

MINUTES OF THE PARISH COUNCIL MEETING MAY 11, 2021
SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

The zoom meeting was called to order at 7:04 pm by Moderator Tonya Adams.

Attendance:

Parish Council Members: Tonya Adams, Mariah Doyle-Sandoval, Stephany Crisantos, Joshua Cruz, Jennie Guida, Sharon Smith, Lydia Russo, Doris Hand, Polly Touhey, Anitha Madanu, and Ana Diaz

Council Member Absent: Rosa Isela Lopez

Non-Council Members: Bishop Peter Hickman, Fr. Arturo Querijero, Mother Jetty van den Berghe, Mother Martha Rogers, Mother Esther Diane Smith, Deacon Adelia Sandoval, Deacon Tony Russo, Deacon Tammy Fuqua, Mirella Hickman, Rebecca Stevens, and Paul Schumaker

Bishop Peter Hickman offered the opening prayer.

Decisions and Votes:

Tonya Adams moved that we approve the minutes as amended. Jennie Guida seconded the motion. **Passed unanimously. None opposed.**

Tonya Adams moved that we vote to pay the office administrator a graduated salary of \$300 in June, \$400 in July, and \$500 in August, remaining at the \$500 rate thereafter; that we pay \$75 a week for English Mass musicians starting immediately; and we pay \$400 a month for the videographer starting June 1, 2021. Mariah seconded the motion. **Passed unanimously. None opposed.**

Mariah moved to revisit paying the musicians for the Spanish Mass. Tonya seconded the motion. **Passed unanimously. None opposed.**

Approve Minutes of April Meeting:

Mariah asked that the minutes be amended by removing the sentence: Mariah will find a PC member in the Spanish community for counting the donations. Presently a former PC member and community member in the Spanish community do the counting at the 12:30 Mass.

Tonya Adams moved the we approve the minutes as amended. Jennie Guida seconded the motion. **Passed unanimously. None opposed.**

Old Business:

Finance Report:

To follow-up on non-member donations from Zelle and Stripe, we can track anyone sending them electronically. We assume all cash donations are from members. April tithes and offerings were short about \$1,000 for covering expenses. Easter donations were slightly above budget. Overall, for 2021 the budget remains in the black. We earned \$713.60 from Savers soft goods collection and the Environmental Stewardship Ministry earned about \$415.50 from the Mothers' Day Plant Sale.

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A question arose about having a community sounding name with Saint Matthew on zoom instead of the personal sounding account of 64meems@gmail.com.

Amendment of the 2021 budget (as needed) for wages for musician, office administrator, and videographer:

Wages will start in June. We had musician services in the pre-2020 budget. We need to vote on wages for musician services, videographer, and office administrator.

Kelly Querijero (Office Administrator), Mariah Doyle, Dc. Tony Russo, and Justin Vega reviewed our phone answering service called Grasshopper. Justin Vega helped Mariah, Kelly, and Dc. Tony understand how the program works. Rev. Jetty was notified and wrote a new message for the Children's Education extension and a new recording was made to update the information. All other extensions will be forwarded to Kelly's phone to be responded to promptly and sent to the appropriate person.

Mirella shared that the going rate for a musician on Sunday is \$75. If both Victor and George come on a Sunday, they would split the \$75. Presently, for the Spanish Mass, Fr. Arturo is paying them. We can look to include the Spanish Mass musician fee.

For the office administrator, it was suggested that Kelly be paid \$300 in June, \$400 in July, and \$500 in August, with \$500 to remain as the rate for the following months.

For the videographer, \$75 was suggested. Discussion followed that for the several items Mother Jetty videos--Mass, rosary, Sonshine Club, and the editing, this was insufficient. We needed to know what the going rate for a videographer was. It was pointed out that Jim Tuma was getting \$400 a month for recording and posting the Mass on the internet. It was decided that Mother Jetty be paid \$400 a month.

Tonya Adams moved that we vote to pay the office administrator a graduated salary of \$300 in June, \$400 in July, and \$500 in August, remaining at the \$500 rate thereafter; that we pay \$75 a week for English Mass musicians starting immediately; and we pay \$400 a month for the videographer starting June 1, 2021. Mariah seconded the motion. **Passed unanimously. None opposed.**

Mariah moved to revisit paying the musicians for the Spanish Mass. Tonya seconded the motion. **Passed unanimously. None opposed.**

Virtual Ministry Recruitment:

Showing the ministries is made easy with the CPRM template (see attachment). Called the Ministry Spotlight, it can be used individually or streamed together. We want the ministries to be publicized to draw new people who may be interested. The ministries are changing between lay and pastoral in the new Constitution. ***Information for the template should include the purpose of the ministry, description of activity, and members in the ministry. Each ministry can agree on what is stated and picture to include for the Spotlight. Each ministry needs to submit three pictures and the form by Friday June 11. The maximum number of pictures is 4. This is a one-time Spotlight.***

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A question arose about how a ministry could post changes to Spotlight. CPRM needs to discuss how possible changes could be made. Spotlight will feature a ministry or 2 at a time.

Sharon Smith pointed out the new Constitution shows the purposes for each Standing Lay Ministry and the PC has approved the ministries as listed.

A question arose whether the ministry template could be used as a hard copy for those who are unable to use or access a PC. Also, can the template be fluid on the website to be changed? Can the template be in multiple languages? Also, can we have a brochure of all the ministries and have the brochure in multiple languages? Another suggestion is to put the ministries on a poster to display on an easel.

Fr. Arturo pointed out that any printed copy should be good for one year and to hold off on printing any brochures until the new Constitution is approved.

Future idea: Have a newsletter of what the ministries are doing. We can solicit the community for someone who could do a newsletter.

Fr. Arturo pointed out these ideas are good for the future. Now we need to grow the church and not over-burden the present members.

Saint Matthew Bulletin Translation:

Mirella sent the bulletin of the 3rd Sunday of Easter to Ana Diaz who translated it to serve as a template with small changes for following Sundays. Mirella and Ana want to be clear on what we are asking. The purpose of the translation was to know what the Spanish-speaking and English-speaking communities had as upcoming activities. After much discussion about bulletins being just thrown away, a suggestion was made to have an easel with a large poster listing the upcoming activities for both communities. The calendar activities can be switched out. People can take a picture of the poster for their records. A sign of the activities can also be posted in the window. It was pointed out the bulletin is emailed to each member. English bulletins will continue to be printed, only enough for any visitors who may come. Keep English Mass bulletins separate from the Spanish. Jennie will get the easel and bulletin board.

New Business:

New Constitution:

The new Constitution will be sent out ASAP. The Constitution Committee were: Mother Esther Diane Smith, Remo Ottone, Tonya Adams, Sharon Smith, Bob and Susan Morano. Bob formatted it, but more formatting is needed. Amendments to the Constitution will be the responsibility of the PC and the PC will vote on it. It will be shared with the Clergy Council at the same time. We need to know the process taken by the Constitution Committee in order to explain to all. A question was posed: Will there be a meeting for the rest of the community to learn about the Constitution. All should know how it came about.

This effort is changing the document that exists and the new Constitution can be compared to what exists. The new Constitution creates a new paradigm.

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St. Matthew Calling Tree: Not discussed.

St. Matt's After Dark:

Doris reported that a date has been set for October 23, 2021 at 7 pm at Saint Matthew for the Night of Multi-Cultural Entertainment. Deacon Adelia advised a Native American group can perform and is free on Oct. 23. Deacon Adelia will notify them that the date is set. Every PC member received an email explaining that each culture can have someone playing a musical instrument, a vocalist, a dancer or group dance, a reading of poetry from the culture or storytelling. Lydia Russo will be contacting people from the Spanish-speaking community, the Asian-Indian group, the Afro-American people, the Filipino group and the English-speaking community. During the evening there will be an intermission with a silent auction and possibly desserts. Doris Hand will co-ordinate the evening together with the Community Life Ministry.

Brother Christopher having something for youth on October 31 to celebrate Halloween. Some years ago, Saint Matthew had a Halloween Party for the youth. Another suggestion that St. Matt's After Dark use a theme for each program.

Report from the Parish Pastor:

Standing Ministry Reports:

Community Life:

A movie night is scheduled for Saturday, July 17 at 6:30 pm in the community room. The movie is "Heaven is for Real."

Social Justice and Outreach:

Grandma's House of Hope is in need of children's clothing, especially for boys: shirts, pants, shoes, etc. Social Justice will be collecting these clothes during the month of June.

Ministry Information:

Deacon Tammy advised the ordination of the bishop in Poland is still scheduled for August.

A suggestion was made that before announcements ask any new people to identify themselves. Someone can then find out the interest of the new people. Add this along with announcements at the end of Mass.

Jennie will follow up on new members and an event for children for October 31, 2021. Mirella advised that October 31 also is the Feast of All Saints and All Souls.

Fr. Arturo gave the closing prayer.

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The meeting was adjourned at 9:24 pm.

Minutes submitted May 16, 2021

By Doris Hand

Ministry Spotlight Project

Objectives of the Ministry Spotlight

- The Ministry Spotlight can help grow ministry membership as well as provide a quick way to do community outreach. The Ministry Spotlights can help showcase our Church's work and can possibly be used for future Parade of Parishes. They can be used together or separately (video/pptx clip). In addition, it can be useful for our Church's website in the Ministry webpage.

What to include - what to submit to CPRM

1. Purpose or Objectives
 - Short description statement of ministry less than 5 sentences (see Standing Lay Ministry Teams section)
2. Pictures
 - 1-2 pictures in action would be best or group/people pictures of members

Ministry Spotlights template (example)

SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

COMMUNICATION, PUBLIC RELATIONS AND MEMBERSHIP (CPRM)

Ministry Objectives

- To create an awareness and presence of Saint Matthew Church on local, national, and international levels.
- To ensure communication within our community.
- To grow the membership of Saint Matthew Church community

Who & What we do?

Connect with us! | Location - 1111 W. Town and Country Rd, Unit 14, Orange, CA 92868
Website - saint-matthew.org/

Deadline

- Each Ministry leader will submit to CPRM using [Submit form](#) - pictures & description by no later than Friday June 11th midnight prior to CPRM next meeting June 16th
- CPRM will reach out once their spotlight is finalized and for a Ministry approval by leader prior to posting on social media