

Minutes
PPC Meeting
January 5, 2015

Attendees:

Fr. John Trout
Eileen Glynn-Tucker
Kathleen O'Connor

Father Matt Bozovosky
Larry Gundrum (via telephone)
Gerry Salzman

Dan Coughlin
Michael Knight
Janine Wilson

Meeting began at 6:55 pm

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

Pastors Comments

- Advent reconciliation went well – It was a full day from 11:00 am to 5:00 pm. 4 Priests most of the day and it was busy all day. Recommended to have more priests at the end of the day close to the Mass since several more individuals came early for Mass and wanted to participate in the sacrament.
- Christmas masses – An Evaluation is being conducted by staff, priests and ministers to determine if any improvements are needed. Adding the gym as an option gave individuals more space to participate in the masses on Christmas Eve. Masses were full.
- Lynne has now retired as the Principal for the school and Anne is now the full-time principal. The program we created and piloted of having a Mentor Principal for the first year is now a Nationwide program.
- There is a new Credential Program for the School sponsored by the Catholic school superintendants office. The school has received a lot of positive feedback.
- On Feb 5, Bishop Cupich will be at St Mary of Vernon Hills for a Welcome Mass for our Vicariate.
- Successful Advent Prayer experiences - Ignatius Spirituality has consistently drawn 30 people and there were guest speakers. Father Matt's prayer formations every Sunday night also had over 50 people attending each night
- Ireland vacation January 14th back on January 24th

Commission Updates

Youth and Wisdom of Faith

- Separate reports were sent out in advance. These quarterly reports are on the Website under Leadership.
- Copies of these reports are at end of Minutes

Accountability

- 2015-2016 Budget process has begun.
 - Gary Martin emailed the time line to everyone. January 20th all budgets are due.

- Commission Budgets will be zero based due to changes needed with the Parish. It is important that all programs be evaluated. An example is the Stewardship Report that costs \$3000 to create and print will be downsized in 2015-2016. Gary will go through detail budget assumptions with staff.
- As part of the Budget Process, each commission needs to forecast spending for the rest of the year (January through June)
- Discussed that the Assistant Director of Religious Education was put on hold because limited candidates applied. Decision was made to re-open the position and Gary to take the lead on sourcing the candidates. Janine will communicate this with Gary and have him create a sourcing plan.
- Father has requested that all the Parish Contracts be evaluated and rationalized. This project will be given to Gary with oversight from the Parish Finance Council.
- Discussed that the Parish Spending is trending over the budget expenses and collections are below budget levels. This will be discussed in detail at the Finance Council meeting on January 19th. Important that all Commission Leads work with Staff leads to ensure spending is lower than budget when forecast is created

Community Building

- Gerry joined Dan and Kathleen in developing the proposed agenda for the Leadership Meeting
- Approval of the proposed St. Patrick's day Event which is sponsored by the Community Building Commission and the Knights of Columbus for March 14
- Gerry presented a proposal to:
 - Initiative a New Event Application
 - Alter the existing New Initiative Summary
- Gerry will secure PPC recommendations as to what level of event or initiative needs to go to the PPC for support.
- Final recommendation will be reviewed after input received

Collaboration

- Continued conversations about improving collaboration among commissions and staff.
- Recommendation was to create subcommittees on topics
- Have other meetings besides the PPC meeting to discuss specific tactics and strategies
- Some examples of strategies are Engagement, Communication, Welcoming, Evangelization.
- Each PPC member to communicate to Kathleen which strategies they feel called to.
- Discussed PPC meetings to focus on strategies and have other meetings for tactical issues; the additional tactical meetings might be conference calls.

Agenda items tabled for other meetings

Improving I-volunteer so it assists with the Engagement Strategy – Janine to set up separate meeting with PPC and Kelly McMahon

Master Plan and next steps – Dan Harris to set up separate meeting to discuss Parish Wide Communication

TTWCI Follow up committee – Janine to follow up with Gary Martin on status of the Capital Campaign and allocation plans since total target dollars were not received

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 is scheduled for Saturday, January 24th

- Kathleen led discussion about purpose and agenda for the meeting
- Kathleen and Dan will get together to create the agenda with the topic of collaboration and specific tactics discussed such as budget, new event process, TTWCI.

Closing Prayer

Meeting adjourned at 8:50 pm

Next PPC meeting is February 2, 2015

What	Who	When
Review Budgets from Staff Lead	Commission Leads	January 20, 2015
Contact Gary Martin about re-opening Religious Ed position	Janine Wilson	January 6, 2015
Create Sourcing Plan for hiring new position	Gary Martin	January 12, 2015
Review Current Spending for remainder of year with Staff Lead	Commission Leads	January 20, 2015
Read the Book Transforming Parish Communication	Commission Leads	January 24, 2015
Send to Kathleen which Strategy you want to participate in a subcommittee	Commission Leads	January 15, 2015
Set up other meetings for tabled items	Janine Wilson	January 16, 2015
Review Pastoral Plan and come prepared to February meeting to discuss potential changes	Commission Leads	February 2, 2015

Wisdom of our Faith Updated January 5, 2015

OUR MISSION: *In Jesus Christ we will grow and flourish through wisdom of our Catholic faith. We will provide opportunities for faith development to inspire everyone to participate and share a lifelong commitment to learning and spiritual growth*

OUR PLAN - Vital Few Priorities: Formation, Evangelization, Integration

Miscellaneous Updates:

- Actively seeking a commission vice lead
- Project agreement implemented with Dr. Murphy for Men's CRHP
- Anticipate creation of agreement with Dr. Murphy for Lenten SML for Men's Ministry
- No response for WOOF ministries to i-Volunteer
- Looking ahead to Parish Mission 2015 –will likely identify speaker by late February
- Need to look at Carpenter submissions.

Formation: Implement a Parish Formation Plan whereby all parish ministries utilize a common theme consistent with the major Vatican II Council documents as they form parishioners in our faith.

Sept 2014-Sept 2015 The Church and Sacraments

Sept 2015-Sept 2016 Scripture and Tradition

Sept 2016-Sept 2017 Human Person

- Scheduled: Parish Mission February 15-17 Fr. Kunkel will speak at all Masses on February 14th and 15th.
- Lenten *A Biblical Walk Through the Mass*, Dr. Edward Sri 5 sessions each on Monday evenings and Tuesday mornings. Will identify facilitators this week.
- Easter season: Fr. Matt will present a series on Lumen Gentium.
- Completed Advent Prayer Series 4 weeks with approx 60 people at each; audio for 2/4 session on website.
- Constitution on Sacred Liturgy 6 sessions Nov-January ongoing with 70-100 people attending
- Catholicism Series ongoing with positive feedback from lay facilitators and approx 20-30 at each session
- 1500 DVD's distributed at first 8 Christmas liturgies, had few for final Mass but another 500 obtained for further distribution. **Few signups** for the email distribution list.
- Commission Website being updated, prayers developed and distributed.
- Women and Men's ministries planning AM of refectio, SML, CRHP weekends, Marriage retreat, etc.
- Assist ministries in incorporating the theme into formation programming creating an "immersion" of the theme throughout the year
- Carpenter articles, Gospel reflection and questions, and other resources to assist with consistent messaging.
- Evaluate current lifelong catechesis plan to identify areas in need of strengthening. RE using Matt Kelly's Confirmation program Decision Point, curriculum evaluation forthcoming
- VBS and Totus Tuus being planned

Evangelization: Engaged members of our faith community look upon life activities as faith experiences to help celebrate how being Catholic influences our perception of and approach to our daily lives. Intentional evangelization ensues as parishioners live in our community as Catholics.

- Integrate opportunities for evangelization into homilies and parish activities.
- Celebrate the activities of individuals and small faith groups living as Catholics to establish the Kingdom of God in our community.
- Reach out to guests (for example, at funerals and on Ash Wednesday) and utilize pivotal contacts (ie Baptismal preparation) to evangelize; invite new members or draw existing parishioners to a heightened level of engagement. Evaluating post-Baptism strategy,
- **Sharing the Joy of Our Faith:** Lead and one volunteer, identified; shifting focus from "how" to "what" evangelization is and "why" we need to do it.

Integration: Intentional integration of St. Joseph Catholic School and Religious Education Program into the larger St. Joseph Parish Community.

- 120 RE and School children / families at FMSC January 2nd with Mass celebrated by Fr. Le. (Next June 12 with Fr. Matt)
- Lynne Strutzel retired. Anne Phoneix now Principal. Will meet with her and WOOF rep..
- Seize opportunities to coordinate sacramental prep, retreats, curriculum, etc between SJCS and RE to promote enhanced resource utilization and common faith values.
- Parent groups (SAC, REC, SJSPA) will collaborate on common activities to build upon a sense of community and shared mission. Create an environment that celebrates our shared values as a Catholic community of faith from cradle to grave.
- Summer programs offer opportunities for students and parents to serve within the larger parish community.

YOUTH COMMISSION

"In Jesus Christ, we will grow and flourish through... engaging and understanding the energy and interests of our youth... so that we may live life abundantly." The Pastoral plan goes on to state, amongst other things, that we would live out our mission by: "focusing energy on high school students and emphasizing post Confirmation engagement; build a leadership team of teens and adults that will emphasize listening, discovery and development of future leaders; and, create new and effective practices that will nurture and grow stronger relationships, discipleship and service".

The Youth Commission has three main goals - 1) empower young people to live as disciples of Jesus Christ in our world; 2) draw young people to responsible participation in the life, mission and work of the Catholic faith community; and, 3) foster the total personal and spiritual growth of each young person.

Quarterly Highlights:

Project Joseph:

Hosted monthly meetings in October, November, and December - average attendance 70 teens.

Completed six teen led service projects - talent show, coat drive, punt, pass & kick competition, Christmas babysitting, PADS meal, Poor Farm Cemetery clean up - the beneficiaries were our teens and Lambs Farm, Lake County Haven, Catholic Charities, PADS, and Holy Family soup kitchen.

Our December 14th gathering included a social justice presentation from Preston Kendal, President of Cristo Rey St. Martin High School in Waukegan. We also had a special guest - Bishop George Rassas who addressed our teens.

Catholic Mission Trip ("CMT") 2015:

A site location trip was conducted in October - Holy Trinity Catholic Church, Harlan, Kentucky is our destination for the mission trip July 25 - August 1st.

Informational meetings for teens and adults were held on December 7th & 8th. Maximum group limit is 55 teens and 25 adults. Applications were due on January 1st - approximately 35 teen applications have been submitted to date.

Sunday Evening Disciples:

Meetings in the Souled Out Space 2 to 3 times a month. The forum remains challenged by low attendance.

Initiatives, Issues and Opportunities for next quarter:

Continue to develop the Project Joseph forum to include spiritual formation and improve alignment with existing ministries and opportunities around the Parish. Monthly gatherings are scheduled for January 11th, February 8th, and March 8th.

Conduct formation and fundraising for CMT. Monthly formation meetings scheduled for January 25th, February 22, and March 15th.

Evaluate the Sunday Evening Disciples format and explore ways to increase teen engagement in Sunday evening 5:00pm Mass.

Transition and welcome recently Confirmed 8th graders into high school youth ministry.

Assess staff and financial resources devoted to Youth Ministry.