

# Church of St. Leo the Great

176 Ridgeway Avenue • Oakland, California 94611 • (510) 654-6177 • FAX (510) 654 4203



## Parish Council Agenda

**MONDAY, SEPTEMBER 13, 2004**

**7:30 in the Old Prayer Room ◀ note correct time and place**

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|--|--|
| I. Opening Prayer  | Evangeline Brown   |
| II. Approval of Minutes  | Minutes for the July, 2004 Meeting   |
| III. <u>Suggestions for Pastoral Councils</u>  | Chapter 5: Clarifying Roles<br>Reading: Bernadette Lufrano<br>(Remember to bring your copy of <u>Suggestions for Pastoral Councils</u> ) |
| III. AGENDA  |  |
| A. Pastor's Report (see attachment #1)   | Tim Johnson  |
| B. Pastoral Assistant Report (see attachment #2).  | Norah Hippolyte  |
| C. School Report (see attachment #3)   | Sonya Simril   |
| D. Old Business  |  |
| 1. Garage Sale   |  |
| 2. Parish Picnic (September 12)  |  |
| 3. Bench Committee   |  |
| 4. Parish Spring Dance in the Fall   |  |
| E. New Business  |  |
| 1. Day of Discernment (for October?)   |  |
| 2. Beyond coffee and donuts: 10/02/2004, 10/23/2004, and An Evening with Bishop Vigneron: 11/08/2004 (will conflict with Parish Council meeting) |  |
| 3. Voice of the Faithful at USF: 03/27/2004  |  |
| 4. Select Committee for Our Lady of Guadalupe Novena Mass (for December?) Bake Sale (for November or early December time period)                 |  |
| 5. Heads-up to select a place and time for parish picnic in 2005 and Thank Dinner in 2005 (for November calendar)                                |  |
| IV. Closing Prayer   | Darcel Walker  |
| V. Hospitality   | Joe Loduca   |

### Attachments:

Minutes

1. Information re: Safe Environment for Children
2. Pastoral Assistant Report
3. School Report
4. 2004-2005 Meeting Schedule
5. Revised Member List

**Parish Council Meeting  
Church of St. Leo the Great  
09/13/04**

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

**Absent:** Gaylon Parsons

**Hospitality:** Joe Loduca

**Opening Prayer:** Evangeline Brown

**Closing Prayer:** Joe Loduca

**Meeting adjourned:** 8:55

**Approval of Parish Council Minutes:**

First – Angie Minor

Second – Evangeline Brown

**Pastoral Reading:** (Bernadette Lufrano)

Chapter 5 – *Clarifying Roles*

The pastor works with the council and is responsible for the overall welfare of the parish and is accountable to the bishop. The parish council does not manage the parish but acts as an advisory group to the parish administration. The council facilitator is responsible for the ongoing organization of the council and acts as representative of the parish at larger meetings and gatherings. The secretary tracks meeting progress and records official decisions. From time to time there will be a need for various committees: a steering committee to develop guidelines, the execute committee to develop agenda items and an ad hoc committee to deal with special research projects.

Previous Parish Councils thought it appropriate to start each parish council year with reading Chapters 5, 6, and 7 rather than starting from Chapter 1.

Council members are welcome to provide agenda items to Charlotte at St. Leo's office.

**Pastor's Report:**

Fr. Joseph Li, who has been assisting St. Leo's with the weekday masses, will be leaving at the end of the month. He will be working at a parish in Napa.

Fr. Tim provided samples of standards from the Diocese of Oakland specific to the Safe Environments for Children Project. All paid staff will be required to undergo training on these standards and to sign forms as well as being fingerprinted.

**Pastoral Assistant Report**

**Social Justice Events**

Nora will be contacting the League of Women voters to speak on issues that will be on the November ballot.

Movie night is Friday, September 17 in the parking lot. The feature movie will be Cinema Paradiso. Book club meets every other Wednesdays.

**School Report:**

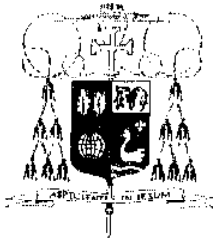
There is an increase in enrollment this year.

**Old Business:**

The Garage sale netted \$2,300. There were 8 people on hand to assist. The Parish Picnic went well. About 45 people attended. Next year's picnic will be on Sunday, September 11. The Bench committee has decided, with Fr. Tim's input and approval, to move ahead on the memorial bench. Hank will provide information on the proposed bench and what will be needed to have it installed. Fr. Tim would like ongoing discussion on other (related) ideas and suggests this issue be a part of next month's agenda. There are 2 tentative dates in April '05 for The Parish Spring Dance, to be held at the Colombo Club in Oakland. Peter Lange will work with Elma Penaranda on the plans. This will be a social event.

**New Business:**

Day of Discernment will take place on Saturday, October 16, in the prayer room. The regular parish council meeting for October will be cancelled. New parish council members will be attending Beyond Coffee and Donuts seminar on October 23 in Walnut Creek. Peter will coordinate registration. Select committee for Our Lady of Guadalupe Novena Mass may be tabled until next year, as there may be a conflict in dates this December. Norah will set date and reserve the Colombo Club for the 2005 Thank You dinner.



# ***Diocese of Oakland***

## **Safe Environments for Children Project**

### ***Background***

The *Charter for the Protection of Children and Youth* requires that diocese/eparchies establish “safe environment” programs. Article 12 of the Charter states:

“Diocese/eparchies will establish “safe environment” programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses/eparchies will make clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.”

In addition, Article 13 states:

“Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.”

### ***Project Components***

The following are the four components of the Diocese of Oakland’s Safe Environments for Children Project (SECP).

#### **1. Curriculum Development**

Research, review, develop and disseminate curriculum for students in grades K through 12, both in Catholic schools and in parish religious education/faith formation programs.

- Curriculum will be focused on child safety, with special emphasis on child abuse and its prevention. Each “unit” will contain classroom curriculum, a lesson planning guide and ancillary materials to ensure accessibility and ease of use. While having similar emphasis, separate curricula will be

developed for the Catholic schools and the parish religious education programs.

- The school-based curriculum will be more in-depth and will cover safety issues related to a school setting.
- The parish-based curriculum will be limited in scope primarily because of time constraints in such programs.
- Support materials will be developed for use with parents.

## **2. Screening Employees and Volunteers**

Establish and maintain a data management system to track the screening of employees and volunteers.

The following policies are in effect regarding screening:

- All new employees must be fingerprinted as part of hiring process.
- All current employees must be fingerprinted by January 1, 2005.
- All volunteers with access to children (catechists, CYO coaches, parent volunteers in Catholic schools, groundsworkers, etc.) will be screened through the Megan's Law screening process beginning in September 2004.
- Additional screening strategies will be considered, including requiring fingerprinting of all volunteers with access to children (this is common practice in many dioceses in the country, including several of our neighboring dioceses).

## **3. Training for Employees and Volunteers**

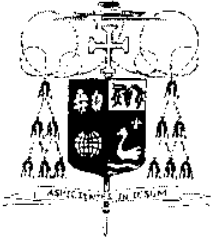
- Training will be offered for all employees and volunteers. Training will be offered "live" regionally each Fall and will be available on video for new hires and for those unable to attend training sessions.
- A variety of training sessions will be offered, with ministry-specific trainings being offered for clergy, LEM's, parish employees, volunteers who work with children and volunteers whose ministries might put them in contact with children but who do not have children as the primary focus.
- Training will be offered in English and Spanish, with translation into other languages as necessary.

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#### **4. Parish-Based Safe Environments for Children Committees**

Committees will be established in each parish with the primary goal of assisting the pastor in ensuring safe environments for children. Additional goals would include:

- Ensuring that all parish employees and volunteers are screened through predetermined methods.
- Ensuring that curriculum is being utilized in parish school and religious education programs.
- Assisting in the delivery of training programs through the Department of Faith and Ministry Formation to ensure that all parish employees and volunteers participate in such training.



# *Diocese of Oakland*

## A POLICY OF EXPECTATIONS AND GUIDELINES FOR MINISTRY TO MINORS FOR THE DIOCESE OF OAKLAND JUNE 1, 2004

### PREAMBLE

As leaders in the Church founded by Christ, priests, deacons and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, these individuals will want to act properly at all times in the light of contemporary society and its needs. This Policy does not presume to provide answers to all the ethical questions facing Church leaders. What it does establish is a set of general guidelines and boundaries when ministering to minors. Further guidance and advice can be sought from the Chancellor of the Diocese of Oakland as needed. Many items mentioned in this document are applicable to ministry with adults, but in this Policy we are addressing explicitly proper contact with persons under 18 years of age.

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions of the Diocese of Oakland. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to: priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, seminarians serving internships and lay theology students.

This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationships with adults involved in Church ministry.

## BACKGROUND

This Policy was written and published in 2004. It was developed in cooperation with the Oakland Diocesan Presbyteral Council with the assistance of other protocol documents from other dioceses. It is to be considered a working document that will be revised as needed under the direction of the Bishop of Oakland.

Responsibility for adherence to this Policy rests with those involved in Church ministry or service themselves. It is anticipated however, that disregard of this Policy by such persons will be dealt with by the appropriate employing/appointing organization (e.g. the parish, the religious order, the diocesan bishop). Remedial action may take various forms from counseling to removal from ministry.

The conduct of ministers and employees, both public and private, has the potential to inspire and motivate people or scandalize and tear down their faith. They must be aware of the responsibilities that accompany their ministry. They must also know that God's goodness and graces support them in their ministry.

## GUIDELINES WITH REGARD TO MINISTRY TO MINORS

1. Any and all involvement with minors is to be approached from the premise that minors should always be viewed – whether in a social or ministerial situation – as restricted individuals, that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents or guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.
2. Adults should avoid situations which place them in a position to be alone with a minor in the rectory, parish residence, school, or in a closed room other than a confessional.
3. In meeting and/or pastoral counseling situations involving a minor, excluding Sacramental Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g. piano lessons, disciplinary meeting with an

administrator, etc.) another adult should be informed that the meeting will be taking place, the meeting place should be accessible and visible with the door where the meeting is taking place left ajar unless there is a clear window built into the door.

4. An unaccompanied minor is allowed only in the professional section of the rectory or parish residence, never in the living quarters.
5. Minors age 16 and over are permitted to work in the rectory, parish residence, school or parish facility, when there would normally be at least two adults present, i.e. over 21 years of age. Minors under age 16 may not be hired to work in any capacity for a parish, school or diocese.
6. At least two adults, one of whom is to be the same sex as the participants, are to be present when a group of minors engages in organized games or sports activities.
7. Adults are to avoid being the only adult in a bathroom, shower room, locker room or other dressing areas whenever minors are using such facilities.
8. Youth group trips of any kind must have a minimum of two adult chaperones, at least one of whom should be of the same sex as the young people. Larger groups must have at least one adult chaperone for every ten minors.
9. While on youth trips, the adults as well as the minors, may not use alcohol or controlled substances and anyone under the influence of these substances may not participate in the event
10. One adult alone shall never engage in an overnight trip with a minor or minors.
11. While on youth group trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors.

12. The sacristy door is always to be unlocked whenever minors are present within the sacristy.
13. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor.
14. Topics or vocabulary such as profanity, cursing and vulgar humor which could not comfortably be used in the presence of parents/guardians or another adult, shall not be used in the presence of a minor/minors.
15. Adults are absolutely prohibited from serving or supplying alcohol, cigarettes, inappropriate reading material or controlled substances to minors. Alcoholic beverages shall not be served or consumed at parish or school social activities intended primarily for minors.
16. Audiovisual, music and print resources used in programs must be screened prior to use to ensure their appropriateness for the participants. It is never appropriate to use an "R" rated movie or movies rated with an even stronger designation. Music lyrics should also be reviewed to insure appropriateness.
17. Careful boundaries concerning physical contact with a minor must be observed at all times and (beyond a handshake) should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.
18. Some adaptation in applying these guidelines when the minor is a relative ought to be the norm, but appearances in public nevertheless need to be maintained.
19. Clear violations of these standards as well as any sexual misconduct should be reported immediately to the appropriate parish, diocesan or civil authority.

## GUIDELINES WITH REGARD TO THE PASTORAL COUNSELING OF MINORS

- A. Pastoral counseling of a minor must take place only in the professional portion of a rectory or parish residence, never in the living quarters.
- B. The Sacrament of Reconciliation is to be celebrated in a place so designated for that purpose: reconciliation chapel or confessional. Only extreme inconvenience or impossibility would be an acceptable excuse to deviate from this standard.
- C. If possible, offices or classrooms used for pastoral counseling of a minor should have a window in the door or the door is to be left ajar during the counseling session.
- D. If possible, another adult should be in close proximity during any counseling session.
- E. Unless the subject matter precludes their presence or knowledge, parents or guardians of minors should be made aware of the counseling session.
- F. If counseling is expected to extend beyond one session, evaluation of the situation should be made with the parents or guardians.
- G. The adult is responsible to recognize any personal/physical attraction to or from a minor. In such a situation, the minor should be immediately referred to another qualified adult or licensed professional.

## ATTACHMENT #2

Date: September 2004

To: Parish Pastoral Council

From: Norah Hippolyte

Re: Pastoral Assistant Report

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### RCIA/RCIC

We are gearing up to be full swing back into these two processes. During the summer the RCIA met three times. They are back to a weekly meeting beginning on September 12. The RCIC met weekly except August 29 and September 5. The team members are slightly altered. RCIA team is Wella Lasola, team leader, Linda Mignano, Mary White and Melissa Hyatt. The RCIC team is myself and Georgina Yracheta.

### CLW

Children's Liturgy of the Word continues to be a drawing point for many families. Other parishes ask for input for us for beginning their own ministry to children.

### Christian Enrichment

We have been encouraging members of the parish to sign up for the variety of sessions being offered. The adult response has been very minimal. I thought to try a new tack and refer to the adult piece as Adult Spirituality. Wish me luck!

### Infant Baptism Preparation

FYI: We currently conduct baptisms individually, outside of Mass.

### First Reconciliation

Our preparation program for reconciliation is geared toward children who are in grades 4 and higher. We will begin in October. The children work in their workbooks at home and meet monthly to review themes.

### Social Events

Parish Picnic - September 12, 2004 at Lake Temescal "Streamside" site. See you there!

Movie night - Friday, September 17 in the parking lot. Movie tbd.

### Social Justice Events

Along these lines is the bishops new call to Political Responsibility. Maybe we should organize a discussion along the lines of where the Church rests on some issues and why so that people may be able to make a decision from some Catholic principles.

### Stewardship

The Stewardship committee took a summer hiatus. We will gather this month.

**Fundraising**

FYI: If you did not know the garage sale raised 2,300 + dollars. Awesome job.

**Evangelization**

Theology on Tap begins on Tuesday, September 21 at the Kerry House.

If you have questions, please feel most welcome to ask. I am available at the rectory on Wednesdays from 8:30A -5:00P, 7:30P-10:00P and Saturdays from 2:00P-4:30P. Or you can email me at [NHipp0@aol.com](mailto:NHipp0@aol.com) (that's a zero).

## ATTACHMENT #3

# 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 September meeting.

- Our school year is off to a great start!
- We have 270 students.
- Back to School Night will be held on September 14, 2004
- We are participating in the Western Association of Schools/Colleges (WASC) and Western Catholic Education Association (WCEA) accreditation process. (More info will follow)

## ATTACHMENT #4

### Parish Council Meetings for 2004 – 2005

All meetings will be held in the Old Prayer Room behind the Church in the sacristy area unless otherwise stated. Each meeting shall begin at 7:30PM sharp! Please notify the president if you will be unable to attend. The final meeting in July is normally a potluck dinner held in the Fr. Lacey Room on the east side of the gym. This meeting normally starts at 6:00PM with a 7:00PM potluck to follow.

| <b>Meeting Date</b> | <b>Opening Prayer</b> | <b>Reading</b>     | <b>Closing Prayer</b> | <b>Hospitality</b> |
|---------------------|-----------------------|--------------------|-----------------------|--------------------|
| 9/13/04             | Evangeline Brown      | Bernadette Lufrano | Darcel Walker         | Joe Loduca         |
| 10/11/04            | Bernadette Lufrano    | Darcel Walker      | Angie Minor           | Evangeline Brown   |
| 11/08/04            | Darcel Walker         | Angie Minor        | Stanton Jones         | Bernadette Lufrano |
| 12/13/04            | Angie Minor           | Stanton Jones      | Hank Hyatt            | Darcel Walker      |
| 1/10/05             | Stanton Jones         | Hank Hyatt         | Gaylon Parsons        | Angie Minor        |
| 2/14/05             | Hank Hyatt            | Gaylon Parsons     | Peter Lange           | Stanton Jones      |
| 3/14/05             | Gaylon Parsons        | Peter Lange        | Joe Loduca            | Hank Hyatt         |
| 4/11/05             | Peter Lange           | Joe Loduca         | Evangeline Brown      | Gaylon Parsons     |
| 5/09/05             | Joe Loduca            | Evangeline Brown   | Bernadette Lufrano    | Peter Lange        |
| 6/13/05             | Evangeline Brown      | Bernadette Lufrano | Darcel Walker         | Joe Loduca         |
| 7/11/05             | Bernadette Lufrano    | Darcel Walker      | Angie Minor           | Evangeline Brown   |

Thank you for all of your valued contributions on all levels, without which we would not have such a successful parish.

## ATTACHMENT #5

### THE CHURCH OF ST. LEO THE GREAT

176 Ridgeway Avenue  
Oakland, CA 94611  
510-654-6177 (T)  
510-654-4203 (F)  
[STLEO@PACBELL.NET](mailto:STLEO@PACBELL.NET)

Charlotte Sagouspe, Parish Secretary

#### 2004-2005 PARISH PASTORAL COUNCIL MEMBERS

|   |  |    |  |
|---|--|----|--|
| 1 | Evangeline Brown, Vice President, through 07/06<br>4305 Gilbert St.<br>Oakland CA 94611<br>510-655-1030  | 7  | Joseph "Joe" Loduca, President, through 07/05<br>122 Ricardo Avenue<br>Piedmont, CA 94611<br>510-428-4944 (H)<br><a href="mailto:jloduca@pacbell.net">jloduca@pacbell.net</a>  |
| 2 | Norah Hippolyte, Pastoral Assistant<br>(see above for office contact)<br><a href="mailto:ndhippo@pacbell.net">ndhippo@pacbell.net</a><br><a href="mailto:nhipp0@aol.com">nhipp0@aol.com</a> (Home) | 8  | Bernadette Lufrano, Secretary, through 07/06<br>1 Dorothy Pl<br>Berkeley, CA 94705<br>510-548-1167<br>510-383-1457<br><a href="mailto:blufrano@rceb.org">blufrano@rceb.org</a> |
| 3 | Henry "Hank" Hyatt, through 07/07<br>109 Monte Cresta Ave., #3<br>Oakland, Ca 94611<br>510-502-3787<br><a href="mailto:hhyatt@econ.berkeley.edu">hhyatt@econ.berkeley.edu</a>                      | 9  | Angie Montez-Minor, through 07/05<br>770 Kingston, #203<br>Piedmont, CA 94611<br>510-658-1639 (H)  |
| 4 | Rev. Timothy K. Johnson, Pastor<br>(see above for office contact)  | 10 | Gaylon Parsons, through 07/07<br>24 Gleneden Ave.<br>Oakland, CA 94611<br>510-654-6513<br><a href="mailto:g-parsons@earthlink.net">g-parsons@earthlink.net</a>                 |
| 5 | Stanton Jones, through 07/05<br>1948 Cortereal Avenue<br>Oakland, CA 94611<br>510-339-8738 (H)<br>415-399-1013 (W)   | 11 | Sonya Simril, Principal - School<br>4238 Howe Street<br>Oakland, CA 94611<br>510-654-7828 (W)<br>510-654-4057 (F)<br><a href="mailto:ssimril@aol.com">ssimril@aol.com</a>      |
| 6 | Peter Lange, through 07/07<br>81 Echo Ave.<br>Oakland, CA 94611<br>510-601-5701<br><a href="mailto:peterlange@gsbcglobal.net">peterlange@gsbcglobal.net</a>  | 12 | Dareal Walker, through 07/06<br>P O Box 11227<br>Oakland, CA 94611<br>510-827-5734<br><a href="mailto:dcwalker94611@yahoo.com">dcwalker94611@yahoo.com</a>                     |

Revised 09/08/04