



St. Teresa of Avila Parish
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St. Teresa of Avila Parish Pastoral Council Minutes
Monday, November 12, 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 7:07 PM.

In Attendance: PPC Members: Dave Hilko, Judie Kaiser, Elizabeth Oldroyd, Bob Pedro, Dana Vance, Nancy Van Grinsven, John Wagner and Ann Zimmer. PPC Exec Council: Chair Eric J. Fredericks, Vice Chair Jessica Dolloff and Secretary Valerie J. Williams. Staff Members: Fr. Ron Galt, Administrator and Hank Matecki, Business Manager.

Absent/Excused: Tom Kinsella, Dan O'Neil and Bob Wolff.

Opening Prayer: Due to the absence of Tom Kinsella, Eric Fredericks led Council in praying the Gloria.

General Remarks: Chair Eric Fredericks thanked members for their on-going commitment to serve St. Teresa of Avila Parish.

Approval of October Minutes: Minutes submitted to members were approved as submitted. Motion to approve by Dave Hilko, seconded by Jessica Dolloff.

Pastoral Report and Liturgical Update:

- Parish Retreat: Fr. Ron reminded PPC of the Retreat for all those involved in ministry scheduled for Tuesday, November 13. Past participation has been less than optimal. The retreat will be facilitated by Vicky Tufano. Fr. Ron announced that commissioning of the ministers would take place in 2008 and another retreat for ministers would also be scheduled.
- Children's Reconciliation: The first one of the year took place on Saturday, November 10.
- Weddings: The calendar for next year shows 10 wedding preparations have been scheduled for 2008 with three weddings scheduled at the Parish. It was suggested to include a parishioner registration packet to the couples in the Prepare Program.
- Thanksgiving Day: Mass will be at 9:00 AM with hospitality to follow in the Rectory.
- RCIA: Matt Priesbe is heading up RCIA this year. Two parishioners have entered the program. One will be baptized at St. Teresa's. The other will be baptized at another parish. Fr. Ron is pleased at the ownership of RCIA by the community and encouraged the Parish to bear witness to the two candidates throughout the preparation time.
- Long Range Planning Committee: There is a meeting scheduled for Monday, November 19. Some of the issues to be considered are the parking crunch and the use of current property. The group is asked to put together recommendations and present them to the Cardinal in the absence of a pastor.
- Handout: A pastoral schedule of all liturgies and retreats was distributed to Council. Some additional retreats remain in the planning stages.

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Financial Update: Hank Matecki updated Council on the financial status of the Parish.

Assets:

- Planned Offering Program: Thirty-one (31) families, eleven which are first time automatic contributors, have pledged \$31,500. A total of 101 families are using either credit cards or ACH for donations. Automatic contributions accounts for 37.4% of the budgeted collections, \$149,460 of \$400,000 budgeted.
- Food Pantry Donation: A co-worker of Mike Usiak donated \$1,000.00 to the Food Pantry.
- Miscellaneous Funds: The Campaign for Human Development amounted to \$1,228. In addition, parishioners donated \$1,475 to the Baby Bottle Project.

Liabilities

- Archdiocesan Loan: The outstanding balance remains at \$128,000. The original loan was \$2.3 million four years ago.

Announcements:

- 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. In addition, it has been suggested that a donation box for St. Elizabeth's School in Clarksville, MS will be set up at the Book Fair. Sr. BJ's religious community has worked with the school for many years. The town does not have a library and the students are without books to take home and read.
- Mass Attendance: A handout reflected the trends and fluctuations at Mass attendance. The handout reflected attendance numbers recorded in the month of October. The 6:00 PM Mass often has the largest attendance with the 9:00 AM consistently second or first. The average Sunday attendance is 583 people in October.

Discussion: A discussion initiated with regard to Mass times and scheduling. Each Mass has a regular following but the 9:00 AM generates the most income. The discussion was tabled until the December meeting.

Old Business:

- Parish Bulletin: Elizabeth Oldroyd presented a model for the revamped bulletin. Elizabeth went through page by page and offered recommendations that would streamline the information in the bulletin under specific headings. It was suggested that members of the community contribute to the writing of the reflections in addition to the Parish Staff. Valerie Williams also participated in the proposed redesign and shared that Jeff Roscoe had offered to develop the template. The launch of the new design is the first Sunday in January 2008. **ACTION:** Elizabeth will follow-up with Jeff to coordinate the graphic redesign of the bulletin.
- Sharing Parish: Due to the absence of Tom Kinsella and Dan O'Neil, the follow-up discussion was tabled until December 12. There is a Food Pantry Giveaway scheduled at Our Lady of the Angels on December 8.
- Vicariate Meeting: Tom Kinsella informed Eric that the next Vicariate meeting is Thursday, December 13. Four key issues will be addressed at this meeting:
 1. How do I incorporate spirituality into my work?
 2. How should we defend the faith?
 3. How does working for social justice strengthen our faith in God?
 4. Other issues/concerns parishioners have in their parishes, deaneries and other communities?

Tom Kinsella will solicit feedback from among the St. Teresa Parish community for the meeting.

New Business:

- Council Ministry Discussion and Reflection: Eric and Jessica spearheaded a discussion regarding the commission structure for the parish that stemmed from the New Member Training in October. Jessica

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New Business:

- Council Ministry Discussion and Reflection: provided a four-page handout that included St. Teresa of Avila Parish Mission Statement, read by Dana Vance; a listing of 39 ministries broken down into three Commissions: Spiritual Life and Education, Parish Life, and Human Concerns; a ministry reflection and a letter to God. Eric discussed the ministry page which he adapted from the New Member Training and read the purpose of each Commission. He informed members that Council would be refocused around the Commissions. Council was asked to discern how to foster communication among the ministries by incorporating the structure of the Commissions. Council read the reflection and wrote a letter to God addressing what each member felt about their call to Council. The letters were sealed in envelopes and put into a locked box that would be on the table each PPC meeting. Council could add additional prayers and requests to the box. The letters to God would be returned to Council at the last meeting of the year, August 2008. After the reflection exercise, Council was asked, "Where do you see yourself leading this year?" Members addressed their participation in current ministries and observations around the community. Members expressed concerns about how to minister to parishioners who have requested privacy regarding illness or bereavement. A re-investment for the Ministry of Care was broached and members were educated as to the role of the minister of care, particularly with regard to personal catechesis. A discussion ensued regarding how the role of Council on the Commissions would strengthen the Parish, despite some initial misgivings regarding seeming micro-management of the ministries. Involved in discussion: Elizabeth, Dana, Bob Pedro, John, Nancy, Eric, Jessica, Fr. Ron, Judie, Valerie. **ACTION:** It was agreed to table further discussion until the December PPC Meeting with Council having time to consider to which Commission and ministries they felt drawn.
- Other: John raised security concerns in the Parish when he shared an incident at one of the weekend Masses involving a solitary male who appeared to be troubled and presented as a potential threat to the safety of parishioners. The individual left the Mass unescorted without incident. Council was interactive in determining the role of outreach to those within the communities we serve, i.e. Loaves and Fishes and Food Pantry. It was determined that appropriate protocol was used over the weekend but Fr. Ron advised that calling 911 is appropriate if discomfort regarding parishioner safety overrides need for hospitality/outreach to people who do not appear to be familiar faces to the parish community. **ACTION:** Hank will develop standard operating procedures for groups on site on the weekend to address unforeseen emergencies.

Agenda Items for December: Update on Parish Bulletin, Sharing Parish, Council Ministry Discussion, and Mass Time

Announcements: Dana Vance will provide the opening and closing prayer for December 12, 2007 PPC Meeting. Food Pantry Fundraiser at John Barleycorn on Lincoln Avenue – pay at the door. Mom's Spirituality Group is hosting a one-year Anniversary Memorial Service for Michael Malec McKenna on Thursday, November 29 at 7:00 pm in Church with hospitality in the Parish Center.

Closing Prayer: Eric Fredericks led PPC in "The Our Father."

Adjournment: Eric distributed Prayer of St. Teresa of Avila and Council read collectively. PCC November Meeting adjourned at 9:00 PM.

**Christ has no body now on earth but yours, no hands but yours, no feet 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
PPC Secretary
December 8, 2007