

**Pastoral Council
St. Clare Catholic Church
Minutes of February 6, 2013**

Present . Steph Eames, Melissa Covell, Theresa Duda, Lori Rutledge, Ann McMahon, Tim Crimmins, Tami Sutela, Teri Duffy

Ex officio members . Fr. Steve, Sue Unger

Topic	Discussion	Follow-up
Opening Prayer	Sue	
Review of Jan Minutes		Approved
Pastoral Comments Fr. Steve	St. Clare School masses are going very well. The children and their teachers preparation and execution of these masses is providing a unique and pleasant mass experience for all involved.	
Old Business Steph	Commission role plan is in place. <u>Phase 1</u> : a letter in the bulletin explaining the commissions, an announcement after masses this weekend calling attention the letter. <u>Phase 2</u> : during announcements for the coming weeks a commission liaison will explain and promote their commission and then the liaison(s) will be available to answer questions and take sign ups. <u>Phase 3</u> : We need to develop phase 3. Via e-mail, Jack Fanning graciously offered to help a group plan how engage the congregation and encourage parishioners to see how volunteering can be fun and rewarding. Also we briefly questioned moving the ministry fair to May for those school families who maybe looking for church service hours over the summer.	Tim will read the announcement at 5:00 mass and Steph read the Sunday. Steph will send out an email asking PC members to sign up to usher weekend to increase our visibility and encourage people to talk with us. Schedule of commission announcements after mass: Community life = 2/16 & 17 Liturgy = 2/23 & 24 Education = 3/2 & 3 Outreach = 3/16 & 17 Theresa will put a note in the Dragon Post explaining about the opportunities from the different commissions.

<p>Old Business Lori</p>	<p>Lori created a <u>Parastoral Council Request Form</u> to be filled out by anyone proposing a parish event or activity necessitating Fr. Steve's approval. A hard copy of the form will be in the parish office but it can also be sent via email. Father suggested we might need to provide a sample form already filled in as an example if people have difficulty with it. <u>Do you require any space from St. Clare's facilities?</u></p>	<p>Lori to make one change to the form to ask <u>Do you require any space from St Clare facilities?</u> then send a copy to each of us and to parish staff members.</p>
<p>Liturgy Commission Report Tim</p>	<p>There has been no meeting since we last reported. The on-line scheduling tool for scheduling Ushers, Coffee and Donuts, and other ministries is up and running and the parish website has been improved for easier access to the scheduler. Once a new volunteer completes training for their ministry they will get access to the online scheduler.</p>	
<p>Education Commission Report Ann & Barb</p>	<p>Report sent from Jean DeLaney: <u>Children and Youth ministries</u> have begun to benefit from the added requirement of church volunteer hours for the in parish tuition rate and more school families are getting more involved. Jean will begin to recruit helpers for Vacation Bible School (VBS) soon.</p> <p>Jean changed the format of the <u>Elementary Religious Ed</u> program based on the content and popularity of VBS. Parents review the concepts and then teach their children at home before class. On Sunday mornings, the catechists reinforce the concepts in the textbooks by doing fun activities and crafts related to the lesson taught at home. Once a month there are special parent classes on Sunday mornings to let parents know the content coming for the next month. Average of 15 parents attending for 45 minutes.</p> <p>No report from <u>St. Clare School</u>.</p> <p>Father Steve has asked <u>St Clare Preschool</u> to form a team to brainstorm and develop a 5-year and 10-year vision to explore options for a new building.</p>	

**Community Life
Commission Report**
Lori & Melissa

Pray and Play: About 15-25 people have lunch and help make Valentines with students

We need more Extraordinary Ministers of the Eucharist (currently 13).

Funeral ministry doing well. Alice Fay organizes receptions and two new people are training. We are building teams of people so as not to burn out the current volunteers.

Coffee and Donut 25 new people have signed up to help!

Stations of the Cross will be Fridays during Lent at 6:30pm starting Feb. 15th. We need more leaders. Sue will provide training.

Adult formation meets Tuesdays following Evening Prayer and Soup supper.

Newcomers welcome for new parish members takes place once a quarter but is in need of a chairperson.

Gumbo Dinner = BIG SUCCESS!

It was noted this event is not intended to be a fundraiser rather a ~~win-raiser~~ win-raiser! Melissa reported the highs and lows of the event. Father Steve suggested considering a different layout to encourage more socialization between different groups of people.

Lenten Soup Suppers. Lenten Soup begins Feb. 19 and takes place every Tuesday in Lent after the 6 pm communion prayer service. Kendall is willing to cook for both the Lenten Soup Suppers and the Irish Dinner. Usually 20-25 people come.

Irish Dinner is on March 16 after mass and needs a chairperson. The Flores family is working on finding Irish dancers. Melissa offered to consult with the chair. Knights of Columbus should be asked to help as they were extremely helpful for Gumbo.

There is concern that the Community Life Liaisons not become the chair people for all

Recruit Extraordinary Ministers of the Eucharist to serve the homebound, Markham house, and Oswego Springs.

Recruit leaders for Stations of the Cross 6:30pm Fridays during Lent. Steph might ask Kinder and 1st gr families if interested in taking a Friday shift with her family.

Recruit a coordinator for Newcomers Welcome. Commitment: 1 hour every quarter.

Recruit chairperson for Lenten Soup Suppers. Reach out via Dragon Post and/or email suggesting each grade level work a different Tuesday.

Recruit chairperson for Irish Dinner.

Lori will approach St. Clare School and make a pulpit announcement to recruit school families to help with the Lenten Soup Supper and Irish Dinner.

	<p>these events. Rather the goal is to find chair people for these events who meet for regular planning meetings four times a year.</p>	
<p>Outreach Commission Report Tami</p>	<p><u>Giving Tree</u> was a success this year. It was noted the Fred Meyer gift certificates worked well because people could choose to buy their own gifts and feel empowered. Thank you to Marcy Carlton.</p> <p><u>Parish Nursing</u>. Mary Muthe submitted a written request to hold a Health Fair this spring. Fr. Steve approved the request provided the follow up with NW Parish Nurse Ministries will satisfy the potential privacy and liability issues we discussed.</p> <p><u>Knights of Columbus</u> will get the 5th Sunday for their breakfasts. We appreciate all the help they have provided recently to the Community Life Commission.</p> <p>We discussed Fr. Steve's decision to deny a request to promote and recruit volunteers for serving meals at the Faith Café. We agreed the Faith Cafe (which is not a parish ministry) is wonderful ecumenical outreach, however, they do the exact same thing as Hospitality Meals for St. Andre Bessette (which IS a parish ministry). At this time we feel it is important to encourage parishioners to come together under one St Clare umbrella and focus on strengthening the core commissions of our parish order to accomplish the demands of the Church. We risk spreading ourselves too thin at this critical time. There might be a time to look at outside activities non-essential to our core ministries in the future when the demands of our parish are being met.</p>	<p>Tami/Eileen will follow up with Mary to check on NW Parish Nurse Ministries policy with regard to privacy, liability, and insurance issues.</p> <p>Steph to send Terri Cozzoli a summary of the decision with regard to Meals for St Andre Bessette+so she can put them in the budget.</p>
<p>New Business Steph</p>	<p>The community life storage closet adjacent to the school kitchen desperately needs to be cleaned out and re-organized in order to better account for and allocate our resources.</p>	<p>Melissa to consult with Carol Glad and Alice Fay then organize a work party. Date to be announced.</p>

Fr. Steve clarified a few issues regarding the church volunteer hours for the in parish tuition rate including the deadline - by Aug 1 families should show a good effort to completing the required 20 hours but not necessarily have them completed.

Next Meeting

March 6, 2013 at 6:30 pm