



**Pastoral Council Meeting Minutes
Father Peter Grace, CP
Monday, September 20, 2021**

Members: Father Peter Grace, Colleen Ayres, Karen Blair, Francisco Cucue, Martin Dramou, Mike Ellison, Hatciri Lopez, George Lozano, Marco Maya, Anne Miller, Catherine Orji, Dean Penny, Kevin Pilotte, Yolanda Sanchez, Stephanie Satkowiak, Sean Skelly, Jon Soika

Youth Members: Melina Hernandez-Campos, Ashley Ramirez

Recording Secretary: Laci Conrad

Members Excused: Melina Hernandex-Campos, Hatciri Lopez

Members Absent: Francisco Cucue

Opening Prayer: Kevin Pilotte

Guests:
Diocelin Vega, Development Coordinator
Frank Gutierrez, Communications Coordinator

Approval of Minutes: Mike Ellison made a motion to approve; Stephanie Satkowiak seconded the motion; all approved.

Introductions of new Parish staff members:

- Diocelin Vega, Development Coordinator
- Diocelin is a college student who will be working on connecting the various ministries and is being mentored by Anne Miller as she held a previous, similar corporate role.
- Frank Gutierrez, Communications Coordinator
- Discussed his role and how he is helping to create an online presence to help grow our congregation, ensuring the parish televisions are operable, campus wide IT needs, assisting with the Bible series, and adjusting the cameras to ensure functionality.
 - Stephanie mentioned that she met a group of visiting priests to the Raleigh area and directed them to St. Ann's to view the mosaics.



- Mike noted that during Faith Formation the internet is not functional. Frank discussed various options including updating the routers and potential bandwidth increases.
- Father also discussed the other new staff members (part-time employees, see bulletin for more information)

Youth Report: Ashley Ramirez

- Youth group meeting change to include an alternating schedule for middle and high school groups on Tuesdays. Both groups will continue to meet at 6:30 p.m. in room 202.
- On 9/21 the middle school youth group will discuss different forms of prayer and asking the question, “how can we involve this in our crazy busy lives?”
- Tuesday 9/28 at 6:30 p.m. the youth group will have a pizza party as a thank you to Father Guillermo.
- The annual Diocesan SEARCH retreat is taking place October 29th-31st in Ayden, NC. Many youth have expressed a desire for a “spiritual restock”. The retreat cost is \$40 for the entire weekend. Jenni will be attending as a retreat guide and as a familiar face for the youth. Seven youth have registered, but it is expected to grow in number.
- In the month of August, the group coordinated a Hispanic concert. The guest musicians were Ivan Molina and Abba Padre, who are well known throughout the country. This concert was a fundraising opportunity for the NCYC trip. The total fundraising efforts thus far total \$2,840.
 - The NCYC group is excited as they get closer to the trip. Fr. Peter will be attending with the group. The next NCYC meeting is Sunday, September 26th at 4 p.m.
- The next youth mass is Sunday, September 26th. A post has been added to the Facebook page to help inform parents.
- The group is proud to announce that their Faith Study volunteers have completed their training and will soon be ready to lead a small group of youth through their personal encounters with Christ. This group is based on the CCO/Discovery program and considered by the diocese as a pilot program as it is the first youth-based program. The trainees have been accompanied by the diocesan youth minister Gabby del Rio. They will keep the council apprised of the dates of these meetings once scheduled.
- In the upcoming months, the high school youth group will begin planning for their participation in the Our Lady of Guadalupe Apparitions play, which is for the confirmation students and then on December 12th for the entire parish.
- Jenni has been reaching out to different young adults from the parish to get an idea of what their needs are. She has also contacted other parishes to learn about their vision of the youth ministry. If anyone is interested in forming part of this ministry, please reach out to Jenni at the parish office.

Columbarium Update: Dean Penny

- 52 niches sold to date.
- There is one issue to work on with the permitting committee.
- Footings have been laid out, shrubs cleared, the contract has been signed with the Columbarium company, and all details are on track for phase 1 (Jan/Feb 2022).
- Currently working on budgets for alternates.



Staff Hires: Dean Penny

- Readjusted some of the responsibilities for the new hires which allowed the second, full time person to be hired while still staying within budget. Frank, one of the new hires, has a computer background which has been a desired need for the parish staff. The search committee was unanimous in their decision to fund the two full-time staff members.

Follow-up on Recent Campus Items: Kevin Pilotte

- Status of pest issue in the kitchen/food pantry
 - Brian contacted a reputable company to have the kitchen and food pantry fogged.
 - Kevin inquired about regular pest control maintenance. Dean noted that the chemicals are on site (professional grade) and one of our parishioner's knows how to safely use the chemicals. Kevin will meet with the parishioner to ensure this happens regularly. Kevin noted that an important preventative measure is to ensure that the kitchen and food pantry are cleaned properly to avoid a future infestation (i.e., spraying the chemicals only goes so far as to rectify the problem).
 - Work Sacristan: cockroaches were found in the drawers. Kevin put in two cockroach traps and will spray on 9/21.
- Status of black mold in the Learning Center
 - Men's bathroom: the mold issue has been resolved.
 - Kevin's question: *is there any further mold in the facility and what are the next steps?*
 - Dr. Trinh also needs an inspection report to open back up her clinic to full capacity.
 - Dean and Father noted that there are contractors lined up to address this important issue.
- U.S. and NC flags on campus: Knights will be replacing the U.S. and NC flags this weekend.
- Campus smoke/fire detection: The new contract has been approved. However, the new detectors have not yet been installed. Contact to the company has been made repeatedly for the past month without any results. Catherine asked if we could source these needs with parishioners in the bulletin, etc. Father noted that we have a contract with this company and need to see it through.
- Kevin noted that the vents near the mosaics appear to be filled with dust from the mosaic installation. Kevin noted that there is potential for the dust to negatively impact the HVAC filters including restriction and/or contamination (can reduce the efficacy or damage HVAC).
- Dean noted that the Building Committee was aware of these items, and they were being addressed.



New Business:

St. Ann Learning Academy

Martin Dramou

- The St. Ann Learning Academy will reopen next month (October 2021).
- The academy will utilize a Learning Management System (LMS). The LMS software is intended to serve as an online learning option for students and can track student proficiency on specific academic markers.
- Currently the learning academy is noting a low enrollment and before Covid students were on a waiting list (pre Covid there were 45 active students).
- Stephanie and Martin discussed gaining additional volunteers to support this ministry (retired community, etc.).

Orientation of New Pastoral

Council Members

Catherine Orji

- Proposed a general council meeting that will include active ministries attending the meeting so the council can learn more about them and support needs they may have. Catherine noted that we have a representative from the youth group, but we do not get regular reports about other ministries.
 - Karen Blair
 - A master list exists of all ministries and their leaders.
 - A Ministry Fair is held every year.
 - The time involved may be an issue in order to involve all ministries in the parish council meeting each month.
 - It was noted there are more than 40 ministries in the parish.
 - Kevin
 - Proposed that we invite a few ministry leaders each month to the parish council meeting.
 - Jon
 - There used to be a liaison model that included a rotating schedule of the ministries and twice a year each member gets an update. Jon suggested that the parish council review the by-laws and increase connectivity with the ministries.
 - Jocelyn
 - Suggested that each council member mentor a few ministries and reach out monthly to communicate to the parish council.
 - Anne
 - Anne noted that regular communication/outreach to the ministries is part of the role of the parish council.
 - She suggests seeing what holes exist and who doesn't have a direct line to the parish council as a starting point.

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ST. ANN CATHOLIC CHURCH



- Jon noted to revisit this topic once Jocelyn gets settled and works with Father on his vision for her role; then opportunities for coordination between her and the Pastoral Council in liaising with the ministries can be further explored.

Other Concerns:

- **Migrant workers** (Ruth Silva)
 - Ruth leads this ministry and discussed the status of the farm workers and noted they are not working for at least a month because the sweet potatoes are not ready.
 - The men are in need of jackets, blankets, shirts (s/m/l), hoodies, gloves (blue/red/yellow with plastic on the palm), tennis shoes, and twin mattresses
 - She noted that the workers leave our area on November 15th/ December 1st to go home and arrive back to our area in February through the beginning of March and by May most are here to start working.

Remarks from the Pastor:

Father Peter Grace

- The purpose/goal of the increased offertory campaign is to ask parishioners to examine what they can give and to consider giving online (although automatic withdrawals would further reduce costs by eliminating credit card fees).
- The parish staff is working well with the diocese for fundraising. St. Ann's is going to pilot a program to use software for data management and software. The diocese invited St. Ann's to participate and is also helping the staff to begin using Quick Books. Raiser's Edge software is a fundraising program that we will also have access to through the Diocese.
- Father Guillermo: Dr. Trinh assisted as he had Covid. Father is doing well and has recovered.
- Father discussed the process of how our congregation has visiting priests from Mexico on a "need to have" basis (fits into our budget better) for our Hispanic community. The next visit will be from the Superior who is coming in October.
- The Passionist Order's 300th anniversary will be celebrated October 22-24th. Father Gaston and the Superior will be participating in additional talks and Father Victor Hugo will give presentations to the Latino community. The Knights are having an Italian dinner on October 23rd and may want to invite our guest priests.
- Update to lighting and sound: Progress is steady on finishing the enhancements to the lighting and sound in the sanctuary and parish center.

Closing Prayer:

Father Peter Grace

Next meeting is Monday, October 18th at 7 PM

Meeting was adjourned at 8:29 p.m.

Respectfully submitted by Laci Conrad