Continue to support the Pastor in his vision and work.

- Announcements-
  1. Appreciation Mass and dinner Wednesday, Feb 18
  2. Next meeting March 16, Francis Room, 7:30 p.m.-wear green! Fr. Hickey will not be present. He will be leading a trip to Israel. Art Olivera will offer opening prayer. Bill Lynch will do closing prayer.
  3. Nancy S. will attend a meeting soon.
- Closing prayer was offered by Larry Ball.
- Meeting adjourned at 9:45 p.m.

Respectfully submitted:

Kathy Heublein

Attached: Agenda, Community Blueprint, PPC Action Items, PPC Preliminary Goals and Objectives 2009

**OLPH PPC  
Agenda  
2/16/09  
7:30  
Francis Room**

- Opening Prayer - Kathy
- Approval of January Minutes – Kathy
- Pastor Discussion/Update – Father Hickey
- Status of Open Projects - Mike
- Update on the Footprints/Prayer Tree Initiatives - Kathy
- Recap of Parish Leadership Day (2/7/09) – Erin
- Discuss Current Status of Community meetings -Mike & Community Leaders
- Update on Finance Liason - Bob
- Update on Appreciation Dinner - Marilyn
- Status update on New Membership Committee- Erin
- Review and discuss– PPC Key objectives for 2009 and Parish Key objectives for 2009 - Mike
- Announcements
  - Appreciation Dinner – This Wednesday
  - Next Meeting – March 16
  - Request for Opening and Closing Prayer for next meeting.
- Closing Prayer – Larry

## **OLPH Initial PPC Community Meeting Blue Print**

### **Blueprint for Meeting**

- Introduction
  - Everyone introduce themselves
- Quick Review of PPC Communities
  - How they are structured
  - Reasons for the Communities
- Discuss actions of the PPC to date, including footprints and prayer tree
- Discuss why the Communities have been formed:
  - Provide communication between the ministries and the communities
  - Communicate the direction and vision of the Parish and work with the Ministries to see how the ministries can support the direction and vision
  - Hear from the ministries what the needs are of the Parish and communicate them to the PPC .
- Discuss that the goal is to meet a minimum of quarterly, but to have conversations monthly. .
- Explain that the PPC is not hear to take over or lead the ministries, but rather help develop a common vision of the Parish.
- Conclusion – Thank them and schedule next meeting

### **Time Frame:**

- Goal is 1 hour

### **Location:**

- In one of the PPC Meeting rooms. Contact Laura for availability

**PPC Action Items**

**As of 2/16/09**

<i><b>Action Item Summary</b></i>	<i><b>Topic</b></i>	<i><b>PPC Date</b></i>	<i><b>Key Person</b></i>	<i><b>Due Date</b></i>	<i><b>Status</b></i>
Meet with the village personnel and Chamber to talk about "real estate" and demographics of our parish	Strategy	8/18	Open	Open	Open
Seek to work with the website committee to work on coordinating major event calendars for ministries	Communication	8/18	Open	Open	Open
Update the PPC Home website on OLPH new website	Website	9/14	?	11/20	Open
We should brainstorm on the following issues as we are discussing our future: 1) "Great parishes stand for something"-what is our "lighthouse" at OLPH? What do people come here to see? Do we do a good job of establishing this? 2) What is our dream? 3) What is our long term vision for our parish?	Vision	9/14	Mike	1/20	Open
Obtain recommendations from New Membership Subcommittee for changes to 2009/2010 year	Membership	10/20	Kathy	1/15/09	Open
Community leaders should schedule a meeting with ministries	Communities	12/10	Various	2/29	Open

## PPC Preliminary Goals and Objectives

2009

- Develop a Formal Strategic Plan for the Parish
  
- Establish the communities and get communication flowing backwards and forwards
  - Establish common purpose statement
  - Establish communication
  - Establish goals and objectives
  
- Improve communication – “Making a big Parish Feel Small”
  - Establish a PPC database (and develop plan to keep it updated)
  - Review the current communication process
  - See where improvements can happen
  - Improve visibility of PPC
  
- Address How the Parish and Parishioners adjust during current economic conditions
  - Support the Footprints/Prayer Tree initiative
  
- Become more visionary/Support Pastor