

Our Lady of Sorrows Parish Pastoral Council

February 3, 2016

Minutes

Attending: Fr. Vinnie, Ann Marie Rosa, Owen Devlin, Carol Roberto, Leo Bernotas, Mike Jaillet, Ed Poole, John Glancy, Mark Dudziak, Joe Watson, Jim Spoto, Kate Mason, John Flaherty, Teresa Coda, Mary Herx-Morrill, Claire Ramsbottom

Opening prayer

John Flaherty

Reflections on the pre-Lenten retreat

All

Comments made include:

- The facilitator Fr. Stephen Wilbricht, the facilitator was outstanding.
- The discussion was lively at the late Sunday session
- On Saturday the beginning was a little unclear, but after a passionate response to a question, the position gelled about the community being the mass.
- At the early Sunday coffee hour, there was a lot of phenomenal participation and the liturgy commission was mentioned.
- A suggestion was made to consider bring back the teaching mass, which was done successfully in the past.
- Another comment was made that the format of having separate session at times where people are already in attendance rather than a three evening sessions that parishioner have to come back for seems to broaden the participation. Another comment was that in the past adult sessions were conducted at the same time CCD classes were capturing parents waiting for their children, which were very successful and had great speakers.

Upcoming Lenten plans

Teresa Coda and Mary Herx-Morrill

- Youth Ministry will be conducting a live Station of the Cross the Friday before Palm Sunday, March 18, which will be open to the Parish and include reconciliation for the confirmation class.
- The parish will be mailing out post cards about the Rice Bowl program being run in conjunction with Catholic Relief Services. Parishioners will be informed of an app they can download with a calendar of activities that promote the program and activities.
- Promotion of speaker will be done including Joe Favazza on the theme of Mercy and Healing and Fr. Vinnie.
- A professor of Ethics from Stone Hill College will lead a group of college interns in visits to local churches and temples to come up with workable plans for getting each involved in environmental activities and fund raising.

Update on the Liturgy Commission

Ann Marie Rosa

- An article on the PPC's plans for the formation of a Liturgy Commission has been running in the weekly bulletin.
- Twelve people identified by the PPC have been contacted and have expressed interest in attending and participating in the opening session scheduled for March 6.
- Deacon Frank has agreed to lead the group once he returns from Singapore.

PPC input to staff roles

Ann Marie Rosa and Fr. Vinnie

The PPC had a discussion about replacing the Volunteer Coordinator and/or adding paid duties and responsibilities to the Deacon position.

Volunteer Coordinator

- Initially the part time 10 hour a week position was created in 2008 to manage and coordinate the parish's social activities and events, especially the coordination of the volunteers that made these events happen, and to coordinate the parishes Code of conduct, ensure that CORI checks were done and processed and made sure that the Protecting God's Children trainings were administered.
- Over time the position, under the very dedicated and capable performance of Fabiola, expanded to twenty hours a week to handle various forms of communication including, but not limited to, social media presence, post card, flyers, newsletter, etc., recruiting and coordinating all volunteer

needs, including lectors, altar servers, CCD teachers, etc.; served as liaison and coordinator of all events and interaction with organizations including Mass at the Lake, Scouts, welcomed all new parishioners; and maintained the kitchen health permits.

- On some level everyone agreed that the role of the Volunteer Coordinator under Fabiola had become an important, almost indispensable, member of the parish staff, keeping those aspects of the church services that rely on volunteers on target.

Deacon

- Deacon Frank has agreed to accept the Our Lady of Sorrow's position for weekends and evenings, but indicated that he will need to find some form employment during the week for his family. He has indicated that he is willing to consider more involvement with the parish beyond being the weekend and evening associate, but that would have to be in the form of paid employment.
- The Deacon duties, depending on the parish commitment to full or part time employment could include, preaching weekly, chairing the Liturgy Commission, baptism preparation, teaching RCIA, serving communion to the sick, teaching and preparing lectors, EMs, and altar servers, assist with adult faith formation, and general support work for Fr. Vinnie.

Discussion

- Indications are from the Parish Finance Council that although collections are improving since the parish was separated from the collaborative, it has not yet achieved the pre-collaborative levels and is not sufficient to commit to replacing the Volunteer Coordinator and the addition of paid hours for the Deacon.
- The point was made that this may well be a one-time opportunity. If Deacon Frank goes forward and commits to a private paid position during the week, he might not feel free to accept an offer from the parish for part time or full time paid service.
- Various options were discussed, including (1) cutting back the Volunteer Coordinator position from 20 to 10 hours a week and shifting some or all of the duties to volunteers or others and using the saved funds to add hours to the Deacon's responsibilities or (2) to consider funding added hours to the Deacon position for one year from one of the fixed reserve accounts (i.e. the parish's share of the Cardinal's "Promise for Tomorrow Appeal") and seeing if the parish is willing to fund continuation of the position (by increase giving in the annual or weekly collection) based on what the position has achieved in its first year.
- Deacon Frank did indicate that he is interested in taking on additional duties. Fr. Vinnie indicated that he would have a conversation with Fabiola about her thoughts and that he would ask Deacon Frank if he would also accept responsibility for duties related to the administration and organization of CORIs, which everyone agreed is one of the most important duties of the Volunteer Coordinator that could not be passed on to a volunteer.
- It was agreed that the options need to be fully considered, especially by Fr. Vinnie, who added the point that the Diocese has not yet concluded what is in store for OLOS, so the Deacon might be a fall back option for the parish for dealing with what might come in the future.

Q2 Financial Results (posted on web site)

Jim Spoto

Jim Spoto, the Chairman of the Parish Financial Council., prepared and presented the financial summary dated December 31, 2015. The following points were made.

- Despite the 3% COLA for staff, the late kick off for the annual collection, the reduction in CCD enrollment and the extra paycheck that had to be paid in December, the actual budget had a net income of \$4,477.
- Weekly collections are tracking 4% more than the same period in FY15, but still below the peak years of FY13 and FY14.
- Electronic payments account for 35% of the monthly offertory, with some progress being made to have parishioners switch from Parish Pay to Bank Online Giving avoiding the 5% charge.
- Religious Education tuition collections are up 15% from last year due to timing of collection efforts.
- Although the annual collection is a little behind the projected 16% increase because of a late start, indications are that it will meet the target.
- Finally the cash balance is up \$21,000 for the prior quarter, however it still lags well below the same quarters in FY15 and FY14.

New Commissions

All

Due to the time, discussion on possible new commissions to address needs in our OLOS community, such as a Social Commission, Interfaith Commission, Social Justice Commission, etc. was put off to another meeting.

All other business

All

- Date and goals for Town Hall was also put off
- Brainstorm on March's PPC agenda
- Coffee hour February 28 in honor of Fabiola
- Father Bullock Speaker scheduled for April 2
- It was decided that we would see if we can determine from the parish how many wireless hearing aid devises are needed (either by making a couple available and seeing if they are used or by putting a note in the bulletin asking for parishioners to call in and indicate their need).

Closing prayer

Fr. Vinnie

Current job description for Volunteer Coordinator

- Write and produce communication content: website, Facebook, weekly email, Catholic Appeal, Mass Programs, second collections, flyers, postcards, brochures (altar servers, teachers, parish information, etc.) *Lynn will take on?*
- Administer communication vehicles: website, Facebook, phones, weekly email newsletter, Parish Soft, Gmail
- Develop job descriptions and recruit volunteers for parish groups: Religious Ed teachers, Altar servers, Lectors, EMs, PPC, PFC, money counters, decorators (Easter, Confirmation, Christmas), bakers, etc.
- Manage social activities: Organize volunteers, shop, set up and clean up
 - Coffee Hours
 - Parish Cookout
 - Diversity Dinner
 - Volunteer Appreciation
 - Spanish Speakers get together
 - Religious Ed receptions
 - Caroling
 - Misc. events
- Manage Code of Conducts, CORIs, Protecting God's Children for all parish volunteers and charter organizations
 - Keep records
 - Liaise with RCAB
 - Recruit trainers, organize trainings, advertise
- Mass at the Lake: coordinate, secure permits, recruit volunteers, communication
- Manage Alter Server community: recruit, train, socials (pizza and ice cream)
- Maintains Food person and kitchen permit (OH and Bullock) information and certificates up to date
- Liaison with charter organizations – Cub, Boy, and Venture Scouts
- Register and welcome new Parishioners

Areas that Deacon Frank Tremblay would gladly serve as necessary in either a paid full time role or limited to nights and weekends

- Preach weekly
- Chair the Liturgy Committee
- Baptism Preparation
- Teach RCIA
- Bring Communion to the sick and assist Fr. V at nursing homes
- Teach/prep Lectors, EMs, Altar Servers et al
- Help with Adult Faith Formation
- In general, work with and support Fr. V and serve in whatever capacity he sees best

Deacon Frank doesn't want to take away responsibility from anyone (i.e., Deacon Mike scheduling ministers) but is happy to be a relief / support in any instance.