

**St. Paul Parish Pastoral Council**  
**Meeting Minutes**  
**Wednesday, September 4, 2019**

- 1.0 **Call to Order** (18:44)
- 2.0 **Faith Formation** (Father)
- 3.0 **Introduction of Guests**
- 4.0 **Review of Minutes** (July 31) Approved.
- 5.0 **St. Paul Parish Business**
  - Welcome to new council member, Velda Martin
  - Review of council member terms
  - Review of commission membership
  - Full-time pastoral vicar responsibilities (Appendix)
    - **Action Item: consider preferred Mass times.**
  - Father: 55% of attendees are from YS. 30% from Springfield. Check out Mass schedules from surrounding areas. Develop a complementary schedule.
  - Action Item: Kathy Sanders to do something with the jubilee booklet. Kathy will scan the document and send.
  - Father John's anticipated start date is 1 October
  - Minister schedule discussion (Kathy Sanders). The Parish Data Systems – Ministry Scheduler program is poor. Consider adopting a new software package/online version. Potential for discussion at the Regional meeting. Doug O'Neill is the POC. Kathy worked with him to get schedules ironed out.
- 6.0 **The Future of the Church/Region**
  - Pastoral Region Meeting discussion topics (all will attend)
    - Introductions (especially Father John)
    - Mass times
    - **Action item: Send invitation to the St. Paul PPC**
- 7.0 **Commission Reports**
  - Building & Grounds (Mike Breza)**
    - **Major Maintenance Priority**
      - Check of roofs for tornado damage (Father).
      - POB chimney may need to be tuck pointed. **Quote \$3,050.**
      - Repair of church pews (Vickie) still looking for a reasonable quote. Also looking to add book holders to the back of the pews.
      - Preparation of POB for Father John (Kathy)
        - Vickie will develop a list of things he will need
        - Kathy purchased pots and pans. Plates, glassware, no silverware.
      - Discussed quote for complete waterproofing of the church. **Quote \$6,200.**
      - **Quote combined chimney and church: \$8,000. PPC vote: Motion carried. Archdiocese will write up a contract.**
    - **Other Maintenance/Facilities Projects Pending or for Consideration**

**Commented [DM1]:** Put the work on hold. Not covered on insurance. Not actually a business.

Velda – use a lein waiver form. So that a contractor can't come back on us.  
Father – we use the AD contract.  
Velda will review the document to see if the provisions are covered.

- Paint/seal north undercroft door (Mark)
- Painting of railing (Mark)
- Repair of hole in stained glass window (Mike)
- Altar wall/mural refurbishment (Dan)
- Awning (Father)
- **Maintenance actions deferred to the next fiscal year**
  - Curb painting for handicap parking. (Kathy) Kathy followed up with the village. ODOT put up the sign, and the village is sorting it out.
  - Quote for cleaning the big painting.

**Parish Life & Outreach (Patty Alexander, Karen McKee, Kathy Sanders, Dan Marion)**

- Parish picnic (Vickie) and Karen helping.
  - Kathy will print a sign-up (attendee) sheet and place in the Church
  - Coordinated with the village
  - Submitted liability form
- Kathy Sanders presented an amended Bereavement Committee checklist. Vickie will put a flyer in the bulletin...looking for volunteers.
- Kathy has created a Google drive to share pictures of parish activities.
- Christmas Baskets – put notice in the bulletin in October

**Liturgy (Open)**

- Inventory and disposition of excess. (Kathy) Still in-work.

**Education (open)**

- Transition from POB to Undercroft.

**Cemetery (Ken Struewing)**

**Finance (Open)**

- Brad Wilson report
- FY2020 Budget
- Brad to add additional details in the bulletin (like St. Brigid does).
- Finance Commission will sign now that the “duties” have been agreed. Will review after 3 months.
- Finance Commission to review purchase procedures, thresholds, and budget

**8.0 Pastor’s Comments**

**9.0 Next meeting (November 6)**

**10.0 Adjournment and Closing Prayer**

**11.0 Council Attendees**

Parish Council Members	Role	Attendance
Fr. Andrew Cordonnier, pastor@stbrigidxenia.org, 937-372-3193	Pastor	X
Dan Marion, dmarionjr@icloud.com, 937-901-4520	President	X
Kathy Sanders, Kathysanders4@gmail.com, 937-272-0413	Vice President	X
Patty Alexander, Trish320@aol.com, 937-767-1844	Member-at-Large	X
Velda Martin, veldamart@gmail.com, 937-371-1226	Member-at-Large	X
Vickie Hoomes, vbhoomes@aol.com, 937-322-2913	Member-at-Large	X
Karen McKee, caseym1200@yahoo.com, 937-767-4641	Member-at-Large	X
Commission Representatives		
Mike Breza, Michael.breza@prodigy.net, 937-931-5015	Building/Grounds	
Ken Struewing, kenandbetheen@yahoo.com, 937-767-1388	Cemetery	
Position Open	Education	

Position Open	Finance	
Position Open	Liturgy	
Patty Alexander, Karen McKee, Kathy Sanders, Dan Marion	Parish Life & Outreach	
<b>Parish Staff</b>		
Sherry Malloy, <a href="mailto:office@stpaulchurchyso.org">office@stpaulchurchyso.org</a> , 937-767-7450	Education	
Brad Wilson, <a href="mailto:Finance@stpaulchurchyso.org">Finance@stpaulchurchyso.org</a> ,	Business Manager	X

12.0 Appendix

**Discussion: Full-Time Priest Duties and Responsibilities**

**Commented [DM2]:** Review actuals in January.

1. Week-day Masses – Four
  - a. Rosary after AM Mass and before evening Mass
2. Weekend Masses – three, one vigil and Sunday (move earlier! 1000?). Possibly add a Sunday service. St. Brigid my revert to their original schedule. (e.g. 0830, 1100)
3. Celebrate all Holy Day and certain vigil Masses (Christmas; Easter)
4. Prayer service and anointing at Friends Care Community (1<sup>st</sup> Friday)
5. Confession one time per week (Saturday before Mass)
6. Office hours at St. Paul office building (two to three hours per day)
  - a. Church will be open for prayer during this time
7. Sick call (approximately 10 per month)
8. Attend Parish functions
9. Attend Monthly Parish Council Meetings
10. Attend Quarterly Commission Meetings
11. Brief appearance during PSR classes and potential participation in adult faith formation gatherings (e.g. Bible study)
12. Celebrant for funeral and wedding Masses
13. Attend funeral family meetings
14. Ensure items are appropriately billed and itemized to St. Paul Parish Inventory
15. Ecumenical Service at Friends Care Center (1<sup>st</sup> Sunday of the Month)

**POB Preparation**

