

**St James**  
**Pastoral Council Minutes**  
**December 13, 2017**

**Call to Order:** Chair, Pat Buehler, called the meeting to order at: 7:01 pm

**Present:** Terry Brecklin, Pat Buehler, Joe Gonzalez, Matt Hoffa Tim Khoury, Jill Lehnen, David Topp, John Walker

**Excused:** Ellie Allen, Ray Gross, Dcn. Sandy Sites, Paul Stevens

**Gospel Reading and Reflection**

Matt Hoffa read Matthew 11:28-30. Jesus said to the crowds: “Come to me, all you who labor and are burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am meek and humble of heart; and you will find rest for yourselves. For my yoke is easy and my burden light.” Matt provided a handout which guided us to examine the three verbs in this passage: come, take and learn. Come to Him. Take His yoke. Learn from Jesus. If we respond to Jesus in these ways, he will give us rest.

**Approval of Minutes.**

Motion to approve the October minutes was made by David Topp; second by Dcn. Sandy Sites. Minutes approved.

**Message from the Chair – Pat Buehler**

Pat Buehler reviewed the new format for council meetings:

- Meetings will start promptly at 7 with the goal of completing the meeting in one hour.
- Finance will be the only standing liaison report each month.
- Other liaisons should report to the council only if there is an item the council needs to be aware of or act on. If you have an item for the agenda, please email Terry ([tbrecklin@gmail.com](mailto:tbrecklin@gmail.com)) no later than the Friday before the Pastoral Council meeting.
- Council members are reminded to read the Norms for Pastoral Councils because these norms guide the work of the council as an advisory body.
  - The “reader’s digest” version can be found at:  
<https://www.archmil.org/ArchMil/Resources/ParCnl1/Finance-and-Pastoral-Councils/PPCNorms20120510.pdf>
  - The comprehensive document can be found at:  
<https://www.archmil.org/ArchMil/Resources/ParCnl1/Manuals-for-Parishes/ParishCouncilsManual-2016.pdf>

**Parish Director’s Report – Deacon Sandy Sites**

- At the December 13<sup>th</sup> meeting, the council will discuss the need to establish guidelines for the number of times per year that any one external organization can conduct fundraising at St. James. Please reflect on this item and come prepared to discuss it.
- A photographer will take council members’ pictures at the December 13<sup>th</sup> meeting. Plan to arrive 10-15 minutes early so that this can be accomplished before the meeting.

- In honor of Veterans' Day, veterans will be honored before mass with a blessing. The American Flag will not be displayed in the worship space for Veterans' Day. As per Vatican recommendation, the only flag that is permissible for the worship space is the papal flag. The American Flag may be displayed in the common area.
- The Finance Council has identified three areas of focus which will be recurring themes each Finance Council meeting. The areas of focus are: immediate needs (advanced offertory) legacy fund, and establishing a 3-5-7 year strategic plan.

#### **Finance Council Report – Joe Gonzalez, Finance Council Liaison**

- The Finance Council is moving forward with its goal to establish a Legacy Fund. Currently, the Finance Council is reviewing sample policy documents and drafting documents for St. James. Experts including an attorney, will review the final documents before the fund is established. The anticipated start date is July 2018 with disbursements beginning in 2024.
- The Finance Council is discussing ways to promote St. James within the surrounding communities, perhaps through targeted mailings of postcards promoting the parish. Promotional efforts are likely to be shared between Finance and Evangelization.

#### **Discussion and Discernment of Focus – Deacon Sandy Sites**

- The council began the process of identifying a maximum of three focus areas to guide the council's work from January through December 2018. These focus areas will be recurring agenda items each month.
- Dcn. Sandy facilitated the process which will be completed at the next meeting. Council members should review the list of suggested focus areas in advance of the December meeting.

#### **Other**

- Matt Hoffa volunteered to lead the December scripture reading.
- John Walker collected \$5 from each member for the meat-themed raffle basket which he will assemble on our behalf. Thank you, John.

#### **Adjournment**

Meeting adjourned at 8:05 pm

Respectfully Submitted,  
 Terry Brecklin  
 Secretary

#### ***Mission Statement***

*St. James is a vibrant, welcoming Catholic Community journeying towards the fullness of the Kingdom of God through worship, formation and service.*

