

**OLPH Parish Pastoral Council  
Meeting Minutes  
October 16, 2017**

**PPC members present:**

Fr. Jerry Boland	Y	Kevin Boyle	Y	Marty Guerrero	Y	Bob Michels	
Fr. Nick Kostyk		Cathy Condon		Mike Hood	Y	Cindy Moody	Y
Fr. Isaac Lara		Tim Daniels	Y	Mara Lindsay	Y	Bill Nelson	Y
		Laura Flentye	Y	Bill McCabe	Y	Bob Pirsein	Y
		Maria Grable	Y	Mark McKinley	Y	Rob Orr	Y

**Opening Prayer** offered by Tim Daniels

**Approval of September Minutes:**

September Minutes were approved by the PPC.

**Communication Update:**

Mike offered an update on Communications at OLPH (information provided by Melissa Conroy). Parish offices and staff have moved to the Parish Center. Melissa Conroy met with website coordinator. She reviewed ideas for design enhancements, media page for podcasts/photos/media, a specifically designed Youth Ministry page and a resource base for document sharing which would be semi-private and could be used for storing/sharing documents and resources. Planned Offertory Campaign is being implemented/communicated throughout the month of October. Bulletin/Friday email submissions are at an all time high which represents vibrancy of our Parish. Goals for parish communications include, updating new member materials and business cards to reflect staff changes and updated email addresses.

Communication update also included discussion about developing a team of volunteers (youth and adult) or intern(s) to assist with technology and design work for ministry projects. Further discussion about developing a Communications task force to create a plan for communications Goal would be to assess products and communication modes we have, how they are used, and whether they are effective? Goal is to develop and streamline a parish wide communications plan

**Parish Council Service Report**

PPC members received positive feedback from parishioner regarding October PPC Service Sunday project. Thank you to PPC members for their generous donations and enthusiastic participation. Goal is to have an additional Sunday Service Project sponsored by PPC in early winter after Christmas season.

**Transformation**

Rob Orr offered an update on the Parish Transformation Initiatives. Engagement Ministry will facilitate OLPH 101 and OLPH 201 in the Winter and Spring of 2018. New parishioners from 2017 and 2018 will receive an invitation. Hearts Afire has stated again. Each One Bring One initiative was launched. Bulletin articles, flyers, posters and banners have helped communicate this initiative. Several ministries have adopted Each One Bring One as their theme for the year. Fr. Nick will be leading teaching seminars on parts of the mass. Transformation Ministry is planning future seminars centered on “What is Transformation” and/or “learning to quiet oneself to be ready to hear the Spirit of the Lord through the Transformation process.” Bob Hicks has received some interest in the Ministry Resource Network. Bill McCabe will be giving a presentation on the Ministry Resource Network at the Deanery Meeting in October. Transformation team will continue to support ongoing development of Youth Ministry. Rob also introduced a topic for further discussion regarding Greeter and Usher Ministry, background/history of this ministry, specific roles and responsibilities of Greeter and Ushers and potential changes for the future of this ministry. Further discussion to be conducted regarding the future of the Greeter and Usher ministry and how to encourage more adult, family and youth participation.

### **Engagement**

Mara Lindsay presented update from September Engagement Ministry meeting. Highlights for Engagement initiatives include OLPH 101 and 201 (invitations will be extended to new parishioners, communications will also appear in the Bulletin and weekly Friday eBLAST. Engagement team also reviewed and discussed Communications Audit which was compiled by Melissa Conroy. Further discussion regarding communication audit will include Engagement Ministry, PPC and communication task force. Engagement Ministry will continue to focus on ways to create feeling of invitation and welcome through banners, Christmas welcome greeting, witness talks (at Youth Masses, on Thanksgiving, during Lent, at the Ministry Appreciation Mass and during the season between Easter and Pentecost). Engagement Ministry also discussed having Neighborhood Masses during the summer of 2018 as a way to encourage engagement and communion. Mike shared his experience at a parish that encouraged engagement by using a paper/pencil card to assess ministry participation and interest in learning more about specific ministries during the mass.

### **Mara**

Updates from the Engagement Ministry also included a discussion regarding the publishing and communication of the updated Ministry Directory (website, print versions, email links etc.). Document content is complete but format, design, photos and layout are unfinished. Further discussion about building a team of volunteers to assist with creative technology, format, design and marketing of parish resources such as the Ministry Directory.

### **Seminarian Committee Update**

**Tim**

Tim Daniels offered an update on the Seminarian Committee which supports the Teaching Parish Program. Committee was formed in August. Team has met twice since August. The mission of the team is to pray for, guide, support the 3 seminarians who will be here at OLPH for the next few years. Seminarians have focus areas that they will work on over the next few years. Seminarian Committee has helped connect seminarians with individuals that can help them better understand and engage with their specific focus areas. Tim suggested that we invite seminarians come to PPC meeting in January or February to present an update on their experience at OLPH and their areas of focus. Fr. Boland emphasized the importance of this program to help seminarians understand the structure and inner workings of parish life.

### **Emergency Ops Plan**

Mike Hood presented an update on the work of the Emergency Operations Team. This is a large scale project for a campus this size and a parish this vibrant. EOP Team includes County employees, Glenview Fire and Police, Mike Hood, Julie Ruchniewicz, Jim Dollard, Fr. Boland, Amy Mills, Cherie Diceasare and Mike Hrvojevic. EOP team meets 3 times to assess needs and create Emergency Operations Plan. Training process for staff and volunteers will occur after the completion of the Emergency Operations Plan. Goal is for parish staff and volunteers to know what to do in the event of an emergency, for ministry leaders to know who to contact in the event of the emergency and for the first responders to know who/where people are at any given time during an emergency situation. Updates on procedures and training will be presented upon completion of Emergency Operations Plan.

### **Summit Planning**

**Mark and all**

Mark McKinley presented an update on the planning for the 2017 Summit, November 4th from 8:30-11:00 - Focus on Youth Engagement. PPC conducted a discussion regarding Summit invitations. Evite has been sent to all ministry leaders, Transformation participants, former PPC members and members of ministries. PPC liaisons have contacted their ministry leaders and asked them to invite all members of their ministries. Ministry liaisons will call their ministry leaders to personally invite them. Summit invitation and link will also be posted in the bulletin and the Friday eBLAST. Mark presented the Summit goals, agenda and content. Discussion about video that will highlight youth (middle school-college with a focus on high school) and their engagement/involvement in parish life. Video will also include ideas for involving/engaging other youth. Video footage will be presented at the summit in addition to a talk given by Fr. Pat McGrath and opportunity for discussion and reflection. PPC discussed seating, food and logistic for the November Summit.

## **Pastor's Report**

Fr. Boland presented a parish update. Fr. Boland described the process of moving staff offices and hopes for positive change in parish culture that will result from the Parish Center being the true “center” of our parish. Fr. Boland discussed plans for adding an additional meeting space on the second floor of the Parish Center. Offices and staff have all moved from the Rectory to the Parish Center. Rectory will condone to be an active space for meetings, but the parish business will be centered at the Parish Center. There are more possibilities for future meeting space in the Parish Center. Parish staff is meeting to discuss/troubleshoot meeting scheduling process and procedures at OLPH campus and also create guidelines for purpose/population/use for each room. Ongoing construction will include a ramp at the entrance of the Parish Center which will make the Parish Center accessible to all parishioners, goal to have it constructed prior to winter. Fr. Boland will meet with leadership teams to discuss and plan next phase of Capital Campaign funded campus projects at OLPH. Next few years will be “active construction time” at OLPH.

CHRP program continues to grow and thrive at OLPH. Matthew Kelly/Dynamic Catholic bought CHRP program which is now called Welcome... CHRP OLPH will be on front line of changes to Christ Renews His Parish program. Dynamic Catholic is working with OLPH to implement changes and make recommendations for further changes moving forward. CHRP Continuation Team will ensure quality of existing CHRP and develop future programs for CHRP.

Creation Care Ministry has compiled a resource for environmentally responsible materials that are encouraged at Parish Events. This resource is available through the Creation Care Ministry. OLPH is looking at ways to implement these processes and use these products at Parish events. Solar Panel Project is still being assessed at OLPH. OLPH has asked for new proposal for potential solar panel locations. This is an ongoing process in which OLPH will continue to engage.

**Closing Prayer** offered by Mike Hood

Minutes respectfully submitted by Mara Lindsay on 10/16/17