

Minutes
Parish Council-Finance Council Joint Meeting
St. Philip and St. Teresa of Avila
June 15, 2021

Present: Fr. Bala, Joe Conway (PC Chair), Jim Keegan (FC Chair), Mark Stapp (FC), Hal McGuirk (PC), Peg Duffy (PC), Dolores Novello (PC), Jim Gaffney (FC), Pat Griffith (FC), Sid Tarango (PC), Colette Raya (FC), Mary Griffith (PC)< Diane Schwab (PC, Recorder)

Parishioners: David Brown, Cathy McCool, Kelly McCool, Dave Rogers

Meeting began at 4:00 PM with the Opening Prayer from Fr. Bala

1. Post-COVID Guidelines

Letter from the bishop read by Fr. Bala.

2. Music Program

Discussed the importance of the Music Program for our Parish and the need to initiate steps to insure continuation.

Action Plan:

1. Mary and Pat Griffith will meet with Janis Wilson to present potential contract based on diocesan employment guidelines, current fiscal constraints, and revised reporting structure. Report back to the Councils.
2. Finance and Parish Councils will explore options to encourage parishioner financial support targeted to the Music Program.

3. Financial Transparency

Parishioners need clear, updated information on Parish finances.

Action Plan:

1. Jim Keegan will prepare a brief summary of income, sources, and expenses to be shared in the bulletin. Plan quarterly updates.
2. Per Diocesan Parish Finance Handbook 2.9, Finance meetings are open to all parishioners unless sensitive information is being discussed. In past practice, non-council members would be asked to step out during such discussions. Compliance expected.
3. Hal McGuirk will forward weekly collection totals to Fran Osegueda to be published in the weekly bulletin.
4. Fr. Bala will inform Fran to resume paper bulletins in addition to on-line.
5. Discussion related to the Parish Business Plan will be carried over by Finance Council.

4. Parish Bookkeeper Position

Valerie Norton will be leaving her voluntary position at the end of 2021 – she will be missed.

Action Plan:

1. Finance Council will prepare a notice to be placed in the bulletin to recruit a qualified volunteer from the parish
2. In the absence of a volunteer, active recruiting for a paid employee will begin.

5. Lector Training

Significant variation has been noted in lector presentation and following guidelines.

Action Plan:

1. Mary Griffith will work with the Liturgy Committee to arrange a Zoom meeting of all lectors to review performance guidelines and offer assistance to improve presentation.
2. Individuals who are unable to meet expectations will be counselled regarding continuing in this role.
3. Diane Schwab will contact St. Teresa's Guild members to recruit a replacement for Pat Pettibone on the Liturgy Committee.

6. Parish Council Minutes Posting

Minutes are not available to parishioners on the parish website.

Action Plan: Diane will contact Ted Luthin and/or Fran to insure that minutes are posted.

7. Fund-Raising Activities

Discussions of timing/feasibility of large fund-raising events through the next year.

Action Plan:

1. Continue to welcome parishioners back to our churches before trying to organize a large, formal event, greetings at Mass, coffee after Mass at St. Philip's.
2. Finance Council will consider a call for financial donations to meet anonymous donor matching funds.
3. Any plans for formal fundraising activities will be considered in the Fall.

8. Thanksgiving Celebration

Discussion of the need to welcome parishioners back and celebrate our community's health.

Action Plan:

1. Joe Conway proposed a Mass of Thanksgiving in August with a social gathering to follow and Hal suggested a Parish Picnic in August-September.
2. Ideas referred to Parish Council for consideration and development.

9. Guidelines for Post-COVID Services

Following changes approved for consistent practice in both churches:

1. No social distancing, post "Masks required if you are not vaccinated, Masks optional if you are vaccinated."
2. Stop sign-in logs.
3. Continue central basket donation site, missalettes in pews.
4. No communal cup and no holy water.

10. "No Talking" Admonition

Notice posted and read admonishing no talking in church discussed.

Response: The culture of our congregation has been to be welcoming and greeting one another at services. In consideration of all participants, brief conversation are appropriate. The front pews are best for those desiring greater solitude. Any instance of loud or inappropriate talking will addressed individually at the time. The lectors will continue to call for a moment of silence before Mass begins.

Future Meetings TBA

