

# St. Christopher Catholic Church

## Pastoral Council

### Meeting Minutes

*October 19, 2017*

#### **1 Call to Order**

- 1.1 Margaret Bauer, Chairperson, called to order the Regular Meeting of the St. Christopher Pastoral Council at 7:00 pm EDT on October 19, 2017 in the Bethany Room.
- 1.2 The following persons were present: Margaret Bauer, David Ciechanowicz, Mike Clouse, Tom Edwards, Jim McMechan Vicki Murphy, Mary Ann O'Neal, Fr. Paul Shikany and Anne Thompson.

#### **2 Opening Prayer**

- 2.1 Anne Thompson led the group in an opening prayer.

#### **3 Prayer Volunteer for Next Meeting**

- 3.1 Vicki Murphy volunteered to lead the opening and closing prayers in November. However, as erroneously excluded from the September minutes, Betsy Weddle previously volunteered for the November meeting. Vicki Murphy was contacted following the October meeting and agreed to lead the prayers at a future meeting.
- 3.2 Therefore, Betsy Weddle will lead the opening and closing prayers in November.

#### **4 Acceptance of Minutes**

- 4.1 Tom Edwards distributed an electronic copy of the September meeting minutes via e-mail prior to this meeting, and distributed hard copies at the meeting. Dave Ciechanowicz motioned to approve the September minutes; Mike Crouse seconded; all in favor; no nay votes; no abstentions.

#### **5 Staff/Ministry Reports**

- 5.1 Pastors' Report
  - 5.1.1 Fr. Paul Shikany
    - 5.1.1.1 Sadly, the Parish grieved the loss of four people in a short time frame a couple weeks ago. Father Paul wishes to remind and inform parishioners that funerals are an important part of a Priest's role within the community, and that the planning and performance of them require a substantial time commitment. Therefore, please understand when Father's availability for other appointments is limited.
    - 5.1.1.2 In Father Matt's absence, Father Paul reported that the Young Adult BBQ at Father Matt's house this Saturday, October 21, already has 15 people signed up to attend.
    - 5.1.1.3 Father Paul also reported that approximately 15 people were in attendance for the Adoration this past weekend.
    - 5.1.1.4 Jim McMechan inquired regarding the availability and distribution of this year's Parish Directories. Father Paul explained that once the photos were completed, it became the church's responsibility to layout and publish the directory itself, which is a substantial undertaking. Sister Mary Ann is currently overseeing this endeavor, and Father asked for patience with this process. Mary Ann O'Neal offered to assist however she can.

## 5.2 Financial Report

### 5.2.1 Jim McMechan

- 5.2.1.1 A copy of the “Analysis of Revenue & Expenses” report was distributed for members to review, prior to issuance in this weekend’s bulletin.
- 5.2.1.2 Annual income is under budget, primarily attributable to lower than anticipated school enrollment, and associated income.
- 5.2.1.3 The Programs/Activities accounts include CCD and Youth Ministry
- 5.2.1.4 Festival, Bingo, Raffle and UCA Donations are identified in their Net Income form at the bottom of the report, as they are not taken into account when developing the annual budget. In essence, these income accounts are above-and-beyond expected income, and do not represent a “Third Source” for any other department.
- 5.2.1.5 The Capital Improvements expense account was unusually high in 2015-2016 due to the purchase of the house at 16<sup>th</sup> and Biltmore, which is now Father Matt’s residence.
- 5.2.1.6 The Capital Improvements expense account was unusually high in 2016-2017 due to accrual of anticipated expenses to repair or remove the steeple.
- 5.2.1.7 The Council engaged in an open discussion regarding the level of detail necessary in these types of summary reports distributed to the Parish. Jim and Father Paul emphasized the importance of being succinct and keeping this “summary” to one page. Others questioned whether it provides enough level of detail regarding sources of income and reasons for expenses. Ultimately it was agreed upon that those who wish to receive more detail are welcome to contact any of the Finance Commission members, who are listed at the bottom of the report. Otherwise, this high level report is sufficient for the majority of Parishioners.
- 5.2.1.8 Vicki Murphy expressed concern that SGO Income is not listed anywhere specifically, and that bringing attention to SGO may encourage additional giving if people are able to see how their donation impacts the program directly. This will be taken under consideration and more emphasis will be applied to spotlighting important revenue sources such as this.
- 5.2.1.9 Questions arose regarding the importance of reporting festival income earlier, and to more parishioners. Father Paul explained that his interest lies in not misleading people. He explained that by announcing gross revenue, many people understand that to mean “profit” when in fact the net revenue (“profit”) is only about one third of gross revenue. The Parish is not able to determine net revenue until all receipts are turned in and all invoices are finalized and processed, which takes at least three months. It will be taken under consideration to explain this better, and to provide feedback sooner, in coming years.

## 6 Committee Reports

- 6.1 None

## 7 Old Business

### 7.1 Steeple

- 7.1.1 Arsee Engineers is scheduled to visit the site on Tuesday, October 26, to provide a more detailed and thorough investigation of the building envelope on the steeple. The intent is to determine more precisely if restoration or removal is the best options.

### 7.2 Master Plan

- 7.2.1 The Master Plan continues to remain on hold until additional information is gathered regarding land acquisition.

7.3 Campus Security

7.3.1 Father Paul indicated that all exterior doors on campus will have identification numbers applied in the near future, similar to those in place at all public schools and other institutions. This numbering aides in identification of specific points of entry during emergency situations.

7.3.2 Once numbered, this will facilitate the advancement of the Campus Security plan.

7.4 Council Committees

7.4.1 Margaret Bauer provided the new Committee Assignments, as follows:

7.4.1.1 Nomination/Election Committee: Margaret Bauer, Mike Clouse, Jim McMechan, Pat Tutsie and Betsy Weddle

7.4.1.2 Constitutional Review Committee: Jim Csenar and Tom Edwards

7.4.1.3 Board Development & Enrichment: Margaret Bauer and Mary Ann O'Neal

7.4.1.4 Orientation of New Members: Jim Csenar and Anne Thompson

7.4.1.5 Hospitality & Recognition: Vicki Murphy, May Ann O'Neal and Anne Thompson

7.4.1.6 Master Plan Committee: Dave Ciechanowicz, Tom Edwards and Jim McMechan

7.4.1.7 Campus Security: Mike Clouse, Pat Tutsie and Betsy Weddle

7.4.1.8 Connected in the Spirit: Vicki Murphy

**8 New Business**

8.1 None

**9 Announcements**

9.1 Speedway Christian Church

9.1.1 Mary Ann O'Neal informed the group that Speedway Christian recently bought a new pipe organ from Germany with extremely large pipes. She said the sound is very impressive and that everyone should try to visit sometime, if possible.

9.2 Saints in the Streets

9.2.1 Dave Ciechanowicz announced that seven Parishioners from St. Chris attended this event.

9.3 Living Rosary

9.3.1 Father Paul indicated that the Living Rosary event was very nice, and that it did not require standing the entire time, which had been implied.

**10 Closing Prayer**

10.1 Anne Thompson led the group in a closing prayer.

**11 Adjournment**

11.1 Meeting was adjourned at 8:14 pm EDT

**12 Next Meeting:** November 16, 2017 @ 7:00 pm EDT

Prepared By: Tom Edwards

Approved On: 11/16/2017

Chairperson: X Margaret E Bauer