

Parish Council Agenda

MONDAY, MAY 9, 2005

7:30PM in the Old Prayer Room

- I. Opening Prayer Joe Loduca
- II. Approval of Minutes Minutes for 04/11/05
- III. **What have you heard? What have you seen?** Fr. Tim, what's keeping you up at night?
- IV. AGENDA
- A. Pastor's Report Tim Johnson
 - B. Pastoral Assistant Report (see attachment #1) Norah Hippolyte
 - C. School Report (see attachment #2) Sonya Simril
 - D. Old Business
 - 1. Review goals (see attachment #3)
 - 2. Garden benches and Easter fire
 - 3. Dinner/Dance review
 - 4. New parish directory pictures May 25,26 and June 10,11
 - 5. Parish/School Partnership Committee report (Evangeline Brown)
 - 6. Nomination Committee report
 - E. New Business
 - 1. July meeting changes?
 - 2. Cathedral Ground Breaking on 05/21/05, noon to 3:00PM
- V. Closing Prayer Bernadette Lufrano
- VI. Hospitality Peter Lange

Attachments:

Minutes

“Beyond Coffee and Donuts”

1. Pastoral Assistant Report
2. School Report
3. Long Range Pastoral Plan

Parish Council Minutes
Church of St. Leo the Great
4/11/05

Attendees: Gaylon Parsons, Angie Minor, Joe Loduca, Darcel Walker, Sonya Simril, Stan Jones, Fr. Tim Johnson, Norah Hippolyte, Hank Hyatt, Peter Lange, Evangeline Brown, Bernadette Lufrano

Guest: Melissa Lucero

Hospitality: Gaylon Parsons

Opening Prayer: Peter Lange

Closing Prayer: Evangeline Brown

Meeting Adjourned: 8:50 pm

Corrections to minutes: Delete “additional” on Pastoral Assistant’s Report

Approval of Minutes:

First: Evangeline Brown

Second: Gaylon Parsons

What have you heard: What have you seen? Fr. Tim, what’s keeping you up at night?

About 90 people attended the Parish Dinner Dance on April 9th. Angie reported that at least 3 people who attended told her they had a great time and hope that another one will be planned soon. Fr. Tim reported no pressing issues.

Pastoral Reading: (Joe Loduca)

Chapter 4: *Organizing your Pastoral Council*

The parish must first decide which type of council it wants, whether it is to take a more proactive or reactive approach. From there it can decide the characteristics and qualities of the members that make up the council. These members can be formed when involved through parish functions and activities.

There is growth in the parish council. Members are also working on other committees. A search for potential candidates for the council is underway and current members should send names to Fr. Tim and Norah. There are 3 new members selected each year. No Nominating and Selection committee has been formed as of yet.

Pastor’s Report:

Pope John Paul II has died. Rome is currently without a bishop.

Cingular/AT&T are interested in renting the church tower and will be developing a plan for the church to consider. There will most likely be modifications made to the existing

tower. Fr. Tim has contacted Alex to work with Cingular on the plan, which will be reviewed by the city planning commission.

Fr. Tim announced that there will be a meeting of the (newly named as of this meeting, thanks to Gaylon) Parish/School Partnership committee, chaired by Evangeline Brown on Monday, April 18, 2005 at 6:30pm. The focus is to let both the school and the parish know what each is doing.

Pastoral Assistant's Report:

In addition to Norah's report, she reported that there are 4 adults considering participation in RCIA, and 2 additional children are now enrolled in RCIC. A potluck-planning meeting is scheduled on Wednesday, April 13 at 7:30pm in the rectory to plan the Pentecost Potluck & Town Hall meeting to take place on Sunday, May 15, 2005.

School Report:

The school newsletter has been sent out. St. Leo's school is one of 4 schools selected by the Diocese to be a part of a video to be used as a marketing tool. The 8th graders' annual trip to Washington DC will commence on April 28th.

Old Business:

As planned, the council members reviewed the Pastoral Plan goals. For the most part, various activities and projects are in place and are meeting the goals. There needs to be more effort to expand the email list and use it to announce various church/school news and events.

New Business:

Melissa Lucero, co-coordinator of the new parish directory, reported on preliminary work with Olan/Mills. There will be flyers distributed to parishioners announcing this project. Some possible dates were given for photo sessions – 2 week days and 2 weekend days. Volunteers will be needed to do call-ups and man the table for parishioners to sign up after each mass. Email will also be used to inform parishioners.

The Thank You dinner is scheduled for 6/11/05. Invitations will be sent out soon.

Beyond Coffee and Donuts

A Newsletter for Pastoral Councils

Spring, 2005

Diocesan Office Continues to Support and Resource Pastoral Councils

Chuck Siebenand, after years of great leadership and nationally acclaimed authorship of pastoral council resource books, is now heading a new Office of Pastoral Planning for the Diocese of Oakland. His office will look at the changing demographics and needs of the diocese and deal with expansion and consolidation of parishes and schools. While not easy to replace, Chuck worked with parish pastoral councils so well that it will be easy to follow him and continue supporting this important parish ministry. During his time as resource for pastoral councils, he also created the Diocesan Board for Pastoral Councils, made up of members from various parishes. This board continues to function.

While many at the diocese will be knowledgeable of the workings, purpose and focus of council ministry, two people are now contacts for this particular area. In the future, contact Nora Petersen at (510) 267-8351 or npetersen@oakdiocese.org or Linda Krehmeier at (510) 267-8315 or lkrehmeier@oakdiocese.org. We will happily respond to your needs for training, orientation, retreats, long range planning, S.W.O.T. analysis, membership discernment, and goal setting.

Bishop to Visit Parishes in August

Bishop Vigneron continues his weekend parish visits August 27-29, at Our Lady of Grace in Castro Valley. Over the next eleven years, the bishop plans to spend two to three days at each parish, meeting with staff and councils, preaching at all the Masses, hearing confessions, and experiencing the parish family.

For all the bishop's 2005 parish visits, please visit <http://www.oakdiocese.org/letters/bishopvisits.pdf>.



Evening with Bishop Held in January



In January, Bishop Vigneron met with close to 300 pastoral council members from over 50 parishes, telling them "our first vocation, as church, is to the world." The second, he said, is to be involved in church ministries. "As a church we help everyone do their job [in the world], as living leaven." Most important for the pastoral council, according to the bishop, is *planning*, preparing a three-to-five year plan, with basic goals and approaches, to be updated annually.

Motivated by the Holy Spirit, according to Bishop, councils are to use a discernment process and ask the questions:

- As people of God, how can we help others live out their baptismal promises?
- How do we promote service with the mind and heart of Christ as our guide?
- How do we help the parish live out its vocation?

The gathered crowd had a great spirit and tremendous energy, leading the Diocesan Board for Pastoral Councils to set a date to repeat the event in another location. Next year's council members can hold the date, **January 17, 2006**, for another meeting with the bishop.

Fall 2005 Workshops:

- Orientation to Pastoral Councils
- Council Leadership/Facilitators

New Member Orientation and Council Facilitation Workshops held last fall were so successful the Diocesan Board for Pastoral Councils plans to offer them again. These well-attended mornings helped get many new members and council leaders off to a good start for the year. We are looking for dates and sites for these workshops. Any parish wishing to volunteer their facilities, please call Nora at (510) 267-8351 or at Linda (510) 267-8315.

New Question and Answer Column Begins

At the January 13 meeting with Bishop Vigneron, those attending raised 139 questions. Bishop responded to 10 questions that night. Many of the un-addressed questions were about the purpose, responsibility and organization of Pastoral Councils. Others were concerned with recruiting Council members. We are beginning a new section in this issue of Beyond Coffee and Donuts in which we will answer some of the most basic issues; those dealing with practical questions. Look for the question mark logo in each issue to find some of our responses. Much of the information requested is included in the Pastoral Council book, *Suggestions for Pastoral Councils: Guiding the Parish, Moved by the Spirit*, published by the Diocese of Oakland. It can be found on-line and downloaded at www.oakdiocese.org/SuggestPC.pdf. Or call the office, (510) 267-8370.



What is the role of the parish council in the church? The Parish Council, now most commonly called "Pastoral" Council, to differentiate old and new concepts, is an advisory or consultative body for the

pastor. The council does not manage parish operations. The members meet with the pastor and offer him the wisdom of the community. The council is responsible for seeing the bigger picture of the parish. Whereas the finance council has a limited scope that deals with budget and financial matters, the work of the pastoral council embraces all of the pastoral dimensions of the parish. In addition to doing long range planning, the council members deal with whatever pastoral concerns the pastor brings before them. (Taken from *Suggestions for Pastoral Councils*, Published by Diocese of Oakland, 2001 revision.)

Why "Beyond Coffee and Donuts"?

Did you ever sit in on an interminable meeting with a group that tried to decide what color carpet to put in the new parish hall, or whether to re-pave the parking lot, or how many donuts to order for your parish feast day? Important enough decision perhaps, but not the main focus of a council that is charged with long range planning and visioning, in response to the spiritual needs of the parish. Chuck Siebenand came up with the name for this Pastoral Council newsletter. It was his way of underlining the changing understanding as to council function and purpose.



Diocesan Services and Resources

Did you know the Diocese employs specialists in many parish ministries who are available to offer expertise and materials to parishes? Many pastoral council members are not aware of these services, as seen in the many questions written to Bishop on January 13. Here is a list of specialists in the new **Department of Parish Catechetical Outreach** (which sees these ministries as Adult Faith Formation):

Juan Jesús Ambriz

Family Life Ministry for Latinos
(510) 267-8393 or jambriz@oakdiocese.org

Rita Billeci

Family Life Ministry & Evangelization
(510) 267-8392 or rbilleci@oakdiocese.org

Grace Cassetta

Youth and Young Adult Ministry
(510) 267-8386 or gcassetta@oakdiocese.org

Carmen de la Vega Neafsey

Catechetical Resource Ministry & Evangelization
(510) 267-8348 or cneafsey@oakdiocese.org

Mary Doyle

Social Justice Resource Ministry & Stewardship
(510) 267-8379 or madoyle@oakdiocese.org

Yvette Espinoza

Latino and Ethnic Youth & Young Adult Ministry & Stewardship
(510) 267-8389 or yespinoza@oakdiocese.org

Toinette Eugene

Ministry with the African American Community
(510) 267-8385 or teugene@oakdiocese.org

Yolanda Garcia

Small Christian Communities for Latinos
(510) 267-8354 or ygarcia@oakdiocese.org

Linda Krehmeier

Liturgical Resources Ministry & Pastoral Councils
(510) 267-8315 or lkrehmeier@oakdiocese.org

Jessy Lira

Catechetical Resources Ministry for Latinos
(510) 267-8352 or jlira@oakdiocese.org

Sr. Rosaline Nguyen

Ministry with the Vietnamese Community
(510) 267-8387 or rnguyen@oakdiocese.org

Eunice Park

Young Adult Ministry
(510) 267-8388 or epark@oakdiocese.org

Nora Petersen

Small Christian Communities & Pastoral Councils
(510) 267-8351 or npetersen@oakdiocese.org

Monika Rodman

Respect Life Ministry
(510) 267-8394 or mrodman@oakdiocese.org

ATTACHMENT #1

Date: May 2005

To: Parish Pastoral Council

From: Norah Hippolyte

Re: Pastoral Assistant Report

RCIA/RCIC

On Sunday, May 1, we began our inquiry sessions with our new inquirers. The facilitators of these sessions are Chandra Miller and Natalia del Pozo. There are meetings at 9:45AM on Sunday mornings in the Rectory. Currently, we have 4 people in the group and they are in different stages of formation. It looks like it will be a year filled with blessings and challenges. The group which is in the Mystagogia stage are still meeting on Sundays as well, adults, teens and children.

CLW

I will need to work harder at establishing the concept that CLW is not a class it is Mass. Expect to see items in the bulletin. Also Children's Liturgy of the Word is year round.

Christian Enrichment

The last session for on-going enrichment will be May 29, Corpus Christi.

Infant Baptism Preparation

There seems to be a growing number of people coming for baptism. We are working Fr. Tim harder.

Thank You Dinner

Mark your calendars for Saturday, June 11. We will be sending out invitations this week.

Service Opportunities Brochure & Program Opportunities Brochure

The Program Opportunities brochure will be restocked before the registration weekend, May 21/22.

Social Events

The Pentecost Potluck and Town Hall meeting are Sunday, May 15 following the 11:00AM Mass.

Stewardship

ATTACHMENT #1

The Stewardship Committee will be talking about the gifts of time and talent at the Town Hall meeting.

Parish Nurses

The Holy Spirit is calling me to get these nurses together. Another nurse has volunteered her services.

If you have questions, please feel most welcome to ask. I am available at the rectory on Wednesdays from 7:00P-9:30P and Saturdays from 12:30P-4:30P. Or you can email me at stleo@pacbell.net.

SCHOOL OF SAINT LEO THE GREAT FROM THE DESK OF SONYA SIMRIL

Listed below is information to be submitted to the Parish Council for the May meeting:

- Our annual Washington Dc trip and Shakespeare Trip to Ashland, Oregon was excellent. We received many compliments from tourist and our tour company representatives on how respectful and well behaved our students were.
 - We are accepting applications for grades PK-6th for the 2005-2006 school year. If you know of anyone interested, please refer them to us.
 - Last day of school is June 10th
 - As always, thanks for your ongoing support
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ATTACHMENT #3

Long Range (Five Year) Pastoral Plan Top Priorities/Programs/Desires

Stewardship

- Promote EFT

Outreach

- Increase congregation by attracting the young, old and previously disenfranchised. Depending on the needs, we should take both varied and focused approaches.
- Continue faith based programs such as RCIA/RCIC, Bible Study, ~~Peter Aletto~~, etc.
- Continue our support for our international sister parish, St. Martin Sacatepequez in Guatemala, and our parish-awareness of that relationship.
- Continue our charitable support to those in need, ~~such as HUC.~~
- Continue our support of a Social Justice based program. ~~Just Faith.~~
- Continue to foster more connection between church and school and also between the school and our sister parish's CCD program such as the Church/School Partnership Committee.
- Designate individuals or a committee to encourage personal involvement in various parish programs (enrollment) and general communications (emails, signs, etc.) to increase parish participation and awareness of upcoming news and events.
- Continue to develop the email lists with its' uses.

Social Hospitality

- Community activities, social events such as concerts, dances, potlucks, etc. not only for those who are active members but also to draw in new members.
- Increase parish picnic participation.
- Maintain the warm sense of welcome to all.

Criteria for measuring success/progress in these long-range pastoral plans: Are our attempts to implement responses to these plans:

- encouraging parishioners of all ages to deepen their lives in St. Leo's and to further participation in the parish's life?
- offering the parishioners adequate social events?
- in accord with our mission statement?
- producing happiness in the parishioners?

Adopted 11/08/04