

**PPC Minutes**  
**November 14, 2016**  
**Library**

Attendees:	George Kashmar	Michael Knight	Jon Monroe	Mike Mulligan
	Kathleen O'Connor	Megan Pavelska	Gerry Salzman	
	Father John Trout	Janine Wilson		

Father Trout led the opening prayer using the Seven Steps format using his Christmas Letter. This would be the same format used in the Communities for the Kingdom

**Pastor Comments**

- Shared his gratitude for all those individuals that helped with the visitation and wake for Madelynn McInerney. Asked us to thank all those that were involved in making both a success for the family, friends and students that attended.

**Quarterly Reports**

Megan reviewed the Accountability Commission Quarterly update. Listed at the end of the minutes.

- Discussion regarding potential property management evaluation. More specific information in the future
- Increased and improved communication since Lindee Katdare joined the staff. More improvements yet to come.

Michael reviewed the Social Justice and Service Commission Quarterly update. Listed at the end of the minutes

- Discussed Mission Sunday
- Discussed growing participation in Social Justice and Service Ministries. For example 2700 Giving Tree tags were put out and half are already taken.
- Discussed concerns with Winchester House. The Parish will take a more active role in helping both the residents and the workers as funding continues to be an issue.

Attached Kathleen - Current conditions – what are the projected needs –

George, Gerry, Kathleen – Welcoming – Informaiton from the office – pull together – what kind of data are we asking for – Be consistent between the two

Parish soft and Parish Data Service – week after Thanksgiving

Michael – led discussion

Mission Sunday successful

Change the Mission of the Gold Envelopes – funding source in the future

E-letter and communication strategy – Personal Letter like a Peru – Target Core individuals –

Endowment – evaluate in year

Michael and Father met with COO of Winchester House Holding company – Still concerned with the Winchester house viability

Organizing a community of St. Joseph – Advocate for the Residents and Care Givers

Blood Pressure monitoring for People – morning a month – 3 Nurses from Condell would be interested to volunteer

Minutes

Firming up – Creating a task force – couples outside – PPC members to create a list

We need to be very clear – document – Invitation card – dates down on the calendar –

Populate task force before Christmas

Organize – core group we can educate – formation group

Put together a formation

Invitation may

30 couples – invite people –

Vandebilt – Formation plan

Resource that – End of January and February –

Initial experience during lent – is that too ambitious –

Adult Faith Formation – hired person – significant part of it. – organize and orchestrate – Don't need to create but

BES

Paint a picture – what does this look like

Modeling the seven steps – scriptures

Framing out the How –

Communication is going to be critical

Creating the tag line

Making a difference

Being a face of Christ to others

Being compassionate with each other

Community and Gratitude – how do you tie this together.

Draft plan – create a straw man –

Phrases that connect with people –

30 people to be invited – December 1<sup>st</sup> – 10 couples from each PPC member

January 1-15 Task Force initial

Sundays of lent – Parishioners –

Use the 5 Sundays of lent –

Train these couples as facilitators

Core Leadership group – Formation – Iron out all the details –

Facilitate the leadership –

How much we structure it – more meat on the bones – Straw Man – Draft – fill it in

What staff do we want

Outline

- Vision/Objective
- Why?
- What is working today
- Future expectations – give some examples
- Background – what is the background
- Next steps

HOW

1. Go forth – be sent

Go out and help others

2. Scripture sharing

3. Life sharing – building community

Goal – They see the Presence of the risen Christ in their life – Christ in the midst – Restoring the original church – House based church.

December PPC meeting – guiding the questions –

What do you need to know -

## Accountability Commission 1<sup>st</sup> Quarterly update 2016-2017

### **Facilities Committee**

- Completed Project Management of Church Renovation Project
  - Baptismal Font still to be completed.
- Completed 3 and 5 year facility Plan
- Project Management for Roof Replacement Project for MilPark
- Project Management and planning for School Projects

### **Finance Council**

- Completed Year-end Presentation of Financials to the Parish
  - Published in The Carpenter September 25<sup>th</sup> and October 30<sup>th</sup>
  - Completed Annual Financial reports and archdiocese required reports
- Authorized increasing Commercial Property Reserves \$300,000 based on favorable net income in the past year.
- Approved capital plan: the marquee sign replacement, new blinds for School main wing and security cameras.
- Negotiated prior year CAM accounts receivable with archdiocese.

### **Website**

- Pro-active review of pages to improve information
- Scheduling Phase 2 improvements with creating new focus group after the holidays
- Monitoring Website activity
- Increased Activity - Past two months
  - From 1,309 to 6,469 sessions
  - From 1,108 to 4,584 users
  - From 2,792 to 14,379 pageviews

### **Social Media**

- Increased activity on facebook through focused plan
- Creating a social media strategy – January share
- Evaluation of Instagram, Flickr, SnapChat

### **Endowment**

- Quarterly review of endowment requests
- Focus on setting guidelines for use by the school
- Recruitment for new members of the committee – January
- Marketing Campaign on the Endowment

### **Stewardship**

- Stewardship of Treasure
  - Finance Council Update – weekend of October 29<sup>th</sup> – 30<sup>th</sup>
  - Stewardship Witness Speakers – weekend of November 6-7
  - Pledge Cards and Pastor Homily – weekend of November 12-13
  - 631 pledge cards received
- Analytics regarding Electronic Giving
- Recruitment for new members of the committee - January
- Electronic Giving – Fix system so original families have access – January
- ***Stewardship 2017 tentatively set for the weeks of Oct. 1st, 8th and 15th.***

### **Visual Communication**

- 50<sup>th</sup> Anniversary of Church Video
- Pictures of Events – used for Social Media and Carpenter
- Creating guidelines for pictures and responsibility for future events

### **Landscaping**

- Mike Graham led team to create rose gardens and landscapes around new Statues in front of church
- Installed Fall Decorations
- Plan for Advent decorations

### **Living our Strengths**

- Connecting with Deacon Kashmar regarding staff communication
- Supporting Employment Ministry
- Supporting other Parishes – outreach program

### **New Initiatives**

- 2017 Census
- Parish Database review
- Evaluation of property management company for Commercial Property

Social Justice and Service Commission Update and Priorities 11-14-16

**Focus upon faith formation, “why” we engage and embrace the Holy Year of Mercy as the central theme for all Service and Social Justice Ministries.**

### **Justice Education**

- Mission Sunday was a successful celebration and expression of gratitude to our parish for generously supporting our parish outreach and service ministries. Mission Sunday also provided an update on the justice component of the TTWCI Campaign and an announcement regarding the rebranding of the Gold Envelopes and St. Joseph Children’s Justice Fund (Endowment).
- Lake County United continues to focus on quality of care at Winchester House, access to mental health service, affordable housing and improving Education in Waukegan
- An Assembly is planned for December 11 to raise awareness about affordable housing and to celebrate the opening of Fairhaven Crossing which is a 40 unit affordable housing project in Mundelein. Lake County United played a key role in this success.

**Grow Service Participation** –In addition to ongoing ministries at homeless shelters, soup kitchens, employment and other Christian service ministries:

- Refugee Resettlement-family has been sponsored by our Parish and moved into apartment. Our new Furniture Ministry helped to furnish apartment.
- Giving Tree-tags and labels for 2700 tags are completed.
- Knights of Columbus Thanksgiving Baskets assembled at food pantry and will be distributed November 17.
- Working with Winchester House’s volunteer coordinator to match a parishioner with a resident to visit throughout the year.
- November 19/20 clothing drive- Seminarians sponsored for the Day Laborers in Chicago. ☑ Our International Sharing Ministry continues to explore a Jesuit project in Nicaragua.

### **Respect Life Ministry**– DEVELOP A SHARED VISION, COLLABORATIVE EFFORT

- Respect Life: October 2 Life Chain and Baby Shower the weekend of October 8/9.

## **Priorities**

- Increase time and talent engagement in our parish justice and service ministries
- Continue to develop our communication plan for the St Joseph Children's Justice Fund (Endowment) including a plan to include Give Central/EFT ☑ Focus on social justice ministry leadership succession planning