

**Mary Queen of the Holy Rosary  
Parish Pastoral Council (PPC)  
Approved Meeting Minutes – January 24, 2006**

The meeting started at 7:00pm with a prayer “Faith is Our Call to Action” prepared by the Spiritual Formation team. In attendance were George Blandford, Bill Greenwell, Paula Voborsky, Susan Yackzan, Barb Ulaszek, Lisa Powers, Walter Leachman, Jason Ivy, Karen Snider, John Mitchell, Jenna Canning, Mona Brown, Steven Gray, Cindy Hellinger, Al Arbogast, Peggy Gabriel, Rebecca Ballard DiLoretto, John Lazarri and Father Danny.

Others in attendance were: Ron Wedding and Leo Brown

The November 2005 meeting minutes were amended and unanimously approved.

**Communication Ad Hoc Committee – Leo Brown**

**MQHR Parish Council Communication Committee Proposal - January 24, 2006**

1. Overview of Charge
2. Identification of Issues
3. Proposal of Action
4. Additional Opportunities

**Overview of Charge:**

The Parish Council of Mary Queen of the Holy Rosary issued a three-fold charge to the Ad Hoc Committee for Parish Communications: review the current environment, explore alternatives and offer suggestions for improvement. The following presentation is a fulfillment of said charge.

**Identification of Issues:**

While it is likely that communications could be addressed in numerous areas of the parish, an early assessment determined that the scope of the committee needed to focus primarily on individual parishioners. Typical questions are: “How are these individuals receiving information?” “How are they responding to presented information?” and “How informed does the average parishioner feel?” In an attempt to maintain the primary focus we looked at these questions as being the guide in addressing the concerns.

**Proposal of Action:**

The committee, in response to the formulated questions, developed a three category approach to addressing the communication opportunities.

❖ **Category 1- Information:**

This category addresses how parishioners are being informed and what potential measure would be more effective in getting the information to the pews. The committee proposes the following:

- Announcements – The committee proposes moving the opening announcements closer to the beginning of Mass in order to address as many

parishioners as possible. The secondary step would be to have another formal announcement of important events and information at the end of Mass to be conducted by either the priest or another individual at the ambo.

- **Bulletins** – The issue of parishioners leaving without a bulletin in hand was addressed by the committee. By having all ushers available at the end of Mass, strategically placed at exits, handing bulletins to parishioners as they leave, we should be able to increase the coverage of bulletins in the hands of the people.
  - The bulletin format could change to include certain important information in color print.
  - Taking a cue from Christ the King, the bulletin could be a cohesive volume that would include all inserts bound together.
- **Signage** – The matter of no Mass information being displayed near the road was presented. The committee proposes a large yet tasteful sign that can easily be viewed from the street for passer bys who may be interested in attending. This information would be especially helpful if there are to be changes in the Mass schedule.

❖ **Category 2 – Assessment:**

It will be necessary to have tools for determining the effectiveness of what ever attempts are made to keep individuals informed. It is for this reason that the committee proposes the following.

- **The Peoples Voice Meeting** – In order to differentiate ourselves from the Bishop’s Town Hall Meetings the committee proposes the “People’s Voice”. These meetings would be held on a regular, but infrequent basis. Perhaps quarterly or biannually. The meeting would be carefully structured and moderated, but would allow a forum for the opinions and concerns of the parishioners to be heard and addressed. A review of the meeting, suggestions and possible solutions would then be published and mailed to all parishioners as a sort of “State of Parish Address” that would be sent within two weeks of the Peoples Voice Meeting.
- **Mass Survey** – A potential effective way to gather information for assessment is within the assembly at Mass. A brief and simple survey, conducted and collected during Mass would be one of the most effective ways to guarantee participation. Questions regarding hospitality, education and ministries could be included. These surveys would fall within a similar time frame as the Peoples Voice. Improvements will be easily assessed by conducting similar surveys over a determined period of time.
- **Comment Box** – Having an open door to addressing the concerns of parishioners on an ongoing basis will be a way to insure that the needs of parishioners are important. Response will be critical. Those voicing concerns need to feel that there is an honest connection between the pews and the leadership.

❖ **Category Three – Implementation:**

The final and most challenging category is the implementation of the suggestions. In order to have a point of reference a brief in mass survey would be a good starting point followed by the announcement and bulletin changes. It will be vitally important for some sort of response to be seen by every action taken by the parishioner. A climate of listening and responding will nurture an environment of parishioners who feel that their voice is heard and their concerns are valid. A friendly phone response from a comment card can be an important step toward improving overall attitudes.

**Additional Opportunities:**

With any comprehensive review of such a panorama, it is easy to look beyond the scope of determined boundaries. This proposal is a starting point that could easily blossom into other avenues. New ministries and additional parish involvement will surely be an outcome of more people being better informed. One such opportunity that was discussed by the committee is the reinstatement of an enthusiastic Hospitality Ministry. Our protestant brothers and sisters have done a wonderful job in many of their churches making sure people are warmly welcomed and connected to others in the church. Even at our own St. Elizabeth Ann Seton the commitment to hospitality from welcoming to fellowship with coffee and donuts have gone a long way in connecting people to people and people to the parish. While it is outside our charge as a committee, we wished to suggest this opportunity and to look forward to fostering others that may develop.

A side item of the committee meetings has been addressing the unfinished parish census. It has been reported that there are approximately 700 parishioners that have not responded to the census. Although it is somewhat outside our particular charge as a communications committee, we feel this is necessary to address and to stress the importance of personal contact with the unresponsive parishioners.

At the council meeting, the following comments were suggested:

- ❖ A comment box to be installed somewhere in the Gathering Area and Bill Greenwell or someone designated to answer concerns, would be responsible to make contact with commenter,
- ❖ Family Movie Night,
- ❖ Socials, including a meal, for a discussion or question/answer session,
- ❖ A sign has been designed but not implemented due to high expense of construction and lighting,
- ❖ Utilize the website, submit info,
- ❖ Open lines of communication regarding the financial perspective – work on a better way to communicate financial stability to the parishioners, and
- ❖ A general pew survey will be drafted by the Ad Hoc Communication Committee and submitted to the next council meeting for approval. It will be general, brief and find out how the parishioners feel.

### **Liturgy – Jenna Canning**

The Liturgy Committee has been discussing hospitality ministry including greeters at all the masses. Greeters should include Parish Council Members.

Karen Snyder has received positive feedback on the Christmas masses. Children's choir for Easter will begin in a few weeks. I've been speaking to Adam Beeken, choir director at Lexington Catholic, about getting a musical program together, maybe a Sunday afternoon concert. They will bring their choir to Mary Queen and it will be a fundraiser. The music schedule is completed all the way through Easter. We are losing Marian Sphire since she is moving. Thank you Walter and John for the Music Appreciation Dinner, everyone appreciated it. The second week of February, Easter Choir will begin.

### **Stewardship – George Blandford**

The Stewardship committee had its first meeting of the calendar year on Wednesday, January 11, 2006 from 7:30 PM – 9:10 PM in the Church Parlor/Library. The meeting focused on the spring Time and Talent registration. A change in the process is being proposed for this year. Rather than have everyone register their time and talents, the committee has decided to have only those members of the community that would be new members of a committee or ministry register as well as those members that would like to end their participation on a committee or ministry register. Currently registered members would be rolled over for next year unless they specifically request to be removed. Format will be the same as last year – a letter will be sent to each committee/ministry chair to determine status for inclusion on the sign-up form. They will be told of the new procedure and strongly encouraged to contact all registrants – new to welcome them to the committee/ministry and those ending to make sure it was not an error as well as determine the reason for quitting. This activity would be enhanced greatly if we simply formed a telephone committee of knowledgeable parishioners to make the calls. The committee has proposed the weekend of April 22 – 23 as Sign-Up Weekend. This is the weekend following Easter. Lastly, the committee discussed the upcoming Diocesan Stewardship programs to be held on Saturday, March 18 at Cliffview and March 25 in either Prestonsburg or Paintsville. This program will bring in outstanding stewardship speakers as well as provide a history of the stewardship efforts at Mary Queen Parish. All the details have not been worked out yet, but if your calendar is free on one of those two Saturdays in March, PPC members should plan to attend.

### **School Board**

- Currently working on several revisions to School Handbook
- Benedictus has been approved as a provider of MQ elementary school uniforms.
- Bylaws are in their final draft.
- Six children at MQ School have reported peanut allergies. Several parents attended the last board meeting to discuss specific accommodations including the pros and cons of banning peanut products in the school. This issue will be continued pending diocesan input and specific information from those student's physicians to the MQ principal.
- Enrollment for next school year is strong. For the 2006-07 school year current enrollment numbers are:

Pre-K –	14
K –	56
First –	67
Second –	53
Third –	67
Fourth –	64
Fifth –	65
Sixth –	65
Seventh –	71
Eighth –	71
<b>Total =</b>	<b>593</b>

- The marketing committee will be sending out a direct mail piece and will be putting out yard signs in Jan/Feb. The MQ school brochure has been redesigned and is in draft review. The MQ School Board would like to thank John Mitchell who took photographs for both the direct mail piece and the new brochure.
- Work for approval to complete the four additional rooms planned for the Phase I building project continues. The room size plan has been amended from the original to include pre-K room requirements. The School Board is interested in facilitating communication of this project to the parish and explaining the reasons.
- A list of school board elected and appointed members are given in the table below.

<b>Name</b>	<b>Email</b>	<b>Phone</b>
Bill Greenwell	bgreenwell@cdlex.org	278-7432
Linda Keller	lkeller@cdlex.org	277-3030
Daniel Bork	dpbork@aol.com dbork@lexmark.com	296-0660 (home) 232-5937 (work)
Marty Brown	marty@insightbb.com	223-0256 (home) 312-1209 (cell)
Diane Chlebowy	chlebowy@yahoo.com dochle0@uky.edu	296-4076 (home) 257-4204 (work)
Chuck Curd	willie@qx.net	224-1093
Mike DiMeo	mdimeo@lexmark.com	223-5256
Shannon Johnson	sjohnson@oj-law.com	223-0047
Doug Tattershall	dtattershall@insightbb.com	278-0596
Enid Timoney	menidtimoney@insightbb.com	223-0585
Susan Yackzan, Chair	syackzan@aol.com syackzan@bhsi.com	219-9101 (home) 260-6578 (work)

**PAC – Peggy Gabriel**

CCD is holding a pancake breakfast for families and friends this Sunday, January 29, after classes. We have asked families to attend 4 p.m. and 8:30 Mass. Plans are underway for a toiletries collection that will begin on Ash Wednesday and will continue until March 25. The parish is invited to join us to sort the toiletries into individual packs at the Center for Women, Families and Children on North Limestone. We are collecting with Eileen O’Malley, who

will also conduct tours through the center on packing day, which will be March 25 or early April. Members of PAC have discussed, and are familiar with the new curricula that are being discussed for the parish. The next PAC meeting has been scheduled for February 26.

### **Education/Formation – Paula Voborsky**

Catechist Education program has started with 28 enrolled meeting twice a month. Six areas are needed to become certified and hopefully it will be ongoing. If someone wants to teach, lead a group or offer some other program, this course will be necessary. The goal is to have every CCD teacher certified. Susan Wedding is currently organizing the school teacher's certification. We have decided to conduct curriculum changes and are going to a lectionary based catecal program which is based on the Sunday readings. The program is called "living The Good News" and is based on ages two – adulthood. This program has been approved by the diocese.

### **Parish Life – John Lazzari**

Fish fries will begin March 3. We are selling tickets for Dreamstakes which will be held April 22 at Malones. Tickets are \$100 each and meal tickets are \$35 per person. There will be a prize awarded to the top selling classroom, prize for the top selling child at Mary Queen School, and prize for top selling child at Mary Queen CCD. The middle school and high school youth groups would like to be involved with sales for incentives, which were proposed by Mona Brown. Janet Byrd has stepped down as Chair of Parish Life.

### **Finance Council – Jason Ivy**

The Communication Subcommittee status (Rick Stephan) met again in early December. Dan Bork suggested that the web site include finance council information; also need to tie church and school web sites together. Rick has summarized the information to Ron Wedding, ad hoc communications committee, who will forward it on to parish subcommittees. Ron Wedding reported that the parish council communications committee had received no input from any other parish committee. The Internal Controls Subcommittee status reported that the committee had a kickoff meeting before Christmas for facilitators. A status meeting will be in February to determine progress. A goal was set for completion by the end of this fiscal year so that next year will start off with the documented processes. A review committee will be set up to give the final product a review. The parish and school finance meeting minutes are posted on the website. We need a volunteer editor, i.e., someone who will process the word documents prepared by the various subgroups into a consistent and professional format, in about 4-6 weeks. The editor will be needed for about 8 weeks. An ad will be placed in the bulletin. We need to work on a way to communicate the parish finances better in the bulletin to the parishioners. It must be clear and less confusing.

### **Social Action – Kabby Akers**

No report.

### **Youth Leadership – Steven Gray and Mona Brown**

We had a very successful Christmas party with about 25 high school students attending. (The i-Pod winner was Jessica Graehler). There were 12 youth and 6 adult chaperones that attended the March for Life rally in Washington D.C. this past weekend with our Diocese. Our youth group is truly dedicated to the right to life cause. It is our prayer that abortion and euthanasia will end to protect the dignity of every human life. Upcoming events include an ice skating social at Lexington Ice Center, a service trip to the Catholic Action Center for Dessert and Game Night, and the Diocesan High School Retreat in Indiana on February 10-12 (the theme is Fire & Ice) and Youth 2000 in Cincinnati on March 24-26. Our High School youth group is planning a large fundraiser for Friday, February 25, our first annual Mardi Gras Dinner and Dance. The money raised will go to help fund our conferences and retreats. We are hoping that this dinner and dance will become an annual event for our parish community.

### **At-Large**

The Legislature is in session. The Kentucky Catholic Conference of Bishops is sponsoring legislation to support and protect life and to promote social justice. Some of their efforts include an anti-bullying bill and opposition to legislation designed to sentence more people to death and to imprison more people. All Catholics are invited to participate in two days of talks with our legislators. Please go to the website [www.ccky.org](http://www.ccky.org) and sign up to participate in "Catholics at the Capitol" February 21 and 22 and also examine their other activities. Events begin around 2:00 on Tuesday, the 21st and conclude around lunchtime on the 22nd.

### **Business Manager's Report – Walter Leachman**

The total operating parish financials through the first six months of the fiscal year reflect a net income of \$428K vs. a budget of \$408K, or \$20K to the good. The school is \$265K vs. \$237K, or \$28K to the good, and the church is \$163K vs. \$171K or down \$8K. The actual revenue and expenses are tracking well to the budget. Offertory is up about 6.2% over last year, very positive. The budget increase was set at 6.22% or nearly on budget. The 2006-2007 parish and school budget is being kicked off this week. A timeline has been given to the Finance Council. Mark your calendars for a joint parish council and finance council meeting for April 25. The Bulletin Subcommittee has met with JS Paluch and will meet with Diocesan Publication tomorrow morning to renegotiate our contract. A decision will be made in February. Year-end contribution statements are being sent this week. Diocesan Annual Appeal letters will be sent the first week of February to parishioners who have not pledged. We are still \$46K short of our \$111K assessment.

### **Pastoral Director's Report – Bill Greenwell**

The ELC Construction Project<sup>1</sup>: On January 13, 2006, Dan Bork, David, Carter, Walter Leachman and I met with the Diocesan Building Commission to ask for permission to construct four additional classrooms on the Education Life Center. Our request proposal was circulated to all members of the Parish Pastoral Council and the Finance Committee for

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<sup>1</sup> After discussing the issue, the Council approved the construction of the four classrooms by a 7 – 2 vote.

comment and was discussed at a meeting of the Executive Committee prior to this meeting. The school finance subcommittee and the School Board had discussed the issue as well and both agreed that addition of four classrooms was our best option. The Diocesan Building Committee gave us permission to go ahead with the project. The only step remaining is to get City Council permission. We will be meeting with council for that permission sometime in February.

BUILD update: Building a United Interfaith Lexington through Direct Action is currently working on two issues for elevation to action. One has to do with the issue of bullying in Fayette County Schools and the other concerns the lack of a drug rehabilitation program for women in our jail even though such a program, funded by Fayette Urban County Government, now exists for male offenders. Each of you will be invited to attend a Rally on March 6<sup>th</sup> and an Action on March 20<sup>th</sup>, which will be an effort to bring these issues to the attention of our local community.

**Old Business –**

See Ad Hoc Communications Committee Report at the start of these minutes.

**New Business –**

2006 Council At-Large Member Elections: The transition team will consist of Barbara Ulaszek, Rebecca DiLoretto and Eileen O'Malley. They will use the same process as used last year. More publicity will be used to advertise the discernment meeting, possibly submit bio of candidates and place flyers in the bulletin, and put on the website. Target date for elections is sometime in May. Actual date will be submitted at the next meeting.

Adjustments to the Five Questions Pastor Search were made and moved to agree.

The date of the next meeting is Tuesday, February 28, 2006 at 7:00 PM in the RCIA meeting room.

Meeting adjourned at 9:35 PM.

Respectively submitted,

Cindy Hellinger, Recorder  
George Blandford, Editor