

Pastoral Advisory Council of Saint Luke Church

Meeting Minutes from Tuesday, August 19, 2008

In Attendance: Msgr. Andy Varga, Jeff Ford (Chairman), Jean Fredricks, Tim Weiss, Mary Hanrahan, John Revay, Cathy Zappi, Missey Moe-Cook, Bill Valieant, Paul Bowlin, Katie Garvey

Not in Attendance: Sharon Carpenter, Grace Shay, Steve Violette

- The meeting opened at 7:30 pm with Chairman Jeff Ford offering a prayer.
- An agenda was distributed as well as a copy of the Meeting Minutes from the July 1, 2008 PAC meeting. Jeff asked for a motion to approve those minutes, and the minutes were approved.
- Jeff turned the meeting over to Msgr. Andy, asking him to provide the Pastor's Update.
- Construction Update:
 - We needed a construction loan to cover the gap between construction completion and the uncollected pledges. We approached the Knights of Columbus but they did not want to give us a loan. We have obtained a \$300K bridge loan from People's United Bank. The loan is 5% fixed payment beginning in October and an extra principal payment in June 2009. The loan is guaranteed by the Diocese. The outstanding Capital Campaign pledges exceed the amount of the loan.
 - Mechanics' leans have been placed on the property. Some of them have been resolved. See Msgr. Andy's email update 8/20/08.
 - We do not have a CO for the Gathering Space yet. It is being held up by the width of the sidewalk not being up to code for the town. Msgr. Andy feels the town is being unreasonable and he is sending John Milici to Town Hall to negotiate. He said we would be willing to put in handicap cuts.
 - Msgr. Andy said that John Milici is also pursuing the late penalty clause that is part of the construction contract.
 - The leak in the Baptismal Font has been repaired. The constriction in the hose from the basement is being checked. The carpet has been installed around the font. Jeff asked about the large wooden box in the gathering area. Msgr. Andy said it was to protect the font when the overhead light is installed. The old baptismal font may become an extra credence table.

- Dedication of Gathering Space and Baptismal Font
 - Bishop Lori will be here October 19 at the 9:00 are Mass to dedicate the gathering space and baptismal font. There will be a reception following.

- Capital Campaign:
 - The Capital Campaign is not completed yet. We recognize that some people may be holding out until they see the “completed product”. The Capital Campaign Committee will approach those who have not yet contributed after the October 19 dedication.
 - Paul Bowlin suggested making phone calls. Msgr. said if there are too many, it would be unfeasible. We may be able to use a new phone messaging system. Msgr. will use it for the Picnic and Dedication.

- Offertory Shortfall:
 - Expenses are up 1% but income is down 11%. This is not limited to St. Luke Parish. All parishes are experiencing similar conditions. This is due to the economy, headlines, etc. At current income levels, St. Luke cannot extend programs beyond the basics.
 - The Increased Revenue Campaign for Offertory that is being implemented by the diocese is set to begin in our parish on the weekend of September 14. It will be a low-key campaign relying mostly on mail. The Cunneen Company which is running the campaign hopes to get a 25% increase. Msgr. said a more realistic figure might be 10%-15%. He said he will need volunteers from the Finance Committee and other parishioners who would be willing to make short, positive, and encouraging pulpit talks at all Masses on the weekends of September 14 and 21. The Pastor will make a pitch on September 28 and the mailing will go out the third week. Thank you letters will follow for all responses to the Increased Revenue Campaign.
 - All parishes will be on the same system for census and religious formation. Envelopes will be provided by *Our Sunday Visitor*. Opportunities for giving will now include all four major credit cards.

- Msgr. has sent thank you letters for Christmas envelopes.

- In view of the favorable response from People’s United Bank for our construction loan, Msgr. is looking into moving our operating account over to PUB.

- Staff Member Minute - For the PAC to be better acquainted with their ministries and responsibilities and to know what they need. Jeff indicated that while there was no staff member present tonight, there will be one at future meetings.

- Family Life Task Force - Paul Bowlin & Cathy Zappi
 - Paul and Cathy said we need to get new parishioners involved. Msgr. suggested that we get the new parishioners names and phone numbers and contact them and ask them to participate in hosting Sunday coffees. They would choose the date. Msgr. Andy and Fr. Fred would announce the coffees and hosts from the pulpit.
 - Family Mass:
 - It was suggested that we have a family Mass every Sunday at 9:00 am. People would become engaged. Would older people be turned off? The consensus was, no.
 - There was a suggestion to have a social after each Mass or at least after the 11:00 am Mass.
 - Steve suggested having a teen Mass at 5:30 PM every Sunday.
 - Msgr. reminded us that as it is, we are having trouble getting people involved in the 2 family Masses we have now on the 1st & 3rd Sundays.
 - Jean said we can recruit families through Religious Education.
 - Msgr. asked what the definition is of a family Mass. Paul suggested that it is a Mass hosted by kids with music and reading by kids.
 - Msgr. suggested that we should also have families as greeters and teens for Eucharistic Ministers, Readers, etc. Current clergy staff are willing to do a homily geared to young people. Caution for the future: Not all priests would be willing or able to do such a homily. Need to get parents to come to church. Need to get Lance involved.
 - Jeff indicated that whatever we do, we need to appeal to both kids and parents.
- Katie Garvey reported on her Mission Trip to Boston. She said she got a lot out of it and learned more about her Faith. She said she wants to get more kids involved and is willing to talk about it from the pulpit.
- Communications Committee: Bill Valieant-Co-Chair; Tim Weiss continuing with his previous work.
 - Need to get more people engaged - New registrants, inactive parishioners, and active parishioners. Also need to target new Catholic residents. Need publicity.
 - We will conduct a Parish Census.
 - There are 140 children in Religious Education. We need to get kids and parents involved in all aspect of our Parish and communications is a key.
 - Jeff suggested that we need to engage a cross-section of the Parish in our communications efforts.
- Community Ministry Fair - Jean Fredricks
 - The Fair will be on October 5 after the 7:30, 9:00, and 11:00 am Masses. It will also take place after the 5:30 pm Masses on Saturday and Sunday.
 - Msgr. indicated that we need volunteers for the Parish and that we will have a commissioning Ceremony.
 - We need volunteers for the Fair.

- Family Night - Help families have dinner together.
 - Should we have a family night on September 22 at St. Lukes? Msgr. wondered if this would contradict the purpose of the event: to get families sharing dinner around their own tables.
 - Pictures of families at their home tables could be posted.

- Open House
 - Jeff will combine all responses.

 - Msgr. indicated that there is a good possibility that the Town-wide Thanksgiving Service will be at St. Luke Parish on November 23. We can do a Town-wide open house then instead of the day of the Gathering Space dedication.

- Cathy Zappi reported that the Soup Kitchen needs more money to carry out their work. Msgr. indicated that the Soup Kitchen should always feel free to communicate their needs and that this is the first he has heard of an additional need. Msgr. will make additional funds available from the Matthew 25 Fund.

- Eucharistic Ministers
 - Cathy mentioned that a parishioner indicated that some times there are more Eucharistic Ministers than needed.
 - There is a published schedule and if there are more Eucharistic Ministers than needed, they should not step forward or should step away.
 - Msgr. suggested that we should reassess the check-in process for both the Eucharistic Ministers and Lectors.

- The meeting was adjourned at 9:30 pm.