



**Pastoral Council Meeting Minutes
Father Peter Grace, CP
Monday, November 15, 2021**

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

Youth Members: Melina Hernandez-Campos, Ashley Ramirez

Guests: Gutierrez, Diocelin Vega Frank

Members Excused: Martin Dramou, Marco Maya, Dean Penny

Members Absent:

Opening Prayer: Stephanie Satkowiak

**Approval of
(October)
Minutes:**

October minutes: Mike Ellison made a motion to approve; Stephanie Satkowiak seconded the motion; all approved.

**Pastoral Council
Housekeeping:**

Colleen Ayres has resigned her position on the Pastoral Council. Laci Conrad will succeed Colleen as she received the next highest number of votes at the last Pastoral Collection election.

**Development
Coordinator
Update:**

Diocelin Vega

Offertory envelope update: It costs \$1.10 per family to mail offertory (every two months) envelopes. Through various data collection methods, it was determined that 1210 families are not using the envelopes. Postcards have been sent to families not participating to let them know the savings that our parish will incur if they opt out of having the envelopes mailed to them. The parish will save \$1051 for each mailing (every two months) if we reduce the number of mailings for parishioners not using the offertory envelopes

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Commitment cards: The commitment card campaign is in week three and only half of the cards have been received back from parishioners. The next phase of outreach will be a personalized letter from Father Peter. Phase three of the campaign will be a phone call or email to families that have not responded.

Giving Tuesday: November 27th the campaign will go live on our website. November 30th is the official date of Giving Tuesday (first Tuesday after Thanksgiving). The funds will be split evenly between the operation endowment and the parish operational expenses.

Ministry Fair: The fair was two weeks ago and successful. New sign ups were received for several of the ministries. Frank uploaded a new Google Form on our website so other parishioners who are interested in a ministry may sign up electronically.

**Communication
Coordinator
Update:**

Frank Gutierrez

-Active engagement has increased on the parish website and through social media.

-We were previously paying for a private server for the church files/documents. This service has been discontinued and instead all documents have been uploaded to the parish One Drive business account. We have also discontinued the monthly maintenance for our parish website and Frank will be maintaining the website. The domain is transferring within the next 48 hours and will provide easier navigation for our parishioners.

-Frank has initiated the use of an online program to provide optimal control of our HVAC. The system is on a timer and is manually monitored during the day to ensure that it is not overloaded.

-The mold issue has been cleared in the learning center and the air scrubbers are now operational.

-The Baptismal font is operational (note: the water level needs to be maintained and a bit of chlorine was added).

-The NCYC trip will be recorded to increase outreach and encourage more participation in our youth ministry.

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-New Wi-Fi has been installed (Generation 6) on the parish campus and the next option to increase speed (if needed) will be to increase bandwidth.

-Additional leaks in the learning center were mentioned by council members and will be investigated.

-The fire alarm in the church is now properly working.

-Frank will update the Pastoral Council page and new members need to provide a headshot.

Youth Report:

Ashley Ramirez

-NCYC Indianapolis is next week. As part of their fundraising effort, prayer ribbons were sold to parishioners and will be tied to bookbags. The youth will pray during special sessions for parishioners who bought a prayer ribbon.

-Plans are underway for a youth adult holy hour.

-World Youth Day is being planned and shared with the diocese.

- The youth group will participate in two upcoming events: 1) the December 4th: Consecration and 2) the December 13th Christmas party

Finance Committee Update:

Anne Miller on behalf of Dean Penny

Summary financial shared with the council

St. Ann Columbarium

-Documents are on the St. Ann website

-60 niches have sold plus 3 memorial plaques (growing almost daily)

-Construction has begun on the Columbarium

-Construction pricing of niches is in effect (prices will increase at completion of construction)

-Sponsorship, Memorial Plaques, Niches are available

Lighting Project

-In 2020, we upgraded our lighting lamps in the church to LED. This greatly reduced our electric bill.

-Added 5 new spotlights to illuminate the 5 art pieces (3 Mosaics, Divine Mercy, and Our Lady of Guadalupe)

-Next phase: depending on available funding

- Update lighting controls to current technology (easier user interface, and better control of LED lamps)

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Church Projection Project

-Will be adding 2 projector cameras - 1 on each side to project images or videos onto the wall.

-Anticipate projectors being installed by the end of this year.

- Uses include:
 - Presentations after mass
 - Concerts
 - Announcements after mass
 - Funerals, etc.

Storage Building Project

-Available church funds will need to be evaluated after completion of the Columbarium. Plan to install slab-on-grade for storage building using the Food Pantry Grant. Additional funds will need to be raised next calendar year to complete the project.

Improved Liaising with Parish Ministries:

Jon Soika

Jon summarized the council's conversation from October and noted the following:

-The question posed to the council was: How connected is the Pastoral Council to our parish's many ministries?

-Reviewed the mission statement and by-laws.

-Review of the portfolio system and how it is mentioned several times in the by-law.

In summary: Based on some feedback from the council, Jon would like the council to review the long-term goals of the council and think about the active involvement of the members of the council.

-Function of the Pastoral Council: potentially consult with Father Tom as he has advanced training on Canon law.

-Continued discussion regarding the Diocese of Raleigh and the function of the Pastoral Council.

-Consulting with the ministries: how can we support and what does this look like?

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-Canon 536 relates to the structure of the Pastoral Council.

-Noted: The Pastoral Council's role is to advise Father Grace.

Safety Committee Update:

Kevin Pilotte

-The smoke/fire detection system is operational in the church and parish center. A button was installed to deactivate the smoke detectors in the church when incense is being used. Someone must remember to disable the sensors before using the incense to prevent a false alarm.

-Officer Johnson from the Clayton Police Department will be holding a seminar in our parish center. He will address safety issues utilizing a PowerPoint presentation and will conduct a Q&A session. We will be inviting the ushers, Faith Formation teachers, church staff, and ministry leaders. For the first seminar, Officer Johnson has asked to limit attendance to 50 people. We are waiting to hear back from the office about available dates in the learning center. Members of the Safety Committee will assist with the event. Frank will videotape the training so that it will be available to those who cannot attend the training in person.

Conversation with Dr. John Pendergrass:

Mike Ellison

Mike initiated and made an appointment with Dr. John Pendergrass, Head of the Safe Environment training for the Diocese and Superintendent of the Greater Raleigh area Catholic schools.

Mike consulted with John about the following items:

1- Domestic Violence ministry: John noted that 5 or 6 parishes have similar ministries. He shared with Mike that training protocols (for staff) must be established and followed.

2- Exploration of the establishment of a new Catholic School and the process. Three ways to do this:

- 1 - Completely private (would not be a part of the parish; can't use the word "Catholic" in the naming of the school)
- 2 - Semi-private (the Diocese must approve the Catholic curriculum)
- 3 - Diocesan school (The Diocese must approve the building, etc.)

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3- Mike requested and received a copy of the Pastoral Council diocesan documents, which were shared with members of the Pastoral Council.

Migrant Ministry:

Ruth Silva

-Ruth needs help with the collecting the supplies she loaned the migrant workers this season. Kevin is going to consult with the Knights of Columbus and help Ruth get assistance.

-Ruth is assisting with the care of a hospitalized migrant worker, Juan Carlos. He has been severely injured on the job and needs financial assistance as well as transportation for his family when they arrive from Mexico.

New Business

Other Concerns:

-A parishioner sent an email to several council members regarding the 7 AM Sunday Mass with concerns the regular attendees of that Mass may be missing out. She provided several examples of post-Mass events (e.g., ministry fair, various fundraisers) that were not conducted/available for the 7 AM Mass-goers. Attendance at this Mass (and the 7 PM Sunday Mass) have become quite consistent. This topic was not able to be added to the formal November agenda but will be discussed at the next PC meeting.

-Council members need to please send a photo to Frank ASAP.

-We need a new recording secretary since Laci Conrad is/was filling this role but will now serve as a voting member of the council. Recommendations for this role should be sent to Father Grace.

Remarks from the Pastor:

Father Peter Grace

Father thanked everyone on the council for their participation.

Closing Prayer: Father Peter Grace

Next meeting is Monday, January 10th at 7 PM (Note the December meeting was canceled due to its closeness to Christmas.)

Meeting was adjourned at 9:11 p.m.

Respectfully submitted by Laci Conrad

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