

## MQHR Parish Pastoral Council Minutes 9/23/2008

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

PPC members in attendance were: Fr. Joe, Jeff Schriefer, Conor McCarthy, Ron Wedding, Kabby Akers, Walter Leachman, Steve McCauley, Ann Corley, Leo Brown, Dan Burch, Mike Hogge, Cora Mudd, Ryan VanDaniker, Norma Flores-Schriefer and John Mitchell.

Father Joe led the opening prayer.

The minutes from the August 26<sup>th</sup> PPC meeting were read. The minutes were approved as read.

**Evangelization Committee:** report given by Ann Corley. A meeting was held on September 15<sup>th</sup>, with a low turn out. Will reschedule a meeting for those still interested in joining the committee.

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

### **MQHR Worship Committee Meeting Summary** **9/9/08**

*Present: Michelle Lancaster, Connie Kotzbauer, Joe Stephenson, John Mitchell, Jeanne Singh, Sue Knies, Sue McMillan, Karen Snider, Kristy Tucker, Dcn. Bill Rood, Fr. Joe Muench.*

#### **New Business**

##### **Lector Workbooks**

Kristy made a motion to approve the funding for purchase of 35 lector books costing around \$362. It was unanimously approved. Kristy will contact Shaela.

##### **Faithful Citizenship**

Connie Kotzbauer spoke to the Worship Committee about Faithful Citizenship. She is looking for involvement in the United States Conference of Catholic Bishop's (UCCB) novena as the parish already has Why Catholic & Stewardship prayers. Fr. Joe suggested saying the prayer before Mass.

- Connie suggested that the parish offer a voter registration drive. September 21<sup>st</sup> & 28<sup>th</sup> there will be voter registration after all the Masses.

- UCCB statement will be a bulletin insert: once before voter registration weekend, the other on November 2<sup>nd</sup>. Connie will seek staffing help from the Social Justice Committee.
- Those weekends and October 26<sup>th</sup>, November 2<sup>nd</sup>, Instead of a closing song, the parish will recite the novena. Instrumental music for closing.
- Connie brought up the idea of opportunity for formation in Faithful Citizenship. Father wants that to happen after Why Catholic.

## Ministry Reports

### **Children's Liturgy**

See report. A decision was made on the bathroom supervision issue mentioned in the ministry report:

Have a bathroom break in the middle of class. Keep one adult in the classroom, one in the bathroom (with the entrance door open), and one in the hallway. Fr. Joe recommended that the Children's Liturgy leaders recruit more parents to help. Michelle referenced her report that detailed the upcoming letter going out to parents.

In regards to getting more help in the interim, it was suggested that Children's liturgy leaders consider having a sign-in sheet for parents who can help at the particular Mass. Sue K. suggested making an announcement prior to Mass asking for Virtus-trained adults to help out at Children's Liturgy.

### **Extraordinary Ministers of Holy Communion**

Bill has EM teams formulated. He wants to know about posting the team list on the bulletin board (with phone & email). Also, the captain would have a list of all those assigned for every Mass.

Fr. Joe suggested reserving a drawer in the sacristy for EM captains. The committee agreed with Bill to have the schedule with names (but no numbers) listed.

### **Altar Servers**

See report.

### **Music**

See report. Karen highlighted the Christmas choir potluck.

### **Hospitality**

See report.

Recognition breakfast on the 21<sup>st</sup>. KofC will serve the meal. Leslie Hinkle will help with the event. Sue requested the number of ministers and ask for about 30%. Although the breakfast conflicts with the blood drive, Sue wants to use the cafeteria.

Each ministry is asked to have a representative speak about what that ministry means to them. Email Sue with the name 3-5 minutes.

## RCIA/CCD

On 9/28, 4 candidates will be brought into the Full Communion of the Church at 8:15am Mass. The lector will not read the petitions; instead an RCIA person will do so. Cara has to confirm that the 4 candidates can attend the Mass. Fr. Joe will switch the Mass schedule so he can be the main celebrant for that Mass.

Sacrament of Confirmation: will be conferred on Saturday, Nov. 22<sup>nd</sup> @ 4pm Mass. A practice will be held on Sunday, Nov. 16<sup>th</sup> @9:30 am in the Church. 2 lectors from formation staff already; Cara will arrange. Currently 98 candidates, 16 families that are Spanish speaking only.

## Art/Environment/Altar Society

Sue suggested putting server albs in working sacristy.

## Lectors

See report.

## Pastor's Report

On **Sunday, Oct 5<sup>th</sup>**, 40 hours of Adoration STARTS @6:30pm. Continues through the night & stops at 8:00am for Reposition & Mass on **Monday, October 6<sup>th</sup>**.

After morning Mass, adoration continues until just before 6:30pm Mass; Resumes afterwards into the night.

On **Tuesday October 7<sup>th</sup> (feast of Our Lady of the Rosary)**, the Blessed Sacrament will be reposed for morning Mass. Adoration continues until about 6:15, culminating with Benediction and a closing Mass & at 6:30pm. The Community Life group will host a reception on Tuesday after Mass. Father also would like the Knights of Columbus (who celebrate their one-year anniversary on Oct. 7<sup>th</sup>) to participate in closing Mass.

**Saturday, November 1<sup>st</sup>: Feast of All Saints.** NOT a Holy Day of Obligation but the Saturday Masses will celebrate the feast, INCLUDING 4:00pm Mass. There is NO Vigil Mass for All Saints on October 31<sup>st</sup> b/c its not a holy day.

**Sunday, November 2<sup>nd</sup>: Feast of All Souls.** Usual Mass schedule. Crosses in memory of the departed will be placed on a table in the front of the Sanctuary.

**Tuesday, November 4<sup>th</sup>:** Election Day; usual Tuesday Mass schedule. Fr. Joe wants to get royal purple vestments for Advent.

*The meeting concluded at 8:05pm. Yes, really. ☺*

The next meeting will take place on Tuesday, October 14<sup>th</sup> at John Mitchell's house. Spouses will be invited to this short meeting/social. Stay tuned for details.

## September 2008 Ministry Reports

### Ministry: Devotions

Team Leader: Jeanne Singh

### **Highlights:**

- Prepared a Devotions Group Information questionnaire.
- There are about 10 Groups listed on the website under the Devotions Ministry and I am in the process of contacting/confirming the Group Leaders listed, identifying Groups which are active/inactive. For Groups which do not have a Group Leader listed, I am looking for leads through the parish office or thorough the other leaders.
- So far, I have made initial e-mail/phone contact with several of the Group Leaders and have provided them the forms. I have received 3 of 5 responses at this point in time
  - Family Holy Hour: Mary Graehler mentioned that it will be great to have updated photos for website and they would like a photographer to help. In order to increase attendance of the students, that it will be helpful if announcements were made at weekend Masses
  - Eucharistic adoration: Laura Hack the leader mentioned having 41 committed participants; but would like to encourage more participation and commitment
  - Padre Pio Prayer group is not listed but has been on going for about 30 years; no new participants since most of the participants are in their 80's – 90's
  - Rosary: Apparently was initiated by the founding parish priests and has continued over the years and does not have an official leader, but LMattone has been acting as the leader
  - Miraculous Medal Novena Group began years ago but the leader moved away. Fortunately, through the members, the devotions have continued. One of the members (Ruth Dixon) recently purchased the novena booklets in order to replenish the stock. This group does not have an official Group Leader but LMattone takes the lead every week.
  - Chaplet of Divine Mercy is also lead by LMattone
  - Men's prayer group: I need to locate the correct person Dan Burch is not in this group.
  - Sacred heart of Jesus Prayer group: Awaiting Response
- The completed forms will be sent to John Mitchell.

### **Upcoming Plans:**

- Continued effort to make contact with the other Group Leaders; identify active/inactive groups and review completed forms

### **Issues/Concerns:**

- Discuss whether or not a Group Leader is needed when the Devotions are running smoothly?

### **Altar Servers**

Joe Stephenson

Since last meeting John and I have trained 18 3rd/4th graders for serving at the 8:15 Mass on Fridays. We still have about 12 to 16 more to train the next two Wednesdays.

Have to find time to train 20 to 30 5-6 graders for Mrs. Brokamp. These students will be able to serve at the Saturday and Sunday Masses.

Looking for a time that we can get all the present servers to attend a meeting so we can have some consistencies in our servers. I hope this can happen the last week in September or the first week in October, (a pizza party maybe???) Then, I pray, we will have enough servers for Lent and the Christmas holidays

## **Lectors**

Mark & Kristy Tucker

### **Highlights:**

- We trained 4 new lectors in August, including Sergio, the lector coordinator for the Spanish Masses. He will take care of future Spanish lector trainings & coordinating the schedule.
- Norma Flores did us a huge favor and translated the Lector guidelines into Spanish. Yea!

### **Upcoming Plans:**

- We hope to plan one final training session to accommodate our remaining Tx3 respondents and individual requests.

### **Issues/Concerns:**

- The Church will enter a new cycle of readings starting with the First Sunday of Advent on Sunday, November 30th. The 2009 Workbook for Lectors and Gospel Readers is a valuable tool for lectors preparing the Mass readings. The book has every Sunday and solemnity reading for the liturgical year, offers commentary, and includes a pronunciation guide for readings with strange words.
  - We want to order 35 and reserve 3 copies for the church (2 in the library and 1 to remain in the Sacristy). The rest will go to the lectors who have requested them.
  - This is lector ministry's only cost of the year.
  - Final cost: \$362-\$402.50

## **Art/Environment**

**Altar Society**

Sue McMillen

The Art and Environment committee met with 6 people attending out of the 22 that signed up. We are in the process of organizing groups to clean the chapel once a month. Also, some of the men that signed up will be doing the garden maintenance. We are also getting ready for new Advent and Christmas banners. Many suggestions were given at the meeting regarding the banners. We also are in the process of working on the white vestments.

I'm not sure which is which Art and Environment or Altar Society so I have combined them both.

## **Hospitality**

Sue Knies

### **Highlights:**

- Hosted 2 additional Greeter & Usher Training Sessions on 24-Aug
- Current #'s
  - 38 Greeters (individuals / families): 22 active + 16 new
  - 19 Ushers
- September Greeter Schedule completed
- Liturgical Ministries Recognition – Sep 21<sup>st</sup>
  - Secured KofC to help
  - Talked with Leslie Hinkle

### **Upcoming Plans:**

- Chair 2<sup>nd</sup> Ministry Scheduling Process Meeting
- Prepare Greeter Schedule (Oct-Dec)
- Work on Usher Items (from last meeting)
- Host Liturgical Ministries Recognition – Sep 21<sup>st</sup>

### **Issues / Concerns / Requests:**

- Involving the Youth
- 'Staffing' the 1:00 Hispanic Mass
- Facility conflict for Sep 21<sup>st</sup> event (blood drive in gymnasium)

## **Children's Liturgy of the Word**

Jeannette Garner, Michelle Lankster, Suzy Wells

### **Highlights since last report:**

- Continuing to serve large numbers of children, we had over 50 this past Sunday.
- 4 new teachers and assistants have started.

### **Upcoming Plans:**

- Michelle Lankster is organizing our paper work, including security checks, information about blood borne pathogens, and Virtus training, and will put together a phone list of all volunteers
- We are working on the schedule through October. We may need to skip October 5th, due to the large time commitments our teachers will be giving at the Fall Festival.

- Suzy Wells will be typing up a letter for the kids to take back to their parents. This letter will remind parents that we could always use volunteers, but the volunteers must be Virtus trained. The letter will also remind the parents that once their children have received First Eucharist they should no longer be attending Children's Liturgy.
- We hope to have a teacher's meeting within the next couple of months.

### **Issues/Concerns**

We could use some clarification on the bathroom policy. If we require 2 adults with the kids at all time, then we would need 4 adults each week. (2 in the classroom and 2 in the bathroom) Even with new teachers, it is not feasible for us to have 4 teachers every week. How many teachers should we have present, and at what point do we cancel due to lack of help?

**Religious Formation:** report given by Fr. Joe. Fr. Joe is interviewing two candidates for the Youth Ministry Coordinator position.

**Youth Report:** no report given

**Stewardship Committee:** report given by Walter Leachman, written copy attached.

### STEERING COMMITTEE REPORT

September 23 2007

- The Stewardship Committee is now officially renamed 'Stewardship and Development Committee'.

- The Committee has adopted a 'vision statement'. It is

Guided by the Holy Spirit, we will embrace stewardship as a way of life to build the future of Mary Queen parish.

- We will have a series of 'pastor socials' (A night with the Pastor), the first of which will be held on October 16 It will be held immediately after the 6:30pm mass with a goal of being finished by 8:15pm. The PPC is the first group invited to this event. Invitations will be sent, and an RSVP will be requested.

- We continue to look for new members for the Committee.

- Next meeting will be Wednesday, October 1 at 7pm (thereafter every first Wednesday of the month).

Respectfully submitted,

Kevin Lamping

**Social Justice:** report given by Fr. Joe. The Walk for Life was held at MQHR on September 20<sup>th</sup>. BUILD meeting was cancelled due to illness. MQHR exceeded its goal for raising money for Habitat for Humanity.

**Community Life:** report given by Cora Mudd, written copy attached.

PPC Meeting – September 23, 2008

#### COMMUNITY LIFE

1. Festival Volunteer signups were held after the masses on Saturday, September 20<sup>th</sup> and 21<sup>st</sup>. It is still in question as to what kind of meal we will have on Friday and Saturday nights, due to no volunteer leaders.
2. Kabby has asked me to announce that the Young Adult Ministry has been renamed Adult and Family Ministry. She is here tonight if you have any questions or comments to make.

Respectively Submitted: Cora R. Mudd

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

#### **MQHR Communications Committee Meeting Minutes for September 16, 2008**

The meeting opened with a prayer at 9:00 AM. Those in attendance were Ron Wedding, Jenny Poole, John Mitchell, Jane Tucker, Sue Knies and Jill Heink

We have interest in the librarian job – Kathy Marra will talk to Pat Johnson about all that's involved. Also, another name was listed on a Time and Talent sheet, so Jane will also pass that name along. It might be good to have 2 people working as librarians.

Jane reported that Diocesan Publications had to cancel coming out this past week to take photos in the parish, but they are planning to reschedule. Jane was thinking they could take some nice photos of the church that could possibly be used as watermarks for the front cover of the church bulletin. Sue suggested we might want to collect bulletins from other parishes in town and elsewhere to get ideas about covers. Possibly we might ask the Diocesan Publications photographer about taking a bunch of shots that could be used on alternate weeks/months.

The committee discussed the most effective use of the Information Center. Suggestions included hanging a banner by the area that says Information Center, having staffers wear nametags with an "Ask Me" invitation, keeping the light on in the area, and including an article with a photo in the newsletter to publicize the center. Also, the Suggestion Box could be moved over there. If staffers get a question they can't answer on the spot, they can invite enquirers to fill out a form and make sure they get an answer later on. Sue only had a couple of offers for staffing the center on a regular basis. Sue asked if Communication Committee members could sign up for a couple of Masses in the next few months to get things rolling. Jenny will check on getting a good price on a banner from a contact she has.

Ron met with MQ School interim principal Jane Gettler and offered to help publicize events at the school and promote more communications in general. Ms. Gettler was very receptive and will e-mail interesting items to Ron. Jenny noted that she had received a good amount of school news for this month's newsletter.

John has compiled a spreadsheet of MQ website activity for the past 6 months or so. He will e-mail it to committee members. John noted that website traffic goes up at certain times of the year, for instance the month that school starts.

Ron has received about 4 pages of information about the founding of MQHR from George Staad, one of the committee members who oversaw the process back in 1960. Possibly we may want to publish this in chapters during the upcoming years as part of celebrating the 50<sup>th</sup> anniversary of MQHR in 2010.

Ron had a casual comment from someone that it would be nice to have another (secure) way to drop off items when the rectory office is closed. The office is closed at 3 PM. The committee noted that the church is generally locked up when the rectory is closed, so a drop off box in the church might not provide another alternative. The committee discussed how necessary an alternative drop box might be (Jane noted that once she had found a school tuition check in an envelope lying on a table in the gathering area). The committee will wait on this issue, but will be alert to other comments or observations about the need for additional opportunities to drop items off after office hours.

Meeting was adjourned 10:15 AM.

Respectfully submitted,

Jill Henk

**Old Business:** None

**New Business:** A motion was made to change the name of the Stewardship Committee to the Stewardship and Development Committee. The motion was seconded and approved. Elections for the Executive Committee were held, Executive Committee officers are:

Chairman: Leo Brown

Convener: Norma Flores-Schriever

Vice-Chair: Dan Burch

Liaison to school board: Jeff Schriever

Recorder: Mike Hogge

Liaison to finance council: Steve McCauley

**Finance Council:** report given by Ryan VanDaniker, written copy attached.

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

### MQHR PPC Meeting 9/23/08 Business Mgr's Report

- Mary Queen's first Citizen Centric Report was mailed last week. The four page report reflects Mary Queen's vision, progress, financial data, and future challenges.
- Also, a pledge status letter for Offertory and Development was mailed last week. We will be sending quarterly status letters. The 3 months for this mailing was May-July.
- Offertory for fiscal year 08/09 thru 12 weeks is \$350,715 or \$29,226 avg. Budget is \$405,829, or an avg. of \$33,819. We are under budget by \$55,114.
- The Finance Council last met on 9/17. The major discussion items were the following:
  1. Citizen Centric Report comments
  2. Progress on Priest House
  3. Stewardship Development committee progress
  4. Festival plans
  5. Objectives for the year, including subcommittee structure
  6. Bond Financing options
  7. August Financials
  8. Personnel considerations for Development Director and DRE
- School Finance met on 9/8 and primarily discussed the outlook which reflects a \$58,000 projected shortfall, marketing the school, and organization for 08/09. The meeting was chaired by David Wheatley.
- Letters were sent to over 30 school families who had chosen to be non Partners in Faith (PIF). This would require these families to pay a higher tuition rate. Approximately half of these families have contacted the office and completed their commitments to regain PIF status.

- The latest news on the 541 Hill N Dale Rectory: The house trusses are in the process of construction. We have spent \$22,000 so far on the project.
- The Calendar Roundtable meeting was held on Thursday August 28<sup>th</sup>. We reviewed the facility use policies and reviewed calendar meeting dates and room availability. There are still a large number of groups that need to commit to the Parish policies.
- The Festival Treasurer will be Jason Ivy and other support from Finance Council members. The internal controls for the Festival are being reconstructed.
- The second principal payment on the bond is due October 1<sup>st</sup> in the amount of \$150,000. The remarketing fee of over \$50,000 is also due.
- The Development pledges (3 year pledge) total \$1,251,134 including 484 pledges. We have received \$163,979 in payments thus far.
- Congratulations to MQ for donating over \$12,000 to Habitat, & exceeding our goal of \$9,400.
- Bill Kincaid will retire at the end of the month. We wish him God's blessing as he moves to Florida. We want to thank him for his dedicated and outstanding maintenance service at Mary Queen. Ron McGohon has been hired as a replacement. He has a BSEE and has been a Production and Maintenance planner with Osram Sylvania. He also serves as a Deacon at Woodford Community Christian Church.
- The Lay Employee Pension Plan's open enrollment period is now thru Oct 15<sup>th</sup>.

**School Board Committee:** report given by Jeff Schriefer. School board is working to increase enrollment at the school this year. A science fair is scheduled for January 8<sup>th</sup> for grades 4-8. The school honor roll will now consider both good grades and good behavior of the students.

**Pastor's report:** report was given by Fr. Joe. Parish is dealing with some unexpected personnel changes. Fr. Joe is looking for ideas to get more people involved in volunteering for activities and committees. The parish needs to continuously promote the idea and practice of stewardship. We need to ensure we are teaching the basics of the Catholic faith.

There is no PPC meeting in October due to *Why Catholic?*

The closing prayer was led by Fr. Joe, and the meeting adjourned at 9:12pm.

Respectfully submitted,

Mike Hogge