

# **St. Philip the Apostle Catholic Church**

## **Pastoral Council Meeting Minutes**

February 1, 2010 – 7:00 p.m.

**Call to Order:** Fr. Kenny called to order the meeting of the Parish Pastoral Council at **7:00 p.m. on February 1, 2010** at St. Philip the Apostle Catholic Church.

**Opening Prayer:** Deacon Mike Blomé

**Members Present:** Roll taken from Agenda. Absent were Jeff Graham, Gwen Collins, and Frank Hannigan. Fr. Kenny introduced new council member, Kate Conn to the rest of the council.

**Approval of Minutes:** January 4, 2010 – No corrections noted to the minutes. Deacon Mike motioned for approval and Chris Lemoine seconded the motion. Minutes were approved.

### **Old Business:**

**Land Purchase:** Fr. Kenny had lunch with Cathy Dandridge today to finalize details regarding the land purchase.

Mr. Dandridge will provide own financing for the purchase. Fr. Kenny is contacting the Diocesan legal department to complete the necessary paperwork. He also stated that various tests and surveys will be required by the Diocese for the purchase.

St. Philip will pay Mr. Dandridge \$75,000 as an initial deposit. An additional \$75,000 will be due one year from the date of the initial date of transaction. The remaining balance will be due two years from the initial date of the transaction.

Target date of capital campaign kick-off is no later than the end of March.

**Policies and Procedures Committee:** Deacon Mike reported on the two meetings held by the Policies and Procedures Committee.

The proposed structure for procedures handbook is similar to those used by the military, making locating, using and updating procedures simple.

Procedures drafted during the first meeting include use of Schaubroeck Hall, caterer guidelines and alcohol policy. Deacon Mike talked to Ellen Wadley about drawing plans to include in the policy handbook regarding facilities set-up.

Policies discussed at the second meeting focused on facilities management. Deacon Mike outlined some of the information discovered regarding location of building equipment, procedures currently in place and what contractors are used. Committee is drafting policies to cover facilities management.

The various groups in the parish will be asked to submit their procedures and/or by-laws to the committee. The committee will draft policies, have the groups review them, then submit them to Fr. Kenny for approval.

Discussed potential usage fees for use of hall by individuals. Currently no charge for the facility. Fr. Kenny suggested if we rent out the hall, we need to determine what the fee would entail – i.e. would renter be required to return facility to original set-up or would the parish be responsible for setting up based on the renter's needs.

Fr. Kenny suggested we look at the seven elements of parish life outlined in the “Revisioning the Parish Pastoral Council” workbook, which is being used by the council, as the categories for policy development. It was suggested that the seven elements be used as the prime categories for the policy committee work. The policy committee will address this at the next meeting.

**Pastoral Council Workbook:** Fr. Kenny opened discussion on the descriptors of evangelization on page 68 of the workbook. Discussion focused on what we are doing in the parish and what areas we need to address.

#1 – Opportunities for evangelization formation – parish is growing in formation opportunities.

#2 – Newcomers welcomed to the parish – No hospitality package developed as of yet. Discussed what we can do to correct this situation. March agenda item on what we need to do to welcome newcomers. Everyone will present ideas, brainstorm, generate a list of ideas to present to Kim DeCrow along with timeline for completion of hospitality package.

Discussed parish registration forms – Who is and should be handing them out, giving information on completing them and getting forms turned back in. This needs to be addressed.

Kate suggested Barbara Linn be recruited to help with hospitality based on her observations of Barbara with newcomers to the parish.

#3 – Efforts to reach alienated, inactive and unchurched – Very little is currently being done in this area. Fr. Kenny has professional material to help with the effort and to be distributed to various businesses with the parish information on them as a way of reaching people in these categories.

Discussed more ideas for hospitality, reaching out to the alienated, unchurched, inactive etc. No concrete ideas generated at this time.

#4 – Opportunities for small faith sharing groups – This is a growing category. Past opportunity limited to a day group that meets 2-3 times per year. This Lent has the most opportunities for parishioners with three different opportunities being offered at different times/days.

#5 – Plan for pastoral visits to parishioners – Fr. Kenny has a plan, but has not been able to begin scheduling yet. He will be scheduling visits with parishioners for brief periods of time to get to know the families and be aware of where people live in case he is needed. Needs to determine the best approach to planning the visits to minimize travel time while achieving visits in a timely manner.

He needs to determine what a pastoral visit might entail. One option to achieve this in a reasonable and manageable manner may be to develop a 3 year cycle for visits. Fr. Kenny also reminded the council that the workbook we are using often addresses larger parishes with larger ministerial and support staffs, so may not always be applicable to our particular parish. He also feels pastoral visits are more critical for our parish since there has not been a permanent pastor for 15 years.

Kate volunteered to help schedule visits for Fr. Kenny if desired.

#6 – Parish renewals, evening of prayer and/or retreats are planned – Need to develop this category. Currently opportunities are Stations of the Cross during Lent and joint retreats. Gloria Thompson noted there is growing attendance at Holy Day masses.

Fr. Kenny explained the canonical difference between a parish being referred to as a mission and as a church. St. Philip was established as Fayette County Catholic Mission in 1971 and as St. Philip the Apostle Catholic Church on August 20, 1980.

He also pointed out that it is common to develop a detailed parish mission with multiple activities to celebrate an anniversary (i.e. parish 30<sup>th</sup> anniversary in August). Discussed that these take a lot of lead time to plan, especially if outside speakers are desired as many book very early.

We need to determine what the anniversary to be celebrated will be and revisit this issue in the future to determine how we will proceed.

#7 – Public image is one of hospitality – Consensus on this is mixed. Parish has worked hard to put a good face on the church. Chris Lemoine suggested we advertise parish activities in local papers to let the community know what is happening at St. Philips.

#8 – Parish has taken steps to influence values to larger community through works and outreach – Deacon Mike feels we do a very good job in this category. He cited representation on the Fayette County Foster Review board, Social Services, and continued support of Fayette Cares.

#9 – Sense of joy evident in homilies, worship, activities and outreach – Consensus is yes. However, addressing the newcomer issue still needs to be a priority.

We revisited whether to extend the discussion in the workbook to highlight the remaining elements. Decision was made to conduct more in-depth discussions on the individual elements to ensure we are correctly identifying challenges our parish faces.

**Other Considerations:** Fr. Kenny asked members if there were any other topics that we need to address. Ginny brought up the challenges we face with Hispanic ministry. Deacon Mike said he is getting two different points of view from his contact with the Diocese regarding English only or dual language.

Fr. Kenny stated there is a regular Hispanic ministry meeting for the Jackson Deanery that his schedule has not allowed him to attend but that he is going to try to begin attending meetings. Ginny offered to attend, if appropriate. Fr. Kenny isn't sure and will check this out. He also informed the parish that a priest ordained in the Diocese of Memphis must be able to speak Spanish.

Liturgically speaking, Fr. Kenny said there are some possibilities for including some Spanish in the Mass (i.e. once a month have one reading in Spanish).

**Curb Appeal Committee:** Fr. Kenny brought the committee up to date on the initial plans being developed by the curb appeal committee. Lighting is the priority in the front of the church with a phased plan being developed for the remainder of the plan.

**New Business:**

**Parish Scholarships:** Fr. Kenny informed the council that even without a school, we have a mission to support education if parents want their children in a Catholic school. There are different ways that Memphis parishes have handled in and out of parish tuition for parents wishing to enroll their children in a school.

Fr. Kenny noted that he would have to negotiate with various pastors in regards to tuition breaks for our parishioners. St. Francis School is the real model of the cost of a Catholic education. It is the only school in the Diocese not subsidized by a parish.

Fr. Kenny questioned if we want to pursue a parish scholarship and asked the council to think about the possibility. Scholarships would be for elementary school as the high schools are independent and offer their own scholarships.

Deacon Mike informed the members Sacred Heart High School in Jackson will offer bus service to Fayette County next year if there is sufficient interest. He also mentioned the tuition (\$4800) is very reasonable.

Fr. Kenny asked the members if we want to explore beginning a Mother's Day Out program as a way of generating money for scholarships. Members agreed this is worth exploring. Ginny will contact a couple of programs to see what is involved in this process.

**Bishop's Annual Appeal:** Deacon Mike reported our goal for 2010 is the same as last year - \$23,000. We have 3 options of dates to present the Appeal. We need to inform the Bishop's office of the date by February 22. Deacon Mike wants to kick off our Appeal Campaign on April 17/18 in anticipation of Bishop Terry's visit on the 21<sup>st</sup>.

The members have concern of the close date to the kick-off date for our Capital Campaign, but the tentative date is the 17/18. Members also mentioned that many people are asking when the capital campaign is started and are anxious to get it going.

**Adjournment:** Fr. Kenny set the next regular meeting for **Monday, March 1, 2010 at 7:00 p.m.** Deacon Mike asked for spontaneous intercessions for our closing. Fr. Kenny closed the meeting at 8:55 p.m.