

St. Michael Pastoral Council

Meeting Minutes

November 7, 2017

- I. Opening Prayer “Prayer for the Formation of Spirit-Filled Evangelizers” at 7:00pm**
- II. Attendance:** Colleen Roberts (chair) Pat Jennings, Fr. Greg, Fred Taccolini, Lauren Rotundo, Karissa Langsford, Pierre Geoffrion and Cindy Ampe.
- III. Approval of minutes from last meeting, 9/7/2107.** Motion to approve by Pat, seconded by Pierre.
- IV. Approval of the Agenda:** Approved with no additions.
- V. Comments and Feedback from Pastor/Associate Pastor:** Fr. Greg said the we are moving along with getting estimates for a coffee kiosk and information desk for the Gathering Space; the doors have been taken down between the Gathering Space and the Narthex, which has really opened up the space; UPCSA campaign has been successful and letters have been mailed to parishioners who have not contributed as of yet. Fred said he had received feedback from a visitor on how difficult our mass setting is, especially with music not available for the congregation. Cindy said there have been lost of requests for the music setting, so an assembly Mass setting has been ordered and will be in the pews in a few days.
- VI. St. Michael Committee Reports/Minutes:**
 - Building & Grounds – Pierre:** Fr. Greg reported that they discussed snow plowing; one of the basketball hoops is up; Gathering Space carpet is to be cleaned; an estimate of \$26,000 has been received for replacement of the Chapel windows, which has been approved by the Diocese, so this project will be moving forward.
 - Finance – Tom:** Tabled.
 - Worship – Cindy:** Committee has been planning Women’s Day of Reflection and the Memorial Mass.
 - Development – Matt:** Fr. Greg reported that our UPCSA contribution thus far is \$62,000, so our goal of \$53,000 has been met; He will soon be sending out our parish Annual Report and will include a letter on the Amazing Parish Team and plan for developing our parish goal as set forth by Bishop John; pursuing a Seminary Endowment Fund raising at St. Michael’s.
 - Christian Service/Evangelization – Colleen:** Committee is now including how our parish tithing money is dispersed in the bulleting; Committee is searching for new members; there are two active Bible studies in our parish.
 - Youth – Karissa, Lauren and Cindy:** Emily Fust has been hired as Faith Formation Coordinator (part-time). She is coordinating the K – 5 Faith Formation Program. Kathy Farrell will be phasing out her responsibilities (retiring) over the next year and handing them over to Emily. The Middle School program is underway as well as the Confirmation program. Karissa said that she really appreciates that the program is being taught by College Students. The High School group has not met and Karissa said she will contact Fr. Brandon for assistance.
- VII. Report on Parish Events/Follow-up items:**
 - A. 1/2017 Parish “Indicators of Vitality” Survey – Committee:** Committee reviewed an update on progress that has been made in the parish as a response to the survey. Update was approved and will be an insert in the 11/12/17 parish bulletin.
 - B. Gathering Space/Socialization Update – Cindy:** A subgroup, Colleen, Rob Noel and Cindy have gotten 3 estimates from local businesses on building a coffee kiosk and information desk for the

Gathering Space. Purchase price of these two pieces was included in 2017/2018 parish budget. Cindy shared drawings with committee.

- C. “Amazing Parish” - Fr. Greg/Cindy:** AP Team continues to meet every 2 weeks for 2 hours, They start their meeting with 15 minutes of intentional prayer in the pews to pray for our parishioners who sit in the pews for weekend Mass; reviewing AP conference presentations; focusing on coordinating the women and men’s days of reflection; and reviewing the Sunday experience. Most members of the AP Team as well several parish members attended the October Diocesan Evangelization training. The AP Team will take the lead with developing our parish Evangelization Plan, which is due in the spring of 2018.
- D. Pastoral Council By-Laws, Meeting Schedule:** Committee agreed to an every other month meeting, with additional meetings scheduled on an as needed basis. The by-laws will not be changed at this time.
- E. Parish Thanksgiving Meal:** The two women that have been doing the cooking have asked to take over the responsibility for coordinating this parish event. Thank you to Pat for coordinating the past two years. Colleen asked if we should invite St. Christopher’s parish to our dinner. Committee agreed and Colleen will pursue with Deacon Tom at St. Christopher’s.
- F. Parish Emergency Preparedness Plan - Cindy:** AED (Automatic Electronic Defibrillator) is in place in the Gathering Space and a First Aid Kit is on order. It will be hung below the AED. An introduction/demonstration of the AED was presented after all of the weekend Masses in October. Cindy is coordinating CPR training at NMU for interested parishioners. Patrick Markey, Pat Jennings, Colleen and Cindy met to begin work on our parish emergency readiness plan. A template will be available for PC to review at the January meeting.
- G. Christmas Events:** This year the Fourth Sunday of Advent is on Christmas Eve, so we will have our weekend Masses as normal and then Christmas Eve Masses at 5 and 9pm. The church will be decorated for Christmas on 12/17.

VIII. New Business:

- A. Communication and Outreach Team (change of status plus Liaison):** Colleen shared this team’s goals/tasks. Pat made a motion that they become an official parish team, with Colleen and Cindy as liaisons to PC. Approved by the PC members.
- B. PC Goal Setting:** Colleen asked if members had ideas on short term/long term goals for committee. Several options were discussed: Praying for families who have recently had a death; Visiting the homebound; Praying for Prison Keryx program. Colleen asked committee to pray about this and be prepared with ideas on how to implement a program for the homebound.

IX. Upcoming Parish/Diocesan Events:

New Member Welcome Social January 21, 2018 after 10:30am Mass.

Women’s Day of Reflection 11/11/2017: 50 women registered.

Parish Thanksgiving Meal 11/19/2017.

X. Comments From Council Members:

- A.** Pat volunteered to take minutes at the 1/2/2018 PC meeting in Cindy’s absence.

XI. Adjournment and Closing prayer by Fr. Greg at 8:30 pm.

Next meeting is Tuesday January 2, at 7pm in the Upper Room. Please send your agenda items for the next meeting to Colleen by 12/29/17 for addition to the agenda.b76t

Minutes submitted by: Cindy Ampe

Minutes approved by: