

St. Peter Church
Pastoral Council Meeting
February 14, 2017
Minutes of the Meeting

Present:

Rev. Jerome P. Foley, Pastor
Sister Hilda Sandoval, Pastoral Associate, M.F.P.
Art Angst, Pastoral Associate
Kathleen Bissell, President
Eileen Barsi
Cristina Caro
Theresa Kannengeiser

Absent:

Kevin Kannengeiser
Eric Romero
Frances Romero
Victoria Martinez
Dylan Monaghan
Ann West

Call to Order

Kathleen called the meeting to order and welcomed Ellen Hage from the parish staff who will present an update on various activities regarding St. Peter Church providing temporary shelter for the homeless.

Opening Prayer

Cristina led the council in an opening prayer.

Approval of the Minutes – January 23, 2017

Kathleen referred the council to the minutes from the previous meeting and acknowledged a correction from Eileen regarding the scheduled date of the healing Mass, from February 11 to March 11. The minutes, as amended were unanimously approved.

Homeless Assistance

Ellen Hage reported on her ongoing discussions with the Pacifica Resource Center (PRC) to provide temporary shelter to homeless people during inclement weather. The PRC asked that

St. Peter provide shelter and meals, should inclement weather require, on February 21 and 22 and in any event on February 23. She asked, and received, support from the council and will reach out to various parish groups for volunteers. Several council members offered to help. In addition, the council agreed to allow up to 5 vehicles to park safely in the church parking lot. The PRC will provide staff during the 7pm to 7am period, cots and blankets and parking stickers for the vehicles. St. Peter Church volunteers will provide meals and a friendly welcome.

Committee Reports

Finance Committee – Art provided the council with an update on the pending review of St. Peter Church operations, the results of which should be available by the end of February. The committee will hold its first quarterly meeting of 2017 in March. In addition, Art recommended that council members seek parish volunteers to serve on the Finance Committee. Father Jerry underscored the need for volunteers with a background in finance/accounting. Art provided details on the various elements of the review. Kathleen asked for additional details on current job descriptions for staff and it was confirmed that these documents are in the process of being updated.

A detailed discussion of maintenance and general fund expenditures occurred. Art walked the council through the distinctions between the funds and it was suggested that more transparency would be worthwhile. Art indicated that the finance committee is working on a document that will provide details to be shared with the council and parishioners. A status of this effort will be provided next month.

The council also discussed various major upgrades and renovations needed at St. Peter Church. A historical perspective of the major Capital Campaign (2004-2009) was provided by Art and Eileen. Additional information on this campaign will be provide to the council. An update of the current needs together with a list of priority projects and realistic cost estimates was also requested.

Cristina raised the issue of the condition of the chairs in the chapel and the council discussed various solutions to repair or replace the worn chairs. Father Jerry recommended that unused seats in the church meeting room could replace the damaged chapel chairs and a cost analysis of purchasing less expensive chairs for the church meeting room be developed. Father and Art agreed to work on this.

Art also reported that the 2016 Archbishop Annual Appeal collection was \$11,000 less than the assessment. The shortfall was taken from ordinary income. The 2017 Appeal is now underway and has moved to a calendar year approach ending December 31, 2017. St. Peter Church

assessment has increased approximate 20% and the council discussed several ways to deliver this message and encourage support from parishioners.

The council considered several ideas for sharing the various financial needs with the community, including the possibility of having a presentation during the summer.

Liturgy Committee – Eileen updated the council on efforts to secure a music director. Advertisements have already been placed in various trade publications as well as a reach out to other parishes for recommendations.

The council was also brought up to date on a recent meeting Father Jerry had with the cantors regarding new music for our Liturgies. Eileen provided details regarding improvements to the music program and offered a number of ideas to help inform the community of the changes being implemented. The council agreed that it is important to thank everyone for their patience and support during this transition period. Art advised that two new cantors have joined this ministry. Art and Eileen also provided information regarding efforts to improve the overhead projection of music; and Art will provide Eileen with additional resource information to help with her research.

Eileen also shared several logistical items relating to the CYO Mass scheduled for February 26. It was proposed that next year we celebrate all CYO players in a single Mass rather than one specific to boys and one specific to girls.

With respect to the training planned for Eucharistic ministers, Judi Steele is finalizing the signup sheet data and when that occurs a date will be set and an outreach to the ministers will occur.

The council was asked to formally approve the Liturgy Committee charge document which was accepted unanimously. In addition, Kathleen and Eileen agreed to draft a similar document for the Pastoral Council and Finance Committee for their consideration and council approval.

Faith Formation – Sister Hilda shared that the adult candidate and catechumens will celebrate the Rite of Election on March 5 at 9:00 am Mass at St. Peter Church followed by a celebration at St. Mary's Cathedral in San Francisco at 4:00 pm. The parish community Sacrament of Reconciliation service is scheduled for March 9.

Old Business

Green Committee

Theresa reported that she had reached out to Good Shepherd Church regarding the e-waste event idea; however, the contact was not available. She will continue to follow up. Kathleen advised the council that the bulletins in March and April will include a calendar of recommendations for good environmental practices.

Fundraising

The council considered several fundraising activities that typically occur during the Christmas season to see if one or more could be done during the Lenten season. It was suggested that the High School Students' baby shower event be moved from Christmas 2017 to May 2018, that support for Catholic Charities occur in April. In addition, due to the tremendous support and success of the food drive this year it was agreed that this become an annual event during Lent beginning in 2018.

Parish Operations

Art was asked to provide information regarding the protection of parish information. He reported that the parish operations include a "cloud" backup for data as appropriate and also confirmed that the parish technology is appropriately set up with software to protect against cyber security breaches.

New Business

Sister Hilda and Kathleen will attend the 2017 Religious Education Conference in Anaheim, CA from February 23-27.

Next Meeting : March 14, 2017

Opening prayer: Eileen

Closing prayer: Cristina

Closing Prayer

Theresa led the council in a closing prayer.

Adjourn

Respectfully submitted,
Kathleen Bissell

