

**Minutes**  
PPC Meeting  
May 4, 2015

**Attendees:**

Fr. John Trout  
Michael Knight  
Janine Wilson

Dan Coughlin  
Kathleen O'Connor

Eileen Glynn-Tucker  
Gerry Salzman

Meeting began at 7:03 pm

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

**Pastors Comments**

- Carol Fowler has delivered the report from her meetings with Staff. Specific actions are being developed to improve clarity of roles and job expectations.
- First Communions are coming up
- Kathleen will conduct exit interviews with Debbie and Theresa this month before they leave.
- Men's weekend is June 27<sup>th</sup> and 28<sup>th</sup>. Father Matt will be participating. Peter Drummond is organizing the event.
- Outside Recruiting firm has agreed to source two open positions pro bono

**Commission Updates**

**Prayer and Worship**

- Mike was unable to attend meeting

**Community Building**

- Gerry reviewed the Community Building Commission Report.
  - Report is attached
- Reviewed Windy city event for Seniors – Used the new Initiative/ Event form

**Other Topics**

**Staffing Update**

- Discussed possible job description for newly created position acting as a Chief of Staff
- Discussed whether the individual needs to be a Pastoral Associate
  - Reviewed Archdiocese job description for Pastoral Associate
  - Determined this is not a requirement
- Discussed the interview process
  - Kathleen will create interview packets
- Create the Interview Teams and questions
  - Eileen Tucker will lead the hiring of the Director of Catechesis
  - Mike Mulligan will lead the hiring of Director of Ministries
- Information from Exit interviews will be used in helping define job expectations

### **Follow ups from prior meeting**

- Discussed Q&A Resource document. Has most of the information. It will need to be updated with the New Website but can be used now for answering questions
- Final review of New Employee Orientation Checklist – now to be implemented
- Final Review of Employee Exit Checklist – now to be implemented

### **New Process**

- Gerry presented new process for New Initiative /Ministries and Major Events
- Discussed process and newly created forms.
- Gerry will update the documents based on feedback
- Community Building will use the forms for the next few events and initiatives to ensure they will work as expected
- Gerry presented the new initiative – Welcoming Committee

### **New Website**

- The final vendor was selected – E-Catholic
- Decision was made to use E-Catholic to create our new logo and branded
- Web Structure is complete
- Using the feedback from the two sessions allowed the layout of the website to be designed.
- Will ask Commissions and Ministry Leaders to get involved in working on webpages
- Plan is to launch in the fall.

July meeting will need to be rescheduled

Closing Prayer

Meeting adjourned at 8:45 pm

Next PPC meeting is June 1, 2015

## **Community Building Commission Meeting April 16, 2015**

**Attendees:** Whitney Clarkson, Fran Skinner, Helene Killackey, Bob Killackey, Andrea Ceclia, Gerry Salzman, Anne DeFranco

**Date:** Thursday, April 16th

**Meeting Frequency:** the CBC will now meet every other month. Our next meeting will be Tuesday, June 23rd. Subsequent 2015 meetings will be held in August, October, and December.

**Welcoming Strategy** - Parish Meeting to be held Monday, April 20th @ 700pm.

**Picnic Update** - Meetings will begin within the next month to start planning for the August 22nd Mass and Picnic

**St Joseph Table** - About 150 in attendance. Leftover food was donated to the Dan Nerstrom wake and to PADS. Next year's event will be on a Saturday.

**Trivia Night** - Dave and Kathy Olson will co-chair event again next year. \$1500.00 will be donated to Chew for Peru

**Euchre Night** - has been a success. Individuals (non-parishioners too) from all over the area are attending

**Women's Guild** - 10 active circles. Spring into Fashion luncheon will be held on Thursday, April 23rd

**Greeter Ministry** - due to the articles in the Carpenter and on the website, some people have come forward to volunteer for this ministry

**Mothers With Young Children** - the May 16th yard sale has been cancelled. Next event is Family Fun Fest on Saturday, June 6th in the gym.

**Website** - please send group contact information to Anne and Gerry so website can be updated

**2015 Windy City Tours is planned for August 25.** Dick and Janet Jacobs are organizing. Targeting 50 attendees. Application is in circulation.

**Key Events:** Please forward your key event dates to Anne and Gerry so that we can keep a running track on our meeting minutes