**Pastoral Council Planning Meeting Minutes**

Saturday, March 18, 2023

The meeting was called to order at 9:20 AM.

The Opening Prayer was led by Father Chuck.

Members Present: Fr. Chuck, Deacon John, Deacon Jerry, Rick Heiland, Steve Browning, Al Duke, Mic Griben, Terri Horrigan, Doug Koch, Gloria Murray, Cris Upperman

Members Absent: Olusola Falodun, Ryan Reid, Samantha Reid

Committee Reports

**Bicentennial**

The Bicentennial Committee then proposed its goals and objectives for the Bicentennial celebration, as follows:

Goal

To plan and execute a program of a minimum of four events during the period September 2022 to September 2023 honoring the bicentennial of the founding of the parish and the construction of the first church of St. Peter the Apostle in Libertytown, MD.

Objectives

FY 2021

* Establish and identify a chair (currently Al Duke) and a spokesperson (currently Gloria Murray) and a membership of volunteer parishioners for the 2023 Bicentennial Committee, and to identify advisors who may be able to assist the parish with developing the plan for the program.
* Develop a vision for the entire year-long program.
* Creating subcommittees to perform the work needed to develop and implement aspects of the plan, including publicity, marketing, contests, programs, and others as needed.
* Creating a basic plan in all the subcommittees that express the vision of the year-long program in practical and doable activities.

FY 2022/23

* Implementing publicity and marketing aspects of the year-long program in the parish, in the local community, in nearby parishes, and in the Frederick and Carroll County areas.
* Completing detailed plans for the events that make up the year-long program.
* Implementing the actions to produce the first event in September 2022 (in FY 2023).

FY 2023/24

* Implementing the actions to produce the events scheduled for the Bicentennial.

Gloria noted that the goals for FY 21 had been met by the establishment of the committee and appointing its leadership, by creating a plan for the bicentennial program events, and by establishing a number of subcommittees to accomplish the work of the project.

A look at the basic proposed program includes 4 main activities. These are a kickoff picnic in September 2022 with the addition of more games and carnival-style activities. We would let the whole community know about our celebration and welcome them to attend.

Second, there would be a spring event. This is not yet fleshed out.

Next would be a Gala event, off-campus and catered, for parishioners and guests.

Last is a Mass to end the celebratory year. We will try to get this on the Archbishop’s calendar.

The History Subcommittee is proposing to do articles for the bulletin and the Flocknote, for a booklet which goes more into historical depth for those who are interested in that subject, and short videos which could play on the TV in the Narthex. There will be a museum-quality display case in the Narthex which will display artifacts from the parish archives.

The Bicentennial Committee will also work with those who are putting together other events, such as Christmas in the Country, to develop a 2023 theme for their programs.

There was one question regarding the publication of information to make the community aware of this celebration. One of the Subcommittees will be dealing with this objective.

There were no other questions or comments. The Pastoral Council was very enthusiastic about this planned program. It was noted that more volunteers were needed for the Committee and for the planned events.

**Education** POC Terri Horrigan

Pastoral Council

Education Planning Goals 2023-2024

**Children- Stacy Wright**

**Weekly:**  
Last Year - Children’s Faith Formation has approximately 120 children enrolled. There are 28 children participating in the Sacramental Prep program. Lastly, there is Children’s Liturgy of the Word (CLOW) at the 11 AM Mass. Deacon Jerry is  
leading a parent version of CLOW to involve the parents and hopefully empower  
them to be able to discuss the Gospel with their children more.

This year, there are approximately 120 children enrolled in Faith formation and 27 in Sacrament Prep.  Deacon Jerry is not doing the parent version of CLOW due to poor attendance. We still have CLOW at 11 AM Mass.

**Monthly:**  
Last Year- We will be having monthly family nights often throughout the year to encourage family participation and community enrichment. These will include movie nights, Trunk or treat, and game nights.

This Year- We are still doing monthly family nights, including an Advent and a Lent based VBS-like event.

**Goals/Accomplishments 2021-22**  
We will be continuing the same goals but with a different focus.

**Goal #1:** To increase family participation within the Faith Formation weekly program for children grades prek-5 and within the church community. We have maintained family participation.  It has been a challenge to increase due to the many variables involved in the lives of families.  We have increased the variety and number of events held.  I will be keeping this same goal for next year.

**Goal #2:** Throughout this challenging time, we will maintain family/ child involvement with the Faith Formation program. We will reach out personally to families through email, calls, and videos to maintain interactions and give the children a sense of church community. We achieved this goal and while we will continue to focus on personal interactions with families, I will alter the goal for this year.

New goal: We will reach out to families of the younger students with the intent of building connections that would inspire them to become more involved in our classroom programs and family events.  We will offer more activities that will help the families facilitate our Catholic faith with more confidence and consistency within their homes.

**Youth Ministry Goals – Kevin Parker:**

This year we will continue with our current goals, focusing special attention on goal #3 -to increase family involvement.

**Activities & Accomplishments from 2022/23**

**Goal 1:**  **CORE Team Investment:** Inspire, grow, nurture, and enable the success of our adult and peer minister (Young Apostle) volunteer team, through empowerment and involvement in planning, coordinating, and leading all aspects of our youth ministry programs, and by offering personal and team growth opportunities, such as CORE team retreats, competency-building workshops, and community-building activities.

*Actions taken*:

* Conducted CORE Team Formation workshop (Feb 2023) to build ministry skills, and CORE Team Retreat at Shrine of St Anthony (Aug 2022) for faith formation & worship.
* Recruited, coached, and mentored intern Alma Huffer in all aspects of youth ministry, empowering her to plan and lead retreats, Live Nativity, and our EDGE program.
* Continued small-group-centric model of ministry to facilitate deeper relationships between students and adult leader, and adult & YA.

**Goal 2. Youth engagement:** Create a greater sense of community for our youth, which will increase involvement and improve retention of the 6-12th grade youth in our programs. We will offer a broader variety of service, social, and worship activities (in addition to our catechesis programs) and create youth ministry leadership and mentoring opportunities for our post-Confirmation students.

*Actions taken*:

* As part of EDGE and ANCHOR, collected, coordinated, and staffed several projects in Sep 2022 and Mar 2023 that served our local community.
* Made a day trip to Rehoboth beach (July 2022) with 9 teens and 5 adults.
* Co-organized with 4 other parishes and took group of 10 to Middle School Day at Antietam Rec (August 2022)
* Attended 3-day Steubenville Youth Conference (June 2022) which included 34 teens and 5 chaperones
* Conducted YA “Bootcamp” (January 2023) for our 11th and 12th grade peer ministers to instill confidence and hone skills in leadership and delivering talks.
* Led Mission trip to Appalachia (July 2022), where 20 teens & 11 adults completed 4 projects for people in Preston County WV.

**Goal 3. Parish engagement:** Reach-out to and invite parent and other adult involvement in youth ministry activities, to include volunteering on the CORE teams (EDGE, ANCHOR, Confirmation Prep), chaperoning field and missionary trips (e.g., Appalachia), and organizing and leading fundraisers. Promote and advocate for our youth to become more involved in supporting and leading various aspects of our parish ministries.

*Actions taken*:

* Our small-group centric approach is pushing and encouraging adult volunteer leaders to reach out and remain more connected to teens and their parents.
* Recruited 3 new CORE team members.
* Hosted family potluck dinner (January 2023, about 80 attendees), and Live Nativity (November 2022, about 100 attendees).
* ANCHOR year began with a service weekend that included a variety of projects for the parish.

**Adult Education- Carolyn Nolan**

**Goals for 2022**

1.  Offer adult faith formation on the Real Presence of Jesus in the Eucharist and/or study of the Mass.  I went a different direction and held a 20-week class on *The Last Things:  Death, Judgment, Heaven and Hell.*

2. Create a Women's Group that will study topics for their spiritual growth.  Accomplished.  Women's group has been meeting since September 2022 and will conclude their current discussions in March 2023

3.  Provide Marriage Enrichment sessions to strengthen marriages.  Goal not achieved.  The couple who normally oversees this program have been busy with family commitments.

4.  Recruit a catechist for Baptism Preparation for Parents and a few more sponsor couples for Marriage Preparation.  Partially accomplished.  I have one new marriage preparation couple.  Baptism preparation continues to be online in order to meet the diverse needs and locations of parents desiring baptism at St. Peter's.

**Goals for 2023**

1.  Lay Dominican fraternity at St. Peter's has been asked by Fr. Chuck to work on the *National Eucharistic Revival, Parish Phase* per Archbishop Lori's request.  Lay Dominicans will oversee parish activities through 2024.

2.  Continue supporting and encouraging the Women's Group meetings.

3.  Provide Marriage Enrichment sessions to strengthen marriages.

4.  Provide on-going adult faith formation/bible studies.

**Finance**

Finance Committee FY22-23 Accomplishments

1. Monitored and provided guidance on current operational results for FY22
2. Monitored and provided guidance on foreseeable capital needs of the parish
3. Managed the transition from a mortgage pay-down posture to a facility management and maintenance operation:
   1. Monitored the transition of “Blue Envelope” funds to supporting operations and capital reserves
   2. Assessed the impact of the revised cathedraticum rate structure on our operating budget for FY22
   3. Evaluated the need for stewardship programs during the FY22 considering on-going giving levels
   4. Considered investment strategy for non-current use assets particularly in light of inflationary pressures
4. Developed plan for Whitehill funds
   1. Reviewed the goals for these funds
   2. Reviewed targeted balance for long term operating reserves
   3. Evaluated best uses for earnings and growth above targeted reserve levels
   4. Met with investment advisors to review investment strategies to best meet our goals and objectives
5. Worked with staff to reassess where we stand on the cemetery reserves based upon remaining inventory, projected costs and current reserves.

Finance Committee FY23-24 Goals

1. Monitor and provide guidance on current operational results for the fiscal year.
2. Monitor and provide guidance on foreseeable capital needs of the parish
3. Review Parish giving and advise Fr. Chuck as to considerations and options
4. Work with staff to analyze giving trends both in total and at the individual giver level to determine trends
5. Review budgetary requirements and goals to determine current giving requirements
6. Determine appropriate response to current giving trends and the likelihood of those meeting current and future parish needs
7. Better define the purpose and use of funds accumulated from poor box and thrift shop
8. Consider goals and objectives of the programs supported by these sources
9. Determine targeted levels of giving
10. Consider reserve targets and purposes of those reserves
11. Consider investment strategy for non-current use assets particularly in light of inflationary pressures
12. Review investment goals and related plans for funds held by the parish
13. Review the goals for general operating funds, operating reserves, capital reserves and cemetery funds
14. Review targeted balance for long-term operating reserves
15. Evaluate best uses for earnings and growth above targeted reserve levels
16. Review investment options for all funds held
17. Annual review of cemetery reserves based upon remaining inventory, proposed costs and current reserves
18. Coordinate with Fr. Chuck to address the financing of an anniversary project (e.g. stained glass in the church, etc.)

**Health and Safety**

Health and Safety Committee

St. Peter the Apostle Roman Catholic Church

9190 Church Street, Union Bridge, MD 21791

***ACCOMPLISHMENTS - 2022***

1. The Committee submitted a grant on January 31, 2022, for $16,770.00 to the Maryland Department of Housing & Community Development Community (DHCD) Safety Works: Facility Improvements. The application was revised on March 15, 2022, based on the request for more information from the grantee. Funding was requested for the purchase, replacement, and installation of four (4) doors in the Church (2 at the Route 75 side, and 2 at the south side - parking lot). Funding was also requested for the purchase and installation of six (6) Bollards (Barriers) as recommended in the Security Risk Assessment. The cost for the purchase and installation of the Bollards is $1,000.00. The Maryland Department of Housing and Community Development: Community Safety Works-FACILITY IMPROVEMENT APPLICATION acknowledged that St. Peter the Apostle was awarded $16,770.00.

The funds were received by St. Peter the Apostle on October 18, 2022.

2. The committee submitted a Nonprofit Security Grant on May 24, 2022, for $93,000.00 to the Department of Homeland Security and Federal Emergency Management Agency. The application seeks funds for security cameras, lighting, and physical barriers. St. Peter the Apostle Church was not successful in being awarded grant money.

3. On behalf of the Health and Safety Committee, in December 2022 Richard Heiland presented the Parish Council a request for funds to purchase a Ring Camera System for the Adoration Chapel. Ryan Danieley, Maintenance Supervisor, suggested another manufacturer because of security concerns. This system is the Foscam FN7108W Mesh WiFi Network Security System and costs $299.99. A Foscam FI9910W 1080P Add-on Mesh WiFi Camera for FN7108W-B4-1T System is $49.99 USD and the [Foscam Cloud Service Yearly Plan costs](https://www.foscammall.com/products/foscam-cloud-service-yearly-plans?variant=32292391682159) $49.99. Father Chuck Wible has approved this security system.

4. A PowerPoint presentation on the subject of *Active Shooter* was given to members of the H & S Committee on January 28, 2020, by Mr. Steve Mason (Retired Secret Service Agent in Charge & SSA Inspector General) from the Church of the Resurrection in Ellicott City and his colleague Stephen Drummond (Retired Howard County Police Department Captain, HCPSS and CCBC Public Safety). The Active Shooter PowerPoint Presentation will be available to parishioners. A copy will also be provided to the Parish Council. The presentation was incorporated into the *Emergency Action Plan*.

5. The Church staff and members of the Health and Safety Committee hosted a walk-through of the Church on June 8, 2022, at 10 AM for the Staff of the Libertytown Volunteer Fire Department (LVFD). Attendees included Bob Hawley, Chip Stevens, Chip Jewell, Ryan Danieley, Joe Palkovic, John Turner, and Marybeth Terrell. The purpose of the walk-through was to familiarize the staff of the LVFD with our buildings and contents and to align the infrastructure with what is contained in our *Emergency Action Plan*. Discussions occurred in Sappington Hall using the site plan of the Church as a reference point. Recommendations from the meeting are included in the June 28, 2022, minutes of the meeting.

6. Building numbers were added to the facility site plan and incorporated into the updated *Emergency Action Plan*.

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***GOALS - 2023***

1. The Health and Safety Committee (“Committee”) will continue to promote a culture of health and safety within the parish community.

2. The Committee will meet at least four (4) times per year - conditions and issues permitting. Additional meetings may be scheduled as needed.

3. The Committee will continue to assess the physical security of the campus and ensure there are effective *Emergency Action Plans* in place to manage all types of emergencies likely to occur within the parish campus. These emergencies may include, but are not limited to, medical, weather, mechanical, structural, fire, bomb threat, civil unrest, assault, and illegal occupancy. The Committee encourages all members of the parish community to report any defective equipment and/or hazardous conditions.

4. The committee will submit a Nonprofit Security Grant during April and May, 2023 to the Department of Homeland Security and Federal Emergency Management Agency. The application will seek funds (approximately $120,000.00) for security cameras, lighting, and physical barriers.

5. The Committee will strive to elect a new Committee Chair, Vice-Chair, and Secretary Officers.

6. The committee will seek an evacuation plan for each building. Ryan Danieley will investigate whether these plans are available and if not, provide a diagram from the engineering drawings.

7. The committee will work to enhance interactions with emergency response personnel. The committee discussed inviting LVFD personnel and other emergency response personnel to church events involving parishioners (such as the Lenten Fish Fry’s or Shrove Tuesday Pancake Dinner, etc.). In addition, we could invite emergency response personnel for an annual walk-through of the parish grounds followed by a briefing. Serving pizza and dessert would enhance participation and allow church staff and volunteers an opportunity to interact with response personnel and discuss common issues and concerns.

**Liturgy** Committee: Sherri Slattery, Chairperson

**CURRENT 2023 GOALS: Same as 2022**

1. Continue to find ways to direct the parish to a greater reverence at Liturgy by increased parishioner participation using singing, prayer, and spoken responses in keeping with our goal of reclaiming our Sundays and other liturgical moments as sacred to the Lord.
2. Recruit and build stronger Liturgical Ministries.
3. Develop annual training and enrichment for all liturgical ministries.

**2022 Performance against goals:**

Sherri reports the following:

As for how we are performing, I can say that attendance at Mass is increasing, slowly, but surely.  Our ministries are struggling somewhat, as we are just not getting the commitment/participation as we have in the past, despite flocknotes, bulletin notices, and Fr.'s asking from the pulpit/sanctuary.  We need to particularly push for more Extraordinary Ministers of Holy Communion, as we are adding the cup back at Holy Thursday.  I'm sure we'll talk more about that at the Liturgy Mtg. on Monday.  As for goal #3, your retreat morning on the 25th with help satisfy that goal.  In addition, I have been advertising to ALL liturgical ministers the retreat day at St. Michael's on March 18th.  A few parishioners are going to that, but sadly not nearly as many as could have done - especially since it is in our own backyard (Mt. Airy).  "You can lead a horse to water...."

In discussion it was noted that a Ministry Fair was planned for August 26/27.

**Maintenance**: Doug Koch

Maintenance Committee Goals  FY2023

1.  Reestablish maintenance committee.  Ask for volunteers for specific projects right before start project.  Talk to Ryan about possible projects.

2.  Assist on small scale projects as needed.

3.  Clean up more around thrift store exterior.

Accomplishments FY2022

1.  Pressure washing of masonry, fencing and Sullivan porch deck rails (which were eventually painted)

2.  Clean up in front of thrift store - still needs work

Notes:

No bring projects- lack of funds

Church main doors were supposed to be replaced but contractor cancelled

Parking lots repair/replace to be estimated for now

Landscaper from last year coming back at same fees

Bushes along rear of Sullivan hall diseased, will be removed and replaced(?)

Side deck doors on Sullivan hall eventually replaced

Building signs possibly replaced or put on building near numbers

**Planning**: Chairperson, Keith Huffer

Meet twice per year

Complete one campus walk through per year

Update capital plan

**Social Concerns**: Point of Contact, Deacon Jerry

Social Concerns:

Goals/Achievements FY 22

1. Coordinate parish social concern outreach efforts:  coat campaign, bags for the homeless, Christmas giving tree, outreach to Rescue Mission, and Easter Elderly giving tree.  *Met goal.*
2. Make recommendations to the Pastor on disbursement of thrift shop funds.  *Met goal.*
3. Communicate social concern efforts, events, and information to the Parish.  *Met goal.*

Goals FY 23

1. Coordinate parish social concern outreach efforts:  coat campaign, bags for the homeless, Christmas giving tree, outreach to Rescue Mission, Rice Bowls, and Easter Elderly giving tree.
2. Make recommendations to the Pastor on disbursement of thrift shop funds.
3. Communicate social concern efforts, events, and information to the Parish.

**Vocations** Committee 2023-24

Vocations chair Stephanie Rubeling

Long Term Goals

1. To promote vocations through fervent and intentional prayer.
2. To help parishioners (esp. youth) discern God’s will for their specific vocations.
3. To focus on creating an environment where young people can hear and answer God’s call through intentional education, invitation, inspiration, and support.
4. To build a culture of vocations at the parish level so that members feel encouraged to affirm young people who are discerning this call.

Short Term Goals

1. Encourage prayer for vocations in the Adoration chapel with monthly prayer reminders and pictures of Archdiocesan seminarians.
2. Participate in National Vocations Awareness Week during the 1st week in November with Children’s Liturgy of the Word, Religious Ed classes, Edge, Anchor, and distribution of vocation prayer cards in Narthex/Sacred Sunday.
3. Participate in the Vocations Giving Cross initiative or Christmas in July during the summer to purchase needed gift cards for our seminarians which will be then saved and given in the December Christmas Care packages from St. Peter's parish. Seminarians do not have time to work and earn extra money, so gift cards for gas, toiletries, clothes, outings for coffee, etc. are much appreciated!
4. Ship Christmas Care packages to seminarians/religious of our parish at the beginning of December.
5. Plan and assist with vocation receptions for parish seminarians or religious. (Mike Misulia- diaconate, Angel Acuna-diaconate? Others?)
6. Participate in the parish ministry fair to highlight and encourage vocations in our parish.

Adjournment

A motion to adjourn was made by Mic and seconded by Steve and passed unanimously. The meeting was adjourned at 11:30 AM. The next regular meeting is Tuesday, February 7, 2023.

Closing prayer: Deacon Jerry

Submitted by A. Duke, Secretary

Approved at September 5, 2023, Pastoral Council meeting.