

PPC Minutes
November 14, 2016
Loughry Room

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

Meeting started at 7:02

Father Trout led the prayer and scripture reading using the Seven Steps format. This would be the same format used in the BECs

Pastor Comments

- We toured the church to see the remodeling projects
- Discussed Stewardship of Treasure and positive feedback received on his homily. The homily connected with people's lives. It resonated with the parishioners. The message was gratitude and many people struggle with gratitude. Nudge was a perfect word for asking for more money from those that are already giving.
- Installed as archbishop in November 2014, Cupich, 67, will receive his red hat in Rome on Nov. 19, the day before the church's Year of Mercy ends. Many are traveling to Rome to see this occur.
- Speaking to a Professional Marketer regarding the church and possible naming of the BECs
Parishioner –

Quarterly Reports

Janine 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.
- George, Gerry, Kathleen as part of Welcoming discussed information being requested. Gerry will send information to Janine so it can be included in the Parish database evaluation
- Jon Monroe will be invited to attend software evaluation so as to link with School needs.

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 care givers as funding continues to be an issue.
- Gold Envelopes have been rebranded to the Children's social fund.
 - The commission will be putting together a communication plan for ensuring parishioners know about this fund.
 - Recommendation was to send a personal letter to all individuals whom have given to the gold envelopes in the past similar to what was done for Peru.

Basic Ecclesial Communities

Father Trout led discussion regarding next steps for Basic Ecclesial Communities.

Janine will get minutes out from October 22nd meeting this week.

Michael and Janine will meet to create first draft of one page summary.

Will utilize the December PPC meeting to finalize the Vision and Implementation for the BECs. Will make it a dinner meeting and start earlier to ensure we accomplish the goal.

Actions regarding BEC next steps

- For all PPC members is to review one page summary – Make recommended verbiage changes with goal to finalize at next PPC meeting
- Send to Janine list of recommended couples to participate on Task Force or be invited to first BEC meeting
- Determination of how big to have the initial group.
- Populate task force before Christmas
- Father Trout will begin working with the professors from Vandebilt on the formation curriculum for the BECs
- Father Trout will discuss naming for the BECs with a few parishioners whom are marketing professionals
- Plan is to have the resources determined by end of January
- Critical to hire Adult Faith Formation open position since this will be the staff person responsible for organizing and orchestrating the BECs

Upcoming Events

- PPC & Staff Christmas Party - Friday, December 9 @ 6pm - Priests Residence
- St. Joseph School 90th Anniversary Celebration - Saturday, January 14
 - Important that all PPC members attend

Father Trout led closing prayer

Meeting adjourned at 9:00 pm

Accountability Commission
1st 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 25th and October 30th
 - 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 29th – 30th
 - 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

- 50th 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