

St. Clare Parish Council

November 7, 2018

Present: Fr. Don, Pia de Leon, Mila Maskell (Chairperson), Earl Freepons, Chris Griffith, Caitlin Lodzinski, Sarah Morris, Asha Petoskey, Christina Reilly

Parish School guest: Debbi Monahan, Principal

### **1. Prayer and Welcome**

The meeting began at 6:31pm with Fr. Don leading the Council in Opening Prayer. Chairperson Maskell facilitated the meeting.

### **2. Approval of October 17, 2018 Minutes**

The minutes were approved without edits by Council.

### **3. Pastor Report**

Fr. Don reported as follows:

**Parish Directories-** special thank you to the parishioners/staff who helped.

Grief Workshop – October 27 and Liturgy Workshop – November 3 had outstanding speakers.

**Parish school:** 80% of our students are parish students.

The school is applying for the Murdock Trust grant to assist in the science classroom modernization project funding. The school will know the outcome in February 2019. The award would be in the amount of \$60k. Science classroom modernization doing well with in-parish/school fundraiser, construction starts summer 2019, ready by fall 2019.

**Parish preschool:** had grandparent's day (10/26/2018) over 100 grandparents participated.

**1<sup>st</sup> Reconciliation:** 22 children participated

**Candlelight Mass:** November 10, followed by wine and cheese

**Winter Clothing Drive:** During November, the parish will donate clean, gently-used winter clothes for the homeless. The Parish will leave clothing in the church on the right side of the sanctuary.

**New format for Parish Council Meetings:** Request for Parish Council Agenda items will be sent out 1 week prior to the meeting with a reminder; Commission reports will be e-mailed to the Recording Secretary 1 week prior to the Parish Council Meeting. The Recording Secretary will email out finalized Agenda, Commission reports, and Parish Council Minutes 3 days prior to the Parish Council Meeting.

This will allow facilitated discussion on looking ahead and focusing on the 3 parish areas: evangelism; increasing our parish offertory (increasing the parish budget);and, increase school enrollment.

### **4. St. Clare Parish School update:**

Ms. Monahan, Principal, was invited to discuss how the Council could assist the school in increasing enrollment. Ms. Monahan reported on the following:

School wide learning Expectations (see attached document)

**Enrollment:** 200 students currently enrolled

**Accreditation:** the School is currently undergoing accreditation (happens every 6 years). This year is a study year, where the staff prepare a 100 page document for the visiting team (visit our school). The leadership team (4 parish school staff) who will be visiting other schools. October 2018, a Preliminary meeting with teachers to have a small group discussion on preparing the document.

**Marketing:**

- New website, reducing the current website from 150 pages to 50 pages, easier to navigate. Information for current school parents will be located on the information site, with one login information to access school materials.
- Increased presence on social media.

**Important dates:**

- Online auction starts 11/9
- Pre-K visits upstairs (parish school) starts soon
- Christmas Program 12/17 (parish sanctuary)

**How to increase school enrollment:** *younger grades lower enrollment (Kindergarten and 1<sup>st</sup> grade) Parish school is located directly across from Capitol Hill Elementary school, although they have 34 student class sizes, they offer free full day kindergarten.*

Tell everyone about our school, people come to our school by word of mouth, so spread the word. Share our Facebook posts, etc. Invite people to our open house- January 27, 12-2pm, anyone is welcome, even those without school aged children.

Share our school phone number with them, staff are happy to talk with them and answer any of their questions.

Parish school has hired an enrollment coordinator (part-time). She will attend kinder fairs and increase the social media presence. Encourage parishioners to like our Facebook page, and share our posts.

Parish school will have an increased presence in the parish bulletin, sharing what is happening in the school.

Come to our events. Come to school masses (Thursday 8:30am). PC suggestion: to have coffee/doughnuts, (occasionally) for parishioners and parents to inter-mingle after school masses.

Council observation: disconnect from the Parish/School families. School families tend to socialize with each other after mass and non-school families may feel excluded. However, it was pointed out that 80% of the students are parish families and very few parish families do not send their children to the parish school. Also, making a distinction between parish/school families creates an atmosphere of exclusion, instead we should see ourselves as St. Clare (including the parish and the parish school).

Ms. Monahan noted the preschool enrollment changes that will likely lead to increase in enrollment for Kindergarten. Preschool beginning in 2019, will enroll first preschool siblings, St. Clare parish family, catholic families, and the community, in that order.

PC: will put on the School Open House Welcome gathering (located in the BASC room). The Area after the school tour where guests come to talk to Ms. Monahan, Fr. Don, and other school staff. The Council will bring the appetizers and staff the welcoming table area, so free up staff to mingle with guests. Earl will be the POC for this event.

Another PC suggestion: invite elderly parishioners to come in to read to the students or to serve hot lunch. To fill in where volunteers are needed- Ms. Monahan will look into volunteer opportunities and share with the Council through the Education Commission reports

## **5. New Council Format:**

New format for parish council meetings

Request for Parish Council Agenda items will be sent out 1 week prior to the meeting with a reminder; Commission reports will be e-mailed to the Recording Secretary 1 week prior to the Parish Council Meeting. The Recording Secretary will email out finalized Agenda, Commission reports, and Parish Council Minutes 3 days prior to the Parish Council Meeting.

Council Meetings will focus developing the Parish vision/plan. Last one created in 2007 (under Fr. Tom). Topics that will be discussed and developed:

Identifying goals and strategies.

Where are we getting our inspiration from and how does that translate to the parish?

How do we connect to the large goals of the Church?

Direction for Fr. Don to lead the parish for greatest growth

Refocusing key activities, groups to maximize resources and to reduce competition of resources between groups, to lead to collaboration to the parish's mission.

USCB has lots of vision planning resources; read the 2 leaflets provided by Pia (as attached).

Next Parish Council Meeting:

Demographics of current parish families (additional information needed who participate in mass, parish volunteer opportunities, etc.)

Council to discuss what is the parish good at and where can we grow

Develop the parish vision and mission

*Agenda items for next Parish Council Meetings:*

- Discuss: How do we connect to our various parish population, neighborhood, 22 new parish school families, and fallen parish members? Obtain demographic data and what groups we would like to focus on.
- Focus on 2 or 3 groups and underserved opportunities for us to evangelize (such as coffee/doughnuts)
- Focus on our parish school, have parish school representative join the November Parish Council meeting to discuss strategies to increase the school enrollment.

## **6. Commission Reports**

### **a. Education**

- Debbie M. will be joining us at the Nov. 7th meeting.
- Preschool - Business as usual. Grandparents Day was a success - over 100 attendees for first annual event (on 10/26.)
- Family Mass - Sunday, 11/4
- Blessing Mass on 11/4 - Father Don with bless children and parents on their First Communion journey this Sunday at the Masses. First Reconciliation is scheduled for 11/10 and 11/17; 22 children and their parents are scheduled to receive the Sacrament.
- First Sunday of Advent (12/2) we will have an Advent Ministry Outreach Fair. Highlight will be the annual making of Advent Wreaths.
- First Youth Mass of the year at 5 pm on Saturday October 27th (put together by Andie.) Approximately 18 youth attended (including about 8-9 from the recent confirmation group.) Also there were a record 22 youth in the choir! Next Youth Mass will be 5pm on 11/17.

### **b. Liturgy**

Next Liturgy Commission's meeting is January 30, 2019

### **c. Outreach**

St. Vincent DePaul is having their meeting November 12 at 7, all are welcome to attend.

### **d. Community life**

Nothing to report

## **7. Old Business**

none

## **8. New Business**

Faith Community Nursing (formerly known as Parish Nursing) to be discussed next meeting; see attached document for review

## **9. Closing Prayer**

Fr. Don led the council in closing prayer.

## **10. Next Meeting**

*December 12, 2018, 6:30pm-8:00pm*

Submitted: Asha Petoskey, Recording Secretary

# St. Clare School

## Schoolwide Learning Expectations

**A St. Clare School student is**



### **A FAITH-FILLED PERSON who**

- ❖ participates at Mass and in the parish community.
- ❖ knows about God, scripture, and the Catholic tradition.
- ❖ respects God's creation, self, and differences among people.
- ❖ acts as Jesus taught us.
- ❖ acts as a peacemaker.

### **AN EFFECTIVE COMMUNICATOR who**

- ❖ expresses ideas clearly in a variety of ways.
- ❖ speaks and listens in a respectful manner.
- ❖ uses non-verbal communication appropriately.



### **A RESPONSIBLE CITIZEN who**

- ❖ demonstrates honesty, helpfulness, kindness, and forgiveness.
- ❖ takes responsibility for one's own actions.
- ❖ cares about what's happening in the community, nation, and world.
- ❖ fulfills duties as an active member of one's community.
- ❖ serves others.

### **A LIFE-LONG LEARNER who**

- ❖ develops his or her body, mind, and heart.
- ❖ is open to new ideas and all subject areas.
- ❖ works well alone and in groups.
- ❖ learns from mistakes.
- ❖ uses positive problem-solving strategies and critical thinking skills.





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## Forming a Pastoral Plan How to keep Christ at the center of your parish's mission Jim Lundholm-Eades The Priest

4/20/2018



Pastoral planning and strategic planning are very different. The shift in paradigm in the last few years to seeing strategic planning as just one part of pastoral planning has brought a renewed richness to the experience for parishes and their pastors.

The key element of the shift in understanding pastoral planning in recent years comes from the very Catholic notion that *connects communio* with *missio*. Pope St. John Paul II framed the connection this way: *Communio* exists for *missio*, and *missio* flows out of *communio*. The purpose of parish pastoral planning is to more closely align the People of God gathered around Jesus Christ to the mission given to the Church by Jesus himself.

Pastoral planning is the People of God reflecting on the mission given to us by Christ, developing priorities for this specific time in this specific community, and then agreeing on who is doing what actions; sequence; time frame; how to sustain that *communio* and *missio* over time; and, finally, how to accommodate the ever-changing landscape of the parish as it unfolds.

The pastoral plan for the parish, at its core, is relationship, particularly what it does for relationships in the parish with Jesus Christ. The pastoral plan is an intentional relationship that involves alignment of purpose, meaning, values, belief, action and accountability for doing that which the parish agrees is the will of God for them through prayerful discernment. That intentionality of relationship is documented, usually in a two- or three-page tabular outline that includes the priorities, sequence of action steps, time frames and names for accountability for getting things done.

So, with this paradigm on pastoral planning, what exactly does the pastor do? That varies somewhat, but it does have some patterns common across many parishes.

### Teach/Preach

- Teach the community how to unpack and break open the mission of the Church universal as given by Christ.

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OSV Newsweekly's College Guide

- Teach that the local Church is the diocese so that any planning encounters a perspective beyond a merely parochial view.
- Teach the community about discernment: how to prayerfully seek the will of God as a community.

### Sanctify

- Lead the parish in prayerful discernment.
- Encourage deep prayer, contemplation and meditation.
- Listen with an open mind and heart for the voice of God as it may be heard in the parish community and in the pastor's own heart and articulate what appears to be emerging over time for this particular community.

### Govern

- In collaboration with the laity of the parish and the bishop's staff, identify those current conditions, trends and influences that inform planning: Be both mission-driven and data-informed.
- Identify a coherent process that will allow the will of God to emerge over time.
- Ask for help to articulate parameters for pastoral planning that ensure sustainability of the mission.

Priests already have training in most of what makes up their leadership role in pastoral planning: prayer, discernment, listening and dialogue. Where their training does not help, the gifts of others are available.

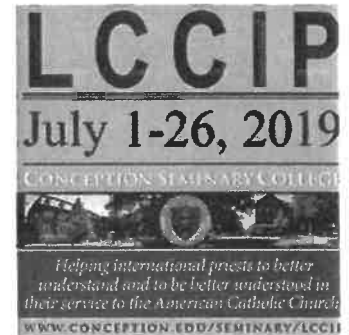
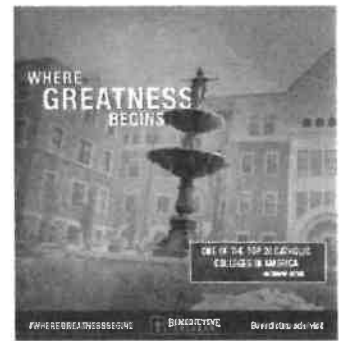
While pastoral planning is much richer than strategic planning, the whole experience should be formative of the prayer life of the community and its relationship with Christ. That is what keeps it realistic, pragmatic and action-oriented. Pastoral planning is a means for evangelization, for forming missionary disciples and an experience of robust *communio* and *missio*. If it misses any of this, it is merely strategic planning and not something based in the teaching of the Church.

*JIM LUNDHOLM-EADES is director of programs and services for the Leadership Roundtable.*

**Tags:** Mission, Parishes

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## Adult Catechism: Intro



**MORE VIDEOS:** See all the videos on this playlist. Click the  icon in the upper-left corner of the player to view the playlist.

### What is Evangelization?

*Excerpt from Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States.*

The simplest way to say what evangelization means is to follow Pope Paul VI, whose message *Evangelii Nuntiandi* (On Evangelization in the Modern World) has inspired so much recent thought and activity in the Church. We can rephrase his words to say that evangelizing means bringing the Good News of Jesus into every human situation and seeking to convert individuals and society by the divine power of the Gospel itself. At its essence are the proclamation of salvation in Jesus Christ and the response of a person in faith, which are both works of the Spirit of God.

Evangelization must always be directly connected to the Lord Jesus Christ. "There is no true evangelization if the name, the teaching, the life, the promises, the Kingdom and the mystery of Jesus of Nazareth, the Son of God are not proclaimed.

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*"Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you." Mt 28: 19-2*

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### Why Do We Evangelize?

*Excerpt from Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States.*

We must evangelize because the Lord Jesus commanded us to do so. He gave the Church the unending task of evangelizing as a restless power, to stir and to stimulate all its actions until all nations have heard his Good News and until every person has become his disciple.

The Lord commanded us to evangelize because salvation is offered to every person in him. More than a holy figure or a prophet, Jesus is God's Word, God's "very imprint," the power and wisdom of God. He is our Savior. Becoming like us and accepting our human nature, he addresses in himself, in his death and resurrection, the brokenness of our lives. He suffers through our sin; he feels our pain; he knows the thirst of our death; he accepts the limits of our human life so that he might bring us beyond those limits. "[H]

humbled himself, becoming obedient to death, even death on a cross. Because of this, God greatly exalted him! . . ." Taking on our death as Savior, Jesus was raised to life. In Christ, all can come to know that the sin, the coldness, the indifference, the despair, and the doubt of our lives are overcome by God's taking on our human nature and leading us to new life. In him, and him alone, is the promise of resurrection and new life.

### How Do We Evangelize?

*Excerpt from Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States.*

We cannot really talk about the "ordinary" life of the Church because all of it is the graced gift of the Holy Spirit. Yet there are familiar ways by which evangelization happens: by the way we live God's love in our daily life; by the love, example, and support people give each other; by the ways parents pass faith on to their children; in our life as Church, through the proclamation of the Word and the wholehearted celebration of the saving deeds of Jesus; in renewal efforts of local and national scope; in the care we show to those most in need; and in the ways we go about our work, share with our neighbors, and treat the stranger. In daily life, family members evangelize each other; men and women, their future spouses; and workers, their fellow employees, by the simple lives of faith they lead. Through the ordinary patterns of our Catholic life, the Holy Spirit brings about conversion and a new life in Christ.

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*Witness, which is the simple living of the faith; and sharing, which is spreading the Good News of Jesus in an explicit way.*

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Here, there are two elements at work: witness, which is the simple living of the faith; and sharing, which is spreading the Good News of Jesus in an explicit way.

**To learn more about Evangelization please explore our resources:  
More Resources To Come Soon!**

**Order *Go and Make Disciples: A National Plan and Strategy for Catholic Evangelization in the United States.***

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## **Faith Community Nursing (formerly known as Parish Nursing)**

Faith Community Nursing was officially recognized as a specialty in 1998 by the American Nurses Association. Scope and standards of practice for faith community nurses were first published at that time as well. Registered Nurses focus on the intentional care of the spirit, the importance of the wholistic model of health, and prevention of illness within the context of a community of faith.

A Faith Community Nurse is a registered nurse who combines both nursing and spiritual commitment in a healing ministry within a faith community, using a holistic model of health. Faith Community Nurses do not do hands-on nursing, but work in partnership with pastors, churches, hospitals, social service agencies to holistically promote the health of their faith community. They serve as:

- Health educators promoting wellness;
- Health counselors advocating personal responsibility;
- Teachers and coordinators of volunteers;
- Referral agents and liaisons with community resources;
- Integrators of faith and health;
- Developers of support groups; and
- Health advocates.

A Health Minister is a person in the faith community who is not an RN but who contributes his/her skills to the Health Ministry Program, often under the guidance of a Faith Community Nurse, Parish Nurse or Health Ministry Team Leader.

### **History at St. Clare:**

- Pre 2012 (Gert Welsh)
- 2013: Healthcare fair (Mary Muoth & Sarah Morris)
- Inactive since then

### **How to Get Started Again:**

- Determine need/interest for a health ministry at St. Clare
- Seek volunteers & determine what each could offer and commit
- Assess & determine congregational needs, incorporating parish mission & goals
- Plan, implement, evaluate

**Resources (many are no cost or low cost):**

- Membership (individual and congregational in Faith Community Nursing/Health Ministries NW)
- Expertise of Parishioners
- Archdiocese
- Existing wellness programs
  - Developed for congregations/faith community nursing
  - Government
  - Disease-specific
  - Support-focused

Awareness & Survivor Months with free resources (for example, November is the month for Hospice/Palliative Care, Family Caregivers, Alzheimer's Disease, Diabetes, Lung Cancer & Stomach Cancer)

**For Further Information:**

Holy Trinity (Beaverton) Health Ministry

<https://www.h-t.org/health-ministry.html>

Faith Community Nursing/Health Ministries NW (Formerly NW Parish Nurse Ministries)

<https://faithcommunitynursingnw.org/>

Catholic Health Association of the United States, Faith Community Nursing

<https://www.chausa.org/>

Church Health

<https://churchhealth.org/>

Church Health Reader

<http://chreader.org/>

National Days Calendar <https://trackmaven.com/blog/national-days-calendar/>