

Sacred Heart of Jesus Parish

Minutes of Pastoral Council Meeting on November 14, 2008

Attending: Michelle Anderson, Father Bill Breslin, James Cavanagh, Melissa Haapala, Karen Harrison, Pam Jackimiec, Betty Jancosek, Joe Kubler, Tommy Lorden, Catalina Mendez, Randy Middleton, Pat Palaich, Neil Schiffhauer

The meeting was called to order by chairman Neil Schiffhauer at 8:05 am.

Father Bill opened with a prayer. Minutes of the October 10 meeting were approved with Tommy Lorden's addition: To have email contacts for all Pastoral Council members made available to parishioners, Joe Kubler to look into best way to do that.

Review of the Council Charter produced one addition, a Number 8 added to Article 1/Section B ("The Council will approve the annual budget before sending it on to the Denver Archdiocese.") and a correction to Article 4,/Section A/Number 2: "The usual meeting shall be on the second Friday of the month from 8 am to 10 am in the Parish Center unless otherwise determined by the Council."

Discussion of the Mission Statement, revised by the Communications Committee to read "Bringing the heart of Jesus Christ to the heart of Boulder", brought up three points: Does using the word *Boulder* instead of *community* limit the focus to the City of Boulder only and exclude those in the outlying suburbs? The new wording highlights the missionary nature of the parish. The new version "rolls off the tongue" in a way the old Mission Statement did not.

Randy Middleton gave an introduction to team development and spoke to how a team such as the past year's Trusted Advisers Group (TAG) can move effectively to operating as a council, i.e., the Pastoral Council. In other words, how the Council operates needs to be considered before it gets into operating. Even consideration of the revised Mission Statement looks to require some of the operating principles of a council. Items 2 and 3 of the agenda were switched and the revised agenda approved.

Randy continued with an explanation of the Goal and Task Setting process, emphasizing that "divergent thought on any issue should be welcomed and for everyone else to accept the divergent thought is healthy," as long as people understand the difference between accepting and agreeing. He asked what key indicators are to be looked at and tracked.

Article 1/Section B/Number 3 of the Pastoral Council Charter states "The Council consults and advises the pastor and the pastoral staff[,] in the operation and management of parish affairs: spiritual, financial, educational and social ministries."

Article 1/Section B/Number 5 states "The Council plans parish programs" Randy asked what these are and whether the Council wants to be involved in minutiae.

Neil Schiffhauer pointed out that Article 2/Section F states “ ‘Permanent members’ of the council will include: the head of the Parish Finance Council, the head of the Parish Building Committee, a single representative for the Ministry Heads of the parish (Youth, Liturgy, Religious Education, Hispanic), the school principal and the chairperson of the Emergency Assistance volunteer group.” Article 2/Section G states “ ‘Contributing members’ of the council will include: the president of the School Advisory Committee, the chairperson of the Parent Teacher Organization, the Chairperson of the Mayfair committee. Contributing members who are not SHJ parishioners or practicing Catholics will be placed first on the agenda and excused for the remainder of the meeting.” Neil asked if an Executive Council is needed. Article 4/Section C addresses “Executive Meetings: The pastor, Chairperson, Vice Chairperson and Secretary will meet between regular scheduled meetings when necessary.”

Questions: Shouldn't Neil be on the Finance Council? What about a quorum? Article 4/Section A/Number 6: “The agenda shall be prepared by the chairperson, approved by the Pastor and be specific enough to make it useful to all Council members. It should be sent to members in advance of the meeting in order to allow Council members to be prepared.

A inconsistency in the Charter was pointed out: Article 3/Section A (“The Council is presided over by the pastor.”) vs Article 3/Section 3

Randy asked what mechanism should there be for tracking things as they come up and suggested a Parking Lot technique of naming issues that clearly need future discussion but that shouldn't take up time at a current meeting. (Issues posted in the Parking Lot for this meeting appear at the end of the minutes.)

Goal setting: Melissa Haapala said that the Council needs to make decisions, that members already know why they're there. Father Bill's invitation to each member gave clear goals and objectives. (“...creating a new Pastoral Council that would have the same skill and drive [as the TAG Team] to address the needs of the short term and long term future, particularly finding the solutions needed to ensure the sustainability and vitality of Sacred Heart of Jesus Parish.” N.B.: At the Oct 10 Parish Council meeting, Father Bill said that “the goal of the Finance Council is to make the parish survive while the goal of the Pastoral Council is to make the Parish thrive.) Melissa commented that process is important but not everything. Joe Kubler's observation: “We need to measure ourselves.” Catalina Mendez asked, “What do I need to bring to each meeting?”

Randy distributed a handout, *Key Elements of a Meeting*, which includes **SMART** Goal Setting: **S**pecific **M**asurable **A**ttainable **R**elevant **T**ime-bound. He suggested using a template agenda, asking what standing items should be reported on regularly and using the end of each meeting to articulate the objectives and sketch out a proto-agenda for the next. He would include for the Council's next meeting 1) Mission Statement, 2) Goal Setting for the Council, and 3) Goal Setting for the Parish.

It was emphasized that confidentiality is essential and that Council members should not participate in or accept or act on gossip. While divergent thoughts are welcome, Father Bill is the decision-maker.

Tommy Lorden asked to know exactly what the TAG Team handed off and what came out of their work (rumor vs real conclusions/recommendations). Melissa asked for a written document of TAG's conclusions and recommendations. Randy said he could provide that: TAG was to "stop the (financial) bleeding and make sure it never happened again." TAG and the SWAT teams raised issues and stirred things up. Council members wanted to know what are the things they uncovered.

James Cavanagh suggested standing items for the agenda: a finance report, a report from the Pastor, and information on the School. Michelle asked for a framework for reporting at each meeting. The question arose: How do we write up exactly what TAG did?

Pam Jackimiec reported that 83 grandparents (biological and surrogate) attended Grandparents' Day Nov 5 at the school and that the November Food Drive was going on. The point was made that the School website and the Parish website need to be one coherent organ of communication. Pam said she's had successful Coffees with the Principal and she's taken the important step of bringing an agenda to each one to avoid the meetings' deteriorating into gossip.

Joe asked that the Parish Council receive communications in advance of their going to the parish at large; e.g., the Annual Report coming out soon with the Quarterly Report.

Catalina reported that Spanish-speaking family counselors are available as part of the Hispanic Ministries.

Rather than a Friday meeting in December, the Pastoral Council will meet from 8 am to 12 noon on Saturday, Dec 13, for clear goal-setting. Michelle will contact Tom Rothwell to facilitate the meeting and will contact the Communication Committee to get a clear statement of TAG's issues raised, conclusions reached and recommendations offered.

PARKING LOT ISSUES:

Planning meeting (4 hrs)

Council purpose & functions

School

- SAC (School Advisory Council) – how it works, what can be expected of it
- Marketing
- Principal selection process

Goals, including metrics

Stewardship including increasing revenue

Membership of Council – permanent or contributing (who should attend/report)

Meetings open to Parish? Executive Sessions? Standing agenda items?

Goals for Parish (separate 2-hr meeting?)

Hispanic Ministries

Communications

- Development of communication strategies
- Announcements at Mass
- Content of homilies