

## **Meeting Minutes-Parish Council Meeting of January 18, 2017**

**Members attending:** Cecilia Andres, Diana Burnson, Judy DeFrank, Nancy Emmel, Clarence Heller, Frank Krebs, Caroline Reardon, Mallory Rusch, Suzanne Schloemann, Jim Schratz, Mary Vonderheide  
(recording minutes)

**Members absent:** None

**Guests attending:** Kristie Lenzen

Caroline Reardon called the meeting to order at 6:45.

The group did a “check-in” and all is well.

The opening prayer was let by Suzanne Schloemann.

A motion to approve the minutes of the December 14, 2016 meeting was made by Cecilia Andres and seconded by Clarence Heller. The minutes were approved.

A motion to approve the draft agenda was made by Nancy Emmel and seconded by Diana Burnson. The agenda was approved.

Kristie Lenzen led a presentation on the role and functioning of small groups at Sts. Clare and Francis. She proposes calling them “Small Communities of Faith”, or SCF. After the presentation, the Council agreed that the same ideas should be presented to the entire community, perhaps at a Lenten soup/salad event that is being planned. Kristie stressed the importance of the Pastoral Team’s endorsement of these SCF groups among the congregation.

Kristie also presented an idea called the Parish Twinning Program of the Americas. This involves Catholic parishes in the USA partnering with parishes in Haiti. The Council will pray about this, do some research on just what would be involved and return to the topic at a later time.

Mallory Rusch presented a summary document of the goals agreed to by the Council at its October retreat. Some fine-tuning to the language was done, as well as setting specific numerical targets for those that still required them.

In conjunction with the goals discussion, the group reviewed documentation of the current committees of the Parish. Each committee’s specific Parish Council liaison was also named and added to the summary document. The importance of having a succession plan for future leaders of each committee was noted by Frank Krebs. In order to convey this, Caroline Reardon will send a notice to each current committee chair and note that they should be grooming someone to replace them when the time comes for them to step down as committee leader. The Parish Council will define just what that timing policy should be as a policy matter. In addition, each Parish Council liaison will review the active members of his/her committee so that the Council can assess how actively committed the congregation is.

Clarence Heller led a discussion about committee reports. He stressed the importance of communicating these reports in advance of Parish Council meetings so that all members were informed. If the

committee did not meet during that month, he asked that the person charged with reporting just so communicate to the Council.

Clarence also discussed the topic of whether to ask parish members to do witness reports during Lent. It was agreed that these are valuable presentations. The Pastoral Team will drive this project and see that there are presenters at Mass.

Hospitality hosts for the coming months volunteered:

February	Cecilia Andres
March	Judy DeFrank/Nancy Emmel
April	Caroline Reardon
June	Clarence and Marilyn Heller (in celebration of their wedding vow renewal)

Diana Burnson reported that job descriptions have been distributed among the staff and are to be returned to her by January 31<sup>st</sup>. She should be able to complete the standardization of these job descriptions by the end of February.

The meeting was adjourned at 8:45 PM.