

PARISH COUNCIL

May 17, 2017

Minutes of the Meeting * submitted by Kathi Trares

PRESENT: Fr. Ed Stafford, Glenn Turpin, Mary Ann Feddor, Marianne Berzinskas, Cindy Clark, Karen Schulz, Susan Zukas, Patty Nichols, Kathi Trares

EXCUSED: Sr. Joyce Schreiber, Peg Haney, Deacon Gerry Scopilliti, Bill Custer

Meeting opened at 7:07 p.m. with by prayer led by Marianne Berzinskas. Refreshments were shared celebrating outgoing members and summer break.

PASTORAL PLAN FOR EVANGELIZATION

Administration – Diocesan Report reviewed again for this area; lay people of parish are dedicated and knowledgeable; past and present pastors encourage lay participation recognizing their experience and talents and allowing them to take ownership in their particular areas; active deacon a plus to supporting the pastor; diocese promoting alternative forms of parish leadership beginning with bulletin blurbs and inserts (see attached).

Increasing Participation – Suggestion was made to ask Pete Schafer, Director of Evangelization for the diocese, to come and speak to parish about sharing their talents.

Reporting To Parish – It was felt that Council did a good job in the Pastoral Planning Process taking the diocese's publication to heart and working hard to take action on areas of improvement. Summary report was sent to Pete Schafer at the diocese (attached); it was decided to create a condensed version to report to the parish (Kathi & Glenn will work together to develop using parish survey results); with an after Ox Roast time frame plans are to share with bulletin insert, report at Masses during announcement time and on parish website.

COUNCIL MEMBERSHIP

Terms of Glenn Turpin, Jim Schultis, and Marianne Berzinskas (Worship Comm. rep.) end this spring. No nomination cards have been submitted or a replacement come forward from Worship Comm. as of this meeting; members are encouraged to talk with people personally inviting them to serve on Parish Council; deadline for submitting nominations is May 31st.

MINISTRY UPDATES

Finance Council - Ways families can support the parish are being looked into including who they are, family circumstances, along with the needs of our parish plant; members are more willing to give to a vibrant church. Diocesan parish audit as far as our practices will take place after the Ox Roast. The Office of Development to offer training for increasing donations and for estate planning. Increasing hall rentals and taking an inventory of kitchen equipment and any needed improvements to be investigated.

Parish Social Committee – Parish Dance hosted by Lori Duriak and Deacon Gerry to be held May 20th; plans for fireside chats still in the works but are not on schedule or being publicized yet.

Meeting adjourned at 8:23 p.m. with thank you to outgoing members for their hard work and offering of time & talent and then prayer led by Fr. Ed.

NEXT PARISH COUNCIL MEETING: September 20th

What is a Parish Leader?

A Parish Leader is a professional minister appointed by the diocesan bishop with the responsibility of leading a parish community that does not have a resident priest, in collaboration with a Canonical Pastor. The sacraments will continue to be celebrated on a regular basis at the parish through the ministry of an assigned Sacramental Minister (a priest) or the Canonical Pastor. The Parish Leader nurtures and renews the life of the parish in collaboration with staff and parishioners. A Parish Leader can be a deacon, religious woman or man, or lay woman or man who is specifically trained for this ministry.

Why do we need Parish Leaders?

Our diocese has a rich tradition of priests faithfully serving the spiritual needs of those entrusted to their care. In light of fewer priests serving the Diocese of Youngstown, we face a serious but not insurmountable challenge. We have 38 priests in active ministry over the age of 65; 17 of these men are over the age of 70. The use of Parish Leaders will remove the administrative burden of some priests, especially as the number of priests continues to decline in the near future. The Parish Leader concept is a way to keep parishes vibrant while being more creative in the utilization of our priests.

How will it work?

This alternative form of parish leadership has been used in other dioceses for years. Parish Leaders are not a new form of lay priesthood, but rather an opportunity for faith filled men and women to use their gifts of leadership and administration so that priests can focus on the sacramental and pastoral care of the faithful. Parish Leaders empower parishioners to fulfill their baptismal call of discipleship and ministry and use their gifts at the service of the Church. While not all parishes will utilize this model, the success of Parish Leaders requires cooperation and collaboration from parishes within the region.

For more information, contact:

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Parish Leader

Frequently Asked Questions

WHO IS IN CHARGE OF THE PARISH?

According to Canon Law, a priest appointed by the bishop is ultimately responsible for the pastoral and administrative care of the parish. When necessary, the bishop may delegate certain day to day responsibilities to a deacon, religious, or lay person, known as a Parish Leader. The Parish Leader is responsible for the administrative, pastoral, and all other aspects of parish life in collaboration with the Canonical Pastor.

WILL THE SACRAMENTS BE CELEBRATED AT THE PARISH?

Yes, the sacraments will continue to be celebrated on a regular basis through the ministry of a Sacramental Minister (a priest) or the Canonical Pastor. Through collaboration with local priests and parishes, coordinated sacramental schedules in the region will enable our priests to serve the people of God in a more intentional manner.

ARE WE LESS OF A PARISH WITHOUT A RESIDENT PASTOR?

No, Parish Leader led parishes are not second-class! Parishes that are vibrant are actually good soil for this concept. The parish remains a full parish led by a Parish Leader.

WHAT IS THE ROLE OF THE LAITY?

The success of parishes requires the cooperation of all the laity, including parishes led by Parish Leaders. When members of the parish accept ownership and fulfill their role according to their God given talents, a parish remains vibrant, sustainable, and growing. The laity volunteering for more liturgical ministries, pastoral ministries, leadership roles, catechetical ministries, and charitable outreach ministries is critical.

WHAT PARISHES WILL BE CHOSEN FOR PARISH LEADERS?

Parishes will be selected based on the needs of the local church. Therefore, the Parish Leader leadership model can be used at any parish, large or small, urban, suburban or rural.

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PASTORAL PLANNING PROCESS SUMMARY

Parish Council ~ St. Joseph Parish, Mantua

Following the development of the Diocese of Youngstown's Pastoral Plan for Evangelization (published in July of 2015), St. Joseph's Parish Council began its own Pastoral Planning Process by determining short, medium and long-term goals of the parish. Through a structured process, the purpose and goals of Parish Council were defined. A Council model of "Envision Future" was adopted. Then the strengths and weaknesses of the parish were identified and prioritized. A parish survey was developed to obtain parishioners' opinion of what was important to them. Results showed that what Parish Council recognized as strengths and weaknesses were the same as what those responding to the survey felt as well. Throughout the next couple of years, Parish Council focused on addressing the areas that came out during their analysis and the parish survey results. Devoting at least one meeting per area, the Pastoral Plan for Evangelization for the Diocese of Youngstown was used as a guide for recommended actions and were then applied to St. Joseph's circumstances to develop action items and possible solutions or improvements.

FAMILY LIFE - Reach out to Inactive as well as connecting with Active members

- a. Letter from Pastor sent to every registered family with introduction to new pastor and a short survey to solicit parish strengths & weaknesses from parishioners (survey also available on parish website); survey results communicated through bulletin, pulpit presentation, and parish website (action items included add Youth Programs, address Church Repair & Improvements, enrich Liturgical Music, enhance Parishioner Involvement & Evangelization).
- b. Personal letter/card sent to Inactive from Council member to initiate conversation, gathering their thoughts, wants, and needs. Council members' names, contact & short bio included.
- c. Parish Social Life Committee to be developed to engage members of all ages.
- d. Divorce/Annulment Process reforms highlighted in bulletin.
- e. Father/Son Group (5-16 yrs.) could be formed if leadership and interested families come forward.

DISCIPLESHIP - FAITH FORMATION / CATECHESIS - Offer more opportunities for all ages with a focus of reaching out with all types of media as communication & educational tools

- a. Men of St. Joseph (Men's Spirituality Group) & Women's Spirituality Group formed.
- b. Laudato Si Study Group developed.
- c. *The Word Among Us* publication offered during Advent & Lent.
- d. Highlight available Internet opportunities (such as www.usccb.org, Formed.org); increase offerings and information in bulletin ("Catholic Refresher"), parish website, and Facebook page.
- e. Continue providing information of activities for youth through bulletin & other media; share invitations to other area parishes' programs; figure out ways to springboard off of summer enthusiasm of Appalachian Experience and Ox Roast Fair volunteerism; find a great leader and ways to fund a program for youth.

WORSHIP & PRAYER - Find ways to encourage more participation in Liturgical Ministries & devotions

- a. Education/catechesis and personal invitations will help recruit more Liturgical Ministers; 4th grade PSR students are currently being trained as servers.
- b. Rosary devotion begun on first Saturday of each month.
- c. Participation in monthly Eucharistic Adoration to be encouraged more.
- d. Future plans to address sound system issues and trying to get more involvement in choir and participation from congregation will help improve Music Ministry.

CHRISTIAN SERVICE – Bring more awareness of opportunities and encourage more personal connection

- a. St. Joseph Cares not only addresses financial deficits for those in need but they also provide monthly support to Catholic Charities and 4C's Food Cupboard. Other activities include adopting several families at Thanksgiving and Christmas, volunteering at Portage County Clothing Center, providing Bingo at Streetsboro's The Arbors (long-term skilled nursing care and short-term rehabilitation facility), sending cards to those on our prayer list & care packages to members of our parish who serve in the military. The group has also just begun an effort to bring more awareness to the addition epidemic by highlighting area programs and events. In addition, clothing drives will begin in May to support an area free clothing giveaway in the Crestwood area.
- b. Appalachian Experience group continues with annual trips to the western tip of Virginia helping do housing repairs to owner-occupied homes; effort to keep high school teens participating is sometimes a challenge; fundraisers need to fund due to tight parish budget.
- c. Annual Ox Roast Fair not only offers a way for hundreds of parishioners and their families and friends to give of their time and talent but it also reaches out as an evangelization tool as well as community building and fellowship event.
- d. Revamp of Parish Booklet featuring organizations, committees, and ministries planned for future.

EVANGELIZATION – Reach out to the less active and provide information to community

- e. Develop a library of items available for parishioners' use.
- f. Initiate Q & A sessions with Fr. Ed & Deacon Gerry with evening prayer and "fireside chat" style format around fire pit on parish grounds.
- g. Provide informational flyer at Ox Roast Fair and other events; investigate Welcome Wagon and other opportunities to share parish information.
- h. Establish a formal Welcoming Committee.

FINANCES – Find ways to generate a regular flow of income to cover day-to-day expenses as well as fund upcoming projects.

- a. Pastor & Finance Council member to attend upcoming Diocesan Stewardship Training.
- b. Finance Council continually working on prioritizing maintenance needs and ways to address them (church roof, church interior, parking lot, hall kitchen, parish center).
- c. Provide reminders of parish needs and ways families can support parish.
- d. Promote rental of facilities more to generate income.

ADMINISTRATION – Look for ways to offer more support while not taxing budget (i.e. Hall Mgr.)

- a. Topic to be discussed at May's Parish Council meeting.

Parish Council will continue to address action items brought out by our assessment and parish survey results. It was stressed to parishioners that the survey was just the beginning of an ongoing process addressing the Diocesan Plan for Evangelization and that opportunities to comment and be invited to give additional input will be offered in the future. Communication to parishioners about process will take place periodically.

**St. Joseph Cares
Meeting Minutes
Tuesday, May 2, 2017
7:00 PM**

Present: Jan Herman, Angie and Joe Daczko, Ron Scala, Patty Nichols and Jean Wojtecki.

I. OPENING PRAYER – Jan

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Motion by Joe to approve the meeting minutes of the April 2017 meeting, motion seconded by Jan, all in favor, motion carries.

III. TREASURER’S REPORT

Reported an ending March balance of \$2,370.26. April Deposit of \$731.27, and April Cases \$1,129.65, resulting in a balance of \$1,971.88 at the end of April. Cases for April below.

Case	Check No.	Amount	Purpose
916		-0-	Pending
917	2848	\$200.00	Rent
918	2849	\$293	Rent
919		-0-	Pending
920	2850	\$201.65	Gas bill
921	2851	\$235.00	hotel
922	2852	\$200.00	Rent
923		-0-	Pending
924		-0-	Pending
925		-0-	Pending

DISCUSSION

The group had discussion on the following topics:

- Jan is reinstating the track phone to take SJC calls and not using her home phone. Had many pending cases this month that we are waiting for parties to call back.
- Place a note in the bulletin to remind all that SJC is here to help those in need in our Parish and let everyone know that it is completely anonymous.
- Clothing drive-Joe will collect all that is brought to the church the weekend before and will deliver to Hilltop and Mantua Center Churches. They work with St Pauly’s, who will take the balance of clothing and pay the church \$0.02 per pound
- Jan working with Haven of Portage-looking to open in September. St Helens men’s group is helping to clean up the property.
- Ron updated group, “Start Talking Portage” direction of the group is to remain spiritual. There was a young man in Streetsboro that passed from overdose. Looking at Drug free Club of America. Cost is \$67 per student per year.
- Talked about taking a break for July and August meetings, resume in September .

VI. CLOSING PRAYER– Joe

VII. ADJOURNMENT @ 8:30 PM

The next meeting is scheduled for Tuesday, June 6, 2017.

St. Joseph Mantua, Worship Committee May 4, 2017

Attendance: Fr. Stafford, Chuck, Mary Ann Feddor, Kathy, Cindy Clark, Michelle, Bob, Amy, Diane

Comments on Easter Vigil Next year should plan ahead earlier, especially Music, so have more time to practice, speak to Bill regarding this. All seemed to go very well. People commented on how happy they were about the 5 readings, that they would like all 7 readings. It was brought up that we had no RCIA so all was shorter so could do more readings, but we will not do 7 readings.

On Good Friday we need people to sign up for 1-3pm vigil so someone is always in attendance in church. Stations we had 20 some people.

Anointing of the Sick May 20- 21 after all masses

May 5, 2017 7-9 pm Adoration

May 6, 2017 4:20 pm Rosary

Note- Sat. May 6, 12PM Get Flowers to refresh the Altar and do environment after

May 7, 2017 11:15 Mass First Eucharist, reception to follow Hughes Hall

May 14, 2017 Mother's Day (deadline for flower fund 5/8)

May Crowning

Note Will get flowers to refresh altar Saturday May 12

May 27/28, 2017 Ascension of our Lord, White

Memorial Day Weekend

June 3 2017 Pentecost Red

June 10, 2017 Holy Trinity

June 17-18, 2017 Most Holy Body and Blood of Christ

Father's Day

Free Clothing Give Away (no questions asked) Providing clothing to families in need

May 20, July 15, Sept. 16 and Nov 18

St Joseph Cares will hold a clothing drive, weekends of May 13/14 July 8/9 Sept 9/10 Nov 11/12 Also in Yellow bins at Mantua Center and Hilltop Christian Churches, Donation of items for all ages in wearable condition accepted 24/7

Birthdays: May 7 Michelle, May 22 Kathi Trares

Next Meeting June 1, 2017

MASS TIME CHANGE JUNE 4 FOR 11:15 TO 10:30 am

Respectfully Submitted 5/5/2017

Approved

Diane Sanderson

Chuck Casalicchio via e mail 5/9/17

Finance Council Meeting Minutes May 11, 2017

■ **Call to order**

- We opened the St. Joseph Finance Council meeting with a prayer by Father Ed at 7:05 P.M.

■ **Attendance**

- The following were present: Fr. Stafford, Dan Safko, Cindy Clark, Cathy Sherbondy, and Karen Schulz.

■ **Review of minutes from the last meeting**

- The April, 2017 meeting minutes were accepted as presented.

■ **Review and Discussion of P&L**

- Profit and Loss reports received from Cindy Clark and Pat Finn were reviewed and accepted. Jason continues to check to see whether the several electric meters on the report can be consolidated or eliminated.
- We continue to discuss some simplification of sections of the report.

■ **Pastor's Report**

- Father would like to review the membership requirements of Parish committees. Perhaps they should be reduced.
- We attended an informational meeting on May 1, 2017 at St Thomas Aquinas to learn new methods of increasing weekly donations along with other stewardship philosophies. It was beneficial. We will be signing up for a Parish policy audit as well as conducting the Diocesan program for increasing weekly donations. Immaculate Conception has already had the program and we will discuss with them whether they feel it was successful.

■ **Old Business**

- Ox Roast Fair funds have not been put into savings? It is too late to do so this year.
- We will continue to discuss for rental of the school and hall.
- We will not be conducting a capital campaign this year.
- We will discuss the possibility of restriping the parking lot to make it last a little longer before repaving.
- Thanks to Joe and Cathy who finished up their terms this month. Their help and advice is appreciated.

■ **New Business**

- We will work on refresher information about the on-line giving to be included in the announcements as well as in the bulletin for some time in May. We may also include an explanation of regular expenses.
- More efficient lighting is being installed in phases in all areas of the buildings.
- Paperwork for the roof replacement will be sent to the Diocese within a few days.

■ **Adjournment**

- Meeting adjourned with prayer at 8:20 P.M.

The next meeting will be on September 00, 2017 @ 7 PM.