

**MINUTES OF PARISH COUNCIL MEETING July 14, 2020**  
**SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH**

Meeting called to order at 6:30 p.m. Zoom online meeting  
Council meetings since April were recorded by Zoom and transcribed by Susan into Council minutes.

***Attendance:***

Meredythe Hutchinson, Bertie Ninichuck, Jennie Guida, Sharon Smith, Stephany Crisantos, Tonya Adams, Remo Ottone, Bob Morano, Susan Morano, Rosa Isela Lopez

Council Members Absent: Oscar Andrade, Norma Lanfray

Secretary (attending): Doris Hand

Non-Council Members Present:

Bishop Peter Hickman, Fr. Arturo Querijero, Mother Diane Smith, Mother Martha Rogers, Mother Jetty Van Der Berghe, Deacon Tammy Fuqua, Deacon Tony Russo, Mirella Hickman, John Deane, Paul Schumaker, Polly Touhey

***Opening Prayer and Remarks:***

Bishop Peter Hickman led the group in a prayer giving thanks and reminding us we are co-workers in God's work.

Bob Morano, as Moderator, gave an opening statement asking all council members to participate in discussions, and asking non-council meeting attendees to hold off their remarks unless their input is requested or until all agenda items are discussed by council members. Bob assured all attendees that opportunities for voicing opinions, asking questions, or making statements would be given to non-council attendees at the end of the meeting. This request was made to allow for each speaker to be heard without interruption, maintain order during the meeting, uphold full transparency and support participation by the clergy and community.

***July Assignments / Decisions:***

- Decision and request made for 2020 council members to be introduced to the community by posting their photos on Parish Council webpage. Council members were asked to send Susan Morano [slmorano@yahoo.com](mailto:slmorano@yahoo.com) a photo of themselves before end of July.
- Dismissal Council Members: Vote to dismiss council members Oscar Andrade and Norma Lanfray from participation on 2020 Parish Council was held. According to Saint Matthew Constitution, members have a duty to encourage participation in council and ministry meetings. As of July 1<sup>st</sup>, Oscar and Norma have not attended meetings or participated in any ministry. Vote was unanimous in favor of dismissal of both.
- Father Arturo asked Joshua Cruz if he would join the council (replacement for departing council member). Joshua agreed. Fr. Arturo's conversation with Joshua was held sometime during last few weeks in anticipation of tonight's vote. One more council seat is available, which will be offered to a Hispanic community member.

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- Decision for Zoom on-line “Retirement” party for Kathryn Tuma to be held within next few weeks. (Kathryn will be leaving for vacation on August 2<sup>nd</sup>.) Jennie Guida and Tonya Adams will plan and communicate the details.

**Old Business:**

**1. Financial Report – by Bob Morano**

- Net income is down, however COVID-19 is not solely to blame for lack of profitability. Expenses need to be managed carefully. We need to increase Tithes and Offerings to a level above \$13,000 monthly, or think of new and different ways to generate more income.
- Ideas offered during the meeting include:
  - Thank you letter / email generated when a donor contributes via website might trigger successive contributions from that donor. Fr. Arturo asked if our website could display a “thank you” message after a donation via website is made.
  - Apply for a government PPP loan. Bob mentioned three previous PPP applications were denied. He further stated that he sees no point in further applications unless he can get someone to help such as a banker.
  - Justin Veiga applied for “non-profit” status on Facebook so Saint Matthew can install a “Donate” button on our Facebook page.
  - Apply for a grant. This effort requires substantial detailed documentation. Community members with grant writing experience were mentioned. They include Katie Henry, Scott Emery, Mariah Doyle-Sandoval and Mo. Martha Rogers. Polly Touhey suggested a grant application focused on women in the clergy.
  - Conduct a Zoom Physical Fitness class presented by Sherrae Adams. Tonya Adams made this suggestion stating Sherrae’s education, experience, and licensing in this area. Classes would charge attendees/participants a nominal fee that would be donated to Saint Matthew.

**Before Covid-19**

<b>Description</b>	<b>Jan-20</b>	<b>Feb-20</b>
Tithes and Offerings	\$ 11,913.59	\$ 9,621.30
Net Income	\$ (5,562.02)	\$ (6,842.10)
Total Cash on Hand	\$ 105,942.12	\$ 99,650.02
Mortgage Balance	\$222,649.14	\$222,321.66

**During Covid-19**

<b>Description</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>
Tithes and Offerings	\$ 13,753.17	\$ 9,242.47	\$ 12,130.17	\$ 10,428.04
Net Income	\$ 762.23	\$ (603.61)	\$ 3,164.45	\$ (9,604.09)
Total Cash on Hand	\$ 100,412.25	\$ 99,708.64	\$ 93,973.09	\$84,544.00
Mortgage Balance	\$221,943.58	\$221,463.80	\$221,086.02	\$220,808.24

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**2. Food donations/collections for the WSWA**

Volunteers that administered donations 6/07/2020 and 6/21/2020 were Meredythe and Ben Hutchinson, Joshua Cruz, and Stephany Crisantos with her family members. Thanks to the table sign Deacon Tammy contributed we have the *added benefit of advertising* to foot and auto traffic along Town and Country Road on Sunday mornings. Sharon Smith mentioned that two more sandwich (free-standing) boards are now available for announcing this event. Deacon Tammy mentioned that Saint Matthew tri-fold brochures are available on the table and distributed as the opportunity arises. Fr. Arturo announced that the brochures were included in the Census Bureau bags when delivered to WSWA. Deacon Tammy reported that the donation table is also attracting non-members who have stopped by to contribute food.

3. **Saint Matthew Building Sign** (facing Town and Country) was examined by an electrician (services paid by the complex/association) and found to be in working order. John Deane met with the electrician and verified that the sign does illuminate in the evening. John will also purchase a solution to remove obsolete words in our church name.



4. **Changes to Outdoor Environment:** All plants on walkway around our church building were repotted, thanks to Sharon Smith, Deacon Tammy, and Deacon Tony.
5. **Brochure (English version)** produced with donated funds from Paul Schumaker are now being distributed to Saint Matthew community and others. Brochures were included in Bishop Peter's "Welcome Back" letter. They are available inside the church in holders that Bob and Susan Morano purchased and installed. They are available and distributed during the food drives. Sharon Smith will order brochure holders for installation outside the church and will track/monitor the supply. Jennie Guida expressed concern about brochures available "outside" and a risk of brochures being tossed or used for fire kindling by homeless in the area. John Deane mentioned that COVID-19 virus could be transmitted onto the brochures. Tonya Adams mentioned that holders should be installed where bystanders can take a photo of brochure to research at later time.
6. **Saint Matthew Re-Opening / Closure:** The medical grade Apollo UV-C Entire Room Sterilization lamp was purchased using donations from the Hoisington's and Russo's. Lamp is used in the sanctuary and bathrooms between service times. We understand that these lights are the safest method of disinfecting. Signs were posted inside and outside the church requesting participants to follow CDC guidelines. Chairs were arranged in the sanctuary to accommodate the social distancing rules. In-person "live" choir music was suspended to comply with CDC restrictions. Recorded music was used instead. On Monday, July 13, Governor Newsom mandated all in-person worship services be cancelled until further notice due to the resurgence of COVID-19. Plans are underway to continue live-streaming the services via Facebook. New English service mass time will be 9:30 am.  
In church services (as per Deacon Tony) are averaging:  
Eight to twelve people attending at 8 am service with three clergy  
Seven to ten people at 10:30 am service with four clergy  
Spanish 12:30 pm mass averages more people, exact numbers aren't available.

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***New Business:***

1. **Associate Pastor-ships and their roles.** Fr. Arturo explained that Associate Pastor-ship is title for the internal use of the Clergy Council that refers to 'liaison clergy of a particular ministry". He listed the following Clergy members with the associated/assigned ministries (see chart below). The scribe for Parish Council minutes (Susan Morano) added Parish Council liaison names and associated "counts" to the chart below so a complete picture of ministry participation could be presented in these minutes.

Ministry	Clergy Liaison	Parish Council Liaison	Count PC Mbrs *	Count Laity Mbrs	Existing Clergy Mbrs As of June 30, 2020
Building & Property Mgmt	Fr. Arturo	Bob Morano	2	2	Deacon Tony
Communications, PR, Mbrship	Deacon Tammy	Susan Morano	3	3	Deacon Tammy
Community Life/Fund Raising	Deacon Tammy	Jennie Guida	2	4	Mo. Jetty & Deacon Adelia
Education	Mo. Martha	Tonya Adams	2 **	0	Mo. Martha
Finance & Stewardship	Deacon Tony	Bob Morano	1	1	Bishop Peter, Deacon Tony
Liturgy, Environment, Music	Mo. Diane	Sharon Smith	4	4	Mo. Diane
Social Justice & Outreach	Fr. Ben & Fr. Ron & Fr. Arturo	Meredythe Hutchinson	2	1	Mo. Jetty
Pastoral Care	Mo. Jetty	n/a			
General Administration	Deacon Tony	n/a			

\*this count includes the parish council liaison member.

\*\*this count does not include new parish council member, Joshua Cruz who expressed an interest in Education.

Clergy Council Liaison Role and Function (as per Fr. Arturo): To animate the lay leadership, bring in more members, direct connection of the Clergy Council, service to Saint Matthew Church, delegate and recognize their role as Clergy, make the vision and mission of Saint Matthew more concrete in the day to day life of our Church.

Parish Council Liaison Role and Function (as announced in January & February 2020 meetings): Recruit new members from laity. Solicit suggestions and ideas from existing ministry members that promote ministry objectives and suggest your own ideas. Conduct ministry meetings. Publish agenda. Deliver monthly meeting reports to Council moderator. Encourage, motivate, and assist on member projects/ideas. Call additional meetings if project requires. Use email, text, phone to keep communication going.

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2. **Attendance at 2020 ECC Synod in St. Louis:** Bob announced that the “in-person” gathering was cancelled this year and replaced with Zoom meetings. This was announced by Bishop Francis on May 21, 2020 and is available for review at <https://ecumenical-catholics.org/news/> Mo. Diane mentioned that Saint Matthew has had five delegates in the past; three from the laity and two clergy delegates). John Deane mentioned that he would like to participate in 2020 Synod. Tonya Adams, Doris Hand, Paul Schumaker, and Deacon Tammy Fuqua have all participated in the past. Doris Hand expressed a concern about whether Saint Matthew would be allowed to participate, given the community has not voted to join a diocese. Bishop Peter asked that further discussed about ECC Synod be postponed or scheduled for another meeting.
  
3. **Community Life Events:** Due to the resurgence of COVID-19 and new restrictions (as of July 14<sup>th</sup>) an in-person gathering would not be possible for Kathryn Tuma’s retirement. Tonya Adams suggested a Zoom gathering where all attendees could make a statement, tell a story, or share a memory about Kathryn. Jennie Guida suggested a charm bracelet as a goodbye gift. Tonya Adams and Jennie Guida will discuss details and communicate arrangements to the community.
  
4. **2020 Parish Council Introductions to the Community:** Susan Morano presented the idea of introductions through the Parish Council webpage and asked that all council members submit a photo. Justin Veiga will load the photos to the webpage, similar to the “photo scroll” currently displayed on the Clergy Council webpage. This idea was proposed, because 2020 council members were never introduced to the community and may not have an “in-person introduction” opportunity due to closures (with no end in sight) before some members “roll-off” in December.

***Closing***

Fr. Arturo delivered the closing prayer.

Meeting adjourned at 8:30 pm