

St. Gabriel the Archangel Church

Approved Parish Council Meeting Minutes

October 9, 2019

**Members Present:** Jay Blair (June 2021), Tyler Frederick (June 2022), Linda Lenhart (June 2023), Efren Quirino (June 2020), Evie Yaden (June 2021) Kathy Abell (June 2022) Andrew Simpson (June 2023), Dawn Roseberry (June 2022), Deacon Stephen Bowling, Deacon Mike Fitzmayer, Fr. John Schwartzlose

**Members Absent:** All present

**Guest Present:** Amanda Wolz (Business Development Manager), Lara Krill (School Principal)

**Opening Prayer:** Fr. John Schwartzlose

**New Business/Updates:**

- Efren Quirino reviewed setting agenda.
- Laura Krill asked to be added to google group- Done
- September 2019 Minutes reviewed and approved. Motion to approve: Fr. John, 2<sup>nd</sup> motion: Jay Blair.
  
- **Strategic Plan Report** – Amanda Wolz
  - 2020-2024 Strategic Plan Communication packet was distributed to all present.
  - Strategic plan is set to go into place officially November 1<sup>st</sup>. All materials will be changed with the mission, vision, and core values.
  - All documents will be online through the website and social media. A folder has been created on Google drive.
  - Plan was presented to key stakeholders as the responsible parties today. Wanted to get their buy in before distributing to others.
  - Plan is scheduled to be presented to Admin Council, Finance Committee, and the School Board. A presentation will also be given at the Knights of Columbus breakfast on 10/27.
  - There will be a live stream with an abbreviated version on Facebook and You Tube Channel for future reference.
  - Info graphic will in the bulletin, on social media, and monitors in the gathering space. Hard copies will also be available on the counter in the gathering space. Fr. John had an idea to have mouse pads, or magnets made with the info graphic. Banner may also be attached to glass walls.
  - JGA Communications plan is set for Parish Council to own the plan. Members will be assigned for each focus area, and will be expected to become an expert on that particular plan. This is not leaving all of the responsibility on the PC alone, but to work with the teams.
  - Strategic Plan teams will need to report using a template for quarterly updates. Amanda will design template/ 4 square to be used for reporting.
  - Strategic Plan is to be on the monthly PC agenda.

- Should have a report at all meetings and move or shift tactics as needed.
  - PC needs to reach out to those who have dates on the plan. Discuss with them;
    1. What is their call to action?
    2. What is the plan?
  - Plan is put in excel spreadsheet with goal, objective, measurement. Responsible party is to be in contact with PC. PC needs to make sure we are receiving feedback of their progress and highlights.
  - Celebrate each other's accomplishments.
  - Get engaged – participate in implementation, and other engagement opportunities.
  - Have a portal to share questions, comments, and concerns, and promote so people will feel engaged in what is going on in the parish.
  - Discuss at next meeting who the direct contact is to share info with Amanda regarding working through the timeline.
- **School Report (Lara Krill)**
    - Enrollment Report – new 8<sup>th</sup> grader possibly starting this month.
    - Marketing
      - Update website, increase post, increase presence on Twitter
      - Build relationship w/preschool – preschool buddies
    - Spirit Wear
      - Promote new logo
      - Colors decided
      - Interest in items for moms
    - Technology Committee
      - Communication to parents
        - Google calendar is being converted
        - Google Classroom – Grades 3-8 – daily, Grades K-2 – using old platform.
      - Onboarding/Offboarding process: - 27 new employees
      - Wireless – goal is end of Dec. 2020 – IT assessment is being done. Making a transition plan to be conducive and based on need.
      - Parish wide recycling event
    - Curriculum
      - Archdiocese training for reading MAP assessment reports.
        - Archdiocese consultants have been trained to read reports. They will train school administrators. School administrators will train teachers, and teachers will train parents.
      - New Teacher meeting and mentors
        - Mentor process for new teachers/staff to St. Gabriel to provide ongoing support to adjusting to their new surroundings.
    - Recent Events
      - Adopt a First Responder Day – Parents and parish members (1 person per classroom), shared their background – why they chose that career, and shared what they do on the job.
      - Walk-a-thon – raised \$29,479 – increase was due to sponsorship being stepped up.
      - Grandparents Day – Kindergarten – tour, joined child's classroom, and had lunch. Possibly include Mass in the future.
      - Feast of St. Gabriel school Mass (Sept. 26<sup>th</sup>)

- Upcoming Events
  - Parent-Teacher-Student Conferences – October 10th
    - Students will lead discussion- If the child is a part of this process, they see they have a team of supporters. Research shows they are more likely to show progress.
  - Youth Ministry Trunk or Treat/Haunted House – October 26<sup>th</sup>
  - Discussed to include PREP – something CLOW can hand out to make sure all parish families with children are aware of events in the future. Mary Jane will be asked to be the contact to share.
- Facilities
  - Walkie-talkies for staff
  - Chiller unit installed
  - Hiring process – final 2 candidates for maintenance technician

### **Committee Updates**

- **Adult Formation Team** - Submitted by: Therese Brennan
  - RCIA
    - Currently have 8 candidates – 7 adults, 1 8<sup>th</sup> grader
    - Parish Sponsors will be assigned by the end of October.
    - Amy Downs, a candidate from last year made her profession of faith, was confirmed, and made her 1<sup>st</sup> Communion at the school's children's Mass this month.
  - Programs
    - Catholic Perspective on End of Life Decisions held Tues. October 8<sup>th</sup> – Attendees were from throughout the Archdiocese, it was extremely well received. The panel was superb.
    - Catholic Treasures – attended by 12 parishioners. Hoping word will be spread by those who attended so future events taught by Karen Purnell will have more participants.
    - Information Kiosk is restocked with CDs
    - Passport to Understanding – Still working with churches/ministers to schedule visits both on their campus and ours.
    - Annulments – currently working with 7.
  - Upcoming Events/Plans
    - Spirituality of Dying with Fr. Paul Scaglione – Nov 10<sup>th</sup> St. Edward Church
    - Advent Prophecies – Dec 10 7-8:30 pm Loft #1
    - St. Gabriel Seniors' events planning/brainstorming – Nov 11<sup>th</sup> 10-11:30 a.m. Goal is to assess needs and desires and create appropriate programs of interest.
    - Hope to host at least one event aimed at parents this fiscal year. Still juggling presenter, topics, and schedules.
    - Parish Mission – March 8,9,10 with Robert Feduccia, Jr. Nationally known for his work with youth and young adults.
  - Scripture Groups
    - 3 long standing groups are still viable
    - 2 new groups are working out days/times
    - A third group may evolve.
  - Retreats

- Men's @ Mt. St. Francis – October 11-12 – Two parishioners are scheduled to attend.
    - Couple's – St. Patrick, the parish that spear-heads this endeavor, is giving it a break. St. Gabriel's Adult Formation Team does not have a plan in place for one for this fiscal year.
  - Seasonal
    - Blessing of Animals went well. Dogs, cats, and one guinea pig were present.
    - Advent Festival is scheduled for Dec.15th
    - Little Advent Books have arrived. They will be available in the gathering space Nov. 24th.
    - Determine purpose and finalize action steps needed to hold initial meeting with leaders of service activities and written reports.
  - Needs/Request from Parish Council
    - No Needs
    - Adult Formation Team - Amy Downs, Marilyn Mathis, Mary Lou Paquette, Karen Purnell
    - RCIA Team – Georgia McIntyre, Dennis & Suanne Minch, Andrew Simpson
- **Social Justice & Charity Committee (Service Committee)** Submitted by:Therese Brennan
  - Meeting on 9/25
    - Wrote Mission Statement (After 1-month review, they will finalize and publish.
    - Continued to discuss & clarify their purpose
    - Discussed the best way to proceed when someone retires from a long-standing service project is to first obtain & write a clear job description, then advertise for a replacement. Current need for this is a coordinator of the Advent Tree for Catholic Charities.
  - Upcoming Events/Plans
    - Final approval of mission statement
    - Determine marketing strategies that includes all areas of the parish
    - Prepare agenda for initial meeting with coordinators of various service projects.
  - Needs/Request from Parish Council
    - Please continue to invite those you know involved in service to inform Therese with their projects. [TBrennan@stgabriel.net](mailto:TBrennan@stgabriel.net)
- **Administrative Committee** – submitted by Maria Dawson
  - Review Previous meeting minutes for approval
  - New Member search – update (Maria/Mark)
  - Break into subcommittee/teams
    - Team Green – Playpark Area Lighting Assessment/Landscape Design
    - Team Blue – MPB Storage/ASE Space Assessment & Planning
    - Team Brown – Way finding Reassessment/Cafeteria & Kitchen
    - Team Yellow – Green Ribbon
  - Next Meeting 11/19

- **Sport Ministry** – No report- reports on hold until Todd gets a director for each sport to help with scheduling tryouts.
- **Worship Committee** –
  - Deacon Stephen will send us Worship Committee’s minutes and liturgical calendar and preaching schedule for the year which indicates who is saying Mass or Homily.
  - Need to obtain an email address for Jennifer Streicher that she uses.

**Comments from Fr. John Schwartzlose**

- Inclusion of all children in the parish family – need to keep those attending public schools included and notified of parish events.
  - Scholarship eligibility for all parish children, including those that do not attend Catholic schools, for areas such as ROTC, sports, etc.
  - Reach out to parents to relate their child’s accomplishments to the parish so they can be recognized. Also ask them to notify the parish if their child makes the honor roll at their school, so Fr. John can send them a congratulations note as he does for those in the Catholic Schools.
- Franciscan priest from India is expected to join us at St. Gabriel in January or February. He will be with us for at least 1 year.
- Paving of the campus parking lot begins tomorrow. Please be aware of the signs indicating the closed areas over the next few days. We will have several more handicap parking spaces with greater ADA accessibility.

**New Parish/School Members and Recognition**

Parish Council wrote welcome/thank you notes to the following:

- 7 new families/individuals to the parish
- 1 family newly enrolled in school
- 3 families newly enrolled in preschool
- 4 parish volunteers

**Ongoing Business**

Committee Reports need to be received from each committee by the 1<sup>st</sup> Friday of the month. The reports should include the highlights, and questions their committee may have for Parish Council. They should be sent to [st-gabriel-parish-council@googlegroups.com](mailto:st-gabriel-parish-council@googlegroups.com) Google drive in the future. Linda will get email addresses for chairpersons.

**Proposed topics for next month’s agenda.**

- Opening Prayer – Evie Yaden
  - Closing Prayer – Andrew Simpson
  - Succession Plan – Who takes someone’s place in the event they leave Parish Council
  - Strategic Plan
- No guest anticipated as this meeting will have much discussion on topics listed above.

**Next Parish Council Meeting:** November 13, 2019 @ 6:30 (Ministry House)

**Closing Prayer** – Evie Yaden