

St. Andrew the Apostle Parish
Pastoral Council Meeting
June 21, 2011

A meeting of the St. Andrew the Apostle Pastoral council met in the Parish Center. The meeting came to order with Kathy Emrich, President presiding. Those in attendance and excused absences are as follows:

Present

Monsignor Louis Marucci
Father Howard Muhlbaier
Father Allen Lovell
Deacon William Slaven
Jim Brennan
Kathy Emrich
Tom Fanelli
Anne Marie Gavin
Steve Mawn
Jackie Medzie
Michelina O'Neill
Joe Pane
Joe Pilato
Milissa Tiver
Yolanda Pizzaro

Excused Absence:

Rosemary Pinizzotto
Corlis Sellers
Deacon Vince Okoro

The meeting was called to order by Kathy Emrich at 7:00 PM.

1) Milissa Tiver read the opening prayer

2) Kathy welcomed new Council members, Milissa Tiver, Yolanda Pizzaro and Steve Mawn. Corlis Sellers had an excused absence.

3) Kathy recognized that Tom Fanelli would be leaving as a Pastoral Council Member and that Joe Pane has renewed his status.

4) The Mission Statement was read by Yolanda Pizzaro

Our Mission: To live in God's peace by embracing the mind and heart of Jesus under the guidance of the Holy Spirit.

Centered in the Eucharist and living the Gospel as Disciples of Christ, we seek fulfillment through prayer, worship, education and Christian fellowship. As stewards of God's love, sharing our gifts and talents, we serve others both in and outside of our parish.

Our Vision: To be the model of a vibrant, loving and diverse faith community, welcoming all in the Catholic tradition.

5) The Gospel for Sunday, June 26th, John 6:51-58 was read by Jim Brennan with Reflection following.

6) Review and approval of Minutes from May 17th, 2011, meeting. No changes or items to be noted were mentioned. Motion to approve by Jim Brennan and seconded by Joe Pane.

Steve Mawn volunteered to be responsible for management of the Suggestion Box located in the Church Atrium and will report all suggestions to Pastoral Council at every meeting.

7) Discussion of Year in Review 2010/2011

Kathy Emrich prepared an outline of the Year in Review 2010/2011. As follows:

2010 - A Year of Transition

New Pastor appointed June, 2010

Communication and Review of proper role of Pastoral council - Pastoral Planning.

September
 Six Pastoral Priorities were identified for Parish: Liturgy & worship, Lifelong Faith Formation, Spiritual Life, Parishioner Care, Youth & Young Adults, Compassionate Outreach. SWOT Analysis completed; PPC analysis identified strengths, weaknesses and opportunities for improvement and threats to parish community.
 Discussion of development of Strategic Plan for Parish; reviewed sample strategic plans.

October
 Focus and discussion on elements required to become a vibrant Faith community.
 Reviewed and discussed the basics of Pastoral Planning; including the initial steps for Pastoral Planning at St. Andrew's -- coordination and scheduling of ministries and resources; process for establishing new ministries identified.
 Review of Mission and vision Statement -- PPC determined need for revision of Mission Statement.
 Pastoral Council recommended three goals for 2010 - 2011 year
 Needs assessment
 Communication/Transparency
 Lay Leadership Formation/Development
 Preliminary Discussion of essential elements required to become a Total Stewardship Parish
 Communication
 Bulletin expanded/Reformatted according to Pastoral Priorities

November
 Stewardship of Time and Talent--new ministry booklet and sign-up sheet prepared
Resulted in approximately 1600 commitments to ministry
 Determination of Need for Revised Mission/vision Statement

Mission/Vision Statement subcommittee formed
 Pastoral Planning/New Ministry process developed
 Informal Needs assessment identified the following areas for development:
 Marriage prep ministry
 Incorporation of Youth Ministry representative on PPC
 New Ministries developed based on parish need and interest by parishioners -- Technology, Preventative Maintenance, Helping Hands, Office Volunteers.
 Communication/Transparency
 Parish pastoral Council minutes shared with Parish community via website
 Transparency - greater emphasis on inclusion and follow up of issues identified.
 Lay Leadership
 Ministry Retreat Planning
 Ongoing Development of Pastoral Planning process
 Lay Ministry Formation Program availability routinely announced in bulletin

December
 No meeting - due to Christmas week

January
 Organization Realignment - Staff positions and ministries organized according to Pastoral priority areas
 Ministry descriptions updated
 Further discussed role of Parish Pastoral council in Pastoral Planning and development of new ministries
 Added Online Ministry schedules

February
 Reviewed and discussed first draft of Mission and vision Statements
 Preliminary Review and discussion of essential elements for becoming a Total Stewardship Parish
 Pastoral Planning Form implemented and distributed to all ministry leaders and Pastoral Associates

New Ministries established: Technology, Preventative Maintenance, Office Volunteers.
Technology committee established -- goal to improve communication and evangelization.
Discussed additional publication and marketing of Parish events.
Published 1st article in Harvesting Gifts diocesan Newsletter
Published 1st article in Star Herald -- St. John Neumann relic visitation

March

Discussed adding more devotional areas to chapel/church and spiritual needs of parishioners.
Adopted new Mission/vision statement
Deanery Council formed -- Deanery 3 -- Holy Child, St. Andrew the Apostle, St. Rose of Lima, Our Lady of Guadalupe, Mater Ecclesiae, St. Simon Stock. St. Rita -- goal to evaluate strengths of each parish with the possibility of shared ministries among 6 parishes in Deanery

April

No meeting due to Holy Week

May

Evangelization opportunities -- Identified six areas/opportunities for evangelization according to pastoral needs of each area.
Reviewed activities of diocesan Black Catholic Ministry and Racial Justice commission.
Reviewed and discussed revised Parish organization chart.
Reviewed and discussed updated Ministry List.
Discussed process for review of new ministries being proposed through Pastoral Planning Process.

June

Welcome of new Members to the Parish Pastoral Council
Review and discussion of Parish Pastoral Council "Year in Review" for 2010/2011.
Discuss next phase in Pastoral Planning Process including goals for 2011/2012,
Discuss the Development of a strategic plan for becoming a total Stewardship Parish.
Discuss the plan for summer Ministry Retreat and possibly Fall Ministry Leadership Program.
Plan for ongoing Ministry Development based on needs of Parish and Community.
Discuss impact of deanery initiatives for shared ministries.

ACTION: With reference to the plan for identifying ongoing Ministry needs of the Parish community, Deacon Bill Slaven, Steve Mawn, Jim Brennan and Joe Pane volunteered to look further into the development of a needs assessment tool. Monsignor Marucci suggested they contact CARA, the Center for Applied Research for the Apostolate based at Georgetown University for guidance. Information can be obtained from the CARA website.

8) Discussion of Survey Results:

Kathy Emrich sent to all Council Members and Ministry Leaders a survey consisting of two questions:

- 1) What were your expectations and hopes for the new Pastor?
- 2) Is the Pastor fulfilling your hopes and expectations? If not, please explain.

Kathy received six replies and presented them to Council members. Discussion followed.

ACTION: It was suggested that the questions be given to the Parish community to find out their thoughts. The survey, suggested at a prior Council meeting, was again brought up as a means to identify the Pastoral needs of the St. Andrew's community.

9) Pastoral Planning Process Update:

Many of the suggested new Ministries are to be evaluated by Pastoral Council to determine if they will be in line with our Mission Statement. Space is a problem, importance within the guidelines of the Church and, of course, if they can be appropriated within the financial plan of the church. Several Ministries have been okayed prior to any formal approval from Pastoral Council of the Finance Committee . The Technology Ministry, Preventative Maintenance; Office Volunteers and Marriage Preparation. Anne Marie Gavin reported many Ministries have evaluated their ministries and have eliminated those that were not productive, well attended, or in line with the Mission of the Parish.

ACTION: There will be a summer Ministry Leader Retreat to exchange ideas on how to work collaboratively with other Ministries especially in an event that coincide spiritually with the other.

10) Preparation for Implementation of Changes to Liturgy:

Beginning with the first week in Advent the changes in the Liturgy will take effect. Regan Pfeifer is putting together a plan to present to the congregation prior to implementation.

ACTION: A plan to communicate and implement the revised liturgy changes will be developed and led by Regan. Announcements will be forthcoming in the Bulletin for parishioners to attend an educational forum to describe the changes and to allow for a smooth transition.

11) Youth Ministry Leadership:

Katie Witts will be going on maternity leave which will leave a vacancy. Several suggestions were presented to fill this void. (1) To fill the vacancy with volunteers with the various programs being divided between them; (2) Bring in volunteers from outlying parishes, but they may be too far away in miles to work effectively; (3) Bring in a Diocesan Rep, but the cost may be a factor; (4) To collaborate with Our Lady of Mt. Carmel School and St. Pius X Youth Ministries

ACTION: Monsignor Marucci and Anne Marie Gavin suggested #4 of above be the best way to approach this vacancy. Monsignor Marucci also suggested if anyone on Council knew of a person willing to step into this position. The vacancy will also be run in our Bulletin.

12) Summer Ministry Retreat:

This Retreat is still in the planning phase.

ACTION: A list is being finalized with all individuals who should be included in this Retreat.

13) Election of Officers for 2011 - 2012

Election of Officers -- as follows:

Chairman: Kathy Emrich

Vice-Chairman: Jim Brennan

Secretary: Michelina O'Neill

Parliamentarian: Steve Mawn

New Business:

A **Fund Raising Event**, Monte Carlo Night, will be held on March 5, 2012. An organizational meeting will be held Wednesday, June 29th at 7:30 in the Parish Hall.

Little Angels Academy:

Monsignor Marucci announced that Catherine Gillespie, the Director of St. Andrew's Pre-School, is doing an outstanding job as its new Director. She is raising the bar and taking the existing pre-school and instilling a strong faith based curriculum

Master Pastoral Plan:

Juliette Passalacqua in the Parish Office has at her disposal the Master Plan. If there are any changes to be made, those seeking changes are to see Juliette and request a change / add / delete form. All data is being taken and reviewed and changes will be announced to the proper Ministry Leaders.

A Closing Prayer was read by Kathy Emrich.

The meeting of Pastoral Council was adjourned at 9:15 PM.

The next meeting of Pastoral Council is September 20, 2011.

Any additions or corrections, please advise.

Submitted by Michelina O'Neill