



St. Teresa of Avila Parish
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St. Teresa of Avila Parish Pastoral Council Minutes **Monday, October 8, 2007**

Our Preamble: As a Catholic Christian Community, we center our life and worship in the Eucharist liturgy to listen and reflect on God's word, to bless, break and share the Body and Blood of Christ. This empowers us to care for and about one another, in joy and sorrow, all in God's name. Through the infinite guidance of the Holy Spirit, this prayer-based leadership council is formed to carry out God's Word and to serve the parishioners of St. Teresa of Avila Church.

Our Meetings: Our Parish Pastoral Council (PPC) meets each second Monday of the month at 7:00 pm in the St. Teresa of Avila Parish Center, 1950 N. Kenmore Avenue, Chicago, IL. For more information about our Parish Pastoral Council, please contact 2007-2008 Chair Eric J. Fredericks at eric@ericfredericks.net. To report your absence as a PPC Member, please contact 2007-2008 Secretary Valerie J. Williams at vjwritesu@yahoo.com.

Call to Order: PPC Chair Eric J. Fredericks called the meeting to order at 7:00 PM.

In Attendance: PPC Members: Dave Hilko, Judie Kaiser, Tom Kinsella, Dan O'Neil, Dana Vance, John Wagner, Bob Wolff and Ann Zimmer. PPC Exec Council: Chair Eric J. Fredericks, Secretary Valerie J. Williams. Staff Members: Fr. Ron Galt, Administrator and Hank Matecki, Business Manager.

Absent/Excused: Elizabeth Oldroyd, Nancy Van Grinsven, Bob Pedro, Vice Chair Jessica Dolloff

Opening Prayer: Chair Eric Fredericks played an audio prayer and provided handouts to a song by Lori True and Ruth Duck, "God of the Ages."

General Remarks: Chair Eric Fredericks announced to PPC that Jeff Roscoe had resigned due to schedule conflicts. He thanked members for their on-going commitment to serve St. Teresa of Avila Parish.

Approval of September Minutes: Minutes submitted to members were approved with minor amendments noted by Business Manager Hank Matecki. Motion to approve by Dave Hilko, seconded by John Wagner. Minutes approved with amendments.

Pastoral Report and Liturgical Update:

- Parish Retreat Schedule: Fr. Ron presented a 3-page proposed draft of a Liturgy/Retreat/Pastoral Schedule for the Parish for 2007-2008, from October 2007 to June 2008. Fr. Ron will present the draft to Parish Staff on Tuesday, October 16, 2007 and noted the addition of retreats to encompass specific populations within the St. Teresa Community. Additions to the schedule may also include service opportunities, a charity run/walk, a golf classic, a spring/summer festival in the parking lot, an international dinner and a Lenten "Soup and Substance" series in February.
- Parish Feast Day: Fr. Ron confirmed the details of the trilingual Mass for October 14, 2007 at 12 noon. The Mass would celebrate the Parish's patronage and include a circulated prayer card with versions in English, French and Spanish. The first Mass reading would be in French, the second in Spanish and the Gospel in English. Past honorees of the St. Teresa of Avila Award were personally invited to attend and will be acknowledged. The PPC would be commissioned in front of the assembly by Fr. Ron, who will later commission the assembly. There will be catering after each Mass. All presidents have been invited but Fr. Ben will be out of town. A presentation on the life of St. Teresa of Avila will be conducted by Nelly Lorenzo on Monday, October 15, 2007, at 7:00 PM in the Parish Center. **ACTION:** More main dishes are needed for the event.
- Deanery Meeting: St. Teresa's is hosting the quarterly deanery meeting on Monday, November 5, 2007, at the request of Bishop Kane. In addition, Bishop Kane has requested a December date to visit the Parish and meet with Staff to look over the Parish in anticipation of the new pastor.

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Financial Update:

Assets:

- Summer In The City: Hank Matecki advised that SITC raised between \$53,000 - \$55,000 with some bills still outstanding. A portion of the proceeds will be applied towards the outstanding loan from the Archdiocese. A thank you dinner is scheduled for Friday, October 12, 2007 in the Parish Center for SITC volunteers; 40 people were invited with 28 responses to date. In addition, checks have been sent to three of the five raffle winners, including the grand prize winner.
- Greenery Sale: This is a minor fundraiser for the parish that brings in between \$500 to \$900 annually. Flyers will be inserted in the bulleting starting the second or third week of October for holiday wreaths and garlands.
- Santa's Breakfast: The annual Parish holiday event is scheduled for December 2, 2007, after the 9:00 AM Mass through the noon Mass. This year, the event will include a book fair sponsored by Scholastic Books, with titles geared toward children and teens.
- External Donations: The Parish received a donation of \$700 from the Sheffield Neighborhood Association to be used for Parish programs that help the needy. The donation will support the Food Pantry and Loaves and Fishes Dinners. A thank you note went out on Monday, October 8. In addition, Strack & Van Til is donating leftover bakery goods for Loaves & Fishes and Sunday Hospitality. Any excess will be donated to St. Stanislaus Kostka's food pantry.

Liabilities

- Upcoming Church Expenses: The church bells are not ringing due to a problem with the controller. A repair tech has been contacted. Additionally, the church boiler needs replacement in 2008 with estimates ranging from \$6,000 - \$8,000.

Other:

- Dinner Dance: The event is tentatively scheduled for Saturday, January 19, 2008, with a planning committee forming.
- New Staff: Erica Saccucci was hired as Parish Secretary to replace Donna Pugliani. Donna will stay on until Erica is transitioned. Erica is working on her PhD in Christian Ethics at Loyola University.
- Baby Bottle Project for Right to Life Month: The project started last weekend at the Parish and will support Women's Centers of Greater Chicago Land, an organization that provides various services to women in crisis pregnancies. Parishioners were asked to take a bottle and return it filled with a monetary donation. Parish response has been supportive.

Discussion: A discussion ensued regarding St. Teresa's regular commitment to a sharing parish. PPC members asked questions regarding whether the commitment would involve finances or personal time. PPC members wondered whether St. Teresa's could provide additional assistance when current parish ministries are not adequately staffed and weekly budget is unmet. Further discussion determined that Our Lady of Angels is the sharing parish from previous Council activity discussions and decisions. Involved in discussion: Eric Fredericks, Dan O'Neil, Judie Kaiser, Tom Kinsella, Dana Vance, Valerie Williams, Bob Wolff, Hank Matecki, Fr. Ron Galt. **ACTION:** Dan and Tom will formalize the sharing parish relationship and serve on a subcommittee regarding sharing parish activities. Hank will provide information regarding past sharing parish relationships.

Old Business:

- New Parishioner Welcome: Dana Vance presented a brief overview of how parishioners have been welcomed to the parish. Her outline included coordinating lists with the parish secretary, following up with a personal phonecall to update the registration form, and emailing new parishioner information to respective committee heads. Dana handled phone calls in the past but indicated she would be unable to continue this year. **ACTION:** Fr. Ron will coordinate the list of new parishioners. Hank will see what parishioners signed up for welcoming committee and also develop new welcome packet. John Wagner will serve as backup to make phone calls. Dana, Jess, Judie, Elizabeth, Ann and Eric will be involved in planning gatherings.

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Old Business:

- Internal Parish Publicity Corner: Valerie reported that due to the resignation of Jeff Roscoe, there was nothing to present. Valerie indicated that she and Elizabeth Oldroyd would work on revisions to the bulletin and present an update in November. Valerie suggested opening the redesign to members of the parish.

New Business:

- State of the Parish Discussion: Eric and Valerie presented an idea regarding eliciting parish feedback on a regular basis by asking parishioners to participate in a feedback session following each Mass on a monthly or quarterly basis. Discussion addressed history of previous attempts, need for prior publicity and pulpit announcements, feasibility of collecting written feedback and responding to parishioner concerns. PPC members suggested that many parishioners do not know how to approach Council with feedback and that commissioning would help along with a pulpit announcement that PPC members are available after Mass. Involved in discussion: Eric, Valerie, Bob Wolff, Tom Kinsella, Judie Kaiser, Ann Zimmer, Dana Vance, John Wagner and Fr. Ron. **ACTION**: The discussion was tabled and it was recommended a PPC Suggestion Box at the back of church for parishioners to write comments and concerns on note cards for PPC follow-up. Valerie will coordinate.
- Other: 1) Judie Kaiser provided feedback received from parishioners regarding concerns about the parish shutting down, that Fr. Ron is leaving, memorial service for Mike McKenna, having a parish picnic, the use of parish property and positive feedback about certain parish events and ministries. PPC members responded to concerns and provided feedback on how to respond. 2) Bob Wolff expressed concerns about who to contact on the weekend when something unexpected occurs at the parish and the business office or Fr. Ron is not on site. Feedback involved the need for a first aid kit and ER contacts. **ACTION**: Hank will develop standard operating procedures for groups on site on the weekend to address unforeseen emergencies.

Agenda Items for November: Update on Parish Bulletin, Sharing Parish and Council Ministry Discussion

Announcements: Tom Kinsella will provide the opening and closing prayer for November 12, 2007 PPC Meeting. PPC training for newer members is Monday, October 22 at 7:00 PM. Michael Zost will facilitate.

Closing Prayer: Eric Fredericks played an audio prayer and provided handouts to "Veni Creator Spiritus," performed by the Portuguese Vocal Ensemble.

Adjournment: Eric distributed Prayer of St. Teresa of Avila and Council read collectively. PCC October Meeting adjourned at 9:03 PM.

Christ has no body now on earth but yours, no hands but yours,
Yours are the eyes through which Christ's compassion is to look out to the world.
Yours are the feet with which Christ is to go about doing good.
Yours are the hands with which Christ is to bless all people now.
-- Teresa of Avila

Respectfully submitted:

Valerie J. Williams

Valerie J. Williams
PCC Secretary
November 11, 2007