

MINUTES OF PARISH COUNCIL MEETING JAN. 14, 2020
SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

Attendance:

Council Members: Bob Morano, Susan Morano, Remo Ottone, Tonya Adams, Sharon Smith, Bertie Ninichuck, Jennie Guida, Meredythe Hutchinson, Oscar Andrade, and Stephany Cristanos

Council Members Absent: Norma Lanfray and Rosa Isela Lopez

Secretary: Doris Hand

Non-Council members present: Bishop Peter Hickman, Mirella Hickman, Fr. Arturo Querijero, Mother Esther Diane Smith, Mother Martha Rogers, Mother Jetty van den Berghe, Deacon Tony Russo, Business Manager Kathryn Tuma, John Deane, Justin Veiga, and Kathy Wenzel.

Bob Morano called the meeting to order at 6:35 p.m.

Guidelines for Meetings:

It was suggested not to have to stand up when speaking as there was negative feedback. Jennie Guida suggested using a hand stick to signal the desire to speak. Jennie Guida will make a hand stick for each council member and some extras for non-members attending the council meeting.

Bob wants the council to enable people and empower council and community members to get things done. Any proposal from an individual or the community can be given to Bob for review. If the proposal does not go forward, it can be voted on a second time by the council to bring it forward. The council needs to be informed and act as advocates for the whole community. If something needs council approval, it needs to be sent to Bob. Council minutes will not be reviewed during the meeting. Minutes will be submitted to Bob. He will send them to each council member for review, additions, and/or corrections. Council members have one week to review the minutes and advise Bob of any necessary changes. After one week the corrected copy will go out to the website and the community.

An important part of our communication plan includes a change to post the agenda for the parish council meeting one week in advance. If an item needs to be posted on the agenda, it needs to be submitted to Bob seven days in advance of the meeting date.

Decisions and Votes

Bob Morano moved that the NEW 60-month copier lease, including a NEW copier, the toner, and service be approved. Jennie Guida seconded it. **Passed unanimously.**

Business Items

1. Request to Combine Services & Request for Signage (on street side)

Mirella Hickman gave a report that the Clergy Council met and the spouses of the clergy wanted to meet and be called the House of Spouses. Two items to consider.

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- Signage identifying our church. If someone visiting looks at the sign in front the impression is that the gathering room is the church. Mirella proposed having a sign on the front that the church and offices are around the corner. Lydia Russo offered to have a sign made by a contact she has. Martha Rogers suggested to have a map to show the layout of the offices and sanctuary. Both of these suggestions were well received. No vote was taken but we will take this up again next month if this has NOT been accomplished.
- The second item is: Consider having one Mass instead of two. The **advantages** are: We can worship as one community by worshipping together. The two groups would get to know each other better. We would need fewer ushers, lectors, and Eucharistic Ministers.

Mother Martha and Mother Jetty advised the time between the Masses for education is insufficient. A longer time slot is needed—an hour. One Mass would give more time.

The **disadvantages** are: the published materials would need to be redone.

There are two distinct groups that prefer the times: the early birds who like the 8 and families who need to have more time and like the 10:30 needed—an hour. The priests we have would be limited in the times they could say Mass and could miss this.

Other considerations: Tonya Adams wants a time slot for Adult Education. That was between the two Masses. The question is when will it be. Fr. Arturo pointed out that a time slot is need for the youth group education and to attend Mass. Combining our communities, the 8:00, 10:30 and 12:30, would need more time. The discussion needs to continue.

Susan Morano suggested that we consider a survey from the communities. Send comments to Bob Morano who will combine them. An accurate count of how many come to each Mass, 8, and 10:30 needs to be done. The 8:00 Mass has lost attendance.

2. Review of the Tri-fold Brochure

We are at the brainstorming stage. The project has been “in process” since 2017. Key success factors on the handout will help council determine when we’re ready to print. This needs to be done in two months. An original brochure from early Saint Matthew had a mission statement. This brochure needs: a mission statement; distinctives of how we are different from the Roman Catholic Church and other churches and additional information. It needs to be informational and not conversational. We will have input from the clergy, Mother Jetty and House of Spouses. Some ideas that were shared: more pictures, perhaps a picture of a same sex wedding; change the word “Holland” to “The Netherlands”; Mother Diane does not like the word “particular”; include naming all the sacraments; less distinctives and several comments on more pictures; perhaps a second brochure is needed to include all ministries; several liked the distinctives which show how we are different; Tonya Adams did not want any pictures of the parish council; a single page brochure insert designed to grab new people for inclusion in the tri-fold is needed.

John Deane asked about printing economics if all color instead of one side color and one black and

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white. Justin Veiga said it is not worth the trade-off. The last brochure was all color and had an insert of where we are. Sharon Smith said it was designed as a mailer and that is outdated. The new brochure can be used as a drop-off at the apartment buildings nearby.

Jennie Guida wants the brochure for giving out to people visiting the church. Meredythe Hutchinson likes the icon and wants to use the logo that is designed.

Fr. Arturo needs two things: a brochure and one flyer of who we are, we have a youth group and he needs this to pass out.

Meredythe Hutchinson stated she has a blue book to describe the Old Catholic Church. The flyer can serve as an introduction and follow up to the old Blue Book.

Fr. Arturo stated the Membership Committee wants an orientation meeting for new members and wants this to be a formal session in Adult Education.

Jennie Guida wants the insert for the brochure done as soon as possible. Fr. Arturo suggested it can be one page, two-sided so it can stand alone or be used as an insert. Sharon Smith will gather the information and work on the insert, then give it to Justin Veiga. The only change from the old mailer one is the name.

Mother Diane asked who should receive the photos for the brochure. Justin will create a repository for photos that can be uploaded. Fr. Arturo will oversee the translation into Spanish for the Spanish version.

The brochure will be reviewed before printing by Bob and Susan Morano and several others.

3. Saint Matthews website ([www. https://saint-matthew.org/](https://saint-matthew.org/)) versus Facebook page

Bob Morano checked on Saint Matthew's website and found it led to a second Saint Matthew site.

4. Ministry Manpower Matrix & Ministry Roles & Responsibilities

Two handouts regarding "ministries" were given. One handout showed ministry participation described as a matrix. This handout showed some ministries were lacking a full council member (less than 1 person); and some ministries showed several council members participating. The second handout listed "Roles and Responsibilities" for council members in ministries.

Bob Morano explained that the matrix matched council members with their selected ministry. Some have only one member while others have three. If a council member joined three different ministries, then their manpower or participation on each is 1/3. If a council member joined two different ministries, then their manpower or participation on each is 1/2. Each ministry should have at least one full person.

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The liaison council member will be responsible for furnishing a report to Bob before the Parish Council meeting showing:

- How many people attended ministry meeting?
- Names council members, and/or names clergy attendees, and/or names from laity
- Accomplishments since last report
- 2020 objectives for their ministry (what do they hope to accomplish by year-end) following the S.M.A.R.T. guidelines:
 - Specific
 - Measurable
 - Attainable
 - Realistic
 - Time Bound

Other responsibilities of ministry liaison member include:

- conduct meetings and publish the agenda
- recruit new members from the laity
- offer suggestions and ideas for the ministry
- participate in and support ministry projects

Bob Morano encouraged all council members to contact him or each other if you need help or in event conflicts arise. He encouraged everyone to feel empowered to move forward on their ideas, but keep in touch with each other to avoid duplication, overlap, or interference. Bob Morano stressed that ministry reports will help council members know what is going on and assist with coordinating events.

5. Saint Matthew Constitution

Bob Morano expects the Constitution will get done this year. The goal is to conduct the 2020-21 Parish Council vote by November, 2020. The Constitution writing, reviewing by the clergy, and voting by the community will be done in time for the November vote.

6. Parish Council Mission Statement

Parish council work supports the Saint Matthew Church mission statement. The Parish Council should also have its own mission statement to help focus and manage the work it is chartered to do.

Bob Morano shared a flow chart to show how council items and decisions would be made. The council will use the flow chart to manage requests, decisions, etc. The chart reads from left to right. Diamond shapes represent a decision point. Requests (input) comes from three sources - - the laity, the clergy, and other council members. The first decision point is: does the request meet the mission statement? (The Council mission statement is our vision, core values, goals and objectives.) The proposal is taken if it meets the mission statement. Next decision point is: does the request meet objectives for 2020 (ministries' objectives)? If the proposal does not meet 2020's objectives, but is worthwhile, it will be postponed to next year or for 3-5 years, then brought back to be done or dropped.

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Susan Morano spoke about the mission statement for the parish council what is in the scope to do and what is out of the scope. The agenda item to brainstorm statements for 2020 council mission statement was suspended in preference to Bishop Peter's request to discuss mission statements during the retreat. Currently the council does not have a mission statement.

Examples for "In Scope" for Parish Council were:

- Recommendations for staff or priests
- Manage expenses in budget, fund raising, stewardship, increasing membership
- Take care of community needs

Examples for "Out of Scope" for Parish Council were:

- Hiring staff or priests
- Spending in excess of budget without increasing revenue
- Ignoring community needs (one way ignored is lack of transparency)

Tonya Adams checked our Constitution. It does not spell out the mission statement for the parish council. It can be spelled out in detail if it has to go into the parish council section of the Constitution.

Jennie Guida misunderstood the mission statement request. Susan Morano shared mission statements of other churches and our mission statement *as examples* for the agenda item, "Mission Statement for the Council (brainstorming)".

7. Script Fund Raising

Kathy Wenzel gave a presentation on using Scrip Fundraising which is a passive fund-raising vehicle. The organization using it needs the status of a non-profit. It is set up either thru an app on your phone or a computer. Purchases are made with a hard copy gift card or through the app on your phone. Payments are made with a debit from your bank. Kathy is willing to be coordinator and also educate the youth on how to use this. The youth, in turn, can educate others. A separate bank account would need to be established for Saint Matthew to receive the proceeds from the fund-raising. Kathryn will research whether there will be an extra charge from Chase Bank to establish as second checking account.

Tonya Adams suggested going to the community to find out how many want to participate? Individuals will want to set up a separate debit account only for these purchases.

Deacon Tony suggested having a trial run with the parish council before taking it to the community.

8. Finance Report

Bob Morano gave the Finance and Stewardship Report. For the month of December our income was \$2,095.24 and the mortgage balance was \$222,999.14. For the whole year of 2019 we ended with a positive balance of \$15,021.42.

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9. Request for Council Vote on Copier Lease

Kathryn Tuma advised that the copier lease was reviewed and up for renewal. The vendor offered a NEW lease with a NEW copier, the lease to include toner and maintenance for \$227 plus tax. A copy count is kept by the machine and is extra. Kathryn advised the cost is about \$30.

Bob Morano made a motion to approve the new lease including new copier, toner and maintenance, for a total of \$255 to include cost of copies.

Jennie Guida seconded the motion. It **passed unanimously.**

10. Quarterly Community Meetings

Discussion was held about having a community meeting in March to clear up misinformation. Quarterly meetings of the whole Saint Matthew community are needed to become accustomed to participating.

Bob Morano stated the website will be the repository of information for keeping the community informed.

11. Petitioning for a Saint Matthew Grant

John Deane introduced the question of all the food we collect for Western Service Workers Association and how to use this in grants.

Bob Morano clarified that if grant writing is done, we need good record keeping for background to use as information and justification. We need evidence that is relative. For example, how many children are involved in our Sunday Food Collection and how long we have been doing this. Bea Tiritilli overseas this. Before the group we currently support, we collected for the Family Support Network working with Daniel Whitehurst. Information needs to be gathered from Dr. Ellie about how many years we have given help to seniors at Christmas and Easter. The Western Service Alliance group wants to talk to us.

Meeting closed at 9:15 pm.