

**Minutes of Parish Council Meeting
February 10, 2010**

7-8:45pm

In attendance: Fr. Patrick Goodwin, Rick Arellano, Thomas Sullivan, Barbara DeLuca, MaryKate Hallock, Chris Olofson,

Absent: Paul Canales, Alex Murphy, Eileen Estillo

The meeting opened at 7:05pm with a prayer by Fr. Patrick.

Because of the conflict with the band concert which prevented us from meeting on Tuesday, MaryKate committed to comparing the remaining Pastoral Council meeting schedule with the school calendar for any future conflicts.

Fr. Patrick then went over his week and how he had 5 funerals this past week. We then discussed the incredible community at St. Theresa that came together through Michelle Corbett's illness and funeral. Fr. Patrick saw lives changed through her illness, the hospital visits, and the planning of the funeral and reception. He also mentioned that he is inspired by the energy in the room and people's ability to follow up and the results that get delivered. We continued the discussion talking about a funeral reception ministry at St. Theresa. Tom and Barbara went over what they had learned from the parishes that they researched with most of them being similar: one parish providing food (desserts or salads) another having the family provide it, paper products, and volunteers serving, setting up and cleanup. Chris committed to following up with Mimi Moloney in possibly spearheading this committee at St. Theresa.

The council then embarked on a discussion about the school's tuition structure and how it's supposed to increase if a family does not contribute at least \$600 to the church. We discussed that Alex had confirmed with Judy that we could up the required contribution to \$750 in the upcoming school contract. Fr. Patrick thought there wasn't an ongoing audit of older grade families to confirm that they are indeed contributing at least \$600 and that this is something that might have fallen off with the transition from Madeleine de la Fontaine to Judy. Chris offered to meet with Judy to get a list of the enrolled families and compare it to the donations made in 2009 since the total contribution letters were just mailed. She will then provide the list of any families not meeting their parish obligation to both Judy and Fr. Patrick to make sure that we don't approach any families facing hardships. Rick wanted to try and quantify the amount of revenue not collected and Tom surmised that this might do a lot to close the gap in our projected deficit. We then discussed following up with Debbie Gunn about examples of the envelopes that list suggested donations. Rick explained to the council her experience of seeing that, once given a suggested weekly contribution list, parishioners gravitate to the middle amount. Chris volunteered to follow up with Debbie on getting examples for us to review.

Speaking of envelopes, we then discussed the special collection envelopes and how we should adopt a new policy at St. Theresa that the special collection envelopes go into the pews one week prior to the special collection so that people can be prepared with

their donation or checkbook when they come into Mass the week that the collection is being taken up.

Alex had asked Chris to report on her work with Michelle S. Schwartz in taking a look at the bulletin and trying to decide on which path to take regarding a new bulletin. She discussed Alex' concern about how dynamic to make the bulletin and how an Editorial Calendar would be key to its success in being relevant but easy to maintain. The Editorial Calendar would need to be "owned" by a parishioner and continually "fed" with ministry updates, pictures, school calendar information and financial information. Alex recommended a Master Plan for the calendar that wouldn't vary too much from year to year where each ministry or parish life group would be responsible for their few set weeks each year. Chris presented some examples provided by Alex and then also added to by Barbara and Tom and we discussed her desire for a consensus on whether or not we would want a glossy and dynamic feel or more of an understated look. Chris reported that Alex had 2 photographers signed up but that we would need more. The council discussed the possibility of a periodic photo insert into the bulletin highlighting parish life monthly. MaryKate also brought up how nice O'Dowd's electronic newsletter is and whether or not we could strengthen our parish Yahoo Group and potentially explore an electronic version of the bulletin. The council identified key next steps for this bulletin revamp:

- Establish a committee (Barbara said she's interested, Alex, Michelle Schwartz, others?)
- Appoint an owner of the Editorial Calendar
- Establish the look/feel of the bulletin
- Cost it out
- Post an ad in the bulletin about our need for help with this
- Research the pros/cons/possibility of an electronic bulletin (need to check with Cathy Brady on email addresses and Dante Rodriguez on how far he got with the Yahoo group and his roadblocks or other obstacles to maintaining that group for the parish)

The council closed with a unanimous vote on the revised one sentence Mission Statement provided by Tom -"We are a welcoming, active Catholic community united by our faith, open to transformation, growing spiritually and reaching out to love and to serve others as Jesus taught us". Barbara stressed and Chris also agreed that the mission statement should be a form of "branding" for St. Theresa and be included with every piece of parish news or publication. The council thanked Tom for putting together such a thoughtful and meaningful revision to the Mission Statement.

After names of potential future council members were proposed for consideration our meeting adjourned at 8:45pm with a closing prayer by Fr. Patrick