

PARISH ADVISORY COUNCIL MEETING MINUTES

TUESDAY, OCTOBER 11, 2011

- Karin Teglia, chairperson, began the meeting by inviting the members to envision what the parish will look like one year from now as we continue to live out our vision and mission. What will change and what will stay the same? Outlined below is a summary of responses:

What will the Parish look like in one year if we are truly living out our vision and mission?

What will change?	What will stay the same?
<ul style="list-style-type: none"> • Communication will improve through our website • We will have more active parishioners who are young adults • Lay leadership will continue to grow • Standing room only at all Masses • Increased participation in activities and volunteerism • Greater knowledge of our faith • Liturgy will have changes and more variety • We will be more welcoming to new and current parishioners • New parishioner engagement • More diversified representation on the PAC • Implement as assessment process to identify parishioner gifts and invite them into active use of gifts • Bring Catholic social teachings alive • The website will include podcasts, homilies and more online giving • We will know more about technology • We will be more comfortable with revised roman missal 	<ul style="list-style-type: none"> • The spirit of the liturgy • Priorities of the mission statement • Branding, identity of parish • Parish will be financially secure • Our outreach efforts to other parishes • Openness of parish • Collaboration and growth • Positive image • Commitment to catholic education • Our values, mission and vision

- As we move into our second year, Karin reminded the group that we meet as a whole just three times per year: fall, winter and spring for two hours of sharing. The actual work is done by committees at work sessions in-between the large group sessions. Karin stressed the importance of attendance and participation in both large and small group sessions. We will reevaluate our meeting schedule in the year ahead to make sure it allows us to accomplish our goals and meet the needs of our parish. To stay on track, if necessary, questions or discussions may be put in our “parking lot” for later.
- Refined goals and action plans were presented by each committee. A summary of what was presented is listed below. Discussion points from our meeting are incorporated. A complete draft presented is attached to the minutes.

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PAC Chairperson:

- ⇒ To enhance the communication and collaboration of ministry leaders, Karin will attend one meeting of each consultative body and ministry advisory group during the coming year to obtain feedback on how the PAC can improve its communication and collaboration across the parish.
- ⇒ To provide a platform for aligning the goals of the ministries with the needs of parishioners, Karin and the at-large PAC reps will hold Parish Town Hall Meetings in the spring to review and obtain feedback on the current Identity, Vision, and Mission statement as well as the PAC goals.

Worship—Celebrate liturgy that enlivens our spirit:

- ⇒ To ensure/improve the quality of Sunday worship and to integrate our newly ordained priest and new Director of Music, the priests and Directors of Worship and Music will meet weekly to review and plan liturgies as well discuss the transition needs of new staff members.
- ⇒ To improve communication and planning, a Liturgical Ministry Committee will be established by January, 2012 with leaders from each ministry. This group will meet prior to each new liturgical season to plan and coordinate as well as communicate with each other.
- ⇒ To catechize parishioners on the New Roman Missal, new sung and spoken responses is being integrated weekly at Sunday Mass. Weekly bulletin and website articles are being used to educate parishioners on the changes and why they are taking place. To reach the entire parish, a special brochure on the changes at Mass will be included in the Christmas mailing.
- ⇒ To better understand how we might enliven our liturgies, parishioners will be encouraged to send their ideas to feedback@stjohnofthecross.org. This will begin In October.

Welcome — Be a welcoming, caring community that calls for the gifts of each person:

- ⇒ To nurture new parishioners into our community, in addition to our current New Parishioner Orientations, a One-on-One Mentoring Program will be established. Mentors will be trained by the first quarter, 2012 and asked to “friend” a new parishioner family for their first six months or longer at the parish, guiding, answering questions, and being a familiar face at Mass and other events to the new family. The Mentor will bring the new parishioner our parish welcome gift bag that contains the directory, information on the school, YC and Crossroads programs as well as all the other ministries, and mementoes from our 50th anniversary celebration (ornament and engraved glasses). To assist newcomers with navigating the parish campus, a map of the parish buildings will be included.
- To better reach out to young adults between the ages of 18 and 25, a Young Adult Ministry Group will be formed. This group would plan social and spiritual events, as well as encourage involvement in outreach activities. At the start of next summer, this group would be encouraged to have a special Collegiate Mass where they are recognized with hospitality afterwards. Special attention will be given to the most appropriate mode of communicating with this target group as well as obtaining feedback on how liturgies and the parish as a whole can be more enlivening and welcoming to them. It was suggested that this Group be invited to special Listening Sessions to talk about Church and our parish and also to possibly view the Catholicism Series.
- ⇒ To improve overall welcome and friendliness at the parish, a new “We’re Glad You Are Here” Campaign will be established. In February, 2012 we will have a name tag Sunday that encourages people to share the sign of peace by name at Mass. In addition, additional greeters will assist our ushers in welcoming people at Mass and emphasizing the main message that “We Are Glad You Are Here.”

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- ⇒ To better identify our parish from Wolf Road, the current signs will be evaluated to determine if any improvements can be made. (Discussion included signs that also communicate upcoming events.)

Formation —To engage in lifelong formation that calls us to convert our hearts and to share the teachings of our Catholic faith:

- ⇒ As input, several books were read and discussed: Dreams Visions by Bill Huebsch, Toward an Adult Church, by Jane E. Regan, and Adult Faith Formation, by Neil Parent. In addition, different programs were evaluated such as Renew—Why Catholic and Growing in Faith. The Catholicism Series by Fr. Robert Barron is currently being shown to the parish. Over 400 people are participating weekly by viewing one dvd and, if interested, participating in small faith sharing group discussions afterward. 5 episodes are being shown this fall at three different times and five will be shown in spring. Exit surveys will be done after the fall series is completed to determine if there might be anything different that could be done to better the offering. This committee is already thinking what programs might follow Catholicism in the years to come.

Outreach and Social Justice — To value relationships and expand outreach and advocate for social justice teachings:

- ⇒ To continue to develop relationships between our parish and our sharing parishes, each sharing parish has a SJC rep who, with the Director of Outreach, facilitates the communication between the sharing parish and the Outreach Ministry Advisory Group. Emphasis is put on developing relationships thru spiritual and social events. As part of the discussion the financial support provided as well as other needs being met are routinely reviewed.
- ⇒ To increase parishioner awareness and involvement with our Sharing Parishes, the website and bulletin will help communicate information about our sharing parishes and opportunities for direct involvement. In addition, personal invitation by the Outreach Advisory Group will be continued to increase attendance. The Director of Outreach with his team will communicate monthly with the various organizations at SJC to encourage involvement.
- ⇒ To expand outreach efforts, the Director and Pastor are in the process of identifying a potential new sharing parish to be completed by January, 2012. At present the Outreach Group is pursuing administrative and strategic support for St. Francis of Rome and Our Lady of Charity in Cicero.
- ⇒ To increase parishioner understanding and support of social justice issues, a Social Awareness Group will be established by January, 2012. The purpose of this group would be to provide current information about issues such as medical ethics, assisting the working poor, sheltering-food for the homeless, government issues with food assistance cards, gangs-prison life, and capital punishment. Information about other related events will be shared with the parish in the bulletin, e.g., November 19-20 Fair Trade Sale at St. Cletus.

Communicate Effectively

- ⇒ To improve the quality and effectiveness of general communication with parishioners, the new website and parish bulletin will continue to be improved in terms of functionality, relevance and organization. Efforts will be made to ensure parishioners receive important communications through at least 5 different mediums. Increased use of e-blasts targeted toward specific groups will be encouraged. The new website will be marketed to the parish through the last quarter, 2011. A Welcome Podcast will be included on the website by December 1st as an introduction to our site and welcome to all.
- ⇒ To evangelize and catechize parishioners of all ages, the website, bulletin, e-blasts and podcasts will be used to *regularly* reach and teach on important and relevant topics. Content will be obtained from the Pastoral Staff. Feedback will be solicited from parishioners on our website as well as other parish and church topics.
- ⇒ To increase church revenue, use of our secure on-line giving options with automatic acknowledgment will be introduced and encouraged on October 29-30 when the Finance Council shares the 2011 Annual Report at all Masses. Personal testimonials from parishioners speaking about their blessings from SJC will be included on the website by January, 2012.

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- ⇒ To increase parishioner involvement and efficiency, registration and event payment transactions will continued to be offered across all ministries. Website ads and giving page information will continually be updated. By the end of 2012, a common parish-wide donor data management system will be in place.
- ⇒ To develop an overall parish communication strategy and additional action plans, a Communications Advisory Group will be established by January, 2012. Members of this group, which will include young adults and high schoolers, will help enhance all parish communications and advance parish communications technology.
- Harry Kannry, who is on the parish Transformation steering team, shared a basic overview of the Parish Transformation Project. Our Parish is participating as part of the pilot program in the archdiocese's Parish Transformation Initiative. This is part of the Archdiocesan Strategic Pastoral Plan: Reflect Christ's Light. The Cardinal identifies two steps in this process:

Parish Visioning, which helps a community discover its strengths and plan for greater pastoral effectiveness by creatively strategizing for the future.

Financial Renewal, which provides the tools for analyzing the material and financial components of the parish with a view toward establishing a strong and viable financial picture.

Parish Transformation is designed as a 16 week process. Our leadership team is being led by Fr David, Lisa DenBesten from the parish Finance Council, Harry Kannry from the PAC, and MJ Martin. The Goals and Action Plans worked on by the PAC as well as the parish Finance Council will be presented to Bishop Manz and his Transformation Team on Monday, October 17th.

- Karin presented the revised Constitution and By-Laws which was approved by the Council. It will be posted on the parish website and will be updated next year if necessary.
- Fr. David discussed that at our winter meeting council members will be asked to discern a chairperson for the next year beginning in June, 2012. Karin Teglia has provided excellent vision and implementation for the PAC.
- Harry Kannry, our rep for the Archdiocesan Pastoral Council, gave his report that included the following points:
 - Leadership Day 2012 is February 18, 2012 at Loyola Academy in Wilmette. If you are interested in attending, please let Harry know.
 - This year is the Year of Youth. Crossroads is well known throughout the Archdiocese for providing an excellent program at our parish.
 - The upcoming year will focus on the Mass. How will attending Sunday Mass change your life? Harry would like each PAC member to answer the attached questions and email it to him by October 30. The questions are attached to this email.
- Jeff Toner, Finance Council chair, gave the PAC an overview of how the Finance Council operates and shared the upcoming Annual Report and preliminary budget. Discussion points included that despite the wonderful generosity of our parishioners, the Sunday Offertory Collection alone is not sufficient to meet our expenses. The revenue surplus can be attributed to gifts from generous parishioners and foundations, the Annual Catholic Appeal rebate, and good return on parish investments. The Council does not include extraordinary gifts, rebates, and investment returns in the budget; the budget is a worst case scenario.
- Jeff and the Finance Council will present the 2010-2012 Annual Report to the parish at all Masses on October 29-30. Discussion included how to encourage parishioners to make the parish be more of a priority in their discretionary giving.

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- The next whole group meeting of the PAC will be on Saturday, Feb. 11 from 8:30am-noon. Our full schedule is listed below.

Tuesday, November 8, 2011 Council Work Session 6:30pm (If needed)

Saturday, February 11, 2012 Winter Meeting 8:30am Gathering/9:00am Start

Tuesday, March 20, 2012 Council Work Session 6:30pm (If needed)

Tuesday, May 8, 2012 Spring Meeting 6:30pm Gathering/7:00pm Start—9:00 p.m.

- Karin asked that PAC Members continue to work on the measurement section of their goals—What does success look like? This information should be sent to MJ Martin by January 15th, 2012.