

Saint Peter Pastoral Council Meeting March 2, 2020

2019-2020 Mission and Goal:

The Mission of the Saint Peter Pastoral Council is to investigate, ponder, and propose practical conclusions concerning pastoral matters. We are prayerfully led by the Holy Spirit as we ponder and propose our conclusions with the wisdom and prudence of our Catholic faith.

The Goal of the Saint Peter Pastoral Council is to take the pulse of our parish by investigating all programs and ministries of our parish and, if necessary, recommend how we as a parish can improve on these programs by:

- 1) Take a professional parish survey to determine wants, needs, and overall health of our parish; and,
- 2) Have all ministries brief the Pastoral Council on their programs, goals, and results, to determine if they need help in communication, publicity, funding, etc.

1. Call to Order/Opening Prayer

Jack Rivetti called the meeting to order at 7:00 P.M., and Dan Foster offered an opening prayer.

2. Roll Call

Present: Fr. Tony Cutcher (Pastor), Kathy Albino, Dan Foster, Barb Keehn, Josh Kinder, Ruth Ndifor, Jack Rivetti (Chair), Nancy Skuya, Bob Whipple, Roy Young (Vice-Chair)

Absent/Excused: Carl Pierolo

Guests: Jim Ballweg (Finance Commission), Nancy Calvelage (Formation, Education, Discipleship (FED) Commission), Nick Clune (Athletics Commission/Youth Ministry), Janet Lewis (Outreach and Justice (O&J) Commission), Madine Jacobs (Parishioner), Mike Liberty (Parishioner), Pat Liberty (Parishioner), Marsha Loges (Note-taker)

3. Council Business

a. Parish Survey Update. Roy Young provided a report on the status of the Parish Survey. Key points and subsequent discussion included the following:

(1) The Executive Committee completed its review/revision of the Parish Life Survey (PLS) questions which had been compiled by the Core Committee and Council members. These were reviewed by Fr. Tony Cutcher. The final PLS questions were submitted to the Center for Applied Research in the Apostolate (CARA), for development of the Survey Form.

(2) CARA responded promptly, and delivered a Draft PLS; copies were reviewed by all present.

(a) There were no recommended changes to the content of the Draft PLS.

(b) Absent any additional changes or any known reasons to delay, the tentative plan is to finalize the PLS Form, and then require all adult (i.e., confirmed and older) parishioners complete the PLS during Masses at St. Peter Church, the weekend of March 28/29.

(c) Realizing that some parishioners may not be attending Mass at St. Peter Church that weekend, a question was again raised regarding whether or not some Parish members could be allowed to complete the PLS at other times and venues, instead of at Mass during the designated weekend. There is a concern that such action is contrary to the documented CARA procedures, thus potentially distorting the findings.

(d) **Roy was tasked** to inquire and get clarification regarding how strictly the CARA procedures must be followed, in order to assure good, certified survey data results.

(3) Three weeks prior to the planned administration of the Survey (i.e., beginning as soon as the weekend of March 7/8), several mechanisms will be used to publicize that the

Parish Life Survey will be taken during the Masses the weekend of March 28/29. **Roy was tasked** with preparing these publicity notification items, for use in the following areas:

- (a) Announcements from pulpit;
- (b) Articles in Parish Bulletin;
- (c) Postings on the Church vestibule TV monitors;
- (d) Articles on Parish Facebook and School Blog;
- (e) Posters and signage at doors of church;
- (f) Others, as appropriate.

(4) Following the completion of the PLS, the Survey Forms will be sent to CARA for processing and analysis, and a report with recommendations will be forthcoming.

b. Parish Life Commission. Jack Rivetti read a report from Darren Backstrom, Business Manager, containing a proposed position description for the Parish Life Commission Head. This Commission and the position will apply to all Parishes in Region XII.

(1) The position description reads as follows *[editorial changes, in italics]*:

“Job: Parish Life Commission Head

Ministry of Region XII

Reports to the Pastor Associate/Pastoral Council

Requirements:

- This role will take about 30 to 40 hours a month (could be more).
- This is a volunteer role for the Region XII.
- A 2 to 3-year commitment is recommended.
- Work or other voluntary work of organizing groups of volunteers *[?]*.
- A parishioner that is active in our Parish.
- Has an understanding that this is a role of *[service]* to help the parish fulfill its mission.

Roles and Responsibilities *[of the Head of the Commission]*:

- Will work with parish staff/school staff and parish ministries to help fill the need for volunteer work.
- Help the parish and school develop *[a]* means to reach out to parishioners that are in the pews on Sunday to see if they would like to know and participate more in the parish life.
- Coordinate with the Pastor and *[Vicar]* to visit and *[meet]* members of the parish. Thus, helping the parishioners to get to know their priests and for the priest to thank those in their parish for all *[their]* help in the mission of the parish.”

(2) **Jack will** email this position description to all Pastoral Council members for consideration, and solicit their comments and recommended revisions. Given the number of hours required, this position might entail both a primary and an assistant. He asked that Pastoral Council members let others know that the Council is looking for/recruiting someone to take the lead in this very important Region XII position.

c. Getting to Know St. Peter Ministries Update. Roy Young provided a report on the status of the Sub-Committee's efforts regarding the various Parish Ministries.

- Roy referred to the April 2019 Commission/Staff Organization Charts showing the structure of the various Commissions, and their subordinate Ministries. He indicated that they are working to document the current alignment of the commissions, committees, and ministries.

d. Weekday Morning Masses. Jack Rivetti said it had been suggested that, in order to relieve some of the stress on the Region XII priests who serve so many Parishes, the schedule of weekday Masses could be reduced. Key points and subsequent discussion included the following:

(1) Currently there are two regularly scheduled weekday Masses (6:30 AM and 8:30 AM), both at St. Peter Church, and there are two weekly (9 AM) school children Masses, one at St. Peter Church and one at Our Lady of the Rosary Church. In addition, there are occasional Funeral Masses, at both churches.

(2) On average, about 15 to 20 people attend the 6:30 AM Mass, and then probably go to work. On average, about 35 to 50 people attend the 8:30 AM Mass. To eliminate either of those Masses, or to split the times of those Masses among the days of the week, would present some level of hardship to faithful Parishioners who wish to start their day with God, through the Holy Eucharist, by attending Mass.

(3) Fr. Tony Cutcher reminded the Pastoral Council that Region XII is fortunate to currently have three priests available to offer Mass, but that there were times in the past when limited availability of priests limited the number of Masses that could be scheduled. He said that there may be a time in the future when the availability of Masses not only in Region XII, but also throughout the Archdiocese, may be reduced due to lack of priests. In addition, consideration must be given to Canon Law, which restricts the number of Masses a priest may offer per day, and also prohibits Communion Service on the same day that a Mass is offered.

(4) It was determined that currently no action should be taken regarding the Mass Schedule; there is no need to resolve an issue that is not a problem, at this time.

e. Tech Support Volunteer Staff. Jack Rivetti said it had been suggested that consideration be given to establishing a volunteer staff position, to address technology issues as they occur. Key points and subsequent discussion included the following:

(1) Perhaps retired parishioners or parents who are available between time of school drop-off and pick-up, who have the requisite skills, could offer their services to address technology issues which occur.

(2) St. Peter Parish currently relies on professional contracted support for its hardware/software and other technology needs, and when equipment goes down there are sometimes delays.

(3) Action is suspended at this time as the Life Coordinator takes precedence.

f. April Elections. Jack Rivetti reported that it is time to address the requirements for the Pastoral Council April Elections. Key points and subsequent discussion included the following:

(1) Roy Young, as Pastoral Council Vice-Chair, is responsible for handling the details of the election and meeting the specific requirements stipulated in the Constitution and By-Laws. This includes the number of elected positions, qualifications of candidates, length of terms, and number of Pastor-appointed positions. It also includes the process for identifying, selecting, and asking for nominations of candidates, and assuring that they appropriately reflect the overall demographic profile of the parish population.

(2) Pastoral Council members were asked to consider the requirements, think about qualified potential candidates, and provide that information to the Chair and Vice-Chair.

g. Parishioner Comments. A few Parishioner comments were mentioned. 1) The tread is still loose on the steps leading to Fehrenbach Hall, creating a safety hazard. 2) The parking lot asphalt is beginning to show cracks, outside the side door of the church on the East side. 3) Many parishioners made positive comments about the new lights in the parking lot.

4. Pastor Comments

a. Pastor items:

Fr. Tony Cutcher briefly addressed some cautionary actions recommended by the United States Conference of Catholic Bishops (USCCB), regarding Liturgical celebrations and public health concerns associated with the coronavirus. Key points included:

(1) Fundamental:

- Priests, Deacons, and Extraordinary Ministers practicing good hygiene.
- Assuring Parishioners who are sick that they are not obligated to attend Mass.

(2) Precautionary:

- Suspending or avoiding contact during the sign of peace.
- Suspending of the chalice (blood/wine).

(3) In Dire situation:

- Granting general dispensation from obligation to attend Sunday Mass.
- Suspending public celebrations of the liturgy, including Mass.

b. Business Manager items:

Jim Ballweg, Finance Commission Chair, provided a summary report of the Parish finances and addressed some particular issues which have required particular attention. Key points included:

(1) The six-month Financial Report appeared in the Parish Bulletin; however, the last line was omitted.

(2) Some unusual expenses have been incurred over the past several months, including: 60-year-old school building maintenance and repairs; playground liability issues repairs; school plumbing repairs; church heating/cooling maintenance; rectory gutter and roofing repairs; lighting and security upgrades; parking lot upgrades; and others.

(3) The Business Manager, assisted by the Finance Commission, is undertaking a Long-Range Plan, identifying and prioritizing needs. Some concerns requiring particular attention included: conducting a cost-per-student study; salaries and benefits costs for faculty and staff; tuition costs compared with other area parish schools; likely future decreases in number of enrollments in Parish School; Early Childhood Education enrollments, and “feeder” to grade school; likely future changes in Voucher Program (Catholic Conference of Ohio is involved in lobbying at State level, for the Voucher Program); and others.

c. Other items.

- PTO is sponsoring a Trivia Night on April 25.
- Parish Soup Suppers are March 3 and March 31.
- Windows and doors of the school have been treated with security upgrades, paid for through a Grant.

5. Closing Prayer

There being no further business, Jack Rivetti offered a closing prayer.

6. Adjournment.

The meeting was adjourned at 8:29 P.M. The next meeting is April 6, 2020.

v/r, -mjl- :-)