

MINUTES OF PARISH COUNCIL MEETING DEC. 17, 2019
SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

Attendance:

Council Members Present: Bob Morano, Susan Morano, Meredythe Hutchinson, Tonya Adams, Jennie Guida, Sharon Smith, Stephany Crisantos, and Norma Lanfray

Council Members Absent: Oscar Andrade, Rosa Isela Lopez

Secretary: Doris Hand

Non-Council members present: Business Manager Kathryn Tuma, Mother Jetty van den Berghe, Mother Martha Rogers, Bishop Peter Hickman, Music Minister Mirella Hickman, Fr. Arturo Querijero, Deacon Tony Russo, Polly Touhey, Kathy Wenzel, Bertie Ninichuck, John Deane, and Jason Adams.

Bob Morano called the meeting to order at 6:30 p.m. and gave the following guidelines to use at meetings.

Guidelines for Meetings:

- Roberts Rules of Order will be used to conduct the meetings.
- The person speaking will stand.
- Respect will be given to the speaker—no interruptions.
- When speaking, be brief and concise.
- Speakers will be timed and when one-minute remains, Bob Morano will raise a finger.
- There will be no secret meetings.
- A speaker will be recognized by having his/her name called.
- All community members are welcome at parish council meetings; only council members vote.
- Every attempt will be made to finish the meetings by 8:30 pm.

The Communication Plan for the parish council was distributed.

A snack sheet for council meetings was distributed and members were asked to sign up.

Decisions and Votes:

Tonya Adams moved to have Fr. Arturo be the Interim Pastor, Susan seconded, motion was unanimously passed.

Meredythe moved that Saint Matthew have a Clergy Council, Jennie seconded, unanimously passed.

Tonya Adams suggested that before each vote the question is asked: Any opposed?
The question will be included in future votes.

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Bob Morano stated we want to expand the parish council to twelve members and need a motion. Susan moved that the parish council be expanded to twelve members, Jennie Guida seconded. **The motion passed by unanimous vote.** Opposed, none.

Susan Morano gave a brief summary about the curtailment of retirement payments done at a previous parish council meeting. The amount of curtailed payments is \$5,600 to bring the retirement payments current. Susan moved to reinstate the retirement payments by paying the \$5,600 owed. Meredythe seconded the motion. **Motion passed unanimously.** Opposed, none.

Jennie moved to make Fundraising part of Community Life. Susan seconded the motion and it was **passed unanimously.** Opposed, none.

Jennie moved to have the Stewardship Committee be part of the Finance Committee. Tonya seconded the motion and it **passed unanimously.** Opposed, none.

Susan moved to not combine Stewardship, Fundraising and Membership but to combine Membership with Public Relations. Jennie seconded the motion and it **passed unanimously.** Opposed, none.

Susan moved to form a Constitution Committee to evaluate the existing Constitution and look to amending it. Jennie seconded the motion. It **passed unanimously.** Opposed, none.

Jennie moved that the council meet on January 14, 2020 at 6:30 pm. Meredythe seconded the motion. **It passed unanimously.** Opposed, none.

Susan Morano moved that the estimated budget be accepted. Jennie seconded. **Motion passed unanimously.** Opposed, none.

COMMUNICATION PREFERENCES OF THE COUNCIL MEMBERS

Council Member	Platform	Tools Available Excel/Word Both or Neither	Communication Preference
Bob	Windows	Both	e-mail & Text
Jennie	Windows	Excel	e-mail
Meredythe	Windows	Excel	e-mail
Norma	Phone	Neither	e-mail
Sharon	Apple	Word	e-mail + text
Stephany	Windows	Both	e-mail + text
Susan	Windows	Both	e-mail + text
Tonya	Windows	Both	e-mail + text
Oscar	TBD	TBD	TBD
Rosa Isela	TBD	TBD	TBD

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Oscar and Rosa Isela are To Be Determined
Norma and Stephany are going to cooperate and share resources.

Ministry Teams

Any fundraiser event needs a write-up to include: what the need is for the money, what the event will be, proposed date or dates for the event, and where the event will be held. Events will be coordinated through Meredythe who will be keeper of the calendar. Meredythe will need to coordinate with Kathryn regarding the date and time and any needed facilities.

One parish council member will join each ministry team to furnish a report to Bob when the team meets and what is planned. Bob will clear the report and furnish it to the Communication Team to post on Saint Matthew's website.

If you head a committee, you should have minutes of your committee meeting written up and emailed to the moderator before the publication of the agenda (for the next council meeting) so that they can accompany the agenda when it is distributed.

Bob stated that he has three personal priorities for Saint Matthew:

- 1) Rebuild the membership (which is only one source of funds)
- 2) Raise Funds (Pursue alternates—grants, foundations, “Go Fund Me” and others)
- 3) Amend the Constitution

Kathy Wenzel proposed using script connected to consumer businesses. Kathy will research this and furnish a write-up.

Bereavement Ministry meets the 3rd Sunday of the month in the classroom from 12-1 pm. If a council member wants to participate on this they can. This is strictly voluntary. This ministry will be managed and administered by clergy.

Building & Property Maintenance: Jennie Guida will be liaison. Jason Adams was on the committee. Any building changes that are proposed will need parish council approval. A template of the seating arrangement for the sanctuary needs to be posted above or near the cabinet next to the baptismal fountain and a copy to be posted on the bulletin board. A seating chart for the gathering room needs posting in the kitchen.

Community Life and Fundraising: Jennie Guida will be liaison. Jennie moved to make Fundraising part of Community Life. Susan seconded the motion and it was passed unanimously. Opposed, none.

Saint Matt's After Dark: Bobby Jo Valentine's evening can be promoted through advertising flyers and a write-up that could be posted at commercial establishments in the neighborhood. Also St. Matt's After Dark with Bobby Jo Valentine could be posted to Meet-Up (an application for smart phones).

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Education: Tonya Adams will be liaison.

Mother Jetty and Mother Martha in charge of youth 5-12

Josh Cruz in charge of teens 12-18

Mother Diane and Deacon Tony in charge of adult education

The program for confirmation needs to be changed. Dr. Ellie Zatyko and Dr. Bill Singleton are resource people. Mother Jetty and Mother Martha's First Communion program is wonderful.

Finance and Stewardship: Bob Morano will be liaison. Jennie moved to have the Stewardship Committee be part of the Finance Committee. Tonya seconded the motion and it passed unanimously. Opposed, none.

Liturgy, Environments and Music: Sharon Smith is liaison. Meets 1st Sunday of the month. Good turnout for switching from Advent to Christmas. A wedding and ordination are occurring on the next two Sundays. Then we take down the Christmas decorations.

Membership and Public Relations: Susan Morano will be liaison. After much discussion on combining Stewardship, Fundraising, and Membership, it was stated that Stewardship Committee will be part of the Finance Committee. (see previous motion.)

Sharon moved to not combine Stewardship, Fundraising and Membership and to combine Membership with Public Relations. Jennie seconded the motion and it passed unanimously. Opposed, none.

Regarding membership, we need to look at our Constitution for the diversity and ethnic distinctives and reach out in these areas through a social meeting. Tom Madden was suggested as a resource person who knows many in the Roman Catholic Church.

Constitution Committee: Susan moved to form a Constitution Committee to evaluate the existing Constitution and look to amending it. Jennie seconded the motion. It passed unanimously. Opposed, none.

Constitution Committee Members: Mother Esther Diane Smith, Jennie Guida, Sharon Smith, Bob Morano, Susan Morano, Mother Martha Rogers, Mother Jetty van den Berghe, Deacon Tony Russo, and Mary Ann Hoisington (?) Jennie suggested the committee share with the community for someone who may offer resources for this project.

Parish Council Retreat: January 25, 2020—A spiritual retreat to pray, reflect, discern, and to listen for the good and future of Saint Matthew to look for the will of God at this time.

Next Parish Council Meeting: Jennie moved that the council meet on January 14, 2020 at 6:30 pm. Meredythe seconded the motion. It passed unanimously. Opposed, none.

Budget:

Jennie wanted clarification of the budget line item on hall rentals. Does the money from the donations for refreshments and snacks at St. Matt's After Dark come to Saint Matthew? It does. Another question was raised about the cost of running the First Communion Preparation program. Mothers Martha and Jetty said they paid for it out of their pocket. Kathy Wenzel shared that \$25

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per person was requested when she ran the program for cost of materials. She experienced no problem. Individuals running the program should not pay for the cost. Research could be done to see what other First Communion Programs charge.

Regarding the estimated budget, the budget can only be final when the tithing is finished. Tithing will not be finished until March, 2020.

Susan Morano moved that the estimated budget be accepted. Jennie seconded. Motion passed unanimously. Opposed, none. Bob will make a stewardship announcement at the 10:30 Mass Sunday. Meredythe will make it at the 8 am Mass.

Susan moved that the December 10, 2019 minutes be accepted. Tonya seconded and the motion passed unanimously. Opposed, none.

A question regarding the confidentiality of sharing the minutes from the Dec. 10th meeting with Mother Diane and Bishops Denise and Kedda. Bob replied since both Bishops Denise and Kedda were at the meeting, the info could be shared. Mother Diane had requested the minutes.

The deadline for announcements to be put in the Sunday bulletin need to be given to Kathryn the Tuesday before the Sunday the announcement should appear.

Parish Council Contact E-Mail: bobsmpcc2020m@gmail.com

This will send the issue or the concern to Bob Morano and he will forward it to the appropriate party. He will be looking to have this communication followed up upon and a response back to the sender within a week.

Suggestion: Request that non-parish council people have an App or some way to share.

Sharon moved for the meeting to adjourn at 9:10 pm.