

MQHR Parish Pastoral Council Minutes 2/24/2009

The meeting was called to order at 7:00pm by the chairman, Leo Brown.

PPC members in attendance were: Fr. Joe, Fr. Noel, Cora Mudd, John Mitchell, Kevin Lamping, Walter Leachman, Conor McCarthy, Leo Brown, Dan Burch, Jeff Schriefer, Mike Hogge, Bill Drane, Ron Wedding.

John Mitchell led the opening prayer with a gospel reflection.

The minutes from the November 25th PPC meeting were read. The minutes were approved as read.

Evangelization Committee: no report given.

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Worship Committee: report given by John Mitchell, written copy attached.

Worship Committee Meeting
February 10, 2009

Present: Fr. Joe, Joe , Karen, Jeanne, John, Bill, Bernie
Minutes approved from the Jan. Meeting

I. New Business:

A. Sue Knies requested a statement for the ushers and greeters on how well they were doing and any constructive criticism.

1. Doing a good job
2. Ushers have faithful attendance
3. Work well as a team
4. Make others feel welcome and share ministries

1. Ushers ask someone to bring up the gifts for each mass.
2. Remind ushers not to come up until after the petitions are finished for the collection. (Fr. Joe request)

Place an announcement in the bulletin to remind people to let the ushers know if they need communion.

B. Suggestion that the Worship Committee do a section of the bulletin board

1. Place a notice about the choirs
2. Formation ministries

John to see about a slide for the choirs.

2. Lent

A. Ash Wed.

1. Mass times 6:30 am (Fr. Joe or Fr. Roberts)
8:15 am School mass (incense) (Fr. Joe)
Noon (Fr. Eulices)
6:15 pm (Fr. Noel)
7:45 pm Spanish (Fr. Eulices)

2. Bill Rood will help Joe burn the palms for the ashes.

3. Bill Rood will work with Fr. Noel assigning deacons for the masses

4. Purple drapes will cover the gold wall and the cross. The processional cross will be placed by the ambo.

5. Get someone to cut the Easter Candle to burn on Ash Wed. (Joe ?) You can cut the candle in the RCIA room and Fr. Joe said there were other pieces.

B. Communal Penance Services

Two Services

1. 3rd Sunday of Lent (Whole Community Sunday-Mar. 15)
9:30-10:30
2. Evening of Tuesday, Mar. 31 at 7:00 pm.

Confessions on the Saturdays during Lent from 2:00 to 3:30

Sunday afternoon confessions during Lent from 4:45 to 5:15

C. Evening Prayer

Recited on the Sundays during Lent at 5:00. Fr. Joe would like to see the deacons preside. (Fr. Joe fought this idea.)

D. Stations of the Cross

Every Friday at 6:15 pm.

E. Palm Sunday

1. Solemn Entrance at 8:15 and 11:00

2. Simple Entrance at 4:00 and 5:30

3. Gospel Reading:

Deacons--narrator

Priest/celebrant--Christ

2 or 3 lectors--other parts

4. Joe will check to see if the Easter Candle is ordered. Palms are ordered. It is a standing order.

5. Bill Rood, Fr. Joe, and Joe will go to Big Lots on Thursday (Feb. 12) to buy wood pedestals for the church. They will be used for the palms and flowers.

F. Holy Thursday

1. 8:15 Morning Prayer
2. Mass at 6:15 will be bilingual.
3. We will need 12 people for the washing of the feet. Suggested RCIA candidates, catechumens, and Pastoral Council.
4. Repository will be set up in the meeting room.

G. Good Friday

1. Morning Prayer 8:15
2. Way of the Cross
Noon (Spanish)
2:30 (English and ending with the Chaplet of the Divine Word)
3. Solemn Commemoration of the Lord's Passion--6:15

H. Holy Saturday

1. Morning Prayer 8:15
2. Easter Vigil 8:45 (Bill will check with Karen Rood)

I. Easter Sunday

1. Masses
7:45
9:15
11:00
1:00 (Spanish)
5:30 and 2nd Vespers
2. Fr. Joe would like to see 2nd Vespers continue after Easter.

J. Assignments

1. John Mitchell will let Jane Tucker and Jenny Poole know about the mass time changes for Easter Sunday.
2. John Mitchell will ask Jenna to make sign up sheets for Eucharistic ministers for Holy Thursday, Good Friday, Holy Saturday, and Easter Sunday.

II. Reports

- A. NO reports from Altar Servers, Eucharistic Ministers, Lectors, or Sacristy.
- B. Karen Snider will send her report to Kristy.

C. Devotions

- Proposal to close Men's Pray and Life in Spirit. No longer active.
Approved

D. Hospitality

1. People have volunteered to help with Ash Wed.
2. No one has volunteered to coordinate/head the group. John has talked to all the volunteers. Karen Snider will talk to D Ringe to see if she would be interested.

E. Pastor's Report

1. We need to announce when we use and do not use incense due to health issues.
2. Time to do Ministry Training
3. Compliments to the Women's CHRP group and to Suzanna Snider on their singing.
4. THINK ABOUT for the next meeting
 - a. Ice and weather--Do we cancel all the masses? Move masses to another time (8:15 moves to Noon)? Cancel morning and keep evening?
 - b. How to arrange to have two formal reconciliation rooms?
 1. Suggestions:
 - a. divide current reconciliation room
 - b. enclose the area between the sacristy and the reconciliation room
 - c. use part of the coat room
 - c. A need for glass in the reconciliation room door due to safety issues
 - d. July 18 Derek Van Daniker will have his First Mass at 4:00.

Next Meeting is March 10, 2009.

Worship Committee Ministry Reports **February 10, 2009**

Sacramental Formation/RCIA **Cara Johnson**

RCIA - Current status and Roster - We have an additional 3 new Inquirers that have started in the last month, making a total of 7 Inquirers.

RCIA Schedule of Catechists – We have catechists scheduled through April 5th Palm Sunday.

RCIA for Children – We have 1 child who will receive full initiation on Feb. 23 at the 8:15 Mass. No special music is needed. The other 42 children will receive the rest of their sacraments after Easter sometime. I have 23 additional children who are baptized Catholic and need the other sacraments scheduled to start

April 26, 2009. This influx is from the Spanish-speaking community. If I had another catechist, I could start the class now, but we are having to wait until the 42 come into the church before the 23 can start.

First Reconciliation – Parent service is scheduled for Sat. Feb. 21st at 2pm. Children's service is Feb. 28th at 2pm. No music will be needed.

First Communion – We already have 94 children who are registered and therefore we are offering 2 dates for First Communion. Families will choose their preference. May 9 at 4pm Mass and May 17 at 8:15am Mass. There will be 6 classes for First Communion on Sunday mornings.

Children's Liturgy of the Word **Jeannete Garner, Michelle Lankster, Suzy Wells**

Updates since last meeting:

- Classes resumed on Sunday, January 11th.
- 1 new assistant will begin this month.
- Schedule of volunteers is set through March.
- All teachers have been notified to contact Father Joe if class is canceled at the last minute.

Concerns/Problems-none at this time.

Hospitality **Sue Knies**

I have no updates to report this month but would like a couple of minutes to solicit input from the other members on something.

Lectors **Mark & Kristy Tucker**

- Lector training: **Sunday, February 22nd following the 8:15am Mass.** We hope to have another session in March, but most likely on a Saturday evening so as not to interfere with First Communion prep. If you know of anyone interested in lecturing, please send them our way.
- We have lost quite a few lectors lately (moved, chose another ministry, etc.) and will have to start scheduling people twice a rotation.

Altar Servers **Joe Stephenson**

Nothing new to report! About all trainees that I have are kids that do not attend Mary Queen School. Scheduling after school is almost impossible because of travel and the time frame. Other than this, most servers are showing up.

Devotions
Jeanne Singh

Highlights/Upcoming Plans:

- Family Holy Hour:
 - Fr. Eulices will lead the Family Holy Hour on Tuesday, February 17, and will give a reflection on Our Lady of Guadalupe.
- Sacred Heart Prayer Group
 - Prayer Group met on Jan 16 to pray for the repose of the soul of Lisa Powers and also on Feb 6, the first Friday of the month
 - Contemplating the 40 hour Devotions for the Unborn during Lent
- Eucharistic Adoration
 - Back to Regular schedules
- Marian Devotions
 - No new news
- Prayer Network
 - Have developed a new updated list and plans to distribute it to the members soon
- Other
 - Notices placed in bulletin for Life in the Spirit and Men's Prayer Groups to locate the leaders or members but no responses received, thus -
 - Propose to close the two above for now.

Issues/Concerns: None

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Religious Formation: report given by Bill Drane.

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Youth Report: no report given.

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Stewardship and Development Committee: report given by Kevin Lamping, written copy attached.

Mary Queen of the Holy Rosary Parish

Stewardship and Development Committee

Report for PPC

I. Development Director update:

Series of interview questions developed and interview process has been discussed. Two members of this committee will participate in the interviews. Methods of advertising positions discussed.

II. Guidance and Giving:

New organization hired by Diocese to work on their campaign. Focus on 'in gatherings' instead of door to door process.

III. ISPD thank you

IV. Father's article concerning school tuition

V. Stewardship Education

Attend meetings

Mandatory presentation for school families

Weekly bulletin

Monthly newsletter

Youth Stewardship pilot

Youth envelopes

VI. Pastor socials

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Social Justice: no report given.

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Community Life: report given by Cora Mudd, written copy attached.
PPC MEETING - February 24, 2009

COMMUNITY LIFE REPORT

1. The MQHR Knights of Columbus hosted a delicious spaghetti dinner on Valentine's Day, February 14, 2009 from 5 p.m. to 8 p.m. in the ELC cafeteria.

2. Donuts and coffee were served at the Whole Community Assembly on February 15, 2009.

Respectively Submitted: Cora R. Mudd

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Communication committee: report given by Ron Wedding, written copy attached.

MQHR Communications Committee Meeting Minutes for February 24, 2009

Those in attendance were Ron Wedding, Jenny Poole, Jill Heink, John Mitchell, Pat Johnson and Sue Knies. Youth Minister David Lawson attended as special invited guest.

Pat Johnson updated the committee on library activities. Kathy Marra continues to help with the library. Pat is systematically taking on Kathy's computer files, and Kathy is helping Pat learn the ropes of ordering supplies. Fr. Noel brought all books from the CCD program to the parish library. Pat and Kathy are in the process of adding these books to the parish library, which is a big sorting and cataloging job. Pat now has a typewriter for typing up the individual cards and book pockets. Ron offered to take duplicate books or other books that the library does not need to another place, such as CAC's Gods Net or to the International Book Project. Pat reported that after the holidays, book circulation has picked up. Pat has been restocking the Care Notes in the rack in the Gathering Area, next to the Info Center counter, and her understanding is that MQ has a standing order to re-order the Care Notes every 2 months. Pat and Kathy will work up a library budget (money is spent on items such as book pockets, library tape, spine numbers, etc.) and pass that on to Ron.

John Mitchell reported that the website had a large number of hits in the wake of the ice storm in late January. He assumes parishioners and school families were checking on revised schedules. He will put the February Newsletter on the website and install a counter to track how many people read the newsletter online.

David Lawson talked to the committee about his work as MQ Youth Minister. He started the position in October 2008. The high school Life Teen group meets on Sunday nights after 5:30 PM Mass has seen attendance of 12-15 youth each month. The middle school EDGE group began meeting on Jan. 5 on Monday nights and has attendance of 17-25 youth. David has worked with John Mitchell and established a Youth Ministry page on the parish web site. David has initiated Eucharistic Adoration once a month on Thursdays. He is hoping to move Adoration to Wednesday, since Thursday seems to have a lot of conflicts for the youth. He also has established a core group of young adult leaders as extraordinary Eucharistic Minister to serve at 5:30 PM Mass on Sunday. The committee asked David how we could help him get the word out about youth activities.

David said the bulletin announcements have been helpful and that several volunteers came forward after reading about the programs in the bulletin. The committee will include a profile about David in the upcoming newsletter and will establish a page in the newsletter to showcase youth events. Currently, David is planning to take the group to the Youth Rally in March at Christ the King, and the high school group will attend a retreat in Springfield in June.

One entry was left in the suggestion box since the last meeting. Sue will forward the entry on to the proper committee. Sue noted that the counter of the Info Center seems to have been cleared off – not sure who did that or where the materials went.

The next newsletter deadline is March 6. Jenny received several positive comments about the last few newsletters, especially the use of color. The company that prints the bulletin also prints the newsletter at no cost and allows the color front and back covers. To publish completely in color would be fairly expensive. The newsletter as published online, however, is in color.

Ron will attend the next Finance Committee meeting and will submit a budget for the Communications Committee as a whole as well as Pat’s estimate for the library. The committee discussed how we are fortunate that Jenny has extensive hardware/software resources as part of her business, but there may be some expenses in the future that may come up.

The committee decided to spotlight MQ’s growing Hispanic ministry in the April newsletter. Jill will invite Fr. Eulices to the next communication meeting. We will also try to recruit someone who can speak Spanish to be on our committee and help us better communicate with the Hispanic members of the parish.

The next meetings are scheduled for the third Tuesdays, March 17 and April 21.



School Board Committee: report given by Conor McCarthy, written copy attached.

**MARY QUEEN OF THE HOLY ROSARY SCHOOL
SCHOOL BOARD MINUTES – FEBRUARY 9, 2009, 5:00PM**

<u>Members</u>	<u>Board Appointment / Board Term Ends</u>	<u>Email Address</u>	<u>Present</u>	<u>Abse (approv not appr</u>
Fr. Joe Muench	(Pastor) / *	jmunen@cdlex.org	X	
Jane Gettler	(Administrator) /	jgettler@mq.cdlex.org	X	
Christel Broady	(Parish Advisor) / 5-31-09	christel_broad@georgetowncollege.edu	X	
Robin Gal (Vice President)	(School Parent) / 5-31-10	rgal@insightbb.com	X	
Lisa James	(Public Relations Advisor) / *	Lisa.James@roberthalf.com	X	
Shannon Johnson (President)	(Legal Advisor) / *	sjohnson@oj-law.com	X	
Conor McCarthy (1yr appt 5-09)	(Parish Advisor) / 5-31-11	happyrasper@earthlink.net	X	

Laura Prewitt	(School Parent) / 5-31-09	lsp1969@aol.com	X
Virginia Valentino (Secretary)	(School Parent) / 5-31-11	virginiavalentino@alltel.net	X
David Wheatley	(Financial Advisor) / *	dwheatley@tandk.com	X
Dan Yeager (1yr appt 5-09)	(Parish Advisor) / 5-31-10	dan.yeager@cpsrx.net	X

Representatives

Linda Allgeier	(Staff Representative)		X
Betsy Tibe	(Staff Rep. Alternate)		
Becky Moberly	(Staff Rep. Alternate)		
Shelia Devine	(Athletic Committee)		
Jeff Schriefer	(Parish Council)		
Carl Devine	(PTO)		

GUESTS: Darren Norton, Karen Fister

COMMENCEMENT OF MEETING

1. Call to Order

President

2. Opening Prayer

2 min

Fr. Joe

ROUTINE BUSINESS

2 min

President

1. Approval of Minutes from last Board Meeting

January minutes were accepted at the conclusion of that meeting and have been posted on Edline.

2. Acceptance of Agenda

ADMINISTRATOR'S REPORT

1. Enrollment Report

2 min

J. Gettler

	Last Month (January 12, 2009)	Decrease	Increase	Enrollment as of February 2, 2009	Currently on Waitlist	2009-2010 Projected Enrollment (as of 1/12/09)
3-yr						5
PK	44			44		17
K	43			43		48
1	28			28		40
2	54			54		28
3	38			38		53
4	51			51	2	38
5	50			50		51
6	43			43		50
7	55			55		44
8	59			59		56
Total	464			464		430

Enrollment is open for the 3 year old program. A determination will be made by May 1st as to whether or not we have sufficient enrollment to begin this program for the 09-10 school year.

2. Handbook Update 5 min

J. Gettler

A draft of the Academic Integrity Policy was distributed. Any suggested changes should be emailed to Mr. Norton by Monday, 2/16.

3. Uniform / PE Uniform (Use of Vendors) 5 min

J. Gettler

We will be looking at different vendors for PE uniforms. Information and bids will be sent to Jane to be discussed at the next school board meeting.

RECURRING BUSINESS

1. Finance 20 min

D. Wheatley

Finance is continuing to look at numbers including budget and enrollment. After school revenue has not been as large as originally projected. Budget for next year is in the rough stages. A new policy for collection of tuition is being formulated, including delinquent tuition. Mrs. Gettler and Mr. Norton will bring a breakdown of numbers of families that are not up to date on their tuition to the next board meeting. Tuition for next year will be posted on the school's website.

2. Strategic Plan/Update 5 min

J. Gettler

The board supports going to 92 percent of Fayette County for teacher salaries if feasible given next years budget. Update will be given next month on the Gifted Program. Win, Win, Win process needs to be redefined because of tax concerns. Look for future updates.

3. Grants 5 min J. Gettler / C. Broady / R. Gal

Girls in Science Grant - women in the field of science will come and talk to the students on 3/17. This is in collaboration with Georgetown College.

The Kremer Foundation, which provides funding for tuition assistance, will not be adding new schools this year, but the application should still be submitted by March 1st.

4. Marketing 10 min

L. James

Radio:

- Currently acquiring proposal from Clear Channel - 630am, 94.5FM. Initial estimate was 15K. Have requested new proposal showing saturation at 3, 5, and 10K.
- 1380 radio advertisement script was presented to the board for comment

Television:

- Have received proposal from Fox 56, but follow-up questions regarding productions time, length of commitment, and estimate are still pending. Fox 56 will do spots from the school as long as they have a couple of weeks of lead time. Need to

communicate upcoming events at the school with plenty of time to let them know what to cover. Examples: Play, Career Day, Recycling Events, etc.

Signage:

- Working with Signs Now for banners for the school and some fences in town.
Estimate is \$135.00 per sign

Pulpit Talks:

Representatives from the school board will be at a weekend mass (schedule to be determined) to hand out folders and answer questions. We are also considering the possibility of inviting students in uniform to talk about their experience at the school and why it is important to them.

5. Old Business (action required)

a) 3-yr Old Program 10 min

J. Gettler

Report: Proposed tuition of \$4,560.

Action: The board agreed with this proposal. The 09-10 tuition rates will be posted on the school's website this week.

b) Automated Calling System 5 min

L. Prewitt

Report: Up and running! The first test was this morning.

Action: Some minor glitches will be fixed.

c) Class Size Policy 10 min

S. Johnson

Report: Policy was mailed to board members.

Action: The policy is approved.

6. Old Business (updated information provided – no action required)

a) Blue Ribbon Application 2 min

J. Gettler

There were a large number of applicants this year and we were denied because of 2 minor technical errors in our application. We will plan to reapply next year.

b) Recycling Program 2 min

J. Gettler

Waste busters program is in progress. Cartridge recycling program has started.

Please send in your old printer cartridges to be recycled.

c) Service Projects 2 min

J. Gettler

Upcoming programs include the St. Jude Math-A-Thon and Everybody Counts starting March 9th. We are looking into a booster run in May. Additional service projects are encouraged to involve the students in Corporal Works of Mercy.

d) Catholic Schools Week 2 min

J. Gettler

Many Catholic schools week activities took place last week.

NEW BUSINESS

1. **2009 -2010 School Calendar** **5 min**
J. Gettler / B. Brown

Currently, we are projected to start a week later than Fayette County. Next year's school calendar will be reviewed to consider incorporating some snow days in advance.

2. **Snow Days** **10 min**
J. Gettler

We will be in session February 16th and March 6th and the 4 days after Memorial Day.

FUTURE BUSINESS

1. **Next Meeting** **March 9, 2009**

2. **Topics for Next Agenda**

EXECUTIVE SESSION

CONCLUSION OF MEETING

1. **Closing Prayer** **2 min** **Fr. Joe**
2. **Meeting Adjournment**

ADDENDUM TO SCHOOL BOARD AGENDA

STANDING COMMITTEE REPORTS

No reports from Standing Committees were received.

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Finance Council: no report given.

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Business Manager's report: report given by Walter Leachman, written copy attached.

MQHR PPC Meeting 2/24/09 Business Mgr's Report

- Offertory for fiscal year 08/09 thru 33 weeks is \$1,062,479 or \$32,196 avg. Budget is \$1,116,029 or an avg. of \$33,819. We are under budget

by \$53,550. Last year we were under budget \$20,000 the same time of year.

- The current school outlook for 08/09 reflects a shortfall of approximately \$82,000. The current church budget to actual differential thru January is short \$15,000.
- The Finance Council last met on 2/18. The major discussion items were the following:
 1. Win Win Win – Kroger tuition credits 2008 and changes for 2009 with options
 2. Development Director progress
 2. Priest House Financing progress
 3. Building and Grounds Committee progress
 4. Dreamstakes Committee – event 4/25/09 (Raffle \$100 / ticket - Grand Prize \$20,000; Event \$40 individual ticket, \$70 couple, 3 door prizes – (2) 42” flat panel HDTV’s and (1) laptop computer – must be present to win door prizes.
 5. Budget 2009/10 in progress
 6. School Finance - Tuition rates and PK and 3 year old program, budget process
 7. January Financials discussed
- School Finance met on 2/6 and primarily discussed the accounts receivable (\$32,000 past due, \$13,000 > 30 days past due, Enrollment at 463, Enrollment numbers for 09/10, Bond update, and internal controls process needs revisions and revisiting, redefined Partners in Faith to Stewardship, Catholic, and Non Catholic structure. The meeting was chaired by David Wheatley.
- The latest news on the 541 Hill N Dale Rectory: The priests moved in on Saturday 12/20. We have spent \$229,000 including interest on the project. The current debt on the original house is \$145,000 - We are currently seeking financing for \$374,000.
- The Development pledges (3 year pledge) total \$1,271,485 including 491 \$ pledges from active families and 12 inactive families. We have received \$311,000 in payments thus far.
- Personnel: Laura Hack accepted the DRE position effective on December 1st.
- Kellie Pedroche accepted the Parish Secretary position effective December 1st.
- Training for the Parish Data System was conducted for Kellie and Laura. We will be enhancing our capabilities for data and parish emails.

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Old Business: The co-chair, Dan Burch, discussed the status of the election in April for PPC positions. Dan reported that after several bulletin announcements and a mass e-mail campaign, no one has expressed interest in running for the PPC.

New Business: The PPC discussed the possibility of no candidates for the election in April. The PPC decided to add to the PPC Constitution and Bylaws an amendment stating that in the event of no candidates running for the PPC, the pastor would be able to appoint persons to fill the positions on the PPC that are up for election. These persons would serve the normal two year term. This was the first reading of this amendment to the Constitution and Bylaws.

Pastor's report: report was given by Fr. Joe. Fr. Joe informed the PPC that a lawsuit has been filed against Becky Brown, who is scheduled to become the principal at MQHR school at the start of the next school year. The lawsuit pertains to her duties as principal at a school in the Diocese of Covington. The MQHR school board is aware of the lawsuit. In July, Br. Thomas VanDaniker, a son of our parish, will be ordained a priest in France. The third weekend of July he will celebrate mass at MQHR, followed by a reception. Lexington Catholic HS is in the process of verification of the students enrolled. The parish is still interviewing for the Director of Development position. Effective April 1st, Fr. Steve Roberts will be a Priest in Residence at MQHR.

The next PPC meeting is March 24, 2009.

The closing prayer was led by Fr. Joe, and the meeting adjourned at 8:40pm.

Respectfully submitted,

Mike Hogge