

**PASTORAL STEWARDSHIP COUNCIL**  
**Minutes for the PSC Meeting on February 11, 2009**  
**7:00 PM Our Lady of the Rosary Hall**

**COUNCIL MEMBERS Present:**

Pastor- Fr. George Aranha	Youth Ministry- Mary Clifford
Business Manager- Chuck Tully	Liturgy- Kay Williams
STA Site- Lorraine Dabney	Hispanic Leadership- Juanita Marquez
SAG Site- Kathleen Hart	Adult Spirituality- Gerard McGuire
OLR Site- Laura Chiu	Finance- Rick Barry
Human Concerns- Ruth Chippendale	Catechetical Board- Jerry Lucha
Facilities- STAND-IN- Jim McLaughlin	Communications- Nicole Khan
Community Life- Jeanne Ramos	

**Absent:** Fr. Jerónimo Gutierrez

**Guests:** Marguerite Purcell, Walt Lundin, Jean Ramacciotti, Sister Adella Armentrout

**PROLOGUE**

The meeting was called to order at 7:06pm. Kay Williams shared an excerpt that spoke about the physical properties of a church. In the excerpt, Kay described the details one sees, and how each detail makes church special. Ruth talked about freedom to be a part of different communities, while Juanita and Lorraine talked about how church is a part of their lives, a place that is always *there* when needed. After faith sharing, Jerry asked the council for approval to a change in the agenda. Jerry requested that an item be added under “New Business”, in order to discuss council election turnovers. The motion to approve the agenda as amended was placed on the floor for a council vote and the motion was passed. The council then took a few moments to look over the minutes; the minutes were approved as written.

**Stand-Ins/Guest presentors**

Jim McLaughlin is standing in for Bud Mckenna as facilities representative. Jean Ramacciotti will present an activity report for RCIA. Sister Adella Armentrout will present an activity report for St. Elizabeth Seton.

**Comments from PSC Members and/or other Guests**

Marguerite asked the council if there was a program scheduled for lent, and if there was a catechetical summer program scheduled as well. Fr. George replied that there is a program, and he will go over the details in his Pastor Report; Jerry informed the council there is a program on the catechetical schedule (last year’s scheduled summer program was cancelled).

## **CLERGY REPORT- Father George**

**Volunteer Appreciation Dinner-** Father George stated the volunteer appreciation dinner a great success. Approximately 230 parishioners attended the dinner (this number does not include the staff present). Father George also thanked the staff for their hard work, and requested to note all the positive feedback for next year's appreciation dinner. Marguerite asked if the staff could consider tying the appreciation dinner with Stewardship awards, possibly in October to encourage volunteer sign-up. Father George states this is a good point, but it's important to center the appreciation dinner around friendship and all volunteers, rather than highlighting certain parishioners.

**Memorial Service-** There will be a memorial service for Former Pastor Rev. Barry Freyne and Fr. Charlie Dougherty. The memorial service will take place on Thursday February 12<sup>th</sup> at 7:30pm at St. Thomas Aquinas. Marguerite is concerned about the parking issue around the site, but Kay has assured the council that parking will not be an issue for the date and time.

**Sacristy Support Issues-** Father George gave the council an update on John Martin's health, and stated that there has been a lot of parishioner support to take over John's duties as he recovers. Father George also acknowledged the importance to train parishioners and delegate sacristy duties so that mass and events services can continue to run smoothly. Jerry suggested to create an SOP (Standard Operating Procedures) for each site.

**Art and Environment-** Any site changes that are considered repairs can be discussed in private, off-site, or 'closed' meeting. Any site changes that are considered a renovation or a remodel should be open public meetings. Such meeting should take place at a site location, or the Pastoral Center, and announced to parishioners.

**Burning Bush-** On February 23<sup>rd</sup>, at OLR, Archeologist Patrick Hunt will give a discussion on the Holy Land. On Sunday, March 22<sup>nd</sup> at 3pm, Deacon Carl Bunje will share reflections for Holy Week.

**Preparation for Lent-** The black books have arrived, and should be distributed to parishioners in a timely matter. The books help start the season the Sunday before Ash Wednesday. The Liturgy Ministry is taking care of plans for Holy Week. The stations of the cross will take place after the 12:15pm at St. Thomas Aquinas. The Catechumen Rites will also be publicized.

## **MINISTRY REPORTS**

### **RCIA**

Jeanne presented a photo slideshow, reflecting RCIA activities, catechumens and sponsors. The slideshow reflected activities organized in the past 6 months. In the future, RCIA may be known as Rite of Christian initiation; children may be incorporated into the program in the future. Community Life is helping to organize RCIA reception.

## **LITURGY BOARD**

Continual update of the liturgy calendar is an important on-going activity for the liturgy board. Work continues on the Baptismal Font- the marble is on its way. Gerard asked the Liturgy Board if there are any plans for Earth day (April 22<sup>nd</sup>). Kay stated she will ask the board at their next meeting. Additional details and events can be found on the Liturgy Board Quarterly Report.

## **ST. ELIZABETH SETON**

Sister Adelle is thankful for parish support. The school receives approximately \$30,000 in parish donations. The donations received help to create about 10 scholarships. Education at Elizabeth Seton encourages students to become ministers of the church and to practice their faith. The mission of the school is to help children of the surrounding communities of Palo Alto and East Palo Alto to achieve a catholic education. The school was founded in 1978, and accepts children of various ethnicities, faiths and economic status (children acceptance is not based on parent's ability to pay tuition). About 85% of students are Catholic; parent of other faiths choose St. Elizabeth Seton in order to provide children a faith-based atmosphere. St. Elizabeth School offers families a variety of services that range from extended child-care, homework club, counseling, organized sports and multicultural events. A recent addition to the school is the new science center.

## **OLD BUSINESS**

### **Thomas House Status**

Jim McLaughlin, standing in for Bud McKenna/Facilities gave a Thomas House Update. The timeline is now on schedule, and is planning a completing and opening date for January 2010. The architect has communicated with the project team in a 3 hour meeting to iron out details. Chuck Tully is the contact person of the project team. There will not be an outside contact or administrator. The architects will be the only contacts.

The next step is to choose and meet with a historical architect. A historical architect can help determine if the building could retain historical building codes, and if retaining historical building codes could be cost-effective. The project team has a bid from a historical architect that the architects are familiar with, and also have experience working with the diocese. Chuck will contact the historical architect to coordinate a walk-through. Chuck and Rick went over the general changes, modifications and repairs with the council. Gerard asked Chuck and Rick if there will be any "green" implementations, which have not been considered as of this time; Chuck and Rick will bring up green implementations in the future.

### **Letter to the Bishop**

Several parishioners wrote and sent a letter to the Bishop, to consider a clear speech program as a benefit to the parish. Marguerite followed up with a phone call and was referred to Fr. Manrique. Fr. Manrique understands her concerns, and let her know that such a program could be considered in a new budget for July. Marguerite will send information regarding the Clear Speech program to Fr. Manrique and help to arrange a presentation with Sue Gibbons (Clear Speech contact). If such programs do exist within the diocese, they do need better promotion; priests wouldn't necessarily look for help if they don't know it's available, or if they need the support.

### **PSC Retreat**

The PSC Retreat will take place on Saturday, May 16<sup>th</sup> at the Lucy Stern Communittee Center in Palo Alto. The retreat members will have access to an outside courtyard, as well as ample room for a speaker and activities. The next step is to decide on a retreat theme and facilitator. Jerry would appreciate feedback from the council. Kay Williams would like to see reflection time, or faith sharing. She has parishioner, Nancy McGaraghan as a possible facilitator for the retreat.

### **NEW BUSINESS**

#### **PSC Representative Elections/PSC Executive Committee**

Jerry passed out a spreadsheet that reflects the terms each council member has served on the PSC, and has noticed that the council has not adhered to the PSC bylaws with regards to the representative terms. The PSC elections will take place in two months, and Jerry encourages each council member to determine if they are due to find a replacement.

#### **Safety and Emergency Preparedness**

Jim McLaughlin stated to the council that a letter was sent to all site chairs about a 3-4 hour class that will take place on March 28<sup>th</sup>. This is a class sponsored by PANDA (Palo Alto Neighborhood Disaster Activities) and will help parishioners understand what to do in an emergency. Jim has not received feedback from the sites, and would like council members to go back to their ministries to promote the class. RSVP by e-mailing Jim McLaughlin.

Chuck Tully also emphasizes an additional class on safety. There will be a fire extinguisher protocol class on Wednesday, February 18<sup>th</sup> at 10am. The class will take place at the Pastoral Center. RSVP by e-mailing Chuck Tully.

## CLOSURE

The meeting adjourned at 9:00 pm.

## ACTION ITEMS

- PSC members- discuss with your ministry, if any additional training is needed, or to delegate sacristy duties.
- Think about possible facilitators or theme ideas for the PSC retreat. Save the date- March 16<sup>th</sup>
- Elections- if a replacement is needed, talk to respective ministries.
- PANDA/Safety classes: talk to ministries and encourage parishioners to sign up for emergency preparedness classes.

## ATTACHMENTS

- a. Agenda
- b. RCIA Quarterly Report
- c. Liturgy Board Quarterly Report

**Next Meeting Date/Time: Wednesday March 11<sup>th</sup> at OLR Hall**

### **Ministries to Report:**

- Catechetical
- OLR Site
- STA Site

### **Faith Sharing:**

- Catechetical