

ST. TERESA OF AVILA CATHOLIC CHURCH
PARISH PASTORAL COUNCIL
NOVEMBER 4, 2013
SPECIAL MEETING: MINISTRY COMMITTEE LEADERS

MEETING PARTICULARS

A meeting of the new leaders of Ministry Committees and of various Parish Pastoral Council members was held in the Parish Center, starting at 7:00PM on Monday, November 4, 2013.

ATTENDANCE

Attending: Fr. Frank Latzko, John Assell, Paolo Basil, Addison Carpenter, Lina Hilko, Kate Lynch, Tom Micinski, Rebecca O'Brien, Amir Rafizadeh, Erica Saccucci,

MINUTES

Introduction and Presentation – Paolo Basil

Paolo Basil provided a history of the work that has been done in organizing the Parish's various ministries into the current Organizational Chart, which is now culminating with the assignment of and first meeting of Ministry Committee Leaders.

Role of Ministry Committee Leader:

1. Recruiting a team of parishioners to support the committee with a goal of inviting more broad participation.
2. Facilitating planning for ministries within the Ministry Committee.
3. Facilitating budgeting and the flow of budget requests and information from ministry level to Parish administration level (i.e., Erica Saccucci and Finance Council).
4. Conducting and facilitating periodic meetings of the Ministry Committee team to improve workflow management.
5. Facilitate communications and reporting for Ministry Committee, providing both empowerment to the ministries within the Committee, but also instituting new disciplines of accountability through annual goal-setting and annual review of achievements.

Documentation and Budgeting – Erica Saccucci

Erica Saccucci provided binders to each Ministry Committee leader to organize documentation of the Committee and the ministries within the Committee and talked about how leaders can support the Parish's overall budgeting process.

General Discussion

Paolo opened the meeting to comments, questions, and general discussion from the group. Key resulting topics:

- New Committee Leaders present at the meeting were willing to be Parish Pastoral Council members in order to support improved parish communications.
- There's a question regarding (or a desire to know) parish-wide goals that support diocesan goals for the parish. Fr. Frank spoke a bit about what the diocese is looking for in considering a parish "successful," with an emphasis on financial health.

- Conversation turned for a while to financial results in parish, although ultimately participants at meeting desired broader (or more inspiring goals) than purely financial, such as parishioner engagement.
- Ultimately, Jon Assell committed to prepare a financial update for PPC by meeting with Erica and someone from Finance Council to present at next PPC meeting. This will kick off a renewed commitment by PPC to remain better informed about finances.
- Various attendees expressed interest in reviewing the parish's current mission and vision as a first step for aligning individual ministry missions with parish mission.
- We should develop common language throughout the parish with respect to this organization chart, e.g., referring to "Ministry Committees" instead of "columns."
- Consider developing a parish calendar so ministries are supporting one another and not stepping on each other.
- We should get to know each other on a social basis.

ADJOURNMENT

The next meeting (regular, monthly PPC meeting) will be November 11, 2013 at 7:00 PM.

The meeting ended at about 9:00PM.

Prepared by: Lina Hilko