

# Meeting Minutes

## Saint Theresa Parish Pastoral Council

**March 29, 2006**

Official Minutes

Parish Conference Room

Members attending: Fr. Chuck Kieffer, Neil Urban, Amy Caffarello, Becky Henry, Rob Kubasko, Joe Sotelo, Mark Skoog, Billie Young, Sandra Smith, K. Lewis, Fr. Mathew Plathottam, Kurt Hammond and Terez Sanguine

Members absent were: Jerry McKenna and Thomas Petrola

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### **7:03 PM - Welcome & Opening Prayer**

Neil opened the meeting and led the prayer. Kurt Hammond was introduced.

### **7:06 PM - Approval of Previous Minutes**

K made the motion, Joe seconded, minutes accepted.

### **7:06 PM - Pastor's Report**

It has been suggested that the Jubilee event be an Oktoberfest type of celebration with the Fall Festival scheduled for the end of October. Planning for Holy Week and Triduum are proceeding. Instead of the Seder meal and Tenebrae, we will be having Tazé Prayer. The schedule for Holy Week and Triduum are as they have been in the past. We will also have many seminarians in attendance. Monday evening's reconciliation service was good with a steady flow for 90 minutes with 13 confessors including retired Bishop O'Brien. School enrollment may surpass last year and our staff is well trained to handle increases. Kurt added his observation that any increases in size will be managed well and how important it is that the faculty stays consistent. Billie asked about enrollment sizes. Fr. answered that class sizes range in average of 30-35 students per classroom. In other news, Fr. Chuck will be focusing on three confirmations scheduled at St. Theresa with close to 300 participants. Fr. Chuck outlined some of the duties he is currently attending to in his role as Dean of Central Phoenix. He is conducting annual parish visits throughout the Deanery (which involve meeting with the clergy of the parish and reviewing sacramental records). In one parish, he has been able to offer the assistance of our Director of Administration and Bookkeeper to help sort out some financial questions for that parish - underscoring the ability of the Deanery system to assist parishes by sharing resources. After July, Fr. Chuck begins the more involved Quinquennial ("every fifth year") visits to the parishes, which will involve more in-depth meeting involving parish/school staffs, Pastoral and Finance Councils and other advisory boards. As Dean, he also assists the Bishop by participating in the schedule for Confirmations in the Deanery. At this time he is scheduled to celebrate a total of 8 Confirmation liturgies. Fr. Chuck also took the opportunity to offer some clarification on the new Diocesan Policy for Confirmation, currently transitioning us to the standard of Confirmation being offered in 3rd Grade (at the time of First Communion). The church speaker system is under adjustment and additional directional speakers

have been added to improve sound quality. The video projection system is on hold pending the completion of any audio fine tuning. McMahon center renovations are pending an update on the fabrication of the metal components (hood and other items). Finally, the granite sheets have been installed on the benches in the rama and some painting will be completed.

### **7:33 - Council Introductions for Kurt**

### **7:35 - Parish Jubilee Service Project Report**

Amy reported on the Garden Tea Party coming up on April 28th. Sandra reviewed some of the recent accolades Sr. Adele has received in various publications. The event will be held in Fr. Feeney Hall with donated refreshments and entertainment. Sr. Adele will be in attendance. The target audience for the event has been the M.O.M.S. group and other affiliated groups. Attendees will also have the opportunity to purchase one of 365 "bricks" at \$25 a piece to build "homes" as part of the project. The event is generating a lot of excitement. K suggested having house "bricks" for sale at the Jubilee event. Joe added the need for non-monetary opportunities.

### **8:20 - New Business**

Neil noted two council members who are term limited and two concluding their first term. Neil is planning on continuing and Jerry will be asked. With Kurt having an interest in serving the council we will need to recruit at least one new member during Pentecost. Rick Raymond is also a potential candidate. Rob will prepare the materials and distribute to Neil and Kurt. Neil also mentioned the Stations of the Cross on Friday to be led by Pastoral Council. Final meeting will be May 31st at Jerry's house and Fr. Chuck will most likely lead us in Mass. Shannon will coordinate the ministry spotlight for the Pastoral Council. Kurt suggested a annual ministry heads meeting. Fr. Chuck explained the traditional staff level connection we have here but would like the idea to be explored in the fall. Terez mentioned the potential need for assessing and encouraging participation of school kids and their families in parish life. Fr. Chuck noted the need for this to be a part of an upcoming meeting agenda. Becky suggested wider exposure for the council in the parish with nametags during Mass and on the web site. Terez also suggested a comments box and K remembered an earlier voicemail box idea.

### **9:05 - Closing Prayer by Terez**

MEETING ADJOURNED

Respectfully Submitted Rob Kubasko, Secretary