

Pastoral Council Minutes – May 10, 2011 - 7:00PM

In attendance: Lani Vandehey, Todd Schmit, James Herrera (to say farewell at beginning of meeting), Fr. Jeff Meeuwesen, Felipe Sayago, John Krebsbach, Thuy-Nga Casey, Michelle Tunnell (Admin. Ass't./Recorder),

Absent: Rafael Manriquez (working in his office as CHM and will be resigning), Helen Goff (vacation), Rafael Anaya

Admin. Council Rep.: Virginia Ohler

Guest presenter: Virginia Ohler

Attachments: Ministry List, Virginia's PowerPoint slides on Program Evaluation

Meeting called to order at: approx. 7:05pm.

1. Opening Reading and Reflection – Fr. Jeff

James Herrera began by extending a thank-you to the Council members for welcoming him during his tenure here, which was a very rewarding and educational experience that reaffirmed his vocation. Please pray for him as he continues in his formation towards ordination as a deacon & ultimately to the priesthood, and please extend the same kind of welcome to our incoming seminarian/deacon, Arturo Romero.

Fr. Jeff will request that James be a weekend deacon once he's ordained deacon next year.

•Scripture Reading: John 10:1-10

•Words/Phrases that stood out to us:

"...hear His voice..."

"...call My own..."

"Pharisees did not realize what he was trying to tell them."

"...call by name..."

"...the gate..."

"They will follow Him and have life abundantly."

"...know His voice..."

•How this Gospel is speaking to you personally:

--There are many calls on us, and the world and our heart/faith are conflicted. His voice is the one that we should follow.

--It seems as if Jesus were trying to "figure out who He is": gate/gatekeeper/shepherd... He's "multi-tasking," "wearing many hats" like Fr. Jeff is: pastor, priest, diocesan priest, "maintenance man"—but it's all still the same mission.

--This speaks to the power of relationship. The sheep have a relationship with the shepherd. She's watched some videos of shepherd boys. Each boy calls to his sheep (with his own designated song, word, flute, clicking sound, etc.), so the flock will know him and sort themselves out to follow their own shepherd.

This is a metaphor of the relationship we have with Christ and also to one another—keep ourselves moving together in the right direction.

--He calls them by name...that they may have life more abundantly. He has a "Jesus is my co-pilot" bumper sticker—but it should be the *other way around* with Jesus as the pilot! You'll have life more abundantly then! You'll go more exciting places than you'd go without Him.

--Don't miss out on what He's saying to us like the Pharisees, whose eyes were darkened from seeing the Truth. Jesus' parables weren't meant to be complicated, but rather to teach the multitudes, and yet the Pharisees didn't realize or want to acknowledge that He was speaking to /about them (i.e. the older brother in the parable of the Prodigal Son). Also, often when we memorize scripture, we sometimes divide verses into parts a.) and b.) Here's an example of where we need to listen to *both* ½'s of the verse to get the full meaning: "The thief comes only to steal and slaughter and destroy (a); I came so that they might have life and have it more abundantly (b). Don't forget the hope that is in the 2nd half of the verse! [It's similar to John 16:33: "In this life, you shall have tribulation (a); but, take heart/be of good cheer (!) for I have overcome the world (b).]

--How wonderful that of all the people in the world and over the centuries, God calls us by name. We are unique and His. He's not too big or too busy for us. He knew us by name even before we were formed in our mother's womb.

--God was right there when he had a bicycle accident. He felt like somebody put down a mattress on the side where he fell. He walked away with no scratches, although his helmet broke in 3 parts. Don't forget to pray daily!

--He wishes that life were simple enough that people would run away from the wrong voice.

2. Approval of April minutes

•**Minutes approved unanimously among those present as submitted.**

[Rafael Manriquez will resign now that he's working here as the CHM.]

3. Admin Council Report – Virginia Ohler

•Our finances are looking good; see the bulletin report from last Sunday.

•On the other hand, we're struggling with next year's budget due to the lost rental income from the school across the street and a very small Hispanic Ministry grant.

•We're asking ourselves what the best use of school and the Anthony House is. We're in the process of getting quotes for possible repairs at the school and for the Parish Center. The Maintenance Committee has been an answer to prayer with a lot accomplished, thanks particularly to the coordination work done by Alan VanDyke.

- We're using the \$6K Safety Grant and also building fund money to complete several projects.

- Joe and Myra Kupres will be chairing the Italian Dinner. Ed and Sharon VanDyke will partner with them for the transition.

- Archdiocesan Capital Campaign:

Action Item: Please complete your pledge as representatives of the leadership of this Parish. If you have any questions/concerns, please do speak up and ask somebody from the Committee. Several Admin. Council members had some real concerns and questions, which led to an *incredible* discussion. If you understand it yourself, you'll be better able to help others address their concerns.

- We'll be reviewing the rental policies again. We've tried several ways to manage space rentals. We had issues when it was too easy to rent, with people renting for purposes that had little or no pastoral usage attached, but--on the other hand--we don't want to make it so difficult that *nobody* rents. Fr. Jeff can make exceptions to the current policy.

- We used part of the Safety Grant in repairing the blacktop behind the boiler room. The "lake" is now all dried out.

- Vermont Hills will not be renting the school. **Action item**: If you know of interested parties, have them contact us. A separate committee is working on the best usage of the school.

4. Program Review/Evaluation Overview – Virginia (See attachment of slides.)

- One of the things we've been struggling with is evaluating our programs.

- She showed us a PowerPoint presentation. This was the subject of her undergraduate thesis.

- Program review is part of the "banquet"/points of connection between people, Church, and our faith.

- What it is**: It's using social science research methods to investigate the effectiveness of programs. If Noah had built the ark badly, it wouldn't have stayed afloat. *Quality matters in certain areas.*

- Why to do Program Review**: We are called to be good stewards of all the gifts which are put at our disposal.

--Specifically:

Did the program achieve its objectives?

Were the effects similar across subgroups? i.e. is Youth Ministry inclusive of all types of kids: not just the "goody two-shoes" but also the "blue-haired" kids?

To identify ways to improve--process improvement

To honor and respect the intentions of donors—those who pay for the programs.

For public relations

To recognize achievements.

•How to do it:

- Independent evaluation (by a council or appointed evaluator)
- Participatory/collaborative evaluation (coordinator with participants)
- Empowerment evaluation (everyone)
- Good programs involve all 3 varieties.

•Tools: interviews, simple surveys, “Town Hall” mtgs., formal evaluations, prayer

•Tips: start small; develop capability and improve as you go along; remember to be collaborative (it’s a process-improvement tool, not a hammer).

•She gave a list of considerations: stage of program development, program goals, structure, resources, formative, process, service utilization, expected outcomes, impact assessment, cost-effectiveness, process improvement, reporting results.

--You can evaluate a ministry like you would with a teacher: by their use of a variety of tools.

--Don’t just do everything “vanilla” or shoot to center of the group without discussing it first to determine if “vanilla” is really the best option.

For example, some of the questions you can ask yourself are: *How many teenagers are in the Parish, and how many are participating in Youth Ministry? What are the characteristics of the “in” group and “out” group? Are there some groups whose needs aren’t being addressed?*

What kind of behaviors are we looking for to be developed (or attribute, like well-being)?

What % of our Youth is participating in Confirmation—be it here or at their school, etc.

Did a group become a clique? Were there some unintended consequences? (That’s why we don’t have a Peace & Justice Committee now.)

•You can examine the total \$ in relation to the # of people served. *Is there a relationship to input & output? Are there better units of measure other than dollars and cents? What is everyone’s perception of the effectiveness?*

•Look at the process improvement piece. *How can any program be improved at any given point in time (training, funding, personnel, resources, facilities...)?*

•*What do we do with this when we’re done? Do we summarize the findings, and to whom do we report? What types of reports should we have?*

Numbers are not always the way to evaluate the effectiveness of a ministry. But, you can still look at percentages.

•Possible beginnings: Pick one program to evaluate this year, learn from the process, do more than one next year, or...Develop a draft program evaluation for this year, ask each Staff member to meet with you to review, then “improve the process” for the following year (or alternate year).

- Don't feel like you have to do everything at once right out of the gate. *What is our capacity for handling the response once we ask the questions?*
- Whose needs are we perhaps not meeting?* Programs and ministries open the doors for people to make connections. People will connect with different programs. The more ways you have for them to connect, the more they will connect. They will give to programs with which they're involved, which could address the funding issues we've been having. We do it because of the ministry, but the money is connected to it as well. You also have to have people motivated and for them to realize that we depend on volunteers given the size of our parish. For example, we agreed to be involved in Family Bridge as long as we have a coordinator, and now we will not have one. We need to communicate our needs.
- This is not a judgment tool. Don't forget the feedback loop.
- Action Item:** She will provide a copy of the PowerPoint presentation by e-mail.
- We've been informally doing much of this over the years--without formalizing the conclusions and next steps. We've had the pastoral staff and other ministry leaders give periodic reporting on their activities.
- We're coming up with the Ministry List to know what to evaluate. We realized we need to resurrect the Welcoming Committee.
- Action Item:** Everyone, please look over the list and fill in the gaps. Add contact people and pertinent information. He tried to group Anglo and Hispanic ministries all-in-one. Flag inactive groups that we may want to re-activate. Ask yourself, "*Is this in line with our Parish's overall mission and mission statement--and the Diocesan mission?*" Verify that it's not in conflict w/other ministries. *Are there people who are underserved?* **Do this for next month's meeting.**
- We could publish this list for the Ministry Fair weekend. There's nothing like a personal ask—and it doesn't always have to come from the pulpit. For example, Alan VanDyke stepped up to lead the Maintenance Committee after Virginia approached him and asked at Coffee and Donuts. We'll pick the date for the Parish Picnic next Wednesday when the Staff does their planning.
- Space usage and calendaring will be another factor for consideration when adding other ministry groups. We may have 2 more rooms available in the school, depending on the decisions for the building usage.
- Action Items:** Lani and Michelle will review the list of groups. Our goal is to try to get a complete list by the end of the June meeting to be able to issue a formal statement.
- We could re-think the ministry listing in the bulletin—i.e. more make it more compact/complete like an example we had from another parish. We do, however, have an extensive amount of information on our Web site. We can also put this kind of list on the bulletin board in the church.

5. Ministry Review/Evaluation

- a. Review list of ministries –
- b. Parish Program Review -
 - i. Finalize methodology

•See above discussion under #4.

•We had a Peace and Social Justice group of very passionate people who started heading in their own direction. They were doing some very good things but had some conflict too.

•In a way, Family Bridge, SVdP, and Care Ministry are social justice too. We also promote 40 Days for Life and the peaceful vigil at the local abortion clinic (to which we're invited to participate, although individuals from other parishes have organized it). We just don't have the "peace" element at the moment. We can continue this dialog. We want to keep this committee as a place-holder to know there's a need and desire. Right now, our Welcoming Committee is a priority.

6. Welcoming Committee – follow up from last month

•Thuy-Nga gave Helen (on vacation) the paperwork.

•We haven't seen any donut coupons redeemed from the packets distributed some time ago. Perhaps we could invite newly registered parishioners to something bigger like a dinner, but we'd have to be conscious of costs too.

•It takes a letter and a personal invite. People are joyfully interacting at Coffee & Donuts, which is why we want to encourage people to come and participate.

•Ushers play an important role with welcoming. The Committee should talk with and involve our ushers/greeters.

•Virginia had been at some churches where they had the opportunity to introduce guests or have them introduce themselves at Mass. That might be done more at parishes near tourist sights. We DO have a college here, though, which brings in visitors.

•However, we're looking to address new parishioners and orient them to our Community more so than welcoming them to Mass. We accomplish that in a sense when we greet our neighbors at Mass.

•**Action Items:** Thuy-Nga and Helen will be the "**Welcoming Committee Sub Committee**" and should schedule a meeting with the greeters. The greeters could give packets from the vestibule. Greeters/ushers resonate with that type of service anyway.

•Lani would like to see our greeters list increase to include more young families. She's invited our current greeters to invite people to greet with them, but it hasn't created change yet. Family greeting happens more at the Spanish Mass. They hand out the songbooks, so it's a more tangible experience.

•Helen will be gone till the end of the month. Perhaps we can have something in place by September. Thuy-Nga and Helen will update us next month.

•We could ask businesses to sponsor the welcoming packet with an ad or coupon. John K. would be willing to do free exams to have the opportunity to evangelize!

7. Elections & Nominations planning

a. May 22nd

- We're filling Todd's and Rafael's positions.
- Fr. Jeff will get nominations from the whole Parish again. Todd will give a name of a couple he has in mind by May 22. Fr. Jeff will take the top 5 nominees.
- Other nominations from the Council: Mike Kauffman – John Krebsbach already talked to him. Lani knows of someone who has expressed interest: Glenn VanBlarcom. Felipe nominated Emma Ramos (our parishioner who works at St. Matthew's).

- We want to keep the same balance as before and appoint another Hispanic member—draw one name from each community.

- We'll move the Admin. Council nominations to the weekend after Memorial Day.

8. Meeting Dates & Times

- a. Confirmation change – Monday May 16th; adult confirmation this Friday, 5/13. We have 2 adults and 4 young adults.
- b. May Vicariate Pastoral Council Meeting –
 - i. Thursday May 19th @ St Matthews 7pm; **Everyone is expected if they can come. (Helen will still be gone.) Todd will follow-up with Rafael Anaya to let him know.**
- c. Admin Council Rep. – Who is going?
Felipe Sayago
He can report from Thuy-Nga's summary for the bulletin.

9. Other items for the good of the order

- a.) Family Bridge Coordinator. Fr. Jeff received Debbie Pariera's resignation. If we're going to keep Family Bridge going, we need to find somebody to coordinate it. She'll finish out the month. Think about this by the June meeting. Ask people at Coffee and Donuts. We haven't been able to find enough people to host here. St. Matthew's is now heavily involved in the Sunrise Church's winter shelter, so they had dropped out of Family Bridge.

- b.) We had very generous donations to the flower fund to give roses for Mother's Day. It was very well received. Word even went out to other parishes!

10. Closing Prayer – Night Prayer

11. Adjourn

Meeting adjourned at: 8:53pm

Admin Council Attendance 2009-11 3rd Tuesday @ 6:30 pm

July 20, 2010	Tweena
NEW DATE: August 3, 2010	None
September 21, 2010	Todd
October 19, 2010	Felipe
November 16, 2010	John
December 21, 2010	Rafael A—Rafael M went in his place.
January 18, 2011	Helen
February 15, 2011	Rafael M—Rafael Anaya due to 12/21.
March 15, 2011	Tweena
April 19, 2011	Todd
May 17, 2011	Felipe
June 21, 2011	John

Pastoral Council Members & Terms of Service

Date Began Service	Council Member Name	Term Expires
9/2005	Todd Schmit Todd.Schmit@arrisi.com (503) 539-1304	'11
7/2006	Tweena Casey tweena@gmail.com 503-329-2237	'12
5/2009	Felipe Sayago no eml; 503-357-7699	'12
7/2010	Rafael Anaya anaya91377@hotmail.com 503-330-2266	'13
7/2010	Helen Goff pelicanwatcher@hotmail.com 503-359-5058	'13
7/2010	John Krebsbach dr.john@groveweb.net 503-357-5390	'13
7/2010	Rafael Manriquez: rafael.manriquez86@yahoo.com 503-442-5137; Will be resigning –works here now.	Was '13-now '11