

MINUTES
PASTORAL COUNCIL GOAL SETTING
June 10, 2008

Attendees: Kari Albers, Dottie Alfred, Beverly Bajerski, Pat Beckett, Bob Blythe, Debbie Calabro, Michelle Dahnke, Claire Duchemin, Fr. Michael Foley, Pat Hall, Jerry Latimer, Dee Lopez, Christine McClelland and Marcie Vernon.

After introductions, Pat led the Council in a prayer service and faith sharing from the handbook, "Revising the Parish Pastoral Council."

A delicious covered dish dinner was prepared by Council members and enjoyed by all.

The goals of the retreat were:

- to get to know each other and begin building community
- to clarify the role of the pastoral council
- to review the past Pastoral Council Year and goal team accomplishments
- to develop goals/objectives for the coming year through the process of prayer and sharing wisdom

Using a PowerPoint presentation Pat explained the following points:

- the role of the Pastoral Council as explained in the Pastoral Council Charter
- how the Council interacts with the other five Leadership Communities of the parish
- how Pastoral Council is a Small Christian Community incorporating the five elements of community and modeling the Pastoral Direction of Good Shepherd
- the Shared Wisdom process of decision-making

Fr. Michael affirmed the importance of these principles and thanked Pastoral Council members for being there and serving as Council members.

Pat asked all members to retain handouts and meeting agendas and minutes in a folder or notebook that they could bring to all Pastoral Council meetings so that handouts could be referred to at a later time.

Outgoing Pastoral Council Coordinator, Debbie Calabro, was affirmed by Council members for her outstanding leadership over the past year and she was presented with a picture of the Good Shepherd as a thank you. Outgoing member Laura Morris was also present for the dinner and received a picture as a thank you. Laura was unable to attend the May meeting when other outgoing members were thanked for their service.

Fr. Michael blessed and commissioned all the members of the 2008-2009 Council.

The Council then began the review of the Pastoral Council year, beginning with a summary of the history of the Pastoral Council goal setting process that began with the Sharing the Vision Pastoral Planning Process in March, 2006. Debbie distributed a summary of the Pastoral Council year and briefly summarized the points contained in the summary. Each Goal Team Facilitator (Christine McClelland, Goal Team 1; Marcie Vernon, Goal Team 2; and Pat Beckett, Goal Team 3) also distributed summaries of the progress made on their goals and gave an oral report. The written summaries can be found as appendices to these minutes.

The first task of the Council was to evaluate the objectives and goals and determine whether to continue them for the coming year. After a time of prayer, Pat began the Shared Wisdom process, focusing on Goal 1. Each member was asked to discuss whether the goal should be kept for another year or considered complete.

The data was recorded on flip charts and consensus reached that objectives 1 and 2 had been met. Objective 2 is underway and only the details need to be ironed out. The formation of the Adult Faith Formation Advisory Team (AFFAT) is complete and that Team has recently been working on goals and objectives that encompass the intent of Goal 1. Goal Team 1 members recommended that Goal 1 with objective 2 be passed on to the AFFAT. After discussion, the Council affirmed that recommendation.

Since it was approaching 9 pm, the discernment using Shared Wisdom on the remaining Goals and Objectives was delayed until the July 8 meeting.

Also on the agenda for the July 8 meeting is discernment of officers. Current officers, Dee Lopez, Bob Blythe, and Christine McClelland were asked to discern whether they wanted to continue in their roles. As Assistant Pastoral Coordinator, Dee can move into the role of Pastoral Coordinator with affirmation by the Council. Bob is Communications Coordinator and can continue in that role with affirmation by the Council. Christine McClelland is Assistant Communications Coordinator and can move into the role of Communications Coordinator if Bob decides to step down. All members were asked to review the responsibilities of Pastoral Council Officers and prayerfully discern whether they are called to any of the leadership positions. There is no requirement that members have served for a particular length of time to be eligible for a leadership position. Members in current officer positions should let Pat know their openness to continuing in that role or moving into another role as soon as they have discerned.

The meeting closed with prayer.

Handouts included in packet

- Agenda
- Faith sharing guidelines
- Elements of Small Christian Communities
- Executive Council roles and responsibilities
- Format for Ministerial Faith Sharing
- Shared Wisdom model
- Goals and objectives
- Reports from Goal Teams
- Review of Pastoral Council Year
- List of 2008-2009 Pastoral Council members

APPENDIX 1 – REVIEW OF PASTORAL COUNCIL YEAR

Review of Pastoral Council Year June 2007 – May 2008

Pastoral Council has continued to meet on the 2nd Tuesday of each month during this past year. We conduct ourselves as a small Christian community, dedicated to prayer, learning, support, faith-sharing and mission; and, we use a process of *Sharing Wisdom* for decision making. As a community, we again served one of the Friday Lenten Soup Suppers, led the Stations of the Cross that same evening, participated in the annual fall Ministry Fair and hosted one of our parish *Sharing the Vision-Growing in Faith Capital Campaign* receptions held this past spring.

It still seems that many parishioners continue to not be aware of Pastoral Council and what we do, in spite of the specific actions taken over the past two years, which have been: 1) having a ministry description on the church web page and posting all of our meeting minutes on the web page; 2) keeping brochures on the ministry cart that describe the Council, list its members, contact numbers and the parish goals and objectives for the year; 3) informing parishioners about Pastoral Council at the fall Ministry Fair and inviting them to discern joining the Council in the spring; 4) giving quarterly or semi-annual updates of our parish goals and objectives via bulletin inserts and the church web page; and 5) making pulpit and bulletin announcements in February and March to recruit new Council members.

Therefore, we need to continue to work in this area of promoting and communicating ourselves to the parish community. Two recent suggestions concerning this matter should be considered by the Council for the coming year: 1) Council members wear nametags to parish events, that identify them as Pastoral Council members, in an effort to foster conversation about the Council and raise awareness about what we do for the parish community; and, 2) create an insert page for the bulletin each year with a picture of all Council members, names, contact numbers, and a description of Pastoral Council. This could be done once the executive committee has been discerned, or it could be done as the backside of the bulletin insert page listing the annual parish goals and objectives, once they have been discerned.

At last June's Pastoral Council Annual Planning Retreat it was discerned, using the Sharing Wisdom process, that Goal 1 would continue, but it would need to be written more clearly to address the two areas of reverence and authentic Catholic teaching. It had been the number one chosen goal by the parishioners at the Sharing the Vision Assembly Day in March 2006. Only the Catholicism for Ordinary Catholics objective would carry over. It was also discerned, at the next few Council meetings, that this goal could be passed to the Adult Faith Formation Advisory Team, once that group was formed and secure, but Pastoral Council would implement it until the time that it could be transferred.

It was discerned that Goal 2 would continue. Although there are many on-going parish experiences, the consensus was that the goal team had struggled to implement the objectives and that there was not a strong enough foundation to assure the intent had been met, by the parishioners that chose this as the second goal of most importance at the Sharing the Vision Assembly Days. New objectives would be written.

And lastly, it was discerned that Goal 3 would be dropped. Increasing parishioner awareness and participation in church activities and ministries is a specific responsibility of the Stewardship Core Community and they are working on this throughout the year. A new Goal 3 and objectives would be discerned for the coming year.

Using the Sharing Wisdom process, it took all of our regular monthly meeting times from August until December 2007, to discern the following goals and objectives for the coming year. The first Goal Implementation Team meetings were held in January 2008, in place of our regular January Council meeting.

2007 - 2008 Parish Goals and Objectives

GOAL 1: Provide authentic Catholic teaching to at least 50% of active parishioners in order to promote the sense of reverence for all the sacraments, especially the Eucharist.

Objectives

1. By Fall 2007, create an Adult Faith Formation Advisory Team to begin development of a parish pastoral plan for adult catechesis.
2. By Spring 2008, schedule "Catholicism for Ordinary Catholics" sessions on Marriage, Families, and Intimacy.

GOAL 2: Establish additional on-going parish experiences of faith that encourage the development of a personal relationship with Jesus (renewal rather than educational experiences).

Objectives

1. By January 2008, form a standing Parish Mission Planning Team to plan regular parish missions to occur on at least an annual basis.
2. By April 2008, host monthly renewal nights that will incorporate music, prayer and witnesses to share and teach about developing a personal faith relationship.
3. By January 2008, identify facilities and opportunities for parishioners to attend retreats at facilities away from the Parish, and to publicize these opportunities to the Parish community.

GOAL 3: Establish an outreach ministry to provide services to the homebound, elderly and other parishioners in need, which would include visitation, transportation, home repair, and additional support.

Objectives

1. By February 2008, identify parishioners who are homebound and elderly.
2. By March 2008, identify services and opportunities that are provided by non-profit community organizations for the homebound and elderly.
3. By June 2008, implement a ministry that reaches out to the elderly and homebound through visitation and telephone calls.

To date, the following has been implemented for each of the goals:

Goal 1 -- Christine McClelland, Team Leader

Objective 1 has been met. An Adult Faith Formation Advisory Team (AFFAT) began formation in September 2007, under the direction of Bette Scaringe, DRE and initial teachings on catechesis were led by Fr. Craig Smith. In April 2008, the AFFAT began the process of identifying its vision and discerning goals and objectives, with Dee Lopez as its facilitator.

Objective 2 still has to be scheduled. Kiera Camron, a parishioner and one of our woman's apologetic class teachers, has agreed to teach the sessions using Pope John Paul II's and Christopher West's *Theology of the Body* resources, but dates have not been confirmed yet.

Goal 2 -- Marcie Vernon, Team Leader

Objective 1, forming a standing Parish Mission Planning Team is still a work in progress and will be given more attention in formation after the summer mission featuring Father Robert Young, O.F.M., Praying with Passion: A Prayer Driven Life, July 20-22, 2008.

Objective 2 has been implemented through Parish Movie Nights and Family Rosary. *The Passion* movie was shown in the Community Center during Lent. The plan is to show a movie quarterly. The next movie will be planned for after the summer mission. The Family Rosary began in May and is being held on the first Saturday of the month following the 9:00 AM Mass.

Objective 3 is half done. Facilities and opportunities for parishioners to attend retreats away from the parish have been identified, but have not yet been publicized to the parish via the church web page, bulletin, and a brochure on the ministry cart.

Goal 3 – Pat Beckett, Team Leader

This goal team is close to meeting all of the objectives. *Objective 2* was satisfied by having Jim Croteau from Elder Care Services and Brenda Popp from Good News Outreach provide information on their organizations and services. They both affirmed this goal/ministry and Jim offered to provide training and information to all volunteers for this ministry.

Objective 1, identifying parishioners who are homebound and elderly has begun with sign-ups after Mass on April 19-20 and requests for referrals from our Bereavement Ministry, Communion for the Homebound Ministry, the Young at Heart group, and Deacon Ed Melvin's hospital visitation ministry. A parish listing of all parishioners over the age of 70 is also being utilized to help identify those that might want these services. This ministry is also advertised on the church web page with contact numbers for those that would like to either request its services or be a volunteer.

Objective 3: Brenda Popp has agreed to be the Ministry Coordinator. All volunteers received training and information on working with the elderly in May from Jim Croteau and completed the diocesan volunteer requirements. The further identifying of each referred person's needs is underway and then they will be matched with a volunteer for home visits or phone calls.

These Parish Goals and Objectives will be reviewed by the Council at our annual June retreat, as part of our Evaluation and Pastoral Planning for this next year; and, each will be discerned for continued implementation or not via the Sharing Wisdom process. Most of the goals from the Sharing the Vision Assembly Days in March 2006 have been implemented or the few remaining are not well written goals with substance. Hence, each member of Pastoral Council needs to begin his/her own data gathering and discernment of the needs, strengths and weaknesses of Good Shepherd Parish and its community for future Pastoral Council goal setting.

Respectfully Submitted,
Debbie Calabro
Pastoral Council Coordinator

APPENDIX 2: GOAL TEAM 1 PROGRESS REPORT, 2007 – 2008

Goal Team 1 Report

Christine McClelland

Jerry Latimer

Robin Stanford

The team met in March to plan a class on the sacrament of marriage. It was decided that the 3 of us would be the main team and recruit people as needed. The first thing we discussed was the format of the class. The original idea behind this goal was the “Catholicism for Ordinary People”, so we wanted to make sure it was a basic class – more on the sacrament itself than a couple’s class or a “marriage encounter” type atmosphere. Someone who is single should be comfortable attending the class to learn about the Church’s teachings on marriage. The next step was to find someone willing to teach the class. Jerry approached Kiera Cameron and she agreed to teach the class. We were planning on offering a class at least one Sunday during RE classes and one evening during the week. We were trying to work around Easter and Spring break and possible days got pushed back to May. Then we ran into 1st communion. Unfortunately, due to not following through on my part, we did not get the classes scheduled in May – and now we are into summertime. I would like to see if Kiera would be willing to teach it in the fall – possibly September – and go ahead and get the dates scheduled. As this goal was not completed, I think it needs to stay on the schedule for this coming year. It should not be hard from this point to get it finished.

APPENDIX 3: GOAL TEAM 2 PROGRESS REPORT, 2007 – 2008

GOAL TEAM 2 PROGRESS REPORT FOR PASTORAL COUNCIL RETREAT JUNE 10, 2008

Goal 2: Establish additional on-going parish experiences of faith that encourage the development of a personal relationship with Jesus (renewal rather than educational experiences).

Objectives:

1. By January 2008 form a standing Parish Mission Planning Team to plan regular parish missions to occur on at least an annual basis.
2. By April 2008, host monthly renewal nights that will incorporate music, prayer and witnesses to share and teach developing a personal faith relationship.
3. Identify facilities and opportunities for parishioners to attend retreats at facilities away from the Parish, and to publicize these opportunities to the Parish community.

The first Goal Team 2 meeting was held on February 4. There are ten members of the team which include Kari Albers, Dottie Alfred (joined 6/2/08) Beverly Bajerski, Francisca Bynum, Geoffrey Carter, Pat Hall, Dawn McGibbon, Laura Morris, Barbara Palmer and Marcie Vernon. The Team has met about twice a month since February. Our first step was to discuss each objective and determine the best plan of action to implement these objectives. Outlined below is a summary of our team's progress on the objectives:

For Objective 1, forming a standing Parish Mission Planning Team (MPT), our initial focus was determining which individuals would be on the standing Mission Planning Team (MPT). A recommendation was made to ask if CRHP teams that have given the CRHP weekend would be willing to serve on the MPT because of their success with retreats and organization. The CRHP continuation committee has determined that they will not be able to take on this responsibility. There was also a suggestion of having individuals from RCIA to be on the MPT. After several discussions a concern was raised that the SMPT should not just be a team thrown together but that the MPT members needed to have a variety of experience and knowledge and possibly be key leaders within the parish community. As a result, the formation of the MPT is on hold until after this summer's mission is held. Beverly Bajerski is coordinating this summer's mission featuring Father Robert Young, O.F.M., Praying with Passion: A Prayer Driven Life, July 20-22, 2008. The mission has been posted in the bulletin, pulpit announcements will be made 2 weeks before the mission and the mission will be advertised in various newspapers and on the Catholic radio. We initially had a difficult time trying to find a speaker for this summer's mission because most speakers were already booked. Most of the speakers were booked two years in advance. We have compiled a list of speakers for future reference which will be forwarded to Bette Scaringe. Since we knew the speakers' availability we wanted to go ahead and schedule a speaker for next summer. With Father Mike's approval we selected Father Lou Papes as the featured speaker for the 2009 Summer Mission. Father Papes has several mission themes to choose from including Families of Faith which seemed to appeal to most of the team. Father Papes also has a mission handbook which provides the "how to" specifics of the Mission, including, publicity, promotion, as well as the rituals, liturgical ministries, music, and hospitality for each evening, all of which calls for the involvement of the local parish's lay ministries.

Objective 2 has been implemented through Parish Movie Nights and the Family Rosary. *The Passion* movie was shown in the Community Center during Lent and will be shown again for Lent 2009. The Knights of Columbus donated drinks and ice for the movie. The plan is to show a movie quarterly. The next movie will be planned for after the summer mission. The Family Rosary began in May and is being held on the first

Saturday of the month following the 9:00 AM Mass. Bob Blythe contributed handmade rosaries to be distributed. Francisca Bynum is coordinating the Rosary so GT2 will no longer be responsible for this. After hosting these events GT2 determined that it was not feasible to host monthly renewal nights due to volunteer limitations and the community center availability.

Objective 3 is almost completed. Pat Hall compiled a list of facilities and opportunities for parishioners to attend retreats away from the parish. This information will be publicized by the end of the month to the parish via the church web page, bulletin, and a brochure on the ministry cart. This information should be updated or reviewed at least quarterly.

GT2 will continue to meet until after the summer mission is held to host the next movie night. Some challenges we have faced were coordinating our schedules and recruiting volunteers to help. We found that there was significant interest in these events but not heavily attended which may be due to scheduling conflicts. I think that there were too many objectives for this goal to be accomplished successfully. I believe that forming the standing Mission Planning Team should be a separate goal. It has been a huge undertaking. We did not initially realize how involved this task would be. We have asked different groups within the parish to help in various aspects of putting the mission on. There does not seem to be much enthusiasm within the parish and we seem to be fighting an uphill battle to have this mission and to find people willing to help. That being said we have received positive feedback about having Father Young as the speaker for this summer's mission and parishioners seem excited to attend to hear Father Young's message.

Respectfully submitted,
Marcie Vernon

APPENDIX 4: PROGRESS REPORT FOR GOAL TEAM 3, 2007-1008

GOAL TEAM 3 PROGRESS REPORT FOR PASTORAL COUNCIL RETREAT JUNE 10, 2008

GOAL 3: Establish an outreach ministry to provide services to the homebound, elderly and other parishioners in need, which would include visitation, transportation, home repair, and additional support

OBJECTIVES:

1. By February 2008, identify parishioners who are homebound and elderly.
2. By March 2008, identify services and opportunities that are provided by non-profit community organizations for the homebound and elderly.
3. By June 2008, implement a ministry that reaches out to the elderly and homebound through visitation and telephone calls.

The first Goal Team 3 meeting was held on January 8. There are fourteen members of the team. The Team has met the 4th Tuesday of every month since January. After a brainstorming session, we identified several tasks that needed to be completed in order to implement the 3 objectives. Our first step was to collect data on current services provided by organizations that serve the elderly in our community. At our second meeting on February 26, Jim Croteau from Elder Care Services and Brenda Popp from Good News Outreach gave presentations on their services. Both Brenda and Jim affirmed the choice of this goal as a priority. On February 15th, Elder Care Services mailed a letter to all churches in Tallahassee indicating that they wished to expand their partnerships with local churches. This offer came at the best time for our ministry development. Jim agreed to provide training and information to all of the volunteers. In addition, volunteers can sign up as a dual volunteer for Elder Care Services and receive liability insurance as well as updates and training opportunities.

On April 19-20, we made pulpit announcements and signed up both volunteers and those who would like to request services. A total of 54 people indicated an interest in volunteering; 5 of these are for phone ministry only. We have received referrals for visitation from 10 people and self-referrals from 3 people. Two training sessions were held for volunteers. Jim Croteau presented information on working with the elderly, potential obstacles and information on how Elder Care Services can help. In addition, volunteers completed the diocesan requirements for fingerprinting, criminal background check and sexual abuse workshop. Thirty five volunteers attended the training sessions (phone ministry only do not need to attend).

Brenda Popp volunteered to be the Ministry Coordinator for this ministry. The Goal Team will only continue to function until the initial stage of identification of those in need is completed. Brenda will maintain ongoing contact with volunteers and other ministry heads to be sure that connections are maintained between ministries. For example, hospital visitation (Ed Melvin), Bereavement (Doris Baranik), Communion for the Homebound (Margaret Haynes) and Young at Heart (Mickey Moran). In order for the ministry to be successful, people need to be aware that it exists and be willing to refer either themselves or others when there is a need. Pat Beckett will continue to maintain the parish visitation database used by the priests and Communion to the Homebound and will add fields for visitors so that we can maintain information on volunteers and those being visited.

The next major task is identification of parishioners who are in need of assistance so that we can match volunteers to those in need. We have begun contacting the groups listed above and hope to surface some more needs. Brenda will be calling all volunteers to discuss what commitments they will be able to make and whether they are interested in home visits, nursing homes or phone ministry. Another method of identification is phone calls to all parishioners over 70. This process has not yet been developed. Forms for recording visits and for assessing those in need of visitation were developed.

The Goal Team is close to meeting all of its objectives. Those who wish to continue with the Elderly and Homebound Ministry will transition into that ministry and the Goal Team will be disbanded when their support is no longer needed. Brenda Popp will let us know when this point is reached.

Respectfully submitted,
Pat Beckett