

St. Peter Church  
Pastoral Council Meeting  
May 9, 2017  
Minutes of the Meeting

**Present:**

Rev. Jerome P. Foley, Pastor  
Art Angst, Pastoral Associate  
Kathleen Bissell, President  
Eileen Barsi  
Kevin Kannengeiser  
Theresa Kannengeiser  
Eric Romero  
Francis Romero  
Ann West

**Absent:**

Sister Hilda Sandoval, M.F.P., Pastoral Associate  
Cristina Caro  
Victoria Martinez  
Dylan Monaghan

**Call to Order**

The meeting was called to order at 7 P.M.

**Opening Prayer**

Eileen led the council in an opening prayer.

**Approval of the Minutes – April 11, 2017**

Kathleen referred the council to the minutes from the previous meeting which were previously distributed to all council members. The minutes were unanimously approved.

**Committee Reports**

Finance Committee – Art reported that over \$40,000 of the Archdiocesan Annual Appeal has been received to date. This represents approximately one-half of the parish obligation of \$79,000. The council discussed several action items to encourage donations between now and the end of the year including a continuation of the special collections and a push reminder in September or October. Kathleen also agreed to contact the parish website manager to add an Appeal related link and/or information.

Art also advised the council that the Archdiocesan triennial review of operations will occur the last week in May and staff is working to prepare the material for review.

Liturgy Committee—Eileen updated the council on progress made to hire a director of music. The effort is underway and an agreement to hire Jim Dahlstrom has been reached pending notice to Jim's current parish and a reference check. An official start date has not yet been determined. Fr. Jerry and Eileen will be working with the archdiocese Human Resources office to assure a smooth transition. Mr. Dahlstrom has met with a number of Church staff and parishioners and promises to be a welcome addition to St. Peter church. The council expressed its support.

Eileen updated the council on an upcoming training session, in June, for acolytes and Eucharistic ministers. She also asked council members to reach out to those who may be interested in serving in these ministries.

Eileen also shared the committee's views on the Easter Week celebration and preparation for Archbishop Cordileone's visit the weekend of May 20-21.

Faith Formation—In Sr. Hilda's absence, Kathleen updated the council on recent faith formation activities. First Communion Masses were very nice and preparation for the Sacrament of Confirmation for the students is underway. Recently baptized/confirmed RCIA participants are enjoying the Easter mystagogy period and preparations are underway to start a new session of inquiry. We have one interested inquirer and Sr. Hilda is developing a list of potential sponsors. She also plans to add a bulletin item for those adults who are called to be baptized and confirmed in the future.

Fundraising—Kathleen advised that the Mother's Day Flowers/Cookies event will deliver orders on May 14. Pre-paid orders met the minimum number needed to assure a discounted price—and provide a greater financial benefit to St. Peter Church. Art advised that the Annual Rummage Sale is in the preliminary stages and is scheduled to occur at the end of June. Carol Dion is coordinating the event.

Committee Charge Documents—Kathleen advised that a draft Finance Committee role document, based primarily on the Archdiocesan guidelines, has been reviewed by the Finance Committee and shared with the council members. Several editorial changes were suggested during the meeting. Kathleen agreed to finalize the document and share it with both the Pastoral Council and Finance Committee. Without further amendment, it is anticipated that the document will be shared with the Archbishop during his upcoming visit.

Staff Job Descriptions—Fr. Jerry provided the status of the job description project designed to standardize the descriptions in conformity with the format developed by the Archdiocese. Fr. Jerry has received all but two of the descriptions.

Pastoral Council Representatives—The council considered the work being done by the Faith in Action group and how that activity might be more broadly communicated to parishioners. Several ideas were discussed including website information/links and scheduling topical events and presentations to the council. Fr. Jerry supported the concept, underscored the open invitation to the Faith In Action group

to any council meeting and summarized a recent meeting held with the Pacifica City Mayor to discuss the issues related to fair housing in Pacifica.

Care for Caregivers—Kathleen brought the council up to date on an idea to allow the parish to provide information and education for parishioners who might wish to participate in workshops on various social needs such as grief management, coping with illness in a family, etc. Kathleen provided the council with a resource document that sets out the proposed “next steps” which include understanding need in the parish community, identifying potential workshops or events that would be of interest and determining what local services are available. Kathleen will continue to work with Cristina on this important issue. It was pointed out that there is resource material on related topics in the narthex and Good Shepherd Church provides support for those who are grieving.

Archbishop Cordileone Visit--St. Peter Church is pleased to welcome the Archbishop for various activities during the weekend of May 20/21. Fr. Jerry shared an overview of his schedule and invited council members (and Finance Committee members) to meet with the Archbishop on the afternoon of May 20. On May 21, Archbishop Cordileone will preside over the 11 a.m. Mass as well as the Confirmation Mass at 3 p.m.

#### New Business

Stewardship Weekend—Theresa shared several ideas for a parish Stewardship Weekend which might include coordination with the Annual Archdiocesan Appeal and commissioning of the Pastoral Council. Theresa, Kathleen and Fr. Jerry agreed to consider various themes and discuss the concept further. Art advised of a recently installed application, ConnectNow, which will help improve the parish donation process. It is expected to be installed this summer.

Kathleen updated the council on donations received to date from parishioners who favorably responded to the request for a special offering to cover the cost of the newly purchased altar items. The council was very pleased with the response and anticipates future pledges will almost entirely cover the cost.

Thoughts from Fr. Jerry—Fr. Jerry provided his thoughts on various topics including the schedule during the Archbishop’s visit and scheduled invitations to the social/dining events. He also shared his views on the ministry training process, and expressed his sincere appreciation to the council for their support and approval of the investment in liturgical music ministry.

#### **Next Meeting: June 13, 2017**

Opening Prayer: Kathleen

Closing Prayer: Frances

#### **Closing Prayer**

Theresa led the council in a closing prayer.

**Adjourn**

The council adjourned at 8:20 p.m.

Respectfully submitted,  
Kathleen Bissell