



## PARISH PASTORAL COUNCIL MEETING MINUTES

January 28, 2010

Saint Paul the Apostle Church

**ROLL CALL:** Sue Hassenbein, Chairperson, Jack Marino, Vice-Chairperson, Joan Barkley, Jenifer Coffroth, Christine DeFluri, Marcus Plato, Kathy Sharetzsky, Joseph Viozzi, Larry Warner

**EXCUSED:** Pat Krall

**EX OFFICIO PRESENT:** Rev. John J. Peck, O.S.B.

**STAFF IN ATTENDANCE:** Michelle Gutshall

**RECORDER:** Marcus Plato

**OPENING PRAYER SERVICE** was led by Joan Barkley

**AGENDA:** The January 28, 2010 meeting agenda was accepted with the following changes: (1) removal of the Liturgy Committee presentation by Bev Buck as she was unable to attend; and (2) addition of parishioner input attendance by Rex Moore and Mario Paveglio to discuss a letter of concern by Mickey Santora regarding the daily Mass Chapel.

**MEETING MINUTES:** The December 10, 2009 meeting minutes were approved as submitted.

**PARISHIONER INPUT:** Rex Moore and Mario Paveglio came before the PPC on behalf of Mickey Santora to raise his concern regarding suggested changes to the daily Mass Chapel located in the Narthex. Rex and Mario presented copies of a letter addressed to the PPC from Mickey. Mickey's concern was prompted by a discussion whereby a suggestion to make the daily Mass Chapel more flexible was raised again for consideration. Mickey had been under the impression that the changes to the daily Mass Chapel had been approved and were moving forward. This was new information to the PPC and was indeed not the case. Father John clarified that there is no intention to make modifications to the daily Mass Chapel at this time. The suggestion was merely raised as the Building and Grounds Committee considers many options to improve and increase space in our church and to minimize capital expense. The suggestion entails removing the steps and riser, and placing the limestone altar on a moveable platform. This would allow the space to be more flexible for multi-uses. Such a proposal, however, would need to be brought formally before the PPC for consideration and input solicited from parishioners. Also, a project of this magnitude would need to be incorporated into the Parish's strategic plan. It was reiterated that there is no plan to change the daily Mass Chapel at this time. It was also noted that committees and PPC will, from time-to-time, discuss unpopular/controversial suggestions or ideas when considering solutions to solving challenges and opportunities. These committees should be able to discuss these ideas freely. Discussion of these items does not necessarily constitute approval of them. Parishioners having concerns with these considerations should contact Father John or a member of the Parish Council directly to ensure that incorrect information does not circulate within the Parish. A letter of explanation will be sent to Mickey on behalf of the PPC to clarify the misunderstanding.

**PASTOR'S REPORT:** Father John is giving a vocation talk on Sunday on the topic "Transformed into the Body of Christ." Some references in his talk are important to our evangelization mission:

"The vocation of humanity is to show for the image of God and to be transformed into the image of the Father's only Son." (CCC 1877)

The “common vocation of all Christ’s disciples” is the “vocation to holiness and to the Mission of evangelizing the world.” (CC1533)

Father also shared an article “Former Catholics Often Left in Youth,” for the PPC to read and consider as we discuss opportunities to increase evangelization and build our Parish for the future.

While Father John is away on sabbatical, he has asked the following:

- Continue to investigate and work on how we can improve on our evangelization mission
- Investigate what other churches are doing and how they are successfully evangelizing
- Stay active with the Diocese

---

**\*\*\* MISSION REPORTS \*\*\***

Parish Council members are asked to follow-up with each committee within their mission area and ascertain the status of their committee’s goals for the upcoming year. These are needed as the Parish Strategic Plan update work is to begin shortly.

**ECUMENISM MISSION – MARCUS PLATO**

The By-Laws Committee will be reviewing the current Parish By-Laws over the coming months against Diocesan By-Laws to ensure compliance and any necessary modifications or improvements. PPC members are encouraged to read through current By-Laws to see if there are any updates required. Clarification: Strategic Plan points to what we need to do. The By-Laws tell us how we put it into action.

Upcoming Lenten activities and services can be found in the Liturgy Committee Report.

**EDUCATION MISSION – LARRY WARNER & CHRISTINE DEFLURI**

**Religious Education Report – Larry Warner**

- † December 12 – Christmas Show Practice
- † December 13 – Rel. Ed. Christmas Show
- † January 9 – St. Elizabeth Ann Seton Movie Night
- † January 17 – First Reconciliation Retreat
- † January 21 – Baptism Prep

Upcoming Events:

- † January 30 – First Reconciliation
- † February 6 – Snow Date for First Reconciliation
- † February 14 – Youth Mass 7:15PM??
- † February 20 – 6:30-9PM Paramount w/ Annville Council of Churches Youth Group

**Lebanon Catholic School – Christine DeFluri**

- Students and staff members returned to school for the New Year with celebration of Mass on January 4, 2010.
- Our school level geography bee for students in grades 4 through 8 took place on January 7, 2010. Tyler Lamoreaux, a seventh grade student, was the eventual winner of the competition and will represent Lebanon Catholic at the diocesan level on April 6, 2010.

- Lindsey Good, a parishioner of St. Paul's, was recognized by the Lebanon Rotary Club as Student of the Month for December.
- Many of our secondary students, accompanied by Fr. Rothan and Mr. Scott Root, traveled to Washington, D.C. on January 22, 2010 to participate in the Pro-Life March.
- Hannah Woodward, a parishioner from St. Paul's, recently was selected as a recipient of a Comcast Leaders and Achievers Scholarship, valued at \$1000.
- Students, faculty, and staff will be offering financial aid to the people in Haiti by participating in a special dress down day on January 29, 2010. The theme will be "Help those in Distress by the way you Dress-Four for the Poor." Lebanon Catholic has several families at the elementary level who have relatives in Haiti, so the project has brought on special meaning to the children.
- Lebanon Catholic is preparing for the celebration of Catholic Schools Week beginning on January 30, 2010 and continuing through February 5, 2010. The theme is "Dividends for Life." Everyone is most welcome! For those of you who are alumni of LC, you don't want to miss the opportunity to reminisce about the "good old days" on January 30, 2010 beginning at 6:30 p.m. at the school.

### **EVANGELIZATION MISSION – Kathy Sharetzsky**

Thoughts on how we might try to increase evangelization...

- Try to get families more involved in church by getting parents and kids to learn and participate together
- Perhaps a family retreat
- Open House to the Community
- Need to revive the Evangelization Committee, which is probably the most important need of our church, as our mission is to evangelize, convert & transform.

### **Legion of Mary – Lisa Hreniuk (1/26/10)**

For the Marian Year we have had 3 to 7 people praying the rosary in the chapel on Monday evenings. Some of those people are just learning how to pray the rosary.

In prison ministry at the Lebanon County Correctional Facility we were able to visit the male and female inmates on Christmas and female inmates on New Year's Day, because Friday is our regularly scheduled day to visit the prison. On Christmas Day there were 11 ladies who chose to come to the Catholic hour over going to the gym, scheduled at the same time. We had a beautiful time of praying the rosary and singing carols. On New Year's Day, 17 ladies came to pray - how fitting for a new year and a desire to begin anew as these ladies are doing.

With only three priests left who are willing to do prison ministry (Fr. Jim Podlesney, Fr. Joseph Scanlin and Fr. Michael Reid) since Fr. John will be away and Fr. Paul Fisher was moved to Bloomsburg, we might have to serve the inmates with communion services instead of mass at times.

\*\*Father John emphasized that we need to get people to support this ministry.

### **LITURGY MISSION – Pat Krall**

*Report of January 5, 2010 Liturgy Committee Meeting*

Members in Attendance: Father John Peck, O.S.B., Diane Dugan, Carol Wattai, Mary Beazley, Kelly Hosteter, LuAnn Uhl, Ray Maillet, Carol Long, Beverly Buck, Jeanne Rittle

The Meeting opened with prayer by Father John.

Goals of our Liturgy Committee for Parish Council

- 3 Healing Services in addition to the Healing Service we have during our Forty Hours Service in November.
  - Praise and Worship Music
- Number of times ? to be decided

Saint Paul the Apostle Liturgy Committee Mission Statement:

The Liturgy Committee of Saint Paul the Apostle Parish, Annville, assists the Pastor in carrying out his vision of the liturgical life of the parish. This committee provides leadership and direction for liturgical celebrations, prayer, music, art and environment.

Critique of Christmas Liturgies:

The Liturgies went very well!  
Sound System seems too loud in the Narthex.  
Mary Beazley will check on it.

Catholic Schools Week

In celebration of Catholic Schools week, Lebanon Catholic we will have a speaker after all masses the weekend of January 30/31, 2010.

Father John will be on sabbatical February 1, 2010 through May 31, 2010.

Father Richard Chirchiello, O.S.B. will be our interim pastor.

Upcoming Liturgies

*Pro Life Mass:* January 21, 2010 at 7:00PM  
*Marian Vespers:* January 24, 2010 at 7:15PM  
*Feast of St. Blaise:* February 3, 2010 Blessing of throats after the 9AM Mass

LENT

*Ash Wednesday:* February 17 Masses at 9:00AM and 7:00PM  
*Healing Service:* March 14 after the 10:30AM Mass.

STATIONS OF THE CROSS SCHEDULE

2/19/10 – Knights of Columbus will lead the stations  
2/26/10 – CCW will lead the stations  
3/05/10 – no stations: First Friday Mass at 7:00pm  
3/12/10 – Children’s Stations  
3/19/10 – Stations of the Cross led by Father John  
3/26/10 – Children’s choir  
4/02/10 – Good Friday Stations at 2:00PM

DEANERY PENANCE SERVICE

3/25/10 – 7:00PM at St. Paul’s

**Next Meeting:** February 2, 2010 at 7:00PM

## **PASTORAL MINISTRY MISSION – Jenifer Coffroth & Joan Barkley**

### **Knights of Columbus – Earl Tropp**

Currently developing new fundraisers

Bingo event set for April. Try to do these twice per year. Supplies donated by Bingo Supply in Lebanon.

### **Vocations – Lisa Hreniuk**

Continue to pray for the vocations

Update on Tony Kearney – May 22<sup>nd</sup> service for deaconate ordination

### **CCW – Margaret Connor**

Recently had a successful Bingo activity at Cedar Haven with approximately 50 residents

Sat. Jan. 30<sup>th</sup> First Penance Service – CCW will be serving the refreshments following the event

Feb. 16<sup>th</sup> is Spaghetti Dinner hosted by CCW [lot's of help is needed especially with clean-up at 7PM]

Feb. 26<sup>th</sup> CCW has been asked to do Mary's way of the cross

CCW will be purchasing a gift certificate from a local restaurant to be auctioned at the silent auction for Haiti

### **Pro-Life – Sue Hermansky**

Jan. 22<sup>nd</sup> demonstration, a mini 'Face the Truth,' in Lebanon was successful. We had a small group but the group made the front page of the Lebanon Patriot News and Sandy was interviewed.

Feb. 20<sup>th</sup> & 27<sup>th</sup> a training session will be held on how to campaign for Pro-Life.

### **Elizabeth Ministry**

Welcome wagon dinner event on Feb. 6<sup>th</sup> following mass

### **Bereavement Ministry – Carol Long**

Beginning a support group for those who have had a loss

## **SOCIAL CONCERNS AND OUTREACH MISSION – Joe Viozzi**

### **Haiti Ministry – Diane Dugan**

- We have been serving the Haiti St. Mark community now for 23 years
- Silent Auction – Feb. 13<sup>th</sup> & 14<sup>th</sup>
- Bake Sale – Feb. 6<sup>th</sup> & 7<sup>th</sup>
- St. Mark is helping to take care of earthquake refugees

### **FINANCE COUNCIL – Mike Battistelli**

- We are currently in need of a Finance Committee Chairperson.
- Mike mentioned the opportunity to look into the On-Demand fuel savings program offered via the Lebanon Chamber of Commerce. It is \$150 to be a chamber member, but the annual cost savings could offset this fee and save additional monies. We will investigate if we qualify and if we can take advantage of this program.
- Finance Council provided an update to the current financial position after each of the masses during the weekend of December 5 & 6. In those presentations, we promised that the Finance Council would provide an update to the parishioners as to how we are doing. Once we receive the January month end financials, we will either present or put in the bulletin an update.
- The committee met with Father John last week to discuss the preparation of the 2010-2011 budget, 2009 & 2010 Lenten appeal, auditing committee and the current budget. We will

continue to be in touch with Father John while he is on sabbatical via email to get his blessing on the budget.

- Current Lenten Appeal: \$75,900 was our 2009 goal for the Lenten Appeal. We had \$80,453 pledged to the appeal of which \$12,706 has not been collected yet. IF we are unable to collect the \$12,706 outstanding, the end result will be a \$8,153 hit to our current budget. The Diocese has sent out reminders letters to those who have not fulfilled their commitment.

**Audit Committee**

- The audit committee met with Father John to discuss some of the changes that were made to the new procedures and policies for money handling and establishment of bank account for organizations of the Parish. Those updated documents will be kept in the Parish offices.

**Property/Grounds**

- An outlet has been installed near the bell tower. This will allow us to provide an electrical source for Christmas decorations.
- The EXIT signs in the hall have been rewired so they remain on at all times instead of going on and off with the light switches.
- Wireless routers have been installed in the hall, enabling the use of WiFi in that area.
- Condensate neutralizers have been installed on the boilers. This is to prevent long term damage from acidic discharge.

**PARISH FINANCE COUNCIL  
12/31/2009 Budget**

	<b><u>YTD Income</u></b>	<b><u>YTD Budget</u></b>	<b><u>Variance</u></b>	<b><u>%</u></b>
Ordinary Income	\$289,293	\$297,100	(\$7,807)	-2.6%
Total Income	\$347,540	\$340,280	\$6,760	2.0%
	<b><u>YTD Expenses</u></b>	<b><u>YTD Budget</u></b>	<b><u>Variance</u></b>	<b><u>%</u></b>
Total Operating Exp	\$308,429	\$337,311	(\$28,882)	-8.6%
Total Expenses	\$348,646	\$372,311	(\$23,665)	-6.4%
<b>Excess Income Expenses</b>	<b>(\$1,106)</b>			
Savings Account Balances	\$267,480			
Cash Balance	\$159,049			
<b>Total Cash Position</b>	<b>\$426,529</b>			

---

Income

- Christmas Offering - \$29,031 versus a budget of \$28,000
- We received a bequest/gift of \$5,000 from a parishioner

- Sunday and Holy Day Offerings are still lagging by \$7,500 YTD or 2.8%
- Overall income is looking a lot stronger than in the fall and we will continue to closely monitor the income.

#### Expenses

- Salaries/Payroll is \$114,905 versus a budget of \$115,305 YTD
- ALL expenses are in line with the budget or under budget YTD
- The Staff continues to do an excellent job of being good stewards of the Parish's money
- Cash positions continue to grow month over month

#### Note of Clarification:

I would like to address the report that I gave in our October Parish Council meeting where I stated that payroll was up by 12.6%. The statement was accurate; however, there seems to be a perception that Marty & Larry received significant pay increases. That was not the case. The 12.6% increase was **year to date** (July through September) and the dollar amount was about \$2000. The reason for the increase at that time was due to the fact that the parish was training two new sacristans over the summer. Once all the necessary paper work was completed and sent to the Diocese, the sacristans could get paid. This payment took place in September. The other reason for the overage was the fact the Marty took some time off and Larry worked during Marty's vacation and was compensated for his time. Currently, our payroll expenses are in line with our current budget as stated above.

#### **NEW BUSINESS**

- **Parish Pastoral Council Nominating Committee:** Volunteers were sought to join the PPC Nominating Committee in order to seek and nominate new candidates and coordinate the upcoming election process. Joe Viozzi and Christine DeFluri volunteered to help the Chairperson (Sue Hassenbein) and Vice Chairperson (Jack Marino) on the committee. The PPC is currently short one member; while other member terms are due to expire in June 2010. PPC members are asked to help in identifying potential candidates. **Parishioners interested in becoming a member of Council or want to learn more are instructed to contact any PPC member directly.**

#### **SUGGESTION BOX**

1. Suggestions from 'Suggestion Box' should be published.  
*Response:* Yes, suggestions are published in the PPC meeting minutes each month and made available to parishioners after approval at the next Council meeting. The meeting minutes are also posted on the parish website.
2. Babysitters are only offered at the Sunday 10:30 am Mass...why? No one seems to use it; because they're all in the church...it's noisy!  
*Response:* Babysitters are needed to be able to offer this service at all masses. Babysitters need to go through training and get clearance from the Diocese. Most families attend the 10:30 am Mass. We try to be a welcoming church... "all are welcome." We don't want to tell parents not to bring their children to church. We do offer a cry room during service and the Narthex is available too. We do remind people to be respectful of noise and to those around us while in the worship space.
3. Make a new church directory.  
*Response:* Parish Council will address how to go about this and determine if a special committee is needed.

## **OLD BUSINESS**

- 5-10 Year Strategic Plan – During Fr. John’s absence, Council should work on how to increase evangelization. To do this, they must work on determining what our future parish needs will be. Fr. John handed out reading material related to evangelization and other specific material to Council members.

## **WRAP-UP:**

- Next Meeting Date – Thursday, February 25, 2010
  - (meeting was postponed until March 1, 2010 due to weather)
- Agenda Deadline – Thursday, February 18, 2010
- Prayer Service Leader in February – Jack Marino
- PPC Secretary in February – Christine DeFluri
- Closing Prayer was led by Father John
- The meeting adjourned at 9:00 p.m.