

# Parish Council Agenda

MONDAY NOVEMBER 10, 2008

7:30PM in the Old Prayer Room

- I. Opening Prayer Jane Renoir
- II. Approval of Minutes Minutes for 10/25/08
- III. **What have you heard? What have you seen?** Fr. Tim, what's keeping you up at night?
- IV. Suggestions for Pastoral Councils Chapter 6  
Reading: Peter Aiello  
(Remember to bring your copy of Suggestions for Pastoral Councils)
- V. AGENDA
- A. Election of new President (and officers, if necessary)
  - B. Pastor's Report Tim Johnson
  - C. Pastoral Assistant Report (see attachment #1) Norah Hippolyte
  - D. School Report (see attachment #2) Sonya Simril
  - E. Old Business
  - 1. Review/approval of Five-Year Pastoral Plan (see attachment #4)
  - 2. Note readopted Parish Plant Plan and Parish Mission Statement (see attachments #3 & 5)
  - F. New Business
  - 1. Centennial Steering Committee Recommendations (see attachment #6)
  - 2. Parish History question (see attachment #7)
- VI. Closing Prayer Mary Zeiler
- VII. Hospitality Carolyn Anderson

## Attachments:

- Minutes
- 1. Pastoral Assistant Report
- 2. School Report
- 3. Five-Year Plant Plan
- 4. Five-Year Pastoral Plan
- 5. Parish Mission Statement
- 6. Centennial Steering Committee Recommendations
- 7. Email from Centennial Steering Committee re: advertising

**St. Leo the Great Parish Council Meeting  
October 25, 2008**

**Attendees:** Rev. Timothy K. Johnson, Sonya Simril, Norah Hippolyte, Pat Welch, James Sierra, Jane Renoir, Matt McDonell, Janet MacEachern, Carolyn Anderson, Robert Hasler

**Absent:** Mary Zeiler

**I. Opening Prayer:** Robert Hasler

**II. Approval of the Minutes:** Minutes were approved by Rev. Timothy Johnson and Janet MacEachern with one correction by Rev. Timothy Johnson.

**IV. Agenda**

**A. Pastor's Report**

**Fr. Tim Johnson**

Report attached. In addition:

- Work continues with Comcast to install an antenna on roof of church. Cables will be installed in the old prayer room behind the door leading outside and run up through the roof to the tower. No agreement has been signed. Delay has been due to Chancery Office.
- Rectory repairs are moving slowly. The stove, toilets, and sewage lines are in need of repair. \$1,600 estimated costs to repair sewage lines invaded by roots. \$7,000 estimated costs to repair Fr. Anatole's room.
- Father Joseph will be with St. Leo's at least until April, possibly through June of 2009.
- The Chinese community numbers continue to drop. Many factors are the cause of the decline in numbers (language barrier, personalities, etc)
- The month of October is when head counts are performed. St. Leo's has been averaging approximately 457 parishioners in October.
- The financial situation in our economy is impacting collection dollars.
- Father Tim may have to lower the budget due to extra expenses experienced in 2008.
- The tree in front of the rectory is dying due to too much water (leaky water line). The pipe has been fixed. Another tree in front of the church is dead and will be replaced.

**B. Pastoral Assistant Report**

**Norah Hippolyte**

Report attached. In addition:

- Today is the children's Halloween parade on Piedmont Ave. The Legion of Mary will be handing out items to the children.

**C. School Report**

**Sonya Simril**

Report attached. In addition:

- The economic financial situation is impacting student membership. Some schools are closing due to low attendance. Other nearby schools are looking to incorporate students from closing schools. Sonya is looking to modify the budget and cut unnecessary spending. Father Tim is troubled he was not notified of this situation sooner.

**V. Review of Town Hall comments by parishioners.**

- The Town Hall meeting summary needs to be edited. Items not intended for the parish council should be removed.
- Theology on Tap was probably not advertised in the Catholic Voice. This may be one reason for low attendance.
- The bake sale will have new items this month. Fresh bay leaves and mistletoes for Christmas.
- Collection was low for the Guatemala support. Regular contributions are not to be extended into next year.

**VI. Review of Five Year Plan**

- Mission Statement re-adopted as of 10/25/08.
- Five Year Plan re-adopted as of 10/25/08.

**Focus on for 2009:**

- Define exactly what a stewardship committee is, then communicate that to the community.
- Facilitate the formation of a Communications Committee and develop guidelines for that committee.
- Focus on improving the St Leo's website.

**VII. Closing Prayer**

**Pat Welch**

**VIII. Hospitality**

**James Sierra**

Date: November 2008

To: Parish Pastoral Council

From: Norah Hippolyte

Re: Pastoral Assistant Report

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### **RCIA/RCIC**

This month is a very important month for the candidates for initiation. On Sunday, November 23, most will participate in the Rite of Acceptance into the Order of Catechumens and Welcoming. A catechumen is a non-baptized person in the formation process who has experienced some level of conversion. The Rite of Acceptance moves the person from the inquiry stage to the catechumenate stage. The catechumenate stage is the longest part of the process and participants may remain in this portion of the process for up to three years depending on their readiness to move ahead.

### **Christian Enrichment**

The last Catholic Basics session was Wednesday, November 5. During the Advent and Christmas seasons we will have Evening Prayer on Wednesday evenings.

### **Infant Baptism Preparation**

Infant baptisms are beginning to slow down. This has been a very busy year.

### **Service Opportunities Brochure & Program Opportunities Brochure**

The Service Opportunities Brochure will be updated soon so that it is ready for January Stewardship.

### **Stewardship**

January is Stewardship month at St Leo's.

### **Senior Ministry**

I will be meeting with the senior ministry coordinators to discuss the ideas that were surfaced in September and help them formulate a plan for moving forward.

If you have questions, please feel most welcome to ask. I am available at the rectory on Mondays to Wednesdays from 7:30P-9:30P and Saturdays from 1:00P-4:00P. Or you can email me at [stleo@pacbell.net](mailto:stleo@pacbell.net).

ATTACHMENT #2

**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 November meeting:

- Parent, Student, Teacher Conferences will be held November 12-14, 2008.
- The annual Halloween Carnival and Dance was exceptional. The Parent Group did an outstanding job transforming the school with decorations. This included a haunted house, games, prizes, photos and delicious food.
- The annual Christmas Boutique and Breakfast with Santa will be Sunday, December 7, 2008. Please join us.
- Thanksgiving break will be November 24-28, 2008
- As always thanks for your support!

### ATTACHMENT #3

## CHURCH OF ST. LEO THE GREAT

### Long Range Plant Plan For the Next Five Years Top Priorities/Programs/Desires

Having completed the seismic repairs and deferred maintenance on the Church in December, 2001, the parish needs to retire the debt owed to the diocese before future plant plans are undertaken. On-going maintenance of the buildings will require attention. In the next ten years, maintenance of painting on the exterior and interior of our buildings seems to be the only big maintenance item.

Based on our November, 1994 master plan, the next long range building renovation plans to be done after the present debt is retired, are as follows:

1. Move parish offices from rectory to gym stage area and make Lacey Room and offices wheel chair accessible.
2. Undertake deferred maintenance on rectory and return offices in rectory to living quarters for priests.

Approved by the Parish Council on Monday, May 12, 2003.

Readopted 10/25/08

## ATTACHMENT #4

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

#### Stewardship

- Become a stewardship parish
  - Reduce /eliminate debt
  - Do at least one fund raiser annually
  - Promote time, talent, treasure
  - 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, 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.
- Continue our support of a Social Justice based programs.
- 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.

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The Parish council has adopted a one year action plan to focus our attention on specific elements of the Long Range Pastoral Plan. By doing so, we hope gradually to achieve the goals set forth in the Long Range Pastoral Plan.

#### Stewardship

- January is St. Leo's Stewardship Month
- Parish Council members will wear their badges and mingle/chat with parishioners after Masses to encourage involvement.
- *Define exactly what a Stewardship Committee is. Then, communicate that to the community.*

#### Outreach

- Facilitate formation of a Communications Committee.
- Develop guidelines for that committee.
- *Focus on improving the St. Leo's website.*

#### Social Hospitality

- Grow our community by attracting the young, the old, and the previously disenfranchised.

Re-Adopted 11/12/07

## **ATTACHMENT #5**

### **THE MISSION OF THE PARISH OF ST. LEO THE GREAT**

As a worshipping Roman Catholic parish family, the community of Saint Leo the Great seeks to welcome and encourage the active practice of Christ-like love by each of us. By sharing our God-given talents and resources, we aim to respond to the needs and concerns of our members while striving to establish God's reign of love on earth as it is in heaven.

(Re-Adopted by the Parish Council, October 25, 2008)

## Centennial Steering Committee Final Recommendations

September, 2008

The purpose of this outline is to set out in a structured form the ideas and recommendations gathered from all concerned: those recommendations which will be selected as activities during the centennial year. The outline is set up in a pattern with six basic elements that will include all activities and their attributes: timeline, liturgical events, social events, community outreach, fund raising, and permanent memorial. By their nature some of these elements overlap. These recommendations are good, but there are many more to gather from our friends.

A. Time line: The following are some examples, not all examples.

1. Schedule something every month in the Centennial Year.
2. Schedule a Sunday Mass with special significance on the first weekend of January. St Leo's first mass was the first Sunday of 1911.
3. Schedule a special Mass on the Feast of St Leo the Great Nov 10<sup>th</sup>.
4. A special May Crowning inside the Church
5. Commemoration of Fr Tim's 40<sup>th</sup> Anniversary as a priest, May 14<sup>th</sup>, 2011
6. Commemoration of Fr Tom's 50<sup>th</sup> Anniversary as a priest, July 2, 2011

B. Liturgical Events

1. All of the examples listed in the timeline above.
2. Invite the Bishop to be principal celebrant at the first of January Anniversary Mass.
3. Offer the first Mass in Latin.
  
4. Offer 40 hours devotion using a monstrance.
5. May Day Parade

C. Social Events

1. Cruise liner Dinner on the Bay
2. Celebration Banquet or Dinner Dance at the Colombo Club or at another club
3. Cruises or tours to the Holy Land or Europe
4. Fashion Shows
5. High Tea
6. Dinner with Fr Tim (small group) fund raiser at the rectory
7. Concert Series
8. Docent tours
9. A new pictorial directory

10. Local Group Outing
11. Recognize the member of the parish who enjoyed the longest membership
12. Recognize the family with the longest membership
13. Pilgrimage to all California missions
14. Tour of the USS Missouri
15. Tour of the new Cathedral of Christ the Light

#### D. Community Outreach

1. Media releases to the Catholic Voice, Piedmontor, Montclarion, and Oakland Tribune
2. A large banner facing Piedmont Avenue
3. Invitations to the Bishops Cummins and Vigneron to all events.
4. Invitations to all priests in the area to all events.
5. Emails to all priests who have served at St Leo's to all events
6. Notify neighborhood associations to of all events

#### E. Fund Raising

- 1) Incorporate a major fund raising event into the centennial Year
- 2) Crab Feed
- 3) Dinner with Fr Tim: 4 times a year dinner with Fr Tim at the rectory \$50 a seat
- 4) Cake Sale(s)

#### F. Permanent Memorials

- 1) New set of vestment in honor of Fr Tom and Fr Tim Anniversaries
- 2) Permanent fire stand for the lighting of the Easter Vigil fire
- 3) Permanent plaque for donors to the "Save our Church Campaign".
- 4) 100 year memorial book



**To Father Tim**

Saturday, September 20, 2008 6:44 PM

**From:** "Jean Mccamman" <jeannccamman@sbcglobal.net>

**To:** "stleo stleo" <stleo@pachell.net>

**Cc:** "jeanne hassenzahl" <jeannetchr@aol.com>

Dear Father Tim,

In looking at the different parish history books, it seems that one very clear delineation between them is: do they have local advertising or not?

That is a decision that we don't feel we can make. Perhaps you along with the parish council?

if the parish does decide to ask for advertising, neither of us feel able to take on that task, so you probably need to recruit the workers for that job now if it is to be done.

Please let us know. Thank you!

Jean and Jeanne