

St. Andrew by the Bay
Minutes of the Pastoral Council Meeting Monday, July 9, 2012

The meeting was called to order by Vice-President Terry George at 7:00 P.M.

Those in attendance were Father Jeff Dauses, Jim Bors, Chris Figueras, Terry George, Kamal Kardash, Lisa Kennedy, Suzanne Lipscomb, Glenn McKnab, Ben Mullaly, Victor Puglisi, and Betsy Werthmann.

Those absent were Tim Feist, John Phelan,

7:00 - Group Lectio Divina

7:15 - Parish Survey Task Update-Jim gave an overview of what the team has come up with so far. (See attachment at end of minutes)
We can start by coming up with "gut feelings" for where we want to go-use this to come up with questions for the parish survey.
*Any info from Stephany's recent survey that we learned that may be useful for our survey
*Dr. Thomas Little (visited with Bishop Rosanski) offered to help parish with a survey or other matters- his insight may be beneficial. Survey team may be interested in contacting him.

This survey is a first step... It is the LISTENING phase. What are the parishioners thinking? What do they want us to think about when planning the 5 year plan?

OPEN Ended:? This can be as simple as listing the pillars and asking for input...You get wide range of information BUT this kind of info is harder to filter and organize into action items

*Some people may not take time to fill in the blank lines if the survey is open ended- prefer circle answers.

*Maybe survey can include aspects of both models.

***What is our purpose for this survey? **5 year plan**

Should we provide the focus area/topic that we want to enhance in the next 5 years? ...as in businesses- Top Down OR are we different? Aren't we supposed to service our parishioners? Should we reverse the paradigm? Bottom Up

The committee will take this into considerations they continue to form the survey.

7:50- Ministry Fair Sept. 22&23 Task Update & Sign Up- Glen is heading up this event.

Purpose: The Fair is intended to familiarize parishioners with the full range of ministry opportunities, and give the ministry teams a chance to reach out and potentially enroll new members.

Task: Work with the staff (Zack and Stephany) to coordinate with the larger Time and Talent process. Work with the committee chairs and ministry leaders to ensure maximum participation. Ensure the Upper

Hall is reserved as a weather backup. Ensure tables are set up and put away. Build a "turnover binder" with points of contact, "lessons learned" and ideas for improvement so that the next Ministry Fair lead doesn't have to start from scratch.

Glen will contact all the committee leads to see how many tables. He will contact Knights to assist with tables. He will use email to ask for assistance from council

Reserve Upper Hall * Slight Problem- AHS has already reserved the UH for a function on Saturday evening **They start set up at 5:00 and their event starts at 8:00. We have contacted Kathy and Kristin and we will have access to the rectangle tables for 5:00 ministry fair and then we need to return them in time for the function. We do have access to UH for Sunday if needed due to weather.

8:10- Update on Annapolis by Starlight Sept. 15- Susanne gave update:

Committee will meet again tomorrow.

Trying to get up to 10K in sponsors have about 8K at present.

K. Brown won the Raffle tickets. Food ordered, music in place, catering and beer license obtained. Still looking for big ticket items: i.e. Condo etc. if you get any leads- Susanne will follow thru. Pictures have been taken for posters/flyers. Hoping to sell all 200 tickets by first of August. Glenn is going to get tables over there for even. He will email for help as event gets closer.

8:20 Select days for Pastoral Council "Meet & Greet" Sundays:

Meet & Greets will be the first weekend of the month- prior to the PC meeting. Attend your regular mass. You may also want to make an effort to show up at the end of other masses so that you meet parishioners from other masses. As Father introduces the council members, he will share a topic or question in order to give parishioners a focus for that particular Meet & Greet. We will start with the first 5 topics being the 5 pillars. **Tim Feist** will funnel that topic question into the presider's announcements. **Lisa** will send email reminder to PC to remind them that it is a Meet & Greet.

8:15 Organize Teams & outline methods for known tasks

(The goal is to de-centralize the detailed planning and coordination of our roster of annual obligations)

September tasks:

Time & Talent Speakers: Zack Sept. 1&2, 8&9, 15&16:

Ministry Fair Sept. 22 &23: **Glen,**

Ministry Fair Sept. 22 &23: ***Donut Sunday Coordinator **Betsy & Terry**

Time & Talent Sign Up: we will need speakers- Sept. Sept. 29 & 30:

Ministry Pot Luck: Oct. 5 Glen will get this set up but will be away for event, Ben assist

Other Tasks:

Sister Parish Events: Oct 27 Glen: Sister covenant Mass followed by the Pot Luck Dinner. We do "dinners" and sister parish brings "desserts". **Glen** will send info electronically to Fr. Jeff about 2 weeks ahead and he can put it in the weekly e-mail to parishioners.

We need an MC or something to foster the relationship between the 2 communities- ICE Breakers- contact Lisa Franceschini- **Ben will help with this.

Parish Honors: (starts right after Christmas): **Lisa, Chris F**
** Can we have a way parishioners can submit names throughout the year? We will try to link this to the website.

PC elections & retreat: (begin after Christmas) according to our bylaws we are to have a committee to begin this process much earlier.

8:30 Google Calendar: I (Lisa) have created a Google Calendar for SABB Pastoral Council Events- If you would like to participate, open a g-mail account for yourself, send me the address, and I will share the calendar with your account.

Next YearCape St. Claire Strawberry Festival:** Set up tent \$35 for SABB

Father Jeff's Report:

HVAC- there is someone coming to look at the compressors tomorrow. Ongoing problem.

Parking lot- needs to be redone soon
Next year's budget is extremely tight

8:45pm - Close with Parish Prayer to St. Andrew.

Respectfully submitted,
Lisa Kennedy

Important Dates:

Weekend of August 4/5, 2012- Meet & Greet Topic: Liturgy/Worship

Monday, August 6, 2012- Pastoral Council Meeting

[Tuesday August 7, 2013- Summer Study Day- on New Evangelization \(for those who signed up\)](#)

Weekends of Sept 1/2, 9/10, 15/16- Time & Talent Speakers

Weekend of September 1/2, 2012- Meet & Greet Topic: Education this is Labor Day weekend?

Tuesday September 4, 2012 September Pastoral Council Meeting 7PM ALC

Saturday September 15, 2012 Annapolis by Starlight- Mariner's Bay, Annapolis

Weekend of September 22/23- Ministry Fair outside on the ellipse (Sunday UH if bad weather)

Weekend of September 29/30- Time & Talent Sign-up

Weekend of September 29/30- Meet & Greet Topic: Service

Monday, October 1, 2012- Pastoral Council Meeting 7PM ALC

Friday, October 5, 2012- Ministry Pot-Luck & Taize Prayer

Weekend of October 5/6- Commissioning of Ministers

Weekend of November 3/4- Meet & Greet Topic: Stewardship
Monday, November 5, 2012- Pastoral Council Meeting 7PM ALC
Weekend of December 1/2- Meet & Greet Topic: Evangelization
Monday, December 3, 2012- Pastoral Council Meeting 7PM ALC
Weekend of January 5/6- Meet & Greet Topic:
Monday, January 7, 2013- Pastoral Council Meeting 7PM ALC
Weekend of February 2/3- Meet & Greet Topic:
Monday, February 4, 2013- Pastoral Council Meeting 7PM ALC
Weekend of March 2/3- Meet & Greet Topic:
Monday, March 4, 2013- Pastoral Council Meeting 7PM ALC
?? Monday, April 1- Pastoral Council Meeting 7PM ALC- Easter
Weekend of May 4/5- Meet & Greet Topic:
Monday, May 6, 2013- Pastoral Council Meeting 7PM ALC
Attachment: Survey

9 July 2012

St. Andrew by-the-Bay Pastoral Council Parish Assessment Design Considerations

1. Assessment Foundation
 2. Assessment Design Approach
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1. Assessment Foundation

Key statements from Fr. Jeff's perspective (PC retreat and June PC meeting)

- Father's dream is to look at and plan for the next 5-10 years.
 - "What do we **say** we are?" "What **are** we in reality?" "What do we **want to be**?"
- Fr. Jeff would like for the Pastoral Council to be **Visionaries**.
- How can we make it easier for the "fringe" to come back to church?
- We will examine and vision using the Pillars of our Faith:
 - 1. Worship/Liturgy
 - 2. Education (children and adults)
 - 3. Service
 - 4. Stewardship
 - 5. Evangelization. We do the first four through the lens of Evangelization.
- Do I have all of the above in my life? How do I live them? It all starts with prayer.
- Our Vision is tied to achieving the Parish Mission Statement. The 5-year vision and plan should direct us how to get there. This will involve reviewing each of the pillars
- Fr. Jeff's observations of first year:
 - Excellent staff, parish is growing and healthy (ministries, financial, liturgy, service)

- Improvements/challenges:
 - Faith formation of adults
 - Strong, prayerful, participative liturgies (goal: every person participate)
 - Stewardship - capital campaign FY14 for archdiocese and parish (HVAC, parking lot)
- Guidance and Formation. How will the Pastoral Council discern the working of the Holy Spirit and the will of God during this process? PC needs formation, principles of discernment, and prayer.
- Start the visioning process with an assessment

2. Assessment Design Approach

A. Proposed Purpose of the Parish Assessment:

Provide the Pastoral Council with relevant and actionable information to incorporate into the development and execution of the parish's 5-year plan.

B. Proposed Methodology for assessment development and use.

1. The Pastoral Council **develops a hypothesis** on the "state of the parish" (strengths and opportunities for improvement based on the 5 pillars and Parish Mission Statement) from the experience, observations, and perspectives of Fr. Jeff, PC members, and select staff, ministry leaders, and parishioners
 - a. "What do we **say** we are?" "What **are** we in reality?" "What do we **want to be**?"
 - b. Example hypothesis: The vision and long-term plan should strengthen the current weak pillars of liturgy, education, and evangelization to achieve 1. Active liturgical participation of every person, 2. Robust adult faith formation, and 3. Embrace the New Evangelization. The 5-year plan also needs to seek opportunities for improvement and incorporate upcoming challenges in the pillars of Stewardship (FY14 capital campaign) and Service.
2. The parish assessment **validates, modifies, and/or clarifies** the hypothesis. In other words, the assessment will be focused and effective when it is designed with foreknowledge of where we think are today and where we need to go, rather than a generic, unfocused "what does everyone think?" approach.
3. Based on the feedback from the assessment and other inputs, the PC **proposes a 5-year plan**, with progress checkpoints" for Fr. Jeff's consideration/modification, and approval.
4. The **parish executes** the 5-year plan, evaluates progress, and adjusts as needed.

C. Proposed Assessment Design Principles.

1. Start with a common vision and understanding of the "current state" and "future state" of the parish, i.e., the hypothesis, to identify the focus areas of the assessment before designing and developing the content of the assessment.

2. Design and develop an assessment using thought-provoking and "three dimensional" questions to gather information from parishioners that is relevant and actionable in developing and executing a 5-year plan, including:

- a. Personal "current state" of the parishioner for each focus area.
- b. The parishioner's interest in changing his/her current state using a specific commitment to action for each focus area
- c. Solicit the parishioner's particular interest in potential support offered for each focus area

Example:

- a. How satisfied are you with your personal relationship with Jesus Christ? Scale of 1 to 10.
- b. How much time are you willing to invest to improve this relationship? Zero - 1 hour every 3 months - 1 hour/month - 1 hour/wk - 2 or more hours/wk - Other: _____.
- c. Check which types of support you would actually participate in to help you specifically develop your personal relationship with Christ, if this support were offered in the parish: Bible Study - Prayer Workshop - Small faith-sharing group - Weekend retreat - Half-day retreat on the weekend - Other, please specify: _____

3. Assessment should be neither too long nor too short, adaptable to a wide range of parishioner skill sets (web-based and paper-based), and be easy to take and submit.

D. Communications.

1. Before assessment - Promotion 5-year plan and the Assessment via bulletin announcements, verbal announcements, website, pulpit talk (?)
2. After assessment - Present the results in bulletin, website, Fr. Jeff at mass (?), Town Hall **and** what the parish is doing in response.