St. Peter Parish Council

Meeting Minutes

Tuesday, February 8, 2022

6:30 p.m.

PMC Room 10

**St. Peter Parish Mission Statement**

*St. Peter Parish is a welcoming community of different backgrounds*

*living the joy of Catholic Faith in the Diocese of Colorado Springs.*

Attendance: J.J. Kaelin, Father Tim, Fr. Gregory, Ed Paulovich, Bruce Bishop, John Gormley, Paul Zmuda and Ashley Fritz, Finance Council representative. Absent-Terry Nickel

**Opening Prayer** Father Gregory

**Welcome** J.J. Kaelin

**Adoption of the January 2022 meeting Minutes** J.J. Kaelin

A correction was offered. Ed Paulovich moved to accept as corrected. Paul Zmuda seconded. **Minutes were adopted.**

**Father Gregory’s update** Father Gregory

-No finance council tomorrow, February 9.

Working on the Financial Health Strategic Plan and how to address the budget for next year.

-Hiring for the following positions:

* + Receptionist-To work during the week in the office and on Sunday mornings in the new
  + Stewardship Director-Debby Dover has been moved to this part-time position
  + Pastoral Assistant-To be announced in March 2022

-The remodeled Welcome Center is to be located outside the St. Cecilia Music Room

-After prayer and consideration, Father proposed a staff theme for 2022-**communication**… sharing is caring. Staff agreed that assuming is a big mistake. Planning to have regular staff and lunch meetings. Information sharing is the focus for what is shared between staff members, school and parish staff offices and the parish

-Another theme is to **recruit**. There is a need to focus on recruiting singers and musicians for the music ministry. New blood needed to build and sustain our music ministry.

Staff meetings are to be attended by everyone. They are on Thursdays, but depends on week to week. Will start with lunch and move to business.

-As the pastor, the primary “calling” is to be a pastor and not a business manager; however, Canon Law dictates the pastor is also responsible for business matters including staff management, signing checks, etc. This is time consuming.

*Solution*- Father Gregory is moving forward to hire a part-time pastoral assistant that will be a semi volunteer position, paid 12 hours per week. CJ Johnson will fill this role and will focus on engaging with the Diocese, working with staff, construction contractors doing maintenance of the facilities, reviewing contracts and more such as assisting Father Gregory with hiring and staffing decisions, staff evaluations and annual reviews and progress.

Staff has been asked to provide input on the job description.

* It is estimated that CJ Johnson will begin on March 15, 2022.

-Karen Bishop spearheaded the purchase of a new sink in the PMC kitchen, which was necessary to accommodate our funeral receptions, large group activities, and more. Many thanks to Mrs. Bishop.

Diocesan review of business management

-Pastors in the Diocese are looking for input on what to do with funds received.

-Father Gregory will now hire a new office receptionist to also work on Sunday mornings to address business between Masses

-Debbie Dover will serve as the office receptionist role for one day per week and will continue to write and produce the weekly bulletin

Welcome Center-To be located in the gathering area at the north entrance

* + The new setup will enable the receptionist to be visible to help parishioners on Sunday mornings
  + The school has iPads that are not being used. These iPads will now be used for new parishioners’ online registrations
  + Shelves will be stocked with materials for sale.
  + The schedule for the Welcome Center construction completion is to be determined.

Year End Giving Tax Letters

-Successful in distributing the forms for parishioners to pick up in the Vestibule rather than mailing them--saving money

-Planning to distribute via email next year but will provide hard copies upon request

Large Conference Room Remodel

* + Cost from contractor was too costly
  + Planning to do some of the work in-house
  + Focus on creating an additional entry door into the large conference, as discussed in the past
  + Will look into removing the windows to create a counter

Lights in the Church

* + Request has been made for brighter lights, especially for evening masses
  + Panel for the lighting needs to be updated, as well
  + A parishioner has offered to pay for the project. Estimates are being gathered.

Hours for the office have changed to 8:30 a.m. to 3:00 p.m.

**Strategic Plan** Ed Paulovich

Committee updates

**Liturgy** Father Gregory, Father Tim and Terry Nickel (absent)

-Nothing yet to update, other than needing to address increasing the choir’s participation

**Communications** Paul Zmuda

-Parishioner Alan Feldkamp wants to establish a video history of the parish and the Chapel

**Parish Engagement**  J.J. Kaelin

* + Beginning with revitalizing SPIN groups with Francine Onofrio (SPIN Lead), Communications staff member, Lisa Hawthorne, and J.J. Kaelin
  + Lisa Hawthorne is researching SPIN groups data as it now stands
  + Some groups are active. Some are not. COVID entered in to this disruption, and it’s time to re-establish the program to help build our parish community.
  + Safety in the parking lot near the PMC during Faith Formation on Sunday mornings
  + Concerns about walking from the church to the PMC
  + J.J. has communicated with Faith Formation staff lead, Jilinda Dygert, who is establishing a plan to create a safe environment for drop-off and pick-up.

**Education** Father Tim, Ed Paulovich, John Gormley and Bruce Bishop

* + Met with Sister Quyen
  + Discussed the Confirmation plan for 2022-23
  + Working on engaging parents during Faith Formation/Religious Education (RE) classes to create community
  + Want to create more activity-based class activities
  + John Gormley will focus on school based Religious Education
  + Bruce Bishop has been added to this committee to work on general Faith Formation purposes

**Financial Health**  Ashley Fritz

* + Continuing to focus on online giving, tax letters online
  + 26% of our parishioners are giving online, which is an increase from the previous year.

- What are the visionary goals for St. Peter Catholic Church and parish from the Parish Council, with input from the parish, that need to be focused on as part of the Strategic Plan approach?

**Around the Table**  All

- Follow-up on the permanent suggestion box-Father Gregory will provide a box for us.

- It was requested again to post the page numbers of the weekend Scripture readings on the screens in the church plus the numbers for the weekend Scripture readings for reference in the Glory and Praise books. Father Gregory asked J.J. to ask Bill Uhl to prepare these slides with this information.

**Closing Prayer**  Father Gregory

The next Parish Council meeting is scheduled for Tuesday, March 1, 6:30 p.m. PMC room 10.