

**St. Peter Church
Pastoral Council Meeting
November 14, 2017**

Present:

Rev. Jerome P. Foley, Pastor
Sister Hilda Sandoval, M.F.P., Pastoral Associate
Jim Dahlstrom, Music Ministry
Eileen Barsi
Kathleen Bissell
Theresa Kannengeiser
Dave Minetto
Margaret Minetto
Eric Romero
Frances Romero
Judi Steele

Absent:

Art Angst, Operations Manager
Pat Carroll
Cristina Caro
Dale Fajardo
Kevin Kannengeiser
Barbara Lubben
Bettyann Motylewski
Vickie Newman
Roberta Sanchez
Ann West

Call to Order

The meeting was called to order by Kathleen at 7:00 p.m.

Opening Prayer

Eric led the council in an opening prayer.

Approval of Minutes – October 10, 2017

Kathleen referred to the draft minutes forwarded for review and asked if there were any additional amendments needed. There being none offered, the minutes were approved and will be posted on the parish website.

Pastoral Council Update

Kathleen advised that she had received a notice of resignation from Ann West from the council. The council expressed their sincere appreciation for her service.

Committee Reports

Finance Committee – The council discussed the final Independent Accountants’ Report on Applying Agreed-Upon Procedures for the three-year period ending June 30, 2017. Kathleen noted that no members of the Finance Committee were present to discuss specifics; however, Eileen led a discussion on what actions must be taken to address several findings included in the report. Kathleen noted that no quarterly meeting was held in October as requested last month. It was suggested that a subcommittee be formed to develop recommendations for the Finance Committee’s review and Pastoral Council’s approval. In addition, a full accounting of all parish banking accounts, schedule of meetings, published minutes and greater oversight be implemented. In addition, all council members were asked to reach out to qualified parishioners who may wish to serve on the Finance Committee for a 3-year term.

Liturgy Committee – Eileen reported on the celebration of All Soul’s Mass and reminded the council that we are nearing the end of the liturgical year. She also reported on the preparation for a retirement celebration for Art Angst and Jackie Clinton on December 10. Eileen brought the council up to date on the upcoming CYO events. Eileen suggested that a “Poster of Ministries” be placed in the narthex with an explanation of what it means to participate. The council then discussed several ideas to encourage participation in all ministries and to consider a specific membership drive event.

In addition, Eileen provided an update on the online scheduling of liturgical ministers. Training sessions will occur in 2018. She was happy to report that 152 parishioners are currently serving in the liturgical ministries and 67 individuals serving ministries that require certification have received the certification through the education programs offered by the Archdiocese of San Francisco. The goal is to achieve 100% certification of ministers serving as Lectors, Prayer Readers, Acolytes and Extraordinary Ministers of the Eucharist. All were encouraged to invite others to participate in the liturgical ministries and Eileen suggested that a “Poster of Ministries” be placed in the narthex with an explanation of what it means to participate. The council then discussed several ideas to encourage participation in all ministries and also discussed ideas to encourage spiritual development.

Music Ministry – Jim updated the council on the development of the children’s choir which is off to a great start. Jim also reported on the Magic Flute Orchestra event, scheduled for December 2, 2017. Under the direction of Pamela Ravenelle, this group includes piccolos, orchestral flutes, alto flutes, bass flutes and the contrabass flute and promises to be a real treat during the Advent. In addition, the adult choir is preparing for the Christmas Season.

Faith Formation – Sister Hilda reported that the CCD and Confirmation programs are underway. In addition, she shared her experience – at the recent Santa Clara Faith Formation Conference where a number of St. Peter catechists attended numerous sessions. Kathleen attended an excellent session on volunteer programs and suggested that St. Peter Church consider inviting Anne Skally to share her thoughts on how to encourage

volunteers for various ministries. The council agreed that an outreach in January should be made. Kathleen also shared the handouts from another session that shared ideas for efficiencies in pastoral councils. Theresa stressed the enormous value in attending the SCFFC and Father Jerry underscored the benefit of attending the Religious Education Congress in March 2018 and encouraged all to attend.

Old Business

Fundraising -- Kathleen reported that the preferred parking spaces annual fundraiser is due and she will work with Art to make that happen.

Staff Job Descriptions -- Eileen also reported that her efforts to develop current staff job descriptions nears completion. She is finalizing the Bookkeeper and Secretary descriptions and making final edits on the others.

Stewardship – Time, Talent & Treasure – Theresa gave a brief update of the results on Measure C, the fair housing ballot measure that was defeated by Pacifica voters on November 7. The council then discussed next steps, coordination with the Faith In Action group and the need for continued discussion on affordable housing issues in Pacifica.

New Business

PC Bulletin Board – Kathleen requested that members of the expanded pastoral council provide a “selfie” for posting on the Pastoral Council bulletin board in the Narthex. She will send out a reminder to all council members.

Christmas Dinner – In lieu of a December council meeting, Father Foley invited all members, catechists and parish volunteers to a Christmas Celebration on December 17. Kathleen will coordinate the event with Sr. Hilda.

Marthas & Marys -- Theresa suggested that there may be a need to establish a group that would provide support and comfort to those experiencing a loss or other hardship. Further discussion to organize this effort will be needed.

Las Posadas – Sr. Hilda shared that a 3-day Las Posadas celebration is “in the planning stages” and will likely be held the week before Christmas.

Next Meeting – December 17, 2017

Closing Prayer

Theresa led the council in a closing prayer.

Adjourn

The council adjourned at 8:15 p.m.

Respectfully submitted,
Kathleen Bissell