

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

The meeting was called to order by President Tom Gallagher at 7:00 PM. The attendees were Father Jeff Dausen, Terry George, Victor Puglisi, Lisa Kennedy, Susan Baum, Ben Mullaly, Kamal Kardosh, Tim Feist, Chuck Kennedy, Glenn McKnab, Chris Figueras, Chris Cook.

The opening prayer, Lectio Divina – Sacred Reading – John 1:35-42.

### **Corporators**

Robert Klein and Karen Sergent were present and discussed their role as corporator's and why the corporators are needed in the Parish. The Parish is a corporate entity (non-profit 501 3c), under the state of Maryland and must be and remain compliant under the law. The role of the two corporators is to sit on the Parish corporate board and review the laws to make sure the Parish remains in corporate compliance. The corporator's term is five years, and Bob Klein has just been renewed for his second 5 year term.

### **Stephany Crane**

Stephanie Crane, from the Parish staff, presented an upcoming video series on Catholicism (by Robert Barron) to be put on during the Lenten season by the Adult Faith Formation ministry. The series has 11 episodes being shown at various times during the week which will include the 1 hour video segment followed by a 20 minute discussion.

### **Father Jeff's Update**

#### Parish Audit

The parish audit has been delayed by the diocese since they need to complete the current audits that are on-going for other parishes before looking at Saint Andrews by the Bay.

#### Christmas

There was a high turn-out for Christmas and the worship aid created by Zack was a great success and contributed highly to the smooth execution of the celebrations.

Father Jeff would like a review of the Christmas mass schedule for next year and moving the midnight mass to an earlier time (9-10pm) since the midnight mass followed by Christmas morning mass for one person is too much.

#### Winter Shelter Volunteers

The Winter Shelter has been a real help to many individuals this year but has been really tough on the volunteers during the night shift. There were not a lot of volunteers for the night and some of the same people had to continue to take the night shift to make sure the shelter was covered 24 hours per day. The next time the parish holds the Winter Shelter, the need for night shift volunteers will be greatly needed.

#### STAND Training

There was a question brought up about a scenario with a volunteer showing up to an event to help with their children and if the other volunteers at the event are not STAND trained

does that matter since the children came with the parent. The answer is no it is not ok and all of the volunteers must be STAND trained and if they are not then the children cannot be present and have to leave. In the case where the event is meant to have children, then the volunteers who are not STAND trained may not participate as a volunteer.

### Bishop Rozanski's visit January 25<sup>th</sup> (Wednesday)

#### Schedule

9:00 a.m. Daily Mass (coffee and juice/light danish reception afterwards).  
10:15-11:45 a.m. Fr. Jeff meets with the Bishop.  
Tom Little meets with the Office Staff.  
Someone from the Office of Catechesis meets with the Faith Formation Staff.  
12:00 p.m. Lunch with Staff (a working lunch focusing on a conversation regarding their mission and ministry).

After lunch, the Bishop will meet with the Liturgy team and the Bookkeeper/Business Manager.

4:00 p.m. The Bishop's office will meet with the Finance Council (those members who are able to attend).  
5:00 p.m. The Bishop's office will meet with the Corporators.  
6:00 p.m. Dinner with the Pastoral Council (a working dinner).  
8:30 p.m. Conclusion.

### **Old Business-**

#### Community Building

The discussion focused on the strengths (multitude of ministries and events, out-of-the-box events, etc) and weakness (advertising and communication, stale events, event overload, etc) of the Parish and community building.

#### Action Items:

- Review the new parishioner Welcoming process
  - o Kathy Beard has revamped the notification process with improvements
- Reverse Engineer what does and doesn't work
  - o Looking at and comparing parish events that "work" and enhance community building vs other types of events that do not and asking the question "Why are we doing this?"
- Social Issue Events
  - o Can an event at the parish be related to a social event and not necessarily an event focused on faith (eg. Tax Prep event, sporting event, etc.)

- More Active Men's ministry
  - o Can a more active maintenance committee, meeting once per month, bring men together or other types of activities men would be likely be involved in (fixing things, golf, cards) to build this community

**New Business –**  
Seat Saving Policy

There was some discussion about the informal seat saving policy at Saint Andrews by the Bay and the consensus was seats can be saved prior to mass up until 5 minutes before mass is to begin. At that point, those standing can be assisted by the ushers to sit in any open seat that is not occupied.

Committee Reports

A reminder will be sent to all committee heads that a monthly report is to be sent to the Parish office. Tom will send out the report format.

Parish Honors

Nominations for the parish Loaves and Fishes award and Salt of the Earth/Light of the World award will be taken until January 29<sup>th</sup>.

Agenda for Next Meeting

- Parish Directory

Respectfully submitted,  
 Ben Mullaly

**Important Dates**

Bishop Rozanski Visitation -- Wednesday, 25 January, 2012  
 Executive Committee Meeting – Saturday, 28 January, 2012  
 Pastoral Council Meeting Monday, 6 February, 2012  
 Executive Committee Meeting – Saturday, 25 February, 2012  
 Name Tag Sunday - Sunday, 4 March, 2012  
 Pastoral Council Meeting Monday, 5 March, 2012  
 Executive Committee Meeting – Saturday, 24 March, 2012  
 Pastoral Council Meeting Monday, 2 April, 2012  
 Executive Committee Meeting – Saturday, 28 April, 2012  
 Pastoral Council Elections – 5 and 6 May, 2012  
 Pastoral Council Meeting Monday, 7 May, 2012  
 Pastoral Council Retreat – Friday, 18 May and Saturday 19 May, 2012  
 Mass in the Grass Saturday, 26 May, 2012 at 5 PM  
 Executive Committee Meeting – Saturday, 2 June, 2012

Pastoral Council Meeting Monday, 4 June, 2012

Start Time and Talent personal testimonies at each mass - Weekend of Aug 18/19<sup>th</sup>

Saturday and Sunday Ministry Fair - Weekend of Sep 8/9<sup>th</sup>

Annapolis by Starlight – Saturday, 15 September, 2012

Time and Talent Sign-up - Weekend of Sep 15/16<sup>th</sup>

Ministry Pot-Luck – Friday, 28 September, 2012

**COUNCIL MEET & GREET**

Saturday, 4 February, 5 PM Mass

Sunday, 4 March, 8 AM Mass

Sunday, 1 April, 9:30 AM Mass

Sunday, 13 May, 11:30 AM Mass