

St. Gabriel the Archangel Church

Approved Parish Council Meeting Minutes

September 11, 2019

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

Members Absent: Deacon Mike Fitzmayer, Evie Yaden (June 2021)

Guest Present: Pam Terwilliger (Finance Manager), Lara Krill (School Principal)

Opening Prayer: Presented by Efren Quirino

New Business/Updates:

- Efren Quirino explained that with David Gnadinger stepping down, he and Evie Yaden would be the leading facilitators. Eric Schrenger is going to step back in to help us move forward.
- **Finance Council:**
 - Pam Terwilliger presented the Financial Comparatives for Fiscal Year Ended June 30, 2019. She asked that members send her an email if they need more specific information that she would need to look up in her records.
 - Pam went over the Archdiocese Audit findings.
 - Pam's goal is to be more communicative with Parish Council by planning to come in from time to time and give updates.
 - We are a conservative parish and it is very commendable that the members are able to sustain the parish including education, outreach, etc.
 - Restructured Finance By-Laws
 - Trying to increase the number of members on the Finance Committee.
 - St. Gabriel has a smart safe to count money. All money is put directly in the safe, no one counts the cash. There are 2 people at all times to open bags with cash in the parish office.
 - Mass stipends are considered a donation now.
 - Check writing procedures - 2 signatures are required on all checks if Fr. John is not the check signer.
 - Credit card procedures - Fr. John opens and reviews all credit card statements.
- **Fr. John Schwartzlose comments**
 - Eric Schrenger is going to step in and guide us along the way. We will tag team between Efren, Evie, Tyler, and Linda.
 - Need to discuss by-laws in October and look at how members rotate. Plan is to have 3 members coming and 3 members going. Potential to ask Vice Chair to

plan to take the Chair position the following year, but the Chair position is open to anyone who has been a Parish Council member for 1 year.

- Request to list each member's term in parentheses next to their name on list of attendance.
- Parish Council Retreat will be planned.
- August 2019 Minutes reviewed and approved. Motion to approve: Tyler Fredrick, 2nd motion: Jay Blair.
- August 2019 Addendum – Conference Call minutes were not approved as Fr. John and all members of the parish council were not in attendance as is required.
- **Strategic Plan Report** – Deacon Stephen Bowling
 - Strategic Plan was wrapped up on September 10, 2019.
 - Presented the Mission, Vision, and Value Statement – 5-year plan covering 2020 – 2024. A formal presentation will be given in October to Parish Council.
 - Parish Council serves as an oversight and has full responsibilities for those who are in charge of team documentation. A grid will be given so tasks can be checked off as they are completed.
 - The Strategic Plan is the driving force to assist the Parish Council to focus on all points of concern.
 - Should have a report at all meetings and move or shift tactics as needed.
 - Specific communication will be going out soon to the Parish, but needs to be released to each Parish Committee first. Each committee will then put a plan in place to move forward with ease.
 - Evangelization is included in the Strategic Plan in the Community Outreach and Values section.
- Men's Club – Seafood Fest is September 28, 2019. They are asking for RSVP's since this is their first year and it will help them plan for food preparation.
- Committee Reports need to be received from each committee by the 1st Friday of the month. The reports should include the highlights and questions their committee may have for Parish Council. They should be sent to Linda Lenhart @ lindajlenhart@gmail.com. We will be sending an email to help them send it to the Google drive in the future. Need to obtain chairperson name and phone number from each committee. Linda will get email addresses for chairpersons.
- **School Report (Lara Krill)**
 - Enrollment Report
 - Marketing
 - Open Houses
 - October 22, 9 -11 a.m.
 - November 17, 9-11 a.m. and 5:30 – 7 p.m. (Catholic Schools Week)
 - Spirit Wear

- New logo
- School fundraiser
- Delivery available through school
- School Spirit Days first Friday of the month.
- Curriculum
 - MAP Testing – data released to parents in the Spring
 - Dreambox - computer lab
- New Archdiocese Standards for Math – based on growth mindset, based in concept-based model.
- Green Team – Goal: Green Ribbon Award
- PTSO
 - Grandparents Day – Kindergarten – September 24, 25, and 27th
 - Feast of Saint Gabriel School Mass – September 28, 2019
 - Walk-a-thon – October 4, 2019
 - Father Daughter Dance – February 1, 2020
- Preschool – trying to increase communication and involvement between K-8 with preschool, making sure all are aware of K-8. Non parish members are now enrolled. Marketing Plan and Strategic Plan will bring children/families from the outside.
- Enrollment – Application to enroll is scheduled in January with the idea to get people in early. Pre-K is not eligible for financial assistance.

Committee Updates

- **Adult Formation Team** - Submitted by: Therese Brennan
 - RCIA
 - Supported picnic booth with RCIA team members and both current and previous candidates in RCIA.
 - 8 people are registered
 - Team participated in diocesan workshop
 - Expect to have enough sponsors for candidates again this year.
 - Programs
 - Passport to Understanding – Series began with visit to Fern Creek Christian Church. Additional church visits will be scheduled throughout 2019-2020.
 - Catholic Treasures – 3-week series led by parishioner Karen Purnell.
 - Catholic Perspective on End of Life Decisions.
 - Discussed the best way to proceed when someone retires from a long-standing service project. Current need for a coordinator of the Advent Tree for Catholic Charities.
 - Scripture Groups – 3 are still viable. 2 possibilities are being explored.
 - Retreats
 - Men's @ Mt. St. Francis – October 2019
 - Women's probably @ St. Gabriel – March 7, 2020
 - Couple's TBD with several other parishes.
 - Seasonal
 - Blessing of Animals planned for September 29, 2019
 - Little Books ordered for Advent, Lent, & Easter.

- 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 – Please inform Therese or someone on the Adult Formation Team/RCIA Team if you wish to hear an overview or specific information.
 - 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
 - August 28, 2019 meeting emphasized caution to move slowly thus ensuring goals and tasks are clear before convening a meeting with parish leaders.
 - Discussed the best way to proceed when someone retires from a long-standing service project.
 - Need to write mission statement
 - Determine purpose and finalize action steps needed to hold initial meeting with leaders of service activities and written reports.
 - Needs/Request from Parish Council
 - Want to hear from Parishioners how they are involved in service. Please ask chairs of any committee involved in outreach to review and list.
 - Advise us of any service missing or on the list, but is not active at this time that is:
 - Service to those within the parish or in the wider community.
 - Service by individuals, groups, committees, families, IOW, etc.
 - No judgement on how many or few people are involved regarding giving/receiving. Simply trying to pull information together.
 - If anyone knows of any other service projects, please share information with our committee and include contact person with his/her email address. For now, please send information to TBrennan@stgabriel.net
- **Administrative Committee** – No report
- **Sport Ministry** – No report

New Parish/School Members and Recognition

The Parish Council wrote thank you notes to the following:

11 new families/individuals to the parish
 3 families newly enrolled in school
 36 Sub-Committee Volunteers

Proposed topics for next month's agenda.

Opening Prayer – not designated

Closing Prayer – not designated

List of email addresses of committee chairs to Efen

Look over by-laws regarding how to rotate people in/out of Parish Council Committee

Include with attendance records each member's year of complete term

Strategic Plan formal presentation

Next Parish Council Meeting: October 9, 2019 @ 6:30 (Ministry House)

Closing Prayer – Tyler Frederick

Notes prepared by Linda Lenhart, Secretary of Parish Council