

St. James Pastoral Council Minutes

June 8, 2022

Members Present: Terry Brecklin, Deacon Sandy Sites, Jeff Kenkel, George Fox, Sharon Young, Tim Khoury, Joe Gonzalez, Charles Demge,

Not present: Scott Granicki, Kim Cavaliero-Keller, Josie Rukanp

Topic	Follow-up
<p>Call to Order 7:09 PM STJ Gathering Space Terry Brecklin offered the opening prayer and reflection</p> <p>In each meeting moving forward we will rotate members of the council, to offer a prayer/reflection at each meeting.</p>	<p>Volunteer for– July Prayer/Reflection</p>
<p><b>Approval of the May 11<sup>th</sup> PC Minutes</b> – Jeff Kenkel made a motion to approve the May11<sup>th</sup> PC minutes, and Sandy Sites seconded. The minutes were approved.</p>	
<p><b>Pastoral Council New Member Recruitment</b> – Terry spoke and met with a potential new member, Lynn Ann Reeseman, who responded to the bulletin announcement. Terry also made contact with a couple more, but has had no contact back. We still have two open spots, which we need to fill. The “personal ask” seems to be the best approach. Sharon knows of someone from the Bereavement Ministry she will ask. Looking ahead to June 2023, we have two members whose terms will end.</p> <p><b>Next Meeting</b> - July 14<sup>th</sup>. As the first meeting of the year, we will have election of officers for the upcoming year. Terry indicated she will be stepping down as “chairperson”.</p> <p><b>Strategic Plan Update</b> – Terri Weber indicated we will be conducting a parish census in October. That will update the parish roster. We will look to see if we can capture parishioner involvement in various ministries as part of that census. Continued conversations with Terri are need to develop the census questions, this could be done as part of the August or September PC meeting, or turned over to a small ad-hoc committee that works with Terri on data collection that may be done through that census.</p> <p>Terry challenge to all - while serving cake June 18/19, see if you notice if people associate in Holy Huddles (people gathering within their familiar groups) at the gathering, or do you see people break away and welcome someone other than the most familiar. Another observation opportunity is the Sign of Peace. Do people seek out others away from their own pew, and not share the SOP with those immediately around them. Provide feedback at the next meeting.</p> <p>When was the last time we held a Fellowship Sunday? Pre-COVID. Has there been any talk of reinstating that yet? No. Pre-COVID this was handled by the Stewardship Committee, which desperately needs to be re-established.</p>	<p>At the 7/13 meeting need to make a decision – do we continue recruiting or move on?</p> <p>Invite Terri to our August or September meeting to work with her.</p> <p>All – observe signs of Welcoming or Holy Huddling at SOP and after Mass.</p>

**Liaison Reports:**

- **Finance** (Joe) – No meeting has been held yet this month. The last meeting focused on budget discussions and a critical evaluation of revenue and expenses. A balanced budget had been submitted to the Archdiocese. The personnel team reviewed the new employee handbook with the staff. Posted in the bulletin the past few weeks is an open letter requesting volunteers for the new building and grounds committee. This new model does not have the volunteers doing the work. Ideal individuals have experience in project management, mechanical or facilities management. Most work would be outsourced.
- **Human Concerns** (Jeff/Tim) – No report, as they did not meet.
- **Christian Formation** (Josie) – No report.
- **Prayer & Worship** (Sharon) – No meeting. Barb would welcome all of us to serve as Mass greeters, if you find there is no one at any of the three entrances.
- **Stewardship** (Scott) – No report

**Parish Director's Report –**

- **Parish Health Coordinator** – Kristen Winter has been hired to fill this open position. She is starting off by sending a weekly newsletter and bulletin to the homebound. She will also be doing regular and more frequent, follow ups with those referred from the Bereavement committee. She will be going to senior facilities on a regular basis, and visiting hospitals once a week.
- **How is St. James Welcoming?** – Dcn Sandy sent the following list to Sue Devine Simon listing how St. James is welcoming– The creation of the pre-Mass welcome; the rail installed on the altar; having a Great Room for gathering; having space for those who feel the need to mask and distance; Pastoral Council meetings open to all; Ellacuria twinning Parish relationship; involvement in the Cooperating Churches of Sussex including Sussex Outreach serving the poor and hungry; Pastoral care at local facilities and hospitals; taking communion to the homebound; Break Open the Word for children; participating in local and national work camps; monthly outreach to numerous charity organizations; Gay and Straight in Christ ministry.
- **Departing observations and comments** – Dcn Sandy and Terri Weber met with Fr. John and informed him of current St. James nuances - Saturday reconciliation starting at 3:45; Pre-Mass Welcoming (he is all in); Breaking open the Word calling the children forward (he will continue); St. James feast celebration; the ecumenical Good Friday 1:00 pm service and catholic Mass in the evening; confirmation to be celebrated in collaboration with Good Shepherd; how weddings are managed; baptisms will remain the 3<sup>rd</sup> weekend of each month; our funeral book of life; walked him through the Monday morning e-mail communication; weekly staff meetings; he is committed to regular check-in meetings with direct reports; is aware of all council meeting dates and times; he will attend Deanery meetings; he checked out our face book page, he may ask they we no longer allow comments; he has checked out our website; he knows about the upcoming Love One Another campaign - he is professional fundraiser having done this twice in the past; Christian Formation, he would like children to attend Mass; Aware of Matthew 25 and SOAL program; Holly Days; thrift sale; town hall meetings; Scouts; St James cemetery (owned by the state).

<ul style="list-style-type: none"> <li>• <b>Accomplishments over the past 5 years</b> – COVID management; never stopped ministering to the parish – Christian Formation and our streaming services; established 5-year Financial Strategic Plan; established a Personnel Committee; revamped the Pastoral Council and Finance Council; established staff meetings; regular check-ins with direct reports; updated the Employee Handbook and in the process of updating job descriptions.</li> <li>• <b>Challenges/Opportunities</b> - We still have over \$200,000 debt to pay down with the Archdiocese (we are current with each annual assessment); in process of getting a Legacy Fund set up; cemetery legalities; the Love One Another campaign; the Thrift Sale is so disruptive; no RCIA participants.</li> </ul>	
<p><b>Pre-Mass Announcements - June</b>  June 18 4:30 PM – Jeff Kenkel  June 19 9:00 AM – Terry Brecklin</p> <p><b>Thank You Celebration</b> - Fr. Dennis and Dcn Sandy will be the same weekend 6/18 – 6/19. We need volunteers to cut and serve cake. Sat. Joe – Sun. Chuck and Sharon</p> <p><b>Pre-Mass Announcements - July</b>  July 16 4:30 PM – open  July 17 9:00 AM – Chuck Demge</p> <p>No dates are set yet for welcoming Fr John. Plan on this occurring on June 25<sup>th</sup> and 26<sup>th</sup>. Terry will get final direction and e-mail all.</p>	
<p>Terry Brecklin closed us in prayer  Meeting was adjourned at 8:29 pm</p>	