

Holy Family Church
Minutes of Pastoral Council Meeting
November 17, 2009

PRESENT: Cambria Smith, Fred Seymour, Kathi Smith, Gardy Barker, Jessica Korzenecki, David Sanchez, Kristin Anderson, Lee Sailor, Christina Altmayer

ABSENT: Monsignor Connolly, Erika Randall, Kevin Slattery, David Farguson

David Sanchez offered this evening's reflection: Mk 13: 24-32

The minutes of the October 20, 2009 meeting were approved as written.

Fred introduced Kristin Anderson, the newest member of the Pastoral Council. Kristin has been involved in many activities at Holy Family throughout the years; we now welcome Kristin to the Pastoral Council, and look forward to her participation.

I. Commission Reports: Kathi Smith

A. Worship Commission

*The Annual Blessing/Commissioning of Liturgical Ministers will take place at all masses on November 21 and 22.

*The Worship Fair will be held on Sunday, February 14, 2010; it will have a Valentine's theme. Anna Delgado and Erika Randall, past Worship Fair and Worship Commission Chairs respectively, have offered to lead this effort again.

*The history and evolution of ministry fairs was discussed; throughout the years, the fairs have grown to five in number, and the volunteer recognition aspect has been eliminated. Gardy recommended that the topic of ministry fairs be revisited – sponsoring five fairs, for example, may be confusing to parishioners. More to follow.

*Holy Family's Centennial Year will officially begin with a special mass celebrated by Cardinal Mahony on January 31 at 12:45 p.m. All parish choirs will participate. All priests who served at Holy Family throughout the years, as well as public officials and dignitaries, will be invited to attend. A luncheon will follow at 2:00 p.m.

*Other special events planned during 2010 include a “Concert Under the Stars” for Monsignor on June 5, and a mass and reception celebrating Monsignor on June 6. Note: these are “parish” events, not “Centennial” events.

*“Slow Motion Masses” will now be called “Teachable Moments” Masses (“Slow Motion” was somewhat of a misnomer.) At these masses, the presider will address and explain the ritualistic, symbolic movements and gestures he makes throughout the mass. The mass and liturgy will become more meaningful when attention is called to symbolism and ritual.

*In addition to the masses themselves, David suggested publishing articles on teachable moments in the bulletin.

*Other suggestions on how to educate our parishioners about teachable moments: offering a brief, two minute explanation before mass begins, or using the video screen to project information about teachable moments. A formal video could also be produced, presented in a series format, in which one or two actions are thoroughly explained – these videos could be made available to high school groups, the RCIA, the parish community at large, etc. (Father Tony currently provides video commentary on the Holy Saturday Mass and Liturgy.) More to follow.

*Streaming video of the Sunday Gospel and homily is now available on the website (9:30 a.m. Mass.)

*The use of “commentary” at the masses was discussed – lectors have asked the Commission to recommend the use of commentary in order to better present the liturgy of the word. Simply defined, “commentary” is an explanation of how all three readings connect to one another. Should the lectors or the presider offer commentary? *Sacrosantum Concilium*, Vatican II’s Constitution on the Sacred Liturgy, contains a discussion of norms for commentary. More to follow.

*Peter Phe continues to “research assets” by meeting with staff to discuss technology and evangelization ideas, by engaging younger parishioners who use Internet technology, i.e., Facebook, Twitter, etc.

*Father Benson of St. John’s Seminary in Camarillo gave a lecture on November 1 entitled, “The Seamless Garment,” which highlighted Respect Life issues such as end of life, poverty, healthy living,

abortion, etc. The homilies and bulletin featured discussion on Respect Life topics throughout October.

*In solidarity with Pope Benedict's Declaration of a Year for the Priest, and in conjunction with the Archdiocese of Los Angeles, Holy Family is considering a special ministry or other way in which to facilitate vocations to the priesthood, religious orders and lay ministries.

*The October 13 Commission meeting was largely devoted to further refinement of the most recent draft of the spirituality component of Holy Family's Strategic Plan.

*Frank will invite one of the music ministers to speak to the Commission about song selection, about how and why certain songs are chosen for a particular liturgy, etc.

B. Education/Formation

*Members of the Commission have divided areas of support for the various ministries.

*To foster enrichment, the Commission members will read "Our Hearts Were Burning Within Us," the U.S. Conference of Bishops' pastoral plan for Adult Faith Formation in the United States.

*The Women's Connection has been making preparations for its Advent speaker, for Advent reading and sharing.

C. Community Life

*The Commission discussed Strategic Plan feedback; Ed Ternan then identified objectives and strategies for Fred to present to the Strategic Planning Committee.

*The Commission finalized plans and agenda for its meeting with the three Welcoming ministries: Hospitality, Welcome Center and Shepherding.

*Kathi Smith noted that the Welcome Center and Shepherd Ministries met to discuss goals, successes, experiences, processes. The two ministries seek to link their respective processes.

*Challenges with staffing and scheduling at the Welcome Center were discussed at the Commission Meeting – ways in which to resolve the challenges will be discussed in November.

*Gardy Barker noted that all communication vehicles fall under the auspices of Community Life. (A chart has been devised which reflects the various functions.)

*There are three communication areas that need to be addressed: 1) the physical bulletin in terms of preparation, editing, etc. ; 2) the marketing approach – where an identifiable brand is created, and the message communicated via all the communication vehicles is consistent; 3) technology--getting up to speed in terms of technology, i.e., cross training several key individuals in operating AV equipment, etc. Once work has been done in these three areas, Ed recommends pulling them all together to see how they work in concert with one another.

*Cambria asked how we can create a curve of communication, and, once created, how we can get ahead of the curve – she will speak to Ed regarding same.

*The Commission discussed the need to coordinate the activities of the Commission's communications plans with those of the Centennial Committee and other Commissions, i.e., Worship. For now, the leaders of the various ministries will connect informally.

Natalie Garay has joined the Media Resources Subcommittee.

D. Outreach

*The Commission reviewed the recent Outreach Ministry Fair and discussed ways in which to improve it – there was little publicity prior to the event and no Continental Breakfast was served on the morning of the event to help foster attendance.

*The Giving Bank anticipates that the Thanksgiving distribution will encompass 500 families.

E. Administration

*Commission representatives will meet with the South Pasadena Fire Department and possibly, Police Department, to gain insight on how to effectively contact, in an emergency, those parishioners who live alone/who are housebound, on determining protocol for those parishioners whom the parish is unable to reach. The Business Manager at St. Bede's will be contacted to find out how their parish handled the Station Fire emergency in terms of reaching out to its housebound/live alone parishioners.

*The Commission continues to work on the Parishioner Profile Update – it has been working with Logos to further develop this project.

*With respect to Stewardship, Commission members discussed the need to increase the number of small requests for donations addressing specific causes throughout the year. Members discussed the possibility of creating a vehicle for online donations – perhaps providing a link via the “Good News” or the website – this form of giving could potentially enhance donations. Currently, the only avenues for making donations are through weekly/monthly electronic withdrawals for stewardship, or simply writing a weekly/monthly check. More to follow.

II. General Comments: Cambria Smith

*Cambria reported that Respect for Life month was successful. Activities included the presentation by Father Benson as mentioned previously, “The Gospel of Life and Prayers to End Abortion” Prayer Service, and the “Caring with Faith” workshop. Cambria will meet with the Respect for Life Committee to discuss future activities and plans, including ways in which to build bridges and counter polarization.

*The Parish Leadership Network Meeting was held today – there was productive conversation with staff. It was decided that the immigration issue will be addressed as a Catholic community.

*Cambria reported that the parish is ahead of budget as of October 31 – the parish is doing remarkably well given the challenging economic climate. Cost saving procedures which were devised, in place, and implemented throughout the year have proven to be successful.

*A procedural audit of the parish was held last week; there were no findings against the parish after 25 years, which is extraordinary. Jane Lee and her team historically have worked diligently to ensure that the parish would be in compliance with various rules and regulations as set forth by the Archdiocese.

*The presentation regarding Stewardship and Covenant was well received; as not all pledge cards have been submitted, efforts will be made to receive additional cards via a follow-up strategy.

*Donor relationships were briefly discussed.

*Cambria briefly discussed plans for the Centennial. A blog and website specific to the Centennial will be launched. It was suggested that a representative from the Centennial Committee attend the Commission meetings so the Commissions can get up to speed on the various activities. Cambria will contact Mary Hatton regarding same.

*Cambria briefly discussed the June celebrations for Monsignor and related donor topics.

*Cambria discussed "Living Your Strengths," an offshoot of the Discipleship Program. This program, created by the Gallop organization, identifies through an online survey a specific set of strengths possessed by an individual – there are 34 defined character strengths – through basic participation in the survey, a person's top five strengths are identified – additional information can be obtained for a fee.

*The chance of someone having another person's particular strengths in the order in which they appear is rare. Those who have already participated in the survey realized why they are better at certain things than in others – participants came away from the survey appreciating the gifts and talents of others as well.

*One of the objectives of the survey is to identify potential active volunteers, and to increase the number of active parishioners in our faith community – to transform disengaged parishioners into becoming engaged parishioners, to help build volunteer talent for the parish's many ministries.

* The Pastoral Council may be asked to participate in the survey. More to follow.

*Cambria reminded everyone about “An Evening with Judge John T. Noonan, Jr.,” which will be held on December 9 at 7:30 p.m. A handout was distributed.

III. Pastoral Council Goals

A. Strategic Planning: Fred Seymour

*The Strategic Planning Committee is in the process of re-working the goals and strategies sections. Little change has been made to the Stewardship section. The Committee will be formally meeting on November 19.

*One area that needs further discussion is how to package the social justice goals section – we need to ensure that the parish is adhering to Catholic social teachings-- encyclicals may be annotated. More to follow.

*Fred is reluctant to calendar parish town hall meetings at this time as the plan needs more work/editing/polishing. The town hall meetings will include facilitators who will be stationed at various locations. In addition to parishioners at large, attendees will include Commission heads, Pastoral Council members, School Board members, etc. More to follow.

A revised draft of the Strategic Plan will be presented at the January, 2010 Pastoral Council Meeting – the draft will be forwarded to the Pastoral Council for its review prior to the meeting.

B. Volunteer Committee: Kathi Smith

*Fred Seymour, Gardy Barker, Kathi Smith, and Cambria Smith participated on the Volunteer Committee – Tali Arnold and Mikki Heydorff, Directors of the Descanso Gardens and Huntington Library Volunteer Programs, respectively, gave tremendous insight into the workings of a successful volunteer program.

*Kathi distributed and discussed document entitled, “Volunteerism Policies and Procedures,” which is an effort to formalize the

engagement of volunteers in terms of placement and training, to address issues of attrition, connectivity, follow-up, etc. The document is broken down into the following sections: Implementation of Volunteer Policies and Procedures, Related Ministries (Shepherd Ministry and Welcome Center), Volunteer Coordinator Responsibilities, Volunteer Resource Committee Responsibilities, Ministry Responsibilities.

*The goal of the Volunteer Resource Committee, under the direction of the Volunteer Coordinator, is to act as a central parish resource for volunteers – the Committee will maintain a master record and list of qualified parishioner volunteers, and serve the volunteer needs of the Commissions, ministries, committees as needed.

*An interim Volunteer Coordinator will be identified. The coordinator would begin as a volunteer in a part time position – we anticipate that the position of Volunteer Coordinator would eventually become a fulltime paid staff position.

*Christina Altmayer noted the importance of setting realistic expectations of what a person can do. It was also noted that the volunteer experience needs to fill a spiritual need.

*Kathi asked that any feedback on the policies and procedures document be referred to her – she in turn will note the feedback and forward to Cambria for her review.

The next meeting of the Pastoral Council will be held on Tuesday, January 19, 2010, at 7:00 p.m.

Respectfully Submitted,

Nina Punaro