

PARISH ADVISORY COUNCIL (PAC)

MAY 10, 2011 MINUTES

Members Present: Karin Teglia (Chairperson), Harry Kannry, MJ Martin, John Hayes, Kevin Kamholz, Jeff Toner, John Tuohy, Betsy Spiering, Trish Orndorff, Tom McGorey, David Dowdle, Darrio Boscutti, Katie Hayes, Bill Bright, Marianne Firlit, Janet Caschetta, Kathleen Gorman, Jim Clauer

- Karin Teglia began the meeting by reiterating the purpose of the PAC:
 1. To enable communication and collaboration among ministries
 2. To align our goals with the needs of the Parish
- The primary purpose of our spring meeting was to share the goals that each group generated in order for the Parish to live out its Mission. The goals, which are focused on components of the Parish Mission Statement, are listed below. A complete draft follows at the end of the meeting minutes.
 - Jim Clauer, Director of Worship, presented goals on:
“Celebrate Eucharistic **liturgies** that enliven our spirits.”
 - Trish Orndorff, Operations Advisory rep, presented goals on:
“Be a **welcoming community**, calling forth the gifts of each person.”
(Jerry Moran, Outreach Advisory Group rep, the owner of this goal was absent. Trish is also on the Welcoming Committee.)
 - Marianne Firlit, Director of Spirituality & Care, presented goals on:
“Engage in **life-long formation** that calls us to convert our hearts.”
 - Fr David presented goals on:
“Share the **teachings** of our Catholic Faith.”
 - Bill Bright, Director of Outreach, presented goals in two areas:
“Value relationships and expand **outreach**,” and “Advocate for the **social justice teaching** of the Church.”
 - MJ Martin, Director of Outreach, presented goals on:
“**Communicating effectively.**”
- Harry Kannry, Election Chairperson, solicited the assistance of Council members to staff Parish Elections the weekend of May 14-15. Harry presented the ballot that was to be used. Three at-large PAC members (2 for 2 year terms and 1 for 1 year term), 3 School Board members, and 4 Youth Catechesis Council members are being elected.
- Jeff Toner, Finance Council Chairperson, presented a third quarter actual v. budget overview to the Council.
- As the Parish Advisory Council groups begin to formulate specific action plans from their goals, pre-planning should include related cost estimates. Any Council member anticipating an expense prior to our October meeting, should make a request via email to MJ Martin at least 30 days prior.

- Jim Clauer, Director of Worship, discussed the Director of Music position opening which will report to him. (Jennifer Kerr Budziak will be leaving the parish over the summer.) Jim has a search committee in place and hopes to fill the position by June 30th. It is on our parish website, the national musicians' website and the archdiocesan ODW site.
- The group reviewed proposed changes to the PAC constitution and made recommendations for further modification before the Council votes to approve it at our fall meeting. A copy of the revised constitution with proposed changes will be emailed. Further comments or recommendations should be sent to Karin Teglia, chairperson and MJ Martin in advance of our fall meeting.
- Karin reviewed the 2011-2012 meeting dates and stressed the importance of consistent attendance at the three meetings. Additional work sessions noted on the calendar will be used for small committee work if needed. Council members should let MJ know if they would like to use this reserved space. The winter meeting date will be determined once the Parish Sacrament of Confirmation date is set.
- Karin reviewed the "Summer Homework" for each Council member which includes:
 1. Further refinements to goals if needed (goals should pass the SMART test)
 2. Developing related action plans (specific steps needed to achieve goal) and metrics (how results will be evaluated)
 3. Sharing the materials and discussion from the PAC Meeting with your respective Ministry Advisory Group or Consultative Body.

A worksheet with example was reviewed and is attached to the meeting minutes.

- The PAC contact list will be updated and emailed to members.
- Fr David discussed the difference between goal setting and developing action plans. Goal setting refers to an overall statement of what is to be achieved, while action plans are specific items that will help to achieve the stated goal.
- Fr David also announced that Deacon Joe Pepitone will move from a full time active deacon to a senior deacon not regularly on the Mass or Baptism schedule. Deacon Joe has been involved in the Baptism Preparation Program as well as deaconing at Sunday and holy day liturgies and presiding at Parish baptisms. Deacon Tom McGorey functions as a senior deacon as well, but remains on the schedule and also serves King Bruwaert in Hinsdale. Deacon John Schopp remains in his current capacity as deacon at our parish at Mass and presiding at Baptisms. Father asked Council members to consider parishioners who might be called to the diaconate ministry. Candidate's names should be forwarded to Fr David first so that he can personally invite them to this ministry. The Council encouraged Father to speak about this from the pulpit. Ideally a parish our size should have 2 candidates in formation at all times. The program is 6 years in length.
- Fr David discussed the importance of having each Council member and Pastoral Staff member share the goals and meeting minutes with their respective Ministry Advisory Group or Consultative Body to gain their input and keep the communication moving between the PAC and Parish Groups. The Ministry Advisory Groups and Consultative Bodies should be a part of the "Summer Homework" of developing action and evaluation

plans. Father is very pleased with the progress made by the PAC in its first year. Key is to bring the conversations back and connect the parishioners with what the PAC is doing.

- Karin Teglia recognized Andrea Gagliani for five years of service on the Parish Council and the PAC. Andrea will be stepping down this year. Andrea was very involved with the Parish Listening Sessions and writing the Identity, Vision, and Mission Statement.
- On Tuesday, September 13, 2011 Karin Teglia will host a BBQ Kick-Off Get-Together at her home for Council members and their spouses at 6:30pm. Our fall meeting will be on Tuesday, October 11, 2011, 6:30 gathering and 7pm start in the parish center.

Submitted by MJ Martin, Director of Operations and PAC Secretary 5.15.11