

**SABB Pastoral Council Meeting Minutes**  
**7:00PM 2 June 2014 – Parish Library**

**Present:** Fr. Jeff Dauses, Rick Brewer, Jim Bors (Pres), Audrey Carbine, Roger Crane, Carolyn DeVeau, Jen Minor, Chris Mirenzi, John Phelan (scribe), Anne Storey, Betsy Werthmann (VP),

**Not Present:** Brendan Walshe, Susanne Lipscomb, TBD Youth Rep

**7:00 Opened with Prayer (“Come Holy Spirit”)**

**7:05 Group Lectio Divina:** Revisited the four steps of “divine reading”: read, meditate, pray and contemplate before applying to ACTS 2: 1-11.

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**7:35 Father Jeff Updates:**

No updates. No staff turnover. Everything is good.

*(For the record: On 30 May 2014, PC members Terry George, Kamal Kardosh, Lisa Kennedy, and Victor Puglisi completed their three year terms. New PC members beginning their terms are Jen Minor, Roger Crane, Chris Mirenzi, and Rick Brewer. PC elected Jim Bors as president, Betsy Werthmann as vice president, and John Phelan as Secretary for one year terms).*

**7:40 Pastoral Council Retreat (Betsy)**

Will be Saturday 9AM to 3PM, 20 September at the Shrine of St. Anthony in Ellicott City, MD. Next step is to plan an agenda. Subcommittee led by Betsy (Audrey & Anne). Draft to be presented at the next scheduled PC meeting.

**7:50 Liaison Updates and New Assignments;** Review needs and contemplate over the summer what ministries members are called to participate with. Of particular note is how to address our ongoing relationship with our sister parishes in Baltimore (Transfiguration) and El Salvador (San Francisco de Asis). We need to redistribute our talent across the 5 standing committees and associated ministries. We need to revisit the Pastoral Council duties contained in the constitution and determine what updates and modifications are to be made

**8:00 PC Orientation follow-up.** Jim requested feedback on what worked and what didn't so that we can do it better next year. The group was divided about whether the end of May calendar is too full or should be spread out (Friday leadership potluck, Saturday PC orientation, Sunday Parish Picnic and Monday Pastoral Council Meeting).

**8:10 Revisit Pastoral Council “Meet & Greet” Sunday.** It appears that we receive very little feedback from parishioners when we stand out back after the first week of the month masses. Are we not advertising? Are we failing to be outgoing? How can we be more effective? Perhaps Bagel Sundays are one method. Another idea was to tie it in with the Pastor for a Day event.

**8:20 Bagel Sundays** – Tim Feist and Chris Figueras proposed last year to conduct a post 1030 Sunday Mass free-will bagel event just outside the church throughout the summer. The parish budget contains a \$1500 line item to support this event. Tim approached the council and suggested scheduling the event for 7 weeks starting Sunday 13 July. Discussion ensued about how to coordinate the event and enlist volunteers. PC agreed to run the event on 13 July and 10 August to be our “Meet & Greet” event. Assignments: Roger and Rick to bring and set up tents; John to pick up precut bagels ordered by Tim from the Arnold Naval Bagel; Ann (and others?) to purchase cream cheese, juice, paper products from Sam's. As many PC members as possible should be present. Open action is to identify other organizations to assist on the remaining five Sundays. Jim to talk to Tim about how to proceed. NOTE: Anyone who makes purchases should use the SABB tax exempt card. We cannot be reimbursed for sales tax.

**8:40 Future Agenda Items/Updates:** We added known events to our year ahead calendar (see below). There will be no PC meeting in July. As many PC members as possible should plan to attend the 10<sup>th</sup> Anniversary of Transfiguration Parish on 3 August. Our next scheduled PC meeting will be 4 August. At that meeting we should be prepared to discuss:

- Retreat
- Ministry Liaison assignments – as a reminder see table below the calendar
- Ideas on how to refresh/facilitate/bring new energy to our Sister Parish relationships
- Ministry Fair – some discussion about its effectiveness.
- Our role, if any, in Leadership summit
- Thoughts about whether the PC constitution requires updates to reflect the changed role of the Council.

**8:50 New Business:** None

**8:55 pm - Closed with Parish Prayer to St. Andrew**

Respectfully submitted,

John Phelan

Secretary Pastoral Council

### **Council Reminders:**

#### **A. Ministry Liaison**

***"Council members are reminded to read the monthly reports from the chairs of the Standing Committees (i.e., Liturgy, Christian Formation, Outreach, Social and Sister Parish) per Council Constitution Article VI. Designated Council Committee Liaisons who want to emphasize particular items of interest or need are requested to do so via group email."***

**These can be found in the Google drive in the folder "Liaison Reports"**

**Liaison Assignments:** (each ministry has a staff member as well as PC liaison)

**Adult Faith Formation** (meet 2<sup>nd</sup> Monday of the month) - Jim Bors, staff- Stephany Crane

**Youth (Middle & HS)** - Brendan Walshe, staff-Stephanie Gettings

**Children's Formation**-Ann Storey, Betsy Werthmann, staff-Erin Tate

**Justice and Life**- John Phelan, staff-Stephany Crane

**Liturgy Committee**- Jim Bors, Audrey Carbine, staff-Zach Stachowski

**Social Committee**- Suzanne Lipscomb, staff- Fr. Jeff

**Finance Council** (2<sup>nd</sup> Monday of the month) - Carolyn DeVeau, Susanne Lipscomb, staff- Fr. Jeff

#### **B. Important Dates: May 2014 – May 2015**

Scheduled PC Events; (*Scheduled Events of Note*)

#### **May 2014**

(24-26 – Memorial Day Weekend; Summer Sunday Mass Schedule Begins (0830, 1030))

30 -- PC Potluck 6 PM Walshe Residence

31 – New PC Orientation 8:30 AM – 11:59 AM Lower Hall

## **June 2014**

(1 – *Parish Picnic*)  
2 – PC Meeting 7-9 PM, ALC  
7, 8 – PC Meet and Greet

## **July 2014**

12, 13 – PC Meet and Greet  
13 – PC host Bagel Sunday  
No PC Meeting in July

## **August 2014**

3 – PC Attend 10 year Anniversary Celebration at Transfiguration  
4 – PC Meeting 7-9 PM, ALC  
9, 10– PC Meet and Greet  
10 – PC host Bagel Sunday  
(26 – *AACS Opens*)

## **September 2014**

(1 – *Labor Day*)  
6, 7 – PC Meet and Greet; (*Regular Sunday Mass Schedule (0800, 0930, 1130) Resumes*)  
8 – PC Meeting 7-9 PM, ALC  
(13 – *Annapolis by Starlight*)  
20 – 9AM to 3PM PC Retreat – Shrine of St. Anthony's Ellicott City

## **October 2014**

4 – Leadership Summit  
4, 5 – PC Meet and Greet  
6 – PC Meeting 7-9 PM, ALC  
TBD -- [Standing Committee Chairs presentations](#)

## **November 2014**

1, 2 – PC Meet and Greet  
3 – PC Meeting 7-9 PM, ALC  
(24 – 28 -- *AACS closed for Thanksgiving*)  
(29 & 30 – *Fair Trade Fair*)

## **December 2014**

6, 7 – PC Meet and Greet  
1 – PC Meeting 7-9 PM, ALC  
1 – Appoint PC Nominating Committee - Pastor plus at least 3 PC members, one of whom is the chair  
[1 – Appoint Parish Honors Committee?](#)  
TBD – SABB Leadership Potluck Dinner  
(24 – 2 Jan Christmas Holiday AACS)

## **January 2014**

3, 4 – PC Meet and Greet  
5 – PC Meeting 7-9 PM, ALC

## **February 2014**

31, 1 – PC Meet and Greet?  
2 – PC Meeting 7-9 PM, ALC  
(18 – *Ash Wednesday*)

### **March 2014**

7, 8 – PC Meet and Greet  
 2 – PC Meeting 7-9 PM, ALC  
 (30 - 31 – Easter Break AACCS)

### **April 2014**

(1 - 6 -- Easter Break AACCS)  
 2 - 5 – Triduum  
 6 – PC Meeting 7-9 PM, ALC  
 11, 12 – PC Meet and Greet --RESCHEDULE

### **May 2014**

2, 3 – PC Meet and Greet  
 2, 3 – PC Election  
 4 – PC Meeting 7-9 PM, ALC  
 29 – SABB Leadership Potluck?  
 30 – New PC Orientation and Officer Election  
 30 – 3 year terms end/begin for 4 old/4 new PC members

### **June 2014**

6, 7 – PC Meet and Greet  
 1 – PC Meeting 7-9 PM, ALC  
 8 – Parish Picnic

Current liaison assignments. *Topics to address over the summer are in blue underline*

<b>Standing Committee</b>	<b>Umbrella Ministries</b>	<b>PC Liaison</b>
<b>Christian Formation Committee</b>  Staff: Stephany Crane Chair: Stephany Crane	<b>Adult Faith Formation</b> (Stephany Crane)	<del>Terry George, Jim Bors,</del> Audrey Carbine
	<b>PREP Grades 6-12</b> (Stephanie Gettings)	Brendan Walshe, Lisa <del>Kennedy</del>
	<b>PREP Children's Formation</b> <b>4 yr - Grade 5; VBS</b> (Erin Tate)	Ann Storey, Betsy Werthmann
	<u>14 ministries currently not covered by a PC Liaison (see Parish Leadership Roster)</u>	<u>???</u>
<b>Justice &amp; Life (Outreach) Committee</b> Staff: Stephany Crane Chair: Chris Figueras	<u>14 ministries</u> fall under Justice & Life Committee (see Roster)	John Phelan  <u>Should we have more than one PC liaison position?</u>
<b>Liturgy Committee</b>  Staff: Zack Stachowski Chair: Zack Stachowski	<u>10 liturgical ministries</u> fall under Liturgy Committee (see Roster)  <u>Note: There has been no Liturgy Committee meeting with liturgical minister representatives in almost a year</u>	<del>Jim Bors, Audrey Carbine,</del> <del>Victor Puglisi</del>  <u>No active role for PC Liaisons for the past year</u>
<b>Social Committee</b> Staff: Fr. Jeff Chair: Doris Young	Social St. Andrew's Softball Welcoming	Suzanne Lipscomb, <del>Kamal Kardosh</del>
<b>Sister Parish Committee</b> Staff: Fr. Jeff Chair: Helen Maher	<u>"The Pastoral Council shall provide leadership to build and sustain the sister parish relationships of San Francisco de Asis and Transfiguration Catholic Community." (By-Laws, Article 1, Section 2)</u>	<u>???</u>  <u>Revisit the role of Pastoral Council and relationships with Sister Parishes.</u>
<b>Notes</b> from the PC Constitution, for discussion.		

1. **Finance Council** is not identified in the PC Constitution as a Standing Committee (Art VI. 1), but we currently have two PC Liaisons (Carolyn DeVeau, Suzanne Lipscomb) [???](#)  
[What do we do with the following activities?](#) (Food for thought ...leverage/streamline these activities to facilitate communications on the 5 Year Vision across all parish ministries? Tie it to Fall Ministry Leadership Summit?)
2. Standing Committee Chairs are to present a report to the Council detailing their Committee's goals & objectives at the start of the Pastoral Council year (Sep or Oct). (Art VI.3)
3. Standing Committee Chair shall render a monthly report to the Council of concerns, issues, activities, actions, and progress toward yearly goals. (Art. VI. 4)
4. Standing Committee Chairs are to give members a written vision statement outlining the committee's function... (Art VII.1)