***Attendees:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jim Wilson | **X** | Herman Bush | **X** | Kathy Batdorf | **X** | Madison Buddenbohn |  |
| Liz Gonzalez | **X** | Nikki Gorski |  | Patrick Perkins | **X** | Sally Raphel | **X** |
| Isabel Sans |  | Cynthia Santiago | **X** | Patty Smith |  | Diane Traube | **X** |
| John Young |  | Dan Zankowitz | **X** | Deacon Chuck Hoppe | **X** | Deacon Jim Sullivan |  |
| Fr. Jack Ward | **X** | Fr. Jaime Garcia | **X** | Martine Uveges | **X** |  |  |

***The Meeting came to order at: 7:06pm***

***Opening Prayer:*** Jim W led everyone in the Pastoral Council Prayer

***Approval of Minutes:*** Fr. Jack motioned to approve the October minutes; Sally seconded; all approved.

**MINISTRY REPORTS:**

***Development Committee:*** Jim W provided a quarterly report (see report attached):

Jim W noted that one year ago the Development Committee was formed. Fr. Jack, Deacon Jim, and Jim W prioritized a list of 6 major safety items (carpet in Worship Center and Religious Education classroom, HVAC system, sidewalk repair, compressor in Worship Center, and roof replacement) and identified the magnitude of their expenses. They met with families and shared our story. Then it was shared with the parish at large. To date $100,000 has been raised. We need $30,000 to meet our total goal. Legacy Giving in estate planning needs to be established next. Deacon Jim is getting quotes for replacing the carpet in the Worship Center.

**OLD BUSINESS:**

*Ministry Fair:* Diane reported that the Ministry Fair Committee has not yet met to evaluate the event and the information gathered and consider the frequency of future fairs. She said they will contact the ministry leaders to follow up with people who signed up at the fair. The committee will provide a report at the January 28th Pastoral Council meeting.

*Council Election Nomination Committee:* Herman, who is leading the committee, said it would be good to have at least three people run for the two open elected positions on the council. We have two nominees so far: Oscar Molina, a Knight of Columbus, and Agnes, a business woman who brings diversity.

*PC Donut Social:* The Parish Council Donut Sunday will be on Dec 1 in Kilduff Hall after the 7:30a Mass until 1p. Cynthia announced who signed up to help after Masses and asked if others could help to have at least 3 people after each Mass, including the 1p Spanish Mass. Diane noted that recently 8 to 10 boxes of donuts have been left over – perhaps the order should be cut back. It may help to advertise the week before and say every first Sunday of the month will be a Donut Sunday. Kathy offered to make a sign, and Diane Lewis could laminate it.

*5-Year Plan Updates:* Jim W noted that Martine sent out the 5-Year Plan asking Ministry Leaders to identify Specific Goals using the SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) Goals template. A condensed version of goals is desired. They could be shared on the TVs in the Narthex for the parishioners. Each Ministry should submit their Specific Goals to Martine and Jim W by January, so they can be collated for review at the Pastoral Council Retreat on March 28, 2020.

*What Are We Missing??:* After progress has been made on the 5-Year Plan, Jim W asked what still may be missing.

 A) Fr. Jaime said we should do more **missionary work**. We meet people at Outreach only halfway. We create a culture of being providers; we hand out money and food and send people away. We should train people to change the culture. We serve Jesus Christ; we serve the poor. Deacon Chuck suggested a short reflection / prayer when people come. Kathy met with others regarding the 5-Year Plan, and they considered how people who come to Outreach can help themselves. She will take this input. They also considered having a nurse explain how to help with nutrition. Fr. Jack said there are some teachers who could provide a course for a GED or English as a second language.

 B) Sally said **Music** at Masses should be addressed. Fr. Jaime wants to bring in a person from the diocese in February to talk with the Music Ministers and choir members. Sally said recruitment is also needed.

 C) Patrick said **communications** with the parish should be improved. Changes will begin this weekend with the Liturgical Ministers. Deacon Chuck said the parishioners need to know that $100,000 has been raised so far. Fr. Jack said the message should be repeated to designate donations to a particular project.

 D) Diane said **marketing** could be better. Technology could be used to reach out more to young adults. The Amazon Smile pitch from the pulpit was effective. Deacon Chuck noted that pulpit announcements should be focused and brief. Perhaps information could be on the website or the TVs in the Narthex. Patrick and Diane suggested there should be a Marketing / Communications subcommittee.

 E) Cynthia noticed **trash**, such as food and water bottles, when picking up worship aids after Masses. Perhaps an announcement could be made – if you see trash, pick it up. Fr. Jaime suggested there could be a short homily monthly that could mention this and also explain parts of the Mass, including Holy Water as a sacramental. Patrick related that the reflections on the worship aid will change to be more focused on topics such as Advent, Our Lady of Guadalupe, Baptism, and Stewardship.

 F) Dan suggested there should be more outreach and connections to learn about people and **pray** with them as well as pray before / after meetings. Fr. Jaime noted this is part of missionary work. Patrick announced that beginning this weekend all Liturgical Ministers will pray in the Narthex before Mass.

**NEW BUSINESS:**

*Diocese Announcements:* Fr. Jack relayed that some priests discussed whether to keep doing Faith Fest and whether they could get help from the diocese. He said the picnic was a better event for our 3 parishes. Fr. Jack let everyone know that the 3-year audit will occur in January and the Lenten Appeal will occur during Lent.

*Liturgy Changes:* Fr. Jaime shared that the Eucharistic Ministers will go up behind the priest on the altar after the consecration. The chalices will be pre-filled with wine, and the altar servers will kneel in front of the altar during the consecration. The sacristan will be in the side chapel to hand out Holy Communion in a pyx to those taking it to the homebound.

*Security:* Fr. Jack said Ron Gutowski is leading and working on improving security around the parish.

*Outreach Update:* Kathy noted that on average 170 food bags are provided each month, and last month 254 families were helped. John Carroll High School delivered a large amount of food recently.

*Christmas Around St Francis de Sales:* Cynthia reminded everyone to bring a dessert or appetizer on Dec 8 for the 3rd Annual Christmas Around St Francis de Sales at 6p in the Worship Center with a reception to follow in Kilduff Hall.

*Feast of St Francis de Sales:* Patrick alerted everyone that January 24th is the Feast of St Francis de Sales. He asked if we should have a Mass in celebration on January 25th or 26th. People thought it might be better to plan a celebration next year in 2021.

**Meeting Adjourned** by Jim Wilson at 8:45pm.

**CLOSING PRAYER:** Deacon Chuck said the closing prayer for everyone and gave everyone his blessing.

Respectfully submitted,

Martine Uveges, Secretary