

MINUTES OF PARISH COUNCIL MEETING JANUARY 12, 2021
SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

Meeting called to order at 7:01 pm Zoom online meeting.

Attendance:

Parish Council: Tonya Adams, Mariah Doyle-Sandoval, Stephany Crisantos, Joshua Cruz, Jennie Guida, Rosa Isela Lopez, Sharon Smith, Lydia Russo, Doris Hand, Polly Touhey, Anitha Madanu

Council Member Absent: Ana Diaz

Non-Council Members Present: John Deane, Alberta Ninichuck, Deacon Tammy Fuqua, Deacon Adelia Sandoval, Fr. Chinnappa, Mirella Hickman, Deacon Tony Russo, Mother Jetty van den Berghe, Paul Schumaker, Remo Ottone, Fr. Arturo, Susan and Bob Morano

1. **Opening Prayer** was given by Bishop Peter.
2. **Mission Statement and meeting objectives:** Tonya read the 2020 mission statement. Because of COVID the goal of increasing membership by 20 was not met. To gain 20 new members will be a goal for 2021. If you want changes or additions to the 2020 mission statement (in the meeting agenda), email Tonya. After our P.C. Retreat on January 23, the P.C. will develop a mission statement at a separate meeting. Our meeting objectives are to make non-pastoral and non-clergy decisions to ensure the successful operation of Saint Matthew Church so that Saint Matthew Church can continue to carry out its mission.
 - 2.1 Attendance above shows there is a quorum.
 - 2.2 Opening Remarks by Chairperson:
 - 2.2.1 A request for agenda items will be sent by email a week before the P.C. meeting.
 - 2.2.2 A goal to keep the P.C. meeting to 2 hours or under. The agenda will be followed. If items come up that are not on the agenda, they will be put in a “parking lot” and handled at the end of the meeting (if time permits) or at a future meeting. There will be exceptions to this guideline when needed. At the end of a P.C. meeting members of the community can submit additional items for consideration.
 - 2.2.3 Google drive location created for Saint Matthew. The drive can be for documents we want to share. Changes can be made to documents on the drive. Ex. Ministry lists file can be updated. A Google g-mail account is needed to make modifications. Tonya will send files in PDF and a link to Google drive.
3. **Dec. 2020 P.C. Minutes:** Mariah moved to approve the minutes. Polly seconded the motion. **Motion passed unanimously.** None opposed.
4. **Old Business:**
 - 4.1 New Year’s 2021 Fundraiser: 76 tickets have been sold and sales continue. Checks need to be sent to Saint Matthew made out to Saint Matthew and marked 2021 Fundraiser in the memo line. Mirella will send the number of tickets and who submitted the payment to Jennie who will issue the tickets by email to the parish member. The other half portion of the ticket will be kept by Jennie and placed in a jug. Each parish member needs to keep the record of who paid the money and assign a ticket number to that person. Fr. Arturo has several promised ticket sales; money is not collected yet. When the winner is drawn after the 9:30 Mass, need to make a production of the event. Ticket sales over the internet will

be suspended with a “sold out” announcement. If more than 100 tickets are sold because of a cross over in communication, P.C. members are asked to give back their tickets for oversold ones.

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- 4.2 2020 and 2021 Goals: Fr. Arturo, Tonya, and Mariah will meet to go over 2020 and see what goals were accomplished and what ones that were not will become 2021 goals. February’s P.C. meeting will go over goals for the year. January P.C. retreat last year established 2020 goals.
- 4.3 Saint Matthew Grant effort: Sharon shared that grants are related to very specific needs. It was pointed out that churches cannot apply for **some** grants. As background Sharon indicated that other communities had success with food fundraiser. She posed the question about redoing the kitchen to offer an international food event as a fundraiser. A grant could be requested to finance appliances or a specific item for the kitchen. Fr. Arturo advised that food events were held in the past and a problem arose with licensing for food preparation on premises. A committee needs to be formed to look into grants and bring a proposal and then have a discussion. Any P.C. member who wants to be on a grant committee, needs to email Tonya. Susan Morano suggested that the Finance or Building and Property Committee members may be interested in this committee. Also, that Mary Ann Hosington and Scott Emery wrote grants and need to be contacted about this.

5. New Business:

- 5.1 Spanish Bulletin Translation: Mariah spoke with Ana Diaz and she offered to translate the bulletin. It Can be online. A translation will inform the English speaking and Spanish speaking communities of each other’s activities to further participation in all events. This needs to be finalized with Ana Diaz. Mirella needs bulletin items by Tuesday for the next Sunday. When Anitha’s community starts events, those can be added to the bulletin. It can be online to reduce the costs of hard copy. One hard copy can be printed to be posted in each of the community rooms of the church. Suggestions for the bulletin can be put into Google drive.
- 5.2 Improvements and Activities Suggestions: Sharon suggested that service projects for the youth to get Involved can be connected to our different ministries. Mariah advised that Environmental Stewardship has plans to include youth. It was suggested to talk to the liaisons to the ministries on how to include youth. Google drive can be used with the ministry spread sheet.
- 5.3 P.C. Retreat “Christ Like Leadership”: The retreat will be January 23rd from 10 am to noon. The Time is limited because it is virtual.
- 5.3.1 Get to know effort: Fr. Arturo will have most of the time, leaving only 30-40 minutes for P.C. members to get to know each other as happened at in-person retreats. Therefore, each P.C. member is asked to write a short bio of themselves, a bit of background, strengths and talents, and what each brings to the parish council. The bio should be about a paragraph. The file can be put in Google drive or sent to Tonya by Jan. 19.
- 5.3.2 The bio can also include how each P.C.’s strengths and talents can bolster Fr. Arturo’s theme.

6. **Report from the Pastor:** Fr. Arturo shared that because of zoom there is **more** opportunity to follow up with all members of the community. Attended the Filipino meeting on the 1st Friday. Is meeting every week with the pastoral council. Wants to continue following up on group meetings.

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7. **Reports from Standing Ministry Teams:** A ministry team chart is in Google drive.

7.1 Ministry Liaison and Ministry Participation:

The ministry list file was updated during the meeting. The latest chart is attached to the end of the minutes.

Each ministry will have a P.C. liaison. Each P.C. member will be part of a ministry and will attend the monthly meetings of the ministry. P.C. members email Tonya the ministry you select, if you are not listed. Also email Tonya the day and time of the ministry meeting for updating the ministry chart.

Having a P.C. member on a clergy council ministry was not discussed. Music is a separate clergy ministry. A liaison could be on Spiritual and Liturgy ministries.

The Ministry Chart needs to be updated with all the current P.C. liaisons to the ministries.

Finance Report: Deacon Tony Russo advised that December was a good month, being in the black a little over \$5,000. Our thanks to Bob Morano for heading up the Stewardship Drive and giving the first presentation. A good response this year with 31 pledges, double those of last year. Another thank you to Deacon Tammy Fuqua, Deacon Adelia Sandoval and Mariah Doyle-Sandoval, Jennie Guida, and Doris Hand, for giving presentations on stewardship.

8.1 Parish Council: Tonya advised her goal is to keep the PC meetings under 2 hours.

8.2 Parish Members:

John Deane commended Tonya for shorter council meetings.

Tonya invited parish members to bring comments to the PC meetings.

Jennie Guida suggested that community members could establish a Facebook page. Facebook allows individuals on their birthday to designate a charity their friends and relatives can contribute to as a birthday gift. Saint Matthew can be that charity. The youth group can assist those who want to do this yet find navigating Facebook a challenge.

Also a reminder to those ordering from Amazon to click on Smile to have Saint Matthew benefit. Jennie will write something for the bulletin about Smile.

Fr. Arturo gave a closing prayer.

Meeting adjourned at 8:59 pm

Minutes prepared January 18, 2021

Parish Council Ministries						
Ministry	Meet	Chairperson	PC Liaison	Other PC Members	CC Liaison	Scribe

Building & Property Management	Monthly 2nd Sunday	Jennie Guida	Lydia Russo		Fr. Arturo Querijero Dc. Tony Russo	
Environmental Stewardship	Monthly 2nd Thursday 6:00pm	Mariah Doyle	Mariah Doyle	Polly Touhey Anitha Madanu	Dc. Adelia Sandoval	Bertie Ninichuck
Communications, PR, Mbrship (CPRM)	Monthly 2nd Wednesday 6:30 pm	Susan Morano	Sharon Smith	Stephany Crisantos	Dc. Tammy Fuqua	
Community Life & Fund Raising	Monthly 3rd Sunday	Jennie Guida	Jennie Guida	Lydia Russo	Dc. Tammy Fuqua	
Finance & Stewardship	Monthly 2nd Tuesday 5:30 pm	Bob Morano	Tonya Adams		Dc. Tony Russo	
Social Justice & Outreach	Monthly 4 th Thurs 6:30 PM	Tonya Adams	Doris Hand		Fr. Arturo Querijero	Bea Tiritilli
Clergy Council Ministries*						
Ministry	Meet	Chairperson	PC Liaison	Other PC Members	CC Liaison	Scribe
Bereavement			N/A	N/A		
Spiritual Formation**		Mo. Martha	Tonya Adams	Joshua Cruz		
Liturgical Ministry		Mo. Diane Smith	Sharon Smith			
Music Ministry		Mirella Hickman	Tonya Adams			
Visitation Ministry		Mo. Martha Mo. Jetty	N/a	N/A		

* Parish Council members are excluded from clergy council ministries' confidential meetings and activities

** Includes (Bible Study, Inquiry/Confirmation, Children's Education, Youth Group)