

Pastoral Advisory Council of Saint Luke Church

Meeting Minutes from Tuesday December 8, 2009

In Attendance: Msgr. Andy Varga, Jeff Ford (Chairman), Missey Moe-Cook (Co-Chairman), Bill Valieant, Frank Costello, Ed Bagnulo, Mary Attanasio, Don Caiati, Max Moran?, Greg Taylor?

Not in Attendance: Katie Garvey, Emily Hanrahan, Steve Violette, John Revay, Nola Ungari?

- The meeting opened at 8:15 with Chairman Jeff Ford offering a prayer.
- Jeff asked for a motion to approve the minutes from the November Meeting which were submitted on line. The motion was made, seconded, and approved.
- The first item for discussion was the Organization Chart that was presented at the November meeting. Msgr. Andy had reviewed it and made some revisions and he submitted the revised version at the meeting.

The following suggestions relating to the Organization Chart were made:

1. Identify volunteer verses paid functions.
 2. Contact all people listed on the Organization Chart and verify that they are serving.
 3. Get the mission statements of the various ministries.
 4. Let people be aware of activities.
 5. Post the Organization Chart to the web site and on the bulletin boards in Church.
 6. Put the Organization Chart in the welcome packet.
 7. There should be backups for the various ministries.
 8. There should a succession plan for each ministry.
 9. Several questions were raised regarding ministries or activities that do not appear on the chart. Msgr. said that we can certainly have other committees (for example, pro-life and vocations, just to name two suggested by the diocese; we might even think of an Elizabeth Ministry for expectant families as some other parishes have done). However, he thinks it best to focus on getting these existing ones taken care of first, especially those that have no representative listed.
 10. When asked about budgeting for these, Msgr. said that the essential ministries are funded by the parish. Those activities that are more in the line of community social events should be self sufficient to the extent possible.
- The second item for discussion was the parish Mission Statement. Msgr. said he wanted to revise the statement so that it would include people who may not be so “rock solid in their faith” but seeking. He said he would email a revised copy of the Mission Statement for the Committee’s review and comments. It was agreed to review and finalize the Statement at the January meeting.
 - Carl Liba reported on finances. He said the offertory collection looks good over the last 5 months. It was up 5% over last year. Participation was 25%. Msgr. said Masses have slightly better attendance. The collections break down to 75 to 80% envelopes, checks, and electronic and 20% cash.

A question was asked whether the increase in collections was coming from more people or the same people giving more. Carl said the reports don't tell us that. They show how many responded and what the responses were and no responses. Carl said there were 27 new families in 2009.

The discussion then switched to the dollars received from return of the construction bond. St. Luke received \$ 23,341. It was sent to the Diocese to cover the as yet unforwarded Diocesan second collections which had been withheld due to financial conditions. Over \$24,000 has been sent in already; approximately \$11,000 remains. The loan has a balance of between \$ 175,000 and \$ 200,000. We pay approximately \$ 4,800 in principal and \$ 600 in interest per month. Carl said he would have preferred to apply the Bond money to the loan. Msgr. said the Christmas collection would be a big help in paying the Diocese for the remaining second collections and overcoming the deficit in the Operating Account.

- The meeting adjourned at approximately 9:30 PM after the attendees recited the St. Luke prayer.
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- Next Meeting: Tuesday, January 12, 2010