

ST. TERESA OF AVILA CATHOLIC CHURCH
PARISH PASTORAL COUNCIL
April 14, 2014

MEETING PARTICULARS

A meeting of the Parish Pastoral Council (PPC) was held in the Parish Center, starting at 7:15PM on Monday, April 14, 2014.

ATTENDANCE

Council Members Attending: Fr. Frank Latzko, Kate Lynch, Anna Althoff, Lina Hilko, Alex Lopez, Jessica Marx, Bert Olson, Justin Peters, Amir Rafizadeh

Council Members Absent: Tom Micinski, Paolo Basil, Addison Carpenter, Rebecca O'Brien, Mike Rice

Others Attending: None

MINUTES

Opening Prayer – Justin Peters

Justin read two prayers, the first on the topic of “renewal” (in anticipation of Easter) and the second on the topic of being present to the moment.

Year of Faith 2014/15 Planning – Fr. Frank

The PPC met for Year of Faith Planning for the first ½ hour of their time. As Tom Micinski, the Year of Faith Secretary, was absent, there are no separate Minutes prepared by Tom Micinski.

Notes on updates and discussions:

- Advent/Lent Missions: Lina, Kate, and Tom met to start that planning. Carol Christianson is also involved.
- Anniversary Year Logo: Lina showed a sample of logo options. The group generally liked it and expressed a particular like of the gold on red logo, except that if it cannot be seen from outside for the lamp-post banners, then white on red may be used.
- Anniversary Book: Lots of work being done.
 - Please spread the word about collecting pictures.
 - Ministries are each being asked to submit something in writing. Ministry Committee leaders may hear of this and are asked to support logistics.
 - PPC, similarly, has been asked to submit something in writing, and Lina asked Paolo if he'd help craft it based on discussion from the group.
 - Original request from Geneva Gorgo: Would each of you write a "story" about your committee? It may contain goals, accomplishments, struggles, quotes from other members - a realistic reflection of the committee's mission.
Approximate length: 500-600 words
Deadline: May 2, 2014
 - PPC members discussed and proposed that the PPC simply submit its mission statement, such as from past bulletins. Lina will coordinate work with Anna Althoff and Paolo Basil, but likely simply submit PPC mission.
- “Caminitos” – Local Pilgrimages: During the four weeks that Fr. Frank is absent on the Camino, the parish will hold local pilgrimages in and around Chicago. Tom Micinski

Jessica Marx, Jon Assell, Anna Althoff, and Christy Brodell (not on PPC) are organizing these. Bert Olson offered to also help. Lina communicated that it would be ideal for at least 2 PPC members to join each of the local pilgrimages.

Regular PPC business started at 7:45PM.

Standing Reports

PPC Administrative Business – Lina Hilko

- Alex Lopez and Anna Althoff have officially joined the Pastoral Council.
- Lina will ask Dean to update the bulletin and organizational chart (posted on Parish Center wall and in web) for changes in PPC membership.
- Fr. Frank had suggested that the June meeting be more celebratory to wrap up a successful year of PPC work. Lina offered to hold June 9th meeting at her house. Begin at 6:30PM and conduct business as needed, followed by dinner and socialization.

Finance Update – Justin Peters

- Justin provided and reviewed the March 17th Finance Council Minutes (see scanned copy at end of these Minutes), including capital campaign collections and land sale process and uses of money.
- Finance Council will start posting Minutes in the bulletin and on St. Teresa's website.

Building & Facilities – Fr. Frank & Lina Hilko

- Renovation presentations were given last Monday and Thursday, open to all parishioners. Meetings went well but small attendance; maybe 25 people
- Planning after-mass presentations in May and June
- June 14/15 is transition weekend. Liturgy of Word in church; Liturgy of Eucharist in new, temporary Parish Center space.
- Fr. Frank communicated desire to have people posted at Armitage doors for at least three weekends after transition weekend to direct people to temporary worship space.
- Fr. Frank suggested PPC members should be more visible and identifiable throughout this time. Amir will look into bright (red?) polo shirts for PPC members to wear at mass.

Faith Formation – Kate Lynch

- Kate provided a written summary of recent Faith Formation activities (see scanned copy at end of these Minutes), including Lenten Friday family meals/games; Easter Traditions (4/12), sacrament numbers, changes for high school group, and planning for next year.
- Kate provided written documentation (see scanned copy at end of these Minutes), prepared through a review with Lina, of the current uses of the Religious Education Center respecting our responsibilities under the Protecting God's Children program. This was a follow up step performed in response to discussion introduced in the March PPC meeting.
 - Fr. Frank stated that he will require that the REC only be used by children, along with their Virtus-trained catechists and/or parents/guardians.
 - This discussion also touched on the Finance Council budget item "\$90k for repairs to Parish Center to be in compliance with the Protecting God's Children directive." Questions were asked whether this expenditure is necessary to be in

compliance with PGC directive. Fr. Frank stated that this is as yet a budget line item without specific use plans; thus, it is premature to discuss it.

- It was suggested that the Parish needs to provide the Protecting God's Children training again, and Kate communicated that it is planned for September.

Pastoral Matters

Ministry Committee Organization – Anna Althoff

- 1/3 of ministry description and goal sheets have been completed
- Anna has reviewed and edited all existing ministry description and goal sheets and will follow with ministry leaders on outstanding descriptions/goals and on the sheets received that require edits
- Parish Council to determine timing for when to best circle back with ministry leads to determine if they plan to continue with their individual ministry (i.e. check in June if they plan to still be the ministry lead come the following PPC year, i.e., school year)
- Lina suggested that each ministry be encouraged to host an organizational meeting before the October PPC meeting (e.g., in September or early October) to (a) review and assess goals from last year, (b) create goals for 2014/15 year, and (c) update documentation. Ministry leaders could communicate this organizational approach to individual ministries.

Engagement Enhancement Initiatives – Lina Hilko

- Lina is working with Addison to develop an engagement program for the parish. She summarized current initiatives.
- Easter Book Program – A book called The Four Signs of a Dynamic Catholic by Matthew Kelly will be given to everyone attending Easter liturgies. Planning for an ongoing, weekly book club and a couple Saturday discussion sessions.
- The St. Teresa's website is being updated to have a better volunteer sign-up process that will allow people to sign up and do something relevant to their interests. The volunteer opportunities will be better organized and offer a more formalized way to volunteer on a annual, quarterly or weekly basis. The hope is that this will help streamline St. Teresa's volunteer process and allow more people to participate and be engaged with the parish.
- Considering new "Connectors" ministry to train and commission "connector" ministers. Connectors would be scheduled for all masses in an effort to better connect with visitors to the parish or those that have not yet "found their home" within our church family.
 - Alex suggested a good book related to this topic: How to Win Friends and Influence People by Dale Carnegie.
 - Lina mentioned that this could just be a small start to an overall goal of changing our culture such that everyone (or lots) naturally act as connectors.
- Addison had brought forth the idea of hosting a survey of interests/skills, compiling the info, and performing targeted follow-ups to increase involvement. Lina brought up that holding this in May might be a stretch. What about September? It was agreed to work out timing with Addison.

Stewardship Culture Initiatives – Lina Hilko

Addison and Lina met, but without being able to schedule time to include Paolo Basil or members from Finance Council, to discuss an initiative to increase automated giving. The

communication will hopefully occur in May. It was mentioned that the parish needs a dedicated Stewardship Committee.

Pastor's Comments/Additions – Fr. Frank

None.

ADJOURNMENT

The next PPC meeting will be May 12, 2014 at 7:00 PM.

The meeting ended at about 9:20PM.

Prepared by: Anna Althoff

FINANCE COUNCIL MEETING MINUTES

MONDAY, March 17, 2014

Attendance:

Bill Mack (Chair)	Yes
Jane Bronson	No
Andrew Deye	Yes
Steve Fortino	Yes
Becky Francis	No
Dave Hilko	Yes
Jack Halpin	Yes
Jane Ott	Yes
Fr. Frank	Yes
Erica Saccucci	Yes
Justin Peters	Yes

KEY DISCUSSION:

- Erica provided the financials and the Council reviewed them. Administrative Expenses are being watched along with the line item Maintenance & Building Repairs.
- The Capital Campaign, Building Faith Together has raised to date \$580,000. Discussion arose around the realistic goal for the entire project. Justin with his experience in capital construction has seen an average increase of 10% from initial estimates. A contingency of \$100,000 will ensure that the project will be completed efficiently and cover any unanticipated building issues that may arise. This will bring the amount of the project to \$1.4 million.
- The Land Sale is under contract and anticipated to close in mid June. During the last Council meeting in February parishioners were able to bring up concerns to the committee regarding how the money would be used from the sale. At this March's meeting, it was agreed that of the anticipated return on the sale of \$2.9 million we have designated:
 - \$100k for the contingency on the building renovation and that any costs over \$1.4 million will have to go to Finance Council for approval
 - \$90k for repairs to Parish Center to be in compliance with the Protecting God's Children directive
 - \$110k for repairs on the roof, gutters, and air conditioning in the rectory.
 - the remaining \$2.6 million will be designated for future capital endeavors.
- The Council discussed the best ways to be transparent to the parish during the Land Sale and the church construction. It was decided that minutes of our monthly meetings would be posted in the bulletin and St. Teresa's website.
- Fr. Frank talked about the costs associated with protecting the children of the parish. Particular capital improvements must be met and are expected to cost around \$90,000.
- The next Council meeting will be May 19th at 7pm. Please note there will not be an April meeting.

St. Teresa's Faith Formation Update 4/14/2014-

Fair attendance at Friday Night Lenten Meals (meatless meals w/games)-
About 5 to 9 families attended each evening

Fair attendance at Easter Traditions Afternoon (4/12/2014) -
15 families attended

18 children preparing for 1st Reconciliation (5/1/14)/1st Communion (5/4/14)

10 teens preparing for Confirmation (5/17/14)

Our high school youth group will be joined by the high school youth at St. Michael

Registration for next year will begin in May

Recruitment of new catechists will begin in May

New ministry to begin next year - Family Events Ministry

Possible parenting classes offered through a cluster of parishes

Use of St. Teresa of Avila's Religious Education Center (2013-2014):
With regard to Protecting God's Children

Monday: 10am-12pm- Staff meeting – adults – all Virtus trained
4-5:30pm- CGS- children & catechists *Faith Formation Advisory Council*
6-9 pm- FFAC and various other meetings – adults – all Virtus trained
Tuesday: 4-5:30pm- CGS- children & catechists
6:30 -8pm- SPRED & catechists – always present w/children
7:30 -9pm- Women's Spirituality – adults – 75% trained
Wednesday: 5:30-6:30pm CCFC- children & catechists *French Catechesis*
7-9pm Spirituality Book Group – adults
7-9pm RCIA –adults
Thursday: 9am-1pm- Tot Spot- children and caregivers
Friday:
Saturday: 4:30-6- CCFC children and catechists
Sunday: 9-9:30am CLOW children and catechists *children's Liturgy of the Word*
10-12pm CGS children and catechists
10-12pm Baptism Prep- children, parents and catechists
1-6pm – sacramental prep– children/teens, parents/sponsors & catechists
6-9pm – Edge or Quest – teens and catechists

Occasional adult meetings in the evenings or mornings.*

Occasional Catechist Trainings or Retreats in the evenings. (all Virtus trained)

* Meetings must be scheduled through Dean who is commissioned with preventing conflicts between child use with non-trained adults.