

Holy Family Church  
Minutes of Pastoral Council Meeting  
March 16, 2010

PRESENT: Cambria Smith, Fred Seymour, Kathi Smith, Erika Randall, Lee Sailor, Jessica Korzenecki, Kevin Slattery

ABSENT: Monsignor Connolly, Gardy Barker, Christina Altmayer, Kristin Anderson, David Sanchez, David Farguson

Cambria offered this evening's prayer.

The minutes of the February 16 Pastoral Council Meeting were approved as written.

I. New Business: Fred Seymour

A. Ministry Proposals: Fred Seymour

\*A "Ministry Proposal Worksheet," has been created for use in proposing the formation of a new ministry. Those proposing a new ministry will be asked to provide information about the ministry including statement of purpose, organization, communication, resources and budget.

\*The process is as follows: once a ministry has been proposed and the worksheet is completed, it will be sent to Cambria, and to Kathi Smith; after their review, the proposal will be sent to the appropriate Commission for its consideration. Once the Commission has approved the formation of the ministry, the proposal will be sent to the Pastoral Council for discussion. The Pastoral Council will make its recommendation to Cambria, and Cambria will make the final decision as to the proposed ministry's adoption.

\*Erika noted that the Ministry Proposal Worksheet could also be used as a self examination tool for existing ministries—by completing the form, Directors could ascertain the effectiveness of their ministry, ascertain whether the ministry is meeting its mission statement, goals and objectives, etc. Fred noted that the Outreach Commission used a similar form when visiting with ministries under its purview, and it was helpful as a self-examination tool.

\*Kathi will recommend to the Commission Chairs that Directors complete the form for the purpose of ministry evaluation.

#### B. Ministry Proposal: Divorced and Separated Support Group

\*A “Divorced and Separated Support Group,” ministry has been proposed. The Education/Formation Commission discussed the proposal, approved it, and sent it to the Pastoral Council for discussion this evening. Highlights of the proposal are as follows:

- Bill Metzdorf, who is a trained therapist, would be the facilitator; Bill will not only be able to share his clinical expertise with the group, but will be able to provide spiritual direction as well.
- The ministry is to serve as a healing support group--not as a dating service, nor as a place for singles to meet.
- The group would meet weekly for three ten week sessions annually.

\*The Pastoral Council recommended to Cambria that this ministry be adopted. More to follow.

Kevin Slattery posed a general question regarding requirements for background checks and fingerprinting vis-à-vis the formation of new ministries and volunteer recruitment. Cambria explained that fingerprinting is required for all volunteers who work/come in contact with children on Holy Family’s campus.

C. Ministry Name Change for Detention Ministry: Fred Seymour

\*Jane Argento, head of the Detention Ministry, has requested that the ministry name be changed to “Restorative Justice Ministry.” Today, the ministry has a larger dimension than it did at its inception. Now, ministry activities include not only visiting women incarcerated at the Chino prison, and visiting the youth at Juvenile Hall, but spearheading programs such as “Get on the Bus” and Juvenile Justice Sabbath.

\*The Pastoral Council approved of the name change, along with a brief explanation when introduced to the parish community as to what “Restorative Justice Ministry,” means and encompasses. Kathi Smith will ensure that the name change is included in the Outreach Commission report which will be soon published in the bulletin.

D. Auction Tribute Page: Kevin Slattery

\*Kevin discussed the Pastoral Council’s sponsorship of a full page ad for the 2010 Auction Tribute Program Book. The Pastoral Council will sponsor a full page ad; Fred will contact members regarding same.

II. General Comments: Cambria Smith

A. Resolving Conflicts: *America* magazine article

\*Cambria distributed and discussed an article entitled, “Practicing What We Preach in Resolving Conflicts,” which appeared in the January 4, 2010 edition of *America*. The article, which is spiritually and biblically based, addresses conflict resolution, setting forth seven best practice items on how to resolve conflict, on how to “walk the talk”—Cambria shared the article with all the Directors, and will share it with staff, too. The seven best practices can easily apply to ecclesial and professional/secular environments.

## B. Emergency Preparedness Pamphlet

\*A draft of the Emergency Preparedness Pamphlet was distributed and discussed. This comprehensive and informative pamphlet is a useful tool in helping parishioners and their families prepare for a disaster. It has been shown to the South Pasadena Fire Chief who has approved of its content.

\*Should the Pastoral Council members have any revisions to the draft pamphlet, the revisions are to be forwarded to Cambria; she will then meet with Bill Griggs, chair of the Emergency Preparedness Committee to discuss same.

\*There are three components to parish emergency preparedness : 1) publishing the pamphlet; the manner in which the pamphlet is distributed to the parish community still needs to be determined. We are exploring the possibility of finding a sponsor to donate the printing costs, or publishing it online, or both. More to follow.  
2) triaging seniors, homebound parishioners—and developing teams to pre-identify those parishioners who would need assistance in the event of an emergency; 3) working with the police and fire departments to become integrated into their disaster response plans. Note: city agencies made it clear that we have to take care of ourselves because their assistance may be needed elsewhere in the event of a disaster. The information contained in this pamphlet effectively addresses how parishioners and their families can sustain themselves in the event of a disaster until help can arrive.

\*Emergency procedures are being reviewed with the staff.

\*Cambria noted that the parish is examining its role in the community in terms of providing assistance/responding to those in need after a disaster has occurred. Faith communities are critical/can be instrumental in administering aid to the community. Holy Family hopes to create the

model/ template for disaster preparedness that would be adopted by all parishes in the Archdiocese. More to follow.

### C. Communications Technology Committee/Marketing Events Committee

\*Two new strategic subcommittees have been created:

1) Communications Technology Committee: Peter Phe will transition from the Worship Commission to Community Life; he will chair this Committee as he has a wealth of knowledge on the subject of technology. Peter and the Committee will explore the possibility of utilizing social networking sites, making the entire mass available on the website, etc. The first meeting will be held after Easter. This Committee is supported by the Administration and Community Life Commissions.

2) Marketing Events Committee: this short term committee will be chaired by Karen Whitney-- it will help create, articulate and codify policies and procedures in relation to calendaring events, determining the hierarchy of events, determining spokespersons to make announcements, ascertaining ways in which activities and events are promoted, etc.

\*We will keep in mind an observation Monsignor has made in the past: when promoting the parish's numerous activities and events in the Gathering Area, we want to ensure that we are not "hawking our wares," or becoming "moneychangers"—we wish to continue to ensure that decorum is maintained in whatever activities and events are being promoted at the Gathering Area.

### D. Miscellaneous

\*Cambria reported that the high school application process was successful.

\*The parish has begun receiving donations for the Monsignor Clement J. Connolly Fund for Holy Family Church.

\*As a continuation of the ministry discussion above, Cambria reported that the Gay and Lesbian Ministry is going well. The ministry, facilitated by Dr. Elizabeth Taylor, is a support group for parents of gay and lesbian children, and for gays and lesbians who belong to our parish, to our sister parishes and/or who live and/or work in the surrounding community. The ministry focuses on healing, building bridges of consensus, reconciliation, dealing with family turmoil, etc. It is not an activist group.

\*In addition, Cambria reported that there is a lot of interest in forming a middle-age singles group. A facilitator for the group has not yet surfaced. More to follow.

### III. Commission Reports: Kathi Smith

#### A. Administration

\*Logos has been modified so that it can be used to send broadcast e-mail messages. Members discussed the support the staff is getting from Logos, and ways in which to improve it. In addition, Jane Lee will ask staff members what support they need from the Commission regarding same.

\*Jane confirmed that an acknowledgement/receipt is now automatically generated and sent to each person who donates online.

#### B. Community Life

\*In addition to discussion about two new strategic subcommittees mentioned above, the Commission discussed cross marketing opportunities between the parish and school communities.

#### C. Education/Formation

- \*Commission members decided to seek a new model for inviting/recruiting volunteer catechists.
- \*Members will sponsor a 1/4 page ad for the Auction program.
- \*Confirmation hospitality: Erin Malone will assist in developing first year confirmandi/sponsors'/parents' hosting of the Confirmation Reception and dinner for invited religious/catechists.

#### D. Outreach

\*The Executive Director of Imagine L.A., a non profit organization dedicated to ending homelessness amongst families in L.A. by pairing them with faith communities, made presentation to the Commission; the Commission will now consider ways to gauge parish interest in such a program.

E. Worship: Nothing to report at this time.

\*Kathi noted that some Commission members will have completed their terms of service effective June, 2010--there will be membership vacancies in Administration, Education/Formation, and perhaps Outreach. More to follow.

\*Tali Arnold will serve as the new Outreach Commission Chair.

#### IV. Strategic Planning: Fred Seymour

\*Now that parishioners have given their input on the Strategic Plan, having articulated those issues that are important to them in the coming years, discussions with staff will be held regarding issues that they feel are important for the future. Language will be standardized. The Strategic Planning Committee is seeking those who can assist with design and photography. More to follow.

#### V. Miscellaneous

\*Three different neighborhood cocktail parties will be held the evening of April 16 in celebration of the parish's centennial. Neighborhood hosts

are: Bridget and Chris Floyd, Altadena/Pasadena; Julianne and Bud Coppersmith, San Gabriel/Alhambra/San Marino; Karen and Dennis Maguire, South Pasadena/LosAngeles. The initial invitation to parishioners was placed in the stewardship envelope packets. Kathi Smith noted that, as she makes stewardship donations online, as do many other parishioners, she did not receive the invitation. Cambria noted that there are multiple forms of publicity for this event, so everyone will have an opportunity to respond in various ways.

The next meeting of the Pastoral Council will be held on Tuesday, April 20, 2010 at 7:00 p.m.

Respectfully Submitted,

Nina Punaro