

St. Gabriel the Archangel Church

Approved Parish Council Meeting Minutes – November 9, 2011

Members Present: Mike Bauer, Marcia Brey, Jennifer Fetz, Mark Frederick, Barbara Harbsmeier, Wendy Hensley, Dennis Logan, Mike McGauley, Denise Meyer, Mike O'Neill, Matt Scobee, Paula Silliman, Fr. John Stoltz, Sandy Weber; **Members Absent:** Melissa Gunter, Donna Nitishin, Angela Simmons

Opening Prayer: Sandy Weber

Minutes of October 12, 2011 were approved by parish council members via e-mail.

COMMITTEE REPORTS:

FORMATION – presented by Melissa Gunter – **Adult Formation** – the annual Couple's Night Out is scheduled for Saturday, January 28, 2011 after the 5pm Mass – the evening includes a catered dinner and guest speakers; the book discussions continue – check the bulletin for the current book being read; everyone is invited to participate in **RCIA** – 10 adults and 5 children will celebrate the Rite of Acceptance and Welcoming on Sunday, November 20, 2011 at the 8:30am Mass; please keep these people in your prayers as they prepare for the Sacraments of Initiation at the Easter Vigil; **Roman Missal** – our School and RE children our being taught about the changes to the Liturgy – implementation will be on the first Sunday of Advent, November 27, 2011; **Why Catholic** – groups will resume in Lent 2012 to complete the book on Sacraments; **GEMB** – unwrapping the gifts of Christmas – a GEMB sponsored event will take place at St. Bernard on Friday, November 18, 2011 from 6-9pm – St. Gabriel families are invited to attend; **Child Care** – we are preparing for our Annual Preschool/Pre K Christmas Program on December 16, 2011 at 7pm; Pre-Registration – parent only meeting in the cafeteria for Preschool/Pre K will be January 17, 2012 at 6:30pm along with the rest of the school K-8; there will be no full day care offered during the Christmas Break due to having the floors waxed in the childcare area during that time

ADMINISTRATION – presented by Marcia Brey – **Finance** – financial statements were reviewed and everything is on track; **Building and Maintenance** – the Parish Council is working with the Parish staff to create questions for the Census survey that will be going out to the Parishioners – we will have a question asking the Parishioners to share their skills with us to use on special projects; almost a dozen projects were completed since last meeting in addition to on-going maintenance items throughout the grounds – the main focus for this team for the rest of the year is improving the exterior lighting and the sound system in the Church; last quarter the team met with vendors who bid on installing a keyless entry system and gave input on vendors to upgrade the controllers – we are currently obtaining additional bids for these projects; cry room speakers and ventilation options - the vent was enlarged to improve air flow; ceiling fans or installation of a drop ceiling could be added to further improve the ventilation; **Technology** – all new computers are installed for this year's rotation; the oldest computers in the School and Parish are replaced each year; the old computers were donated to St. Lawrence (Notre Dame Academy) in order to start a computer lab – the disks were wiped clean when donated; classrooms received new 32" flat screen LED TVs that were provided by the PTSO; the library received a 46" TV – the televisions are being installed now; **Summer Festival** – we were profitable this year but not as good as 2010 – we made \$62,501.91 in 2011 and \$75,686.60 in 2010; profits have declined for the past several years but there was a more significant loss this year which is likely a sign of the economy because expendable income is not readily accessible to a lot of families; across the board profits were down in the booths – the committee is going to re-evaluate the number of booths for next year's festival

and it may be time to drop a few booths or look at some alternatives both because of a lack of volunteers and some booths are just not profitable; the number of people attending the festival has dropped; we broke even on the dinners and even gained a small profit; Volunteer Maintenance Crew – finished the soffit improvements around the campus; working on a display cabinet in the back of Church for the Parish Council to display pictures of members and monthly meeting minutes; New Business – need to evaluate the loose pews in Church and decide what to do to improve

WORSHIP – presented by Barbara Harbsmeier – Eucharistic Ministers - Kelly Shaper will e-mail all Eucharistic Ministers a note informing them not to “Bless” children in line with parent receiving communion – they should not lay hands (touch) on or say “God Bless You” – only the Priest can Bless; EM’s can acknowledge children and say something like “Peace be with you...” but again no touching or use of the word “Bless” – Fr. John Stoltz will speak of this from the pulpit and give the explanation as to why this can’t be done so that all parents of small children will be informed; Cry Room – Angela Simmons had information regarding the cry room at St. Francis Xavier Church in Mt. Washington (some members of the committee visited their cry room for ideas and recommendations on how to make the cry room at St. Gabriel better); the recommendations included: rearranging the chairs so that they face the Altar, chairs should be attached, the red blinds should be replaced with pleated shades with no cords, removal of all the old children’s books and toys, look into installing kneelers for the back of the chairs, installation of a shelf for Hymnals and that they cry room should be included in the church cleaning rotation; All Church Cleaning – will be held Saturday, November 19, 2011 at 9am; Nativity Set - a new King has been ordered to replace the one the was broken when the Nativity Set was put away

SOCIAL JUSTICE – presented by Matt Scobee - St. Vincent DePaul – the conference would like to thank all who helped us when we were overwhelmed with calls for LG&E; we were able to help many people; we are now working with an elderly Parishioner with several needs which were caused by him not knowing where to go for public assistance and guidance; we are teaming up with the Men’s Club and helping with the St. Nick Fund Project; Respect Life – Kentucky Right to Life convention is Saturday, November 19, 2011 – the speaker will be Phil Kline, Attorney General from Kansas, who was the first AG to pursue criminal charges against Planned Parenthood; Randy O’Brian from Nashville will speak about Planned Parenthood – cost is \$40 and lunch is provided – to reserve a spot please call Right to Life a 895-5959; the annual March For Life in Washington, D.C. will be January 23, 2012; the committee will be selling Right to Life Christmas cards soon; the annual ad in The Courier Journal will be in January 2012 and we will be collecting money for the ad in early January 2012; we collected \$137 for the Right to Life Educational Fund on Respect Life Sunday; thanks to David Harris and Mike Ray for making our new crosses this year; the committee recently learned that there is a Project Rachel in Louisville – information will be posted in the bulletin soon – Project Rachel is offered by the Archdiocese of Louisville and is a confidential ministry to help women and men experiencing pain from abortion – contacts: 502-471-2155 and www.archlou.org/family; General – we will be assembling 75 Thanksgiving baskets for FCHUM on Friday, November 18, 2011 at 6pm at St. Gabriel – this effort has been led by Jennifer Streicher and several groups are making generous contributions including: St. Gabriel School, Men’s Club, Parish Council, Cub Scouts, RCIA, RE, Worship, Mom’s Club, Daily Mass goers, Choir and many other individual parishioners; the Edge Outreach shoe collection led by Karla Murphy, parishioner, has been a great success

YOUTH MINISTRY – No report

Parish Council Initiatives Updates:

- 1) Complete a census of the parish to understand demographics, gather data on skills parishioners can provide and identify needs parishioners may have – presented by Mike McGualey
 - Census forms have been designed and will be mailed out to parish members in December 2011; with the information received a demographic profile of our parish will be put together and the data collected will be used to plan events and identify people for service opportunities
- 2) Facilitate Ministry Groups co-sponsoring events – presented by Matt Scobee and Barbara Harbsmeier
 - Increase event co-sponsorships and, in general, increase interaction between groups at St. Gabriel
 - Increase the use of the Parish calendar as THE source of information for all group's activities
 - Develop new event/activity communication procedure
- 3) Determine how we can improve the use of e-mail within the Parish – presented by Mike O'Neill
 - Develop a Standard Operating Procedure (SOP) for e-mail distribution group usage
 - a) Capture of e-mails
 - b) Maintenance of distribution groups
 - Assist in the review and possible refinement of the roles and responsibilities aligned to the Parish Communication Manager position
- 4) Identify communication gaps within the Parish and multiple modes of communication we can use to close those gaps – presented by Sandy Weber
 - Some parishioners do not have or use computers to check parish website or to receive e-mails – they prefer announcements to be printed in Church bulletin
 - Many times one group doesn't know about activities that are being held by another group within the parish that they could possibly help with
 - The Athletic Department doesn't have a handbook to inform parents, especially new parishioners, about policies, procedures, etc.
 - The parish website is not always up to date on current information
 - Possible need for a Communication representative on the Parish Council
- 5) Summarize and publish the results/successes of events in the Parish and work being done by the Parish Council – presented by Mike Bauer
 - We need to make sure that what is being published is accurate
 - How is the information going to get out to everyone?
- 6) Create a Welcoming Process for new members -- No report

PASTOR REMARKS:

- Preparation for The Roman Missal has gone well – Denise Meyer has worked hard on this initiative
- Discussed about Eucharistic Ministers not being able to give a “blessing” and touch children not receiving Communion when they come up with their parents – Fr. John will prepare something and explain this to the congregation from the Pulpit
- Confirmation was this past weekend – 8th graders from St. Gabriel School and the RE program and 4 adults were confirmed

- Football Toy Bowl – 7th and 8th grade team from St. Gabriel won and 5th and 6th grade team participated as well; Fr. John received a letter from a non-St. Gabriel member regarding the good character of the players and families
- Sound System – 2 bids have been received so far and working on a 3rd bid – hopefully this project will be completed shortly after Christmas

NEW BUSINESS:

- Opportunity for a service project for the Parish Council to participate in – Sandy Weber will take charge of this and communicate with the other members via e-mail
- Cry Room Update – Administration Committee will help with securement of blinds and chairs for the cry room
- Parish Council members will be the greeters and pass out prayer cards at all/most of the Christmas Masses in order to become more visible within the Parish

Closing Prayer – Matt Scobee

Next Parish Council Meeting – Will be January 11, 2012 at 6:30pm in the Loft. Opening prayer will be presented by Mark Frederick and closing prayer will be presented by Paula Silliman.

Respectfully submitted by Jennifer Fetz, Secretary