

PARISH PASTORAL COUNCIL

March 12, 2015

7:00 p.m.

MINUTES

Present: Fr. Peter Gori, Fr. Richard O’Leary, Deacon Lou Piazza, Barbara Biondo, Cindy Cookson, Erik Eldracher, Kathy George, William Green, Brad Heim, Michele Karlberg, Eugenie Moffitt, Susan Ratyna, Paul Romano, Dana Rowland, Eileen Rullo, Allyson Smith and Klara Vajda.

Absent: Deacon Michael Curren, Debra Falvey, Pat Jennings, Sr. Madonna Kling and Tom Rickenbacker,

During the time the PPC was not in session, Klara sent an email to the Council stating that Greg Clements resigned from the PPC due to health reasons.

Minutes from November 12, 2014 Meeting: The minutes of the Parish Pastoral Council meeting held November 12, 2014 were accepted as presented and will be posted on the Parish’s website.

Opening Prayer: Our Lady of Good Counsel.

Planning and Review Easter Masses: Fr. Rich stated that the Easter Mass schedule for St. Augustine’s Parish would remain the same as last year’s schedule:

- St. Augustine Church: 7:30am, 9:30am, 11:30am
- St. Joseph Church: 10am
- Collegiate Church of Christ the Teacher, Merrimack College: 10am and 12noon

Police and Fire Departments will be on-hand to avoid overcrowding at the St. Augustine facility. Hand-outs with map and directions to and suggestions on where to park at Merrimack College for the Easter Services are being developed for distribution by the Hospitality Ministers. Publicity for the Easter Masses will be the same as last year: Church Bulletin, Website, Banner and Town of Andover cable system.

Michele Karlberg presented to the Council a Christmas holiday postcard sent out from South Church publishing their church service times and noted it was sent to non-South Church members. It was suggested this might be an additional way to notify residents of St. Augustine’s holiday service times. Brad Heim volunteered to investigate South Church’s cost/volume/results of the mailing. It was decided to revisit this possible project at the holiday time.

Calendar Review and PPC Visibility: Paul Romano reviewed the responsibilities of the Parish Pastoral Council emphasizing the liaison responsibilities of the Council between the parishioners and the Pastor. It was felt that the Council needs to be more visible in the Parish, and it needs to be more aware of activities in the Parish. Klara distributed copies of the March-June St. Augustine Church sponsored activity calendar for PPC review. After discussion, the following are suggested ways to improve Parish Council visibility:

- Name tags should be provided and worn by PPC members at all functions.
- Updated photos of PPC members should be published in the bulletin and on the website. Danette Morris needs to be informed of any changes requested on website.
- Minutes of the PPC meetings should be posted to the website in a timely manner.
 - Approval process:

Once the Vice-Chair forwards the minutes to the Council members for approval, there will be a 5 day turn-around window for the Council members to review/edit the minutes. No response to the Vice-Chair within this window

conveys approval. Any major corrections to the minutes will be incorporated and then re-sent to members with a 24 hour turnaround. Once the minutes are final, the minutes will then be forwarded to Danette for publication on the website with a subsequent notice placed in the Bulletin stating the minutes are available for viewing. Eileen Rullo volunteered to coordinate the distribution of the minutes with Danette.

- **PPC attendance at Church sponsored functions** – The Parish Calendar on the website gives an overall view of activities. To garner visibility, it was suggested that at least one PPC member should volunteer to attend each activity and wear their name tag.
- **Coffee/donuts hosted by PPC** – On a rotating basis, PPC members should assist Hospitality in greeting parishioners at Mass and invite them for coffee & donuts after Mass.
- **PPC information table** – Twice yearly (spring/fall) PPC members should be acknowledged at Mass. A PPC question/comment table should be set up and manned before and after each of these Masses.
- **Telephone survey** -- The PPC should do a “hello” call as a way to emphasize the Church’s reaching out to parishioners. Danette is the contact to generate the parishioner list with names/addresses/phone numbers. Cindy Cookson volunteered to help Paul Romano set up the telephone survey guidelines. Klara will be the conduit for all information gathered to ensure it gets relayed to the proper source. To update personal parish info and request email newsletter send all changes to info@staugustineparish.org.
- **Number of PPC meetings per year** – Starting in the fall of 2015, PPC meetings should increase from 6 to 8 times per year with a portion of each meeting allocated for Parish activity updates.

St. Augustine’s Sesquicentennial – 2016-2017: Fr. Peter noted the St. Augustine’s Parish will celebrate its 150th anniversary in 2016, and the Council discussed various ways to celebrate. Fr. Peter is looking for volunteers to staff the Core Planning Committee and the Communications/Publicity Committee.

Fr. Peter also noted there will be a Capital Campaign for the Church and Residence Renovation coinciding with the Sesquicentennial. The scope of the Capital Campaign (urgent to non-urgent) will be determined after the engineering survey consultant suggested by the Archdiocese submits its report.

Pastor’s Remarks: Fr. Peter thanked all for the prayers, cards and offers of transportation while he recovers from knee surgery.

Other Business:

- Schedule of Meetings at 7pm:
 - Thursday, May 7, 2015
- Schedule for Annual Selection of New Members:
 - May 23, Vigil of Pentecost; 4pm Mass, selection for 5 new members
 - June 6, 8am Mass and transition breakfast for all members
- Feedback on Mass schedule change: Fr. Peter was pleased with the smoothness with which it has been implemented.

The meeting was closed with the Hail Mary.

Respectfully submitted,

Barbara Biondo, Recording Secretary