

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

**Present** . Stephanie Eames, Melissa Covell, Barb Eisner, Eileen, Theresa Duda, Lori Ruttledge, Teri Duffy, Pia de Leon, Tim Crimmins

Ex officio members . Fr. Steve, Sue Unger

Topic	Discussion	Follow-up
<b>Opening Prayer</b>	Steph	
<b>Review of Feb minutes</b>		Approved
<b>Pastoral Comments</b>  Fr. Steve	Clarified role of St. Clare office staff involvement with various parish/commission/PC tasks. The goal is for the staff not to be taxed with additional duties and for parish members to continue taking on volunteer roles within different ministries.	Council members will fill out a request form with basic information for each of the ministries in their commission. The Council will keep and maintain an on-going record of contacts and other vital information regarding every ministry of each commission.
<b>Community Life Commission Report</b>  Melissa	<p><u>Irish Dinner</u>: Colleen Keerins has agreed to chair the dinner. She needs additional volunteers.</p> <p><u>Lenten Soup Suppers</u>: Volunteer spots for all weeks have been filled, and the gathering grows in numbers every week.</p> <p><u>Filipino Dinner</u>: Tentatively scheduled for 5/25/13. Mila has agreed to chair this dinner. In the past this dinner as been free of charge.</p> <p><u>Pasta Dinner</u>: The Spaccarelli\$ have volunteered to cook for this dinner in October 2013. Melissa Del Balzo and family will provide organizational assistance.</p> <p>We discussed creating a standardized rate for all parish dinner tickets and coming up with a flat rate price for families.</p>	<p>Date needs to be locked in.</p> <p>Date needs to be set.</p> <p>Liaisons will create a recommended standard ticket price after</p>

	<p><u>Trek</u>: The Trek is cancelled indefinitely due to lack of leadership. While the Council did not want to see this event go away we brainstormed new but similar types of events such as Providence Bridge Pedal and/or Sunday Parkways . both events are well planned and supported so will not require as much volunteer effort from our parishioners. Also both events have cycling and walking routes. Bridge Pedal is the same day as Centennial so not a good option for 2013.</p> <p><u>Coffee/Donuts</u>: Still looking for a scheduler as well as more help after mass.</p> <p>It is clear that Community Life needs an additional liaison</p>	<p>possible consultation with Admin Council and/or Terri.</p> <p>Recruit interested volunteers from the parish willing to chair this event for 2014.</p>
<p><b>Liturgy Commission Report</b></p> <p>Tim</p>	<p>After the announcement regarding the new commission structure there were a couple of people that volunteered for this ministry.</p>	<p>Steph and Barb will be PC reps for Holy Thurs washing of the feet.</p>
<p><b>Education Commission report</b></p> <p>Ann &amp; Barb</p>	<p><u>Youth Ministry</u>: Jean reports that the youth program is planning on utilizing the Teen Edge Concept next year. Fr. Steve has approved a Teen Mass on a monthly basis at 5:00pm mass that will include a Teen choir. The Youth have focused on service to the parish this year. They have done that by helping at parish dinners, the scheduled Easter egg hunt and Vacation Bible School (VBS).</p> <p><u>Children's Ministry</u>: VBS will be the week of 7/8/12 and will begin registration on 4/7/12 and will have no limit on participants. Easter Egg Hunt scheduled for 10 am 3/30/12 sponsored by Knights of Columbus.</p>	

<p><b>Outreach Commission report</b></p> <p>Eileen &amp; Tammi</p>	<p><u>Parish nursing</u>: The parish Health Fair will be on Sunday 4/14/13 and organized by Mary Muoth and Sarah Morris. Mary Muoth requested space at the Parish Hall to post info . this request was approved.</p> <p><u>Knights of Columbus</u>: Requested 2 alternative Sundays to hold pancake breakfast because 2 of the 5<sup>th</sup> Sunday\$ were problematic. The date they requested in April is a conflict with the scheduled Parish Health Fair and the date in December was not viewed as successful given the many other activities that occur in December such as the 8<sup>th</sup> grade bake sale.</p> <p><u>Junque &amp; Jewels</u>: This ministry is in great need of new/many volunteers. Discussed getting information out to school, preschool, and parish families earlier before the end of the school year.</p>	<p>Tami will communicate this back to Mary.</p> <p>Eileen will communicate this back to Knights.</p> <p>Promote in bulletin and school Dragon Post. Maybe even a targeted email from school secretary specifically asking for volunteers?</p>
<p><b>Outside Service Opportunities/Activity</b></p> <p>Theresa</p>	<p>Theresa and Steph have been, and are getting in touch with these other groups to determine if they would like to be considered a ministry of St. Clare and if so, if they meet criteria to be included under a commission.</p> <p><u>Catholic Charities</u>: St. Clare will host the travelling crib in April. It will be located in the Parish Hall and will be announced in the bulletin.</p>	
<p><b>Centennial Committee Report</b></p> <p>Steph</p>	<p>Steph attended the last committee meeting. Plans are underway for a centennial mass and luncheon with a display area in the gym that includes historic photos. It was agreed that the annual parish picnic will be held on a separate day and not be an official part of the centennial.</p>	
<p><b>Old Business</b></p> <p>Steph</p>	<p>The first two phases of commission roll out plan are complete 1) Discern what qualifies as a ministry 2) Pulpit announcements. Step 3) PC members will follow up with personal contact with members of the parish that we</p>	<p>Everyone: recruit!</p>

	<p>hope would be willing and able to take leadership roles in various ministries.</p> <p><u>Events calendar</u>: Steph is finalizing changes to this calendar. It will be posted on the parish website with clear signage indicating it is subject to change and without specific dates outside of the month of activity.</p>	<p>Steph to finalize calendar to be approved by the Council at our next meeting.</p>
<p><b>New Business</b></p> <p>Theresa</p>	<p>We discussed ways to improve communication with parishioners on relevant Council topics and business. For example, parishioners are asking about the money that was raised in the TREK 2 yrs ago for ADA improvements to the parish buildings. Ideas were for Admin Council to have an area in the bulletin for such communication. It was agreed that parishioners should be given information and/or educated about things such as restricted accountsq</p>	
<p><b>Next Meeting</b></p>	<p>April 3, 6:30 pm 8:30 PM</p>	

**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
<b>Opening Prayer</b>	Sue	
<b>Review of Jan Minutes</b>		Approved
<b>Pastoral Comments</b> 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.	
<b>Old Business</b> 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><b>Old Business</b> 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><b>Liturgy Commission Report</b> 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><b>Education Commission Report</b> Ann &amp; 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. 15<sup>th</sup>. 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 1<sup>st</sup> 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><b>Outreach Commission Report</b> 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 5<sup>th</sup> 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><b>New Business</b> 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