



## **Sacred Heart Roman Catholic Parish**

**150 Fleury Avenue  
Prescott, AZ 86301**

### **Pastoral Council Committee Meeting Minutes Dec 3, 2019**

***"Being a Living Example of God's Love to Others"***

**Present:** Fr. Raj, Jim Wren, Mike King, Chris Tunnell, Henry Cromeek, Mark Matthews, Judy Carlisi,

**Absent:** Beth Luce, Greg Kozlowski, Margarita Arellano

**Guests:** none

**Meeting called to Order:** The meeting was called to order by Chairperson, Mike King at 5:30pm

**Opening Prayer:** Led by Mike King,

**Approval of minutes:** November, 2019 minutes approved.

#### **I. Old Business:**

**A. Pastoral Council Guidelines:** These were handed out as a draft at the November meeting. Judy Carlisi led the discussion with all participating.

- 1) Both documents that were handed out at the Nov. meeting were combined into one document.
- 2) Chris Tunnell and Fr. Raj explained the idea of subsidiarity mentioned in Section 2. Subsidiarity means coming to the local level in regards to the Parish. It helps to improve the relationship between the clergy and the faithful.
- 3) Pastoral council members are to volunteer for a three year term. The words "Working Draft," will be removed from the document before the next meeting and a signature line will be added. Judy Carlisi agreed to do so. The document will be signed by the Pastor, Parish Manager and Chairman.

**B. Pastoral Plan:** Council members contributions and suggestions were discussed for the Pastoral Plan. Are there any other specific actions that could be added to the 6 elements of the Pastoral Plan?

- 1) **Evangelization and Participation:** Henry Cromeek shared his ideas in written format for evangelization and participation that he put together on his own. He also included ideas about youth and young adults which other parishes have implemented. **See Attachment A**
- 2) **Temporal Goods, Finances and Facilities:** Mike King passed out a sheet reviewing his thoughts and ideas. **See Attachment B.**
- 3) **Outreach:** Mark Matthews - Did not have a chance to meet with Margarita.
  - a) He did meet with youth minister, Al Caccavale, to discuss the CCJ dinners twice a month with the homeless. His idea was to not just have them serve, but to talk and have fellowship. Al suggested we wait until January before starting this service project.
  - b) Mark will continue to look for more outreach opportunities.
  - c) Mark made some suggestions regarding pancake breakfast in section IIA below.
  - d) Mark suggested using the Daily Courier as part of our Outreach to get the word out about Sacred Heart outreach programs. Sacred Heart used to

advertise for Christmas and Easter. Jim Wren explained the costs involved with advertising in the paper and will look into doing so again in the future.

e) Chris Tunnell made the suggestion about announcing the information table from the pulpit for new members.

4) **Faith Formation:** Judy asked for clarification about the school religion program as it is worded in the Pastoral Plan. Fr. Raj and Jim Wren clarified the following: CIC is directed under Muriel; School Religious education guided by Principal; Lisa Baynes is in charge of Catechesis of the Good Shepherd curriculum.

5) **Future meetings :** Mike King, Chairman, reminded the council that we would need to review our ideas verbally as a group in subsequent meetings regarding the Pastoral Plan. We will work independently, come up with a draft, and dialog on the contents of the document.

6) **Ministry Communication** - A ministry spreadsheet will be put together by Henry Cromeek and emailed with links for better communication among pastoral council members regarding each ministry.

**C. New Parishioners:** Pastoral council provided feedback on their experience in welcoming new parishioners. Are we meeting our objectives with phone calls, welcome packets, Knight's Breakfasts, and receptiveness of new parishioners? Are there any difficulties in completing these tasks, etc.?

1) **Phone calls to new Parishioners:**

- a) Jim Wren emails a list for each month to a designated pastoral council member. This person contacts new parishioners by phone.
- b) When calling others Mark Matthews received very good feedback, "Friendliest parish ever!" Positive response regarding joining in for breakfast. Some did not have a chance to review welcome packets. His suggestion is to stay personable, but not pushy. People are happy to be invited to the breakfast.
- c) If pastoral council members call and are unable to communicate with a Spanish speaker, they are to elicit help from Chris Tunnell or Margarita Arellano.
- d) The questions on the "Pastoral Council Welcome Ministry Procedure" is meant to serve a guideline with ideas for conversation.

2.) **Welcome Packets:**

- a) Mark Matthews suggested that we make available extra welcome packets for new parishioners at the Knights of Columbus Breakfast.
- b) Chris Tunnell shared that many churches have new member welcome packets and shared an example of a friend receiving a gift bag which included a book.
- c) Judy Carlisi shared that even if a welcome packet is unopened it shows that we as a Parish are welcoming and know what we are about.
- d) Fr. Raj - The welcome packet folder idea started years ago and the welcome packet was built as a result of careful consideration of what should be in it.

3.) **Knights of Columbus Pancake Breakfast:**

- a) Suggestions for new parishioners members: Have a separate table at pancake breakfast for newcomers so we and others could know who they are. Several committee members expressed concern that new parishioners may not feel welcome unless they were also sitting with existing parishioners.

## II New Business:

**A. Model Agenda:** A handout of a draft model agenda to guide future meetings was distributed by Mike King. **See attachment C.** Individual comments will be taken before the next meeting via phone, internet, or personal contact. No feedback shared. Mike asked that we look it over and email or call him with ideas by January 8th so that it can be discussed January 13.

**B. Pastoral Council Progress Report: Mike King** - The January 13th, 2020 meeting is an Executive Council Meeting which includes Fr. Raj, Mike King, Henry Cromeek and Judy Carlisi. The Pastoral Council has experienced the addition of new members and new roles at various times over the last few months. We have taken on some “working tasks” that are important to the council workings and parish and Diocese in general. Please send or share your thoughts to members of the executive council as to how we are meeting your expectations for the council and how we are progressing in our ability to achieve council objectives. Please share these by January 8, 2020.

## III Parish Manager’s Report - Jim Wren

- A. Jubilee Celebration:** Approximately 36 people attended from Sacred Heart Parish, which was by far the best attendance from all of the other Northern Az. parishes. Festivities included a floral procession, Mass, and the commissioning of a new portrait of the Holy Family by Bishop Olmstead. The Archbishop of Los Angeles gave the homily during the liturgy. Henry Cromeek attended and agreed that it gave a lasting impression. It moved him to feel very proud to be Catholic and to be a part of the Diocese of Phoenix. The music was especially outstanding.
- B. Events:** Friday, Dec 6th: 12 hours for the Lord . 8am- 8pm. Adoration and confession. Christmas Parade: Sat. Dec 7 at 1pm. - The school will participate with a float. St. Vincent dePaul party: Sat. Dec 7th.
- C. Faith and Family Conference:** Held in Glendale and hosted by the Governor’s Office of Youth, Faith and Family. There were connections made between faith communities and families. How do we lend support?
- D. Holiday Office Hours** - Offices to be closed at noon Christmas Eve; Christmas Day and New Year’s Day.

## IV Pastor’s Report

- A. Pastoral Council Appreciation:** Fr Raj thanked pastoral council members in doing a fine job It is hard work looking at the bylaws of Pastoral Council. He appreciates our participation and cooperation. He knows we have other responsibilities.
- B. Kino Online Program:** Fr. Raj spoke to the Kino institute director Steve Green regarding monthly online classes for the Tri-City area parishes. It would be mainly Catechetical and will offer ongoing faith formation training. Chris Tunnel will contact Steve Green further and come up with a plan. It will give our parishioners more opportunities to learn about our faith. We will be advertising these classes.
- C. Interfaith Evening of Prayer:** Sacred Heart hosted. We provided refreshments. 30-40 people from our own Parish attended. Choir did a remarkable job. Welcoming gesture. Sacred Heart will remain open to being a host to this program.
- D. Diocesan Capital Campaign:** This week, Dec 7-8, pledge cards will be passed out.

**V. Meeting Summary and announcements - Mike King:** Pastoral council members cleaned up the pastoral council guidelines. Contributions are being considered for the Pastoral Plan. Good dialog today on participation regarding the welcoming of new parishioners. Phil Stephens has resigned from Pastoral Council. Greg Kozlowski is traveling, but interested in helping on the council. This is a transitional time.

**Closing Prayer - Mike King**

**Meeting Adjourned** at 6:40pm

**Action items for next meeting:**

- A.** Review model agenda and give feedback before Jan. 8th. (Attachment C)
- B.** Give general suggestions to executive officers before the January. 13th meeting.
- C.** Continue to work on coming up with specifics for each area of the Pastoral Plan.

Respectfully submitted by Judy Carlisi