

**Minutes**  
PPC Meeting  
February 3, 2015

**Attendees:**

Fr. John Trout	Dan Coughlin Eileen Glynn-Tucker
Larry Gundrum	Kathleen O'Connor
Gerry Salzman	Janine Wilson

Meeting began at 7:05 pm

Kathleen led the opening prayer and discussion of breaking open next week's gospel

**Pastors Comments**

- Reviewed several important upcoming dates such as t
  - the mass with Archbishop Cupich on Thursday, February 05, 2015
  - Parish Mission – February 14-15
  - Chew for Peru – February 28
  - St. Patrick's Dinner – March 14
- Additional Faith formation opportunities are coming up with Silent Retreat and Ignatius Spirituality. Future PPC meetings, there will be additional time for prayer for the Parishioners and spirituality
- Discussed Engagement of Parishioners and vibrant involvement of additional individuals. Trivia night on January 31<sup>st</sup> was well received

**Commission Updates**

**Prayer and Worship**

- Separate report was sent out in advance. These quarterly reports are on the Website under Leadership.
- Copy of this report is at end of Minutes
- Mike Mulligan will be the new Commission Lead starting March 1<sup>st</sup>. This is Larry Gundrum's last PPC meeting

**Wisdom of Faith**

- Saturday Morning Live will be starting in a few weeks. Working on finalizing contract with Speakers.

**Youth**

- Due to short staff, Project Joe has not had the support they have needed. A strategy meeting will be set up in the future.
- New Position is being sourced

**Community Building**

- Working with the Women's Guild
- Focus is on Welcoming
- Discussed fundraising criteria

Discussed communication of policies and procedures of the parish. As new ministry leaders and staff are hired, this information needs to be shared and understood. Staff has started creation of frequently asked questions

Gerry will get with Gary to address communication and timing opportunities for next year's budget process. Existing process to be reviewed and proposal made.

### **Parish Pastoral Plan**

Each Commission Lead to review their section of the Parish Pastoral Plan and be prepared to discuss specific actions and if changes are needed.

### **Parish Leadership Meeting**

Parish leadership meeting was scheduled for Saturday, January 24<sup>th</sup>

- Kathleen gave out notes from the meeting.
- Process improvements of the budget process were discussed. Gerry will get with Gary to go through the Archdiocese process to gain better understanding.

### **Updates**

- I-Volunteer Follow-Up
  - Kelly McMahan has not had time to meet to review changes to the system. Her recommendation is to have a small group create the strategy of how I-Volunteer would be used and then the software can get updated.
  - Commission Leads to send names to Janine for setting up meeting
- Website Project
  - Project to update the Parish Website and modernize
  - Project Plan will be sent out to Staff and PPC for review
- Communication Strategy
  - All Staff and PPC to have read book
  - Discussion of communication strategy for the parish at a February 23<sup>rd</sup> meeting.
- Sub-committee discussion
  - Creation of Sub-committees within the PPC to work on Strategy initiatives. Kathleen will send out information for all PPC members to select which sub-committee to participate with.
- Parish Leadership meeting – February 21<sup>st</sup>
  - Eileen, Janine and Kathleen will be attending

Closing Prayer

Meeting adjourned at 8:56 pm

Next PPC meeting is March 2, 2015

What	Who	When
Read the Book Transforming Parish Communication	Commission Leads	February 23, 2015
Create list of subcommittee	Kathleen	February 14, 2015
Send to Kathleen which Strategy you want to participate in a subcommittee	Commission Leads	March 1, 2015
Set up ivolunteer strategy meeting	Janine Wilson	February 21, 2015
Review Pastoral Plan and come prepared to March meeting to discuss potential changes	Commission Leads	March 2, 2015

February 2, 2015

Prayer and Worship Commission  
2014 – 2015 Goals

**Updates in red**

1. Implement the changes stemming from the P&WC review by 11/1/2014
  - a. New structure approved.
  - b. New role description for the Commission has been approved
  - c. Mike Mulligan new vice lead
  - d. Cheri Gaiser, Bob Lasecki and Judy Dioszegi to continue as members at large
  - e. Fr. Trout will join as a member of the Commission
  - f. First meeting of the restructured Commission was held on Sept. 16
  - g. Two new members were added to the commission. Carolyn Parker joined the Prayer Ministries Support team and Matt Everett joined in the Liturgical Ministries Support area. One position in the Liturgical Ministries Support area remains open. The vice lead position will need to be filled after March 1.
  - h. Roles and responsibilities of the Prayer and Worship Commission vis-à-vis the Liturgy Planning meetings need to be addressed
  - i. Mike Mulligan will assume leadership of the commission at the end of February

2. Increase the number of parishioners involved in P&WC ministries by 2%
  - a. New members have joined the following ministries: Ministers of Care, Extraordinary Ministers, Proclaimers, Bereavement and Family Mass. The 2% goal has been exceeded.
3. Clarify roles and responsibilities of Commission members and ministry leaders by 3/1/2015.
  - a. Sharing and clarifying roles with ministry leaders will commence once all new Commission members are in place. **Waiting on new commission members – no change in status**
4. Develop a P&WC formation plan covering all ministries by 12/1/2014
  - a. Met with Fr. Bozovsky, Debbie Armenta, Teresa Chiappone and Eileen Glynn-Tucker to discuss whether parish formation plan will address formation needs for P&WC ministries and where they may not, how the formation plans will be integrated. Formation requirements for the P&WC ministries will be ascertained through discussions with the ministry leaders and then reviewed with Fr. Matt and Debbie to determine how best to meet those needs. **Waiting for new commission members to participate in this process and to use it as part of their orientation – no change in status**
5. Provide formation for a minimum of 50 % of P&WC ministers by 2/1/2015
  - a. Formation sessions for Proclaimers and EOMs are scheduled during the month of September. Many of the liturgical ministers attended the formation session with Fr. McIlhone on September 6.
  - b. **Formation sessions were conducted for EOMs, MOCs, and Proclaimers. Well over 50% of the P&WC ministers have attended. In addition, P&WC ministers have attended sessions provided by Fr. McIlhone, Paula Viviano and Fr. Matt. A formation session for Art & Environment and Keepers of the Feast is scheduled for February 3.**
1. Develop a leadership-training program appropriate for P&WC ministry leaders. Implement pilot program by 2/1/2015
  - a. **No progress to date. We do not have a shared vision for this training**