

**St. Peter Church
Pastoral Council Meeting
February 13, 2018**

Present:

Rev. Jerome P. Foley, Pastor
Jim Dahlstrom, Music Ministry
Roxanne Ekhos, Accounting
Eileen Barsi
Kathleen Bissell
Cristina Caro
Dale Fajardo
Eric Romero

Frances Romero
Roberta Sanchez
Judi Steele

Absent:

Sr. Hilda Sandoval, M.F.P.
Pastoral Associate
Jose Barba
Pat Carroll

Mary Duch
Kevin Kannengeiser
Theresa Kannengeiser
Dave Minetto
Margaret Minetto
Bettyann Motylewski
Vickie Newman
Lisa Wuerstle

Call to Order

Kathleen called the meeting to order at 7:00 p.m.

Opening Prayer

Frances led the council in an opening prayer.

Approval of Minutes – January 9, 2018

Kathleen referred to the Minutes from the last meeting which were previously approved and added to the parish website.

Introduction

Kathleen introduced Roxanne Ekhos, a Certified Public Accountant, who was recently contracted to provide accounting and bookkeeping services for our parish.

Committee Reports

Finance Committee – Kathleen reported that several new members have been added to the Finance Committee, each with finance backgrounds, and the committee met on January 16, 2018. Members were provided with the most recent finance statement as well as the profit and loss figures for review and discussion. Finance Committee Chair, Dale Fajardo, who attended the committee by phone, commented on establishing fiscal controls and a budgeting process and suggested that he would like to meet soon with Roxanne to discuss matters of importance to the Committee and also schedule an interim committee meeting to discuss various items. Roxanne and Dale will set up meeting dates.

Kathleen also reported that she, together with Finance Committee member Mary Duch and Roxanne Ekhos, attended the mandatory finance training session hosted by the Archdiocese this month which was very informative. Kathleen promised to share the slide presentation which included new information on the practices and procedures in the finance area, including the required use of QuickBooks Online program.

Eileen also reported that she is working to establish written procedures for two finance related activities: Collection Count and Gift Cards. She was pleased to report that both of these activities are very well-handled; with only a minor changes, which would be easily implemented, to consider. The council discussed the specifics and Eileen, Dale and Kathleen agreed to meet to review findings and discuss an appropriate action plan.

Liturgy Committee -- Eileen advised that the boys CYO group received blessing cards in December and the girls CYO group will receive blessing cards this month. The blessings for athletes and coaches will each be enlarged and permanently posted in the gym after the RE building has been repainted. Eileen and Judi provided a status of the procedures that will begin during Lent. New Sacred Vessels will be used and all those participating as Extraordinary Ministers of the Eucharist or as Acolytes will be required to participate in a training session. Two sessions have already been held and 29 individuals (of 50), have completed the training; and two additional training sessions will be offered. The response from participants has been favorable. A newly developed guidebook for participants' reference will also be provided for those who have completed the in-house training. The new online scheduling program will be implemented after Lent and ultimately be used for all liturgical minister scheduling.

Music Ministry – In response to a request from the council last month, Jim provided a copy of a price estimate for a piano “spider dolly.” It was agreed that purchasing the dolly is a good idea and the proposal will be added to the list of pending purchases under consideration. Jim also provided a brief update on choir activities relating to Lent and Easter Week.

Faith Formation – In Sister Hilda’s absence, Kathleen reported that religious education preparation for the Lenten and Easter Season is under way. In addition, a “movie night” with a special invitation to the parents of the children’s religious education program will be held March 9, 2018.

Old Business

Fundraising – Kathleen was happy to report that the annual ‘preferred parking’ fundraiser netted \$900 for the parish. The council discussed several options to make the parking spot more accessible including moving it to the front of the church (rather than parallel to the rectory) and possibly painting the curb red to allow greater ease of use near the handicap parking spaces.

Food Drive for Pacifica Resource Center – Kathleen updated the council on the Lenten Food Drive in support of the Pacifica Resource Center. A list of needed items and boxes will be placed in the narthex with appropriate signs between February 14 and March 15.

Care for Caregivers – Cristina reported on the ‘care for caregivers’ program offered to the Fremont community. It appears to be a great model, which combines the resources of the City of Fremont and a local hospital. Cristina reminded the council that a similar arrangement is not practical in Pacifica; however, it was agreed that an outreach to St. Peter Church parishioners to measure interest in this subject would be a good start. It was suggested that information be placed in the bulletin, on the website and in the narthex.

Stewardship – Time, Talent & Treasure – Father Jerry and Kathleen reported on a recent meeting with Lorena Melgarejo, Executive Director, Faith in Action (FIA) Bay Area. The council discussed possible financial support to FIA and other organizations during Lent and Advent. Father shared his interest in making changes to the support programs to assure a more balanced approach. Specific changes to the Giving Tree (November 2018) were discussed and Father Jerry recommended that Dave Minetto be advised. Father also said he would confirm with Bettyann Motylewski that the teen-hosted Baby Shower project for the next school year should occur in May, 2019, rather than in November of this year.

Kathleen mentioned that she still planned to reach out to Anne Skally to determine if she would be interested in making a presentation on Volunteerism as she did at a recent faith formation conference. Roxanne also suggested that we provide ‘volunteer cards’ to parishioners seeking input on what professions might be useful in helping to serve our community. All agreed that was a terrific idea.

Capital Expenditures – Father Jerry updated the status of the proposed improvements to the religious education building. A request for approval from the Archdiocese has been submitted and construction will begin when final approval is received.

New Business

Capital Expenditures – Eileen and Jim reported on significant progress in researching and securing a first bid on the projection and sound equipment in the church as well as options available to add a screen (possibly movable) in the overflow environment. Dale suggested that one or more bids should be sought from different vendors. He will work with Eileen and Jim. The first vendor will be installing equipment to test their proposal this week.

It was also noted that the church lights appear to ‘flicker’ and may need either new bulbs or fixture repair. Eric reported on a recent PG&E assessment that indicates the bulbs are not suited for the fixtures, so an easy solution might be to install LED ‘dimnable’ bulbs. Eric will work with Jim Reed and Rod Muscio to analyze the current situation and determine if the bulbs are the issue or if additional changes need to be made. It was noted that the dimmer fixtures were installed when the church building was built and may need to be updated. Suggestions on purchasing and installing new bulbs, if need is determined, were discussed. Eric will report back on this.

Pacifica Resource Center – Kathleen updated the council on the preparation of the second annual temporary homeless shelter to be held at St. Peter Church on February 20-21. Anita Reese and staff of the Pacifica Resource Center will set up the sleeping environment and St. Peter will provide dinner and breakfast for approximately 14 people. Vetted through the Resource Center, a few individuals who are presently living in their cars, will enjoy an opportunity to safely park in our church parking lot that evening as well. A number of parishioners will volunteer to set up and clean up, provide meals and host the event.

Next Meeting – March 13, 2018

Opening Prayer: Frances

Closing Prayer: Kathleen

Closing Prayer

Eric led the council in a closing prayer.

Adjourn

The council adjourned at 8:20 p.m.

Respectfully submitted,

Kathleen Bissell