

## **Pastoral Council Planning Day Minutes March 16, 2024**

The breakfast meeting was held in Sappington Hall and started at 8:55 A.M.  
Deacon Jerry led our morning grace and Deacon Mike led the opening prayer.

### **Members Present:**

Deacon John, Deacon Jerry, Deacon Mike, Rick Heiland, Mic Griben, Terri Horrigan, Robyn Jacobs, Doug Koch, Gloria Murray, Steve Browning

**Members Absent:** Fr. Chuck, Cris Upperman, Olusola Falodum

### **Minutes**

A motion to approve the February minutes was made by Mic and seconded by Doug. It was approved unanimously.

### **Committee Goals/Accomplishments**

#### **I. Education Committee – Presented by Terri Horrigan**

##### **Children- Stacy Wright**

**Goal #1:** To increase family participation within the Faith Formation weekly program for children's grades prek-5 and within the church community.

**Goal #2:** To 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.

##### **Weekly:**

Last Year - There are approximately 120 children enrolled in Faith formation and twenty-seven in Sacrament Prep. We have Children's Liturgy of the Word (CLOW) at 11AM Mass.

This year, We have approximately 120 children enrolled in Faith Formation and thirty-one in Sacramental Prep. We have CLOW at 11 AM Mass and will be continuing it through the end of the school year and have discussed possibly continuing it over the summer. We typically pause it for the summer at the end of April until Sept.

##### **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 will offer a variety of events to encourage monthly involvement such as Lent/ Advent family adventures, Cards and craft night for Valentines, and Trunk or Treat. We also have added a parent involvement/ education piece to both the First Communion and First Reconciliation retreat.

## Youth Ministry Goals – Kevin Parker

### Notes from KP:

- We will continue with our current goals, focusing special attention on goal #3, to increase family involvement.
- One area requiring attention is our social media presence. It is important to keep our parish community apprised of what the youth are doing and opportunities to get involved, to build ties within our community, enrich our youth ministry through more parish involvement, and thus help invigorate our community. I already employ Flock Note, bulletin announcements, and direct email, but honestly, few pay much attention to these.
- We get good responses when we post on the parish FB page, and the youth ministry FB page and Instagram. But unfortunately, those posts are few and far between. Therefore, I have had to rely on volunteers who don't have the time to maintain a consistent presence on social media.
- Other parishes have been successful by hiring a communications person with social media expertise. Perhaps we could consider doing the same, even if only part time, to post on ALL parish activities and not just youth ministry?

### Activities & Accomplishments from 2023/24

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 overnight workshop (Sep 2024) at The Woods in WV that included spiritual faith formation, reflection, and program planning for the upcoming ministry year.
- 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 6-12<sup>th</sup> 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.
- Conducted summer ministry program that included a day trip to Rehoboth beach (July 2023) with fourteen teens and seven adults.
- Co-organized with four other parishes and took group of fourteen to Middle School day at Antietam Rec (August 2023)
- Attended 3-day Steubenville Youth Conference (June 2023) which included thirty-nine teens and five chaperones.
- Attended National Catholic Youth Conference in Indianapolis IN (Nov 23), which included eight teens, two chaperones, and Father Chuck.
- Led Mission trip to Appalachia (July 2023), where twenty-two teens & twelve adults completed four projects for people in Preston County WV. Different this year was the inclusion of a crew of two teens and one adult from St. Katherine Drexel who completed a project and intends to join us again this year.

- Conducted YA “Bootcamp” (September 2023) for fifteen of our 11<sup>th</sup> and 12<sup>th</sup> grade peer ministers to instill confidence and hone skills in leadership and delivering talks.

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:

- New this year, we hosted five pre-ministry gathering meals where parent volunteers provided and served a simple dinner to our youth at the beginning of our youth nights. These family events were attended by roughly seventy people on average,
- Our small-group centric approach continues to push and encourage adult volunteer leaders to reach out and remain more connected to teens and their parents.
- Employed two new adult volunteers to plan and LEAD the Live Nativity this year. One of those and another adult volunteer took responsibility for planning and leading all aspects of our Super Bowl fundraiser earlier this year.
- Recruited two new CORE team members, one of which was a graduating senior from our program last year.
- Recruited two new adult volunteers for Appalachia mission trips. Both are returning for this year’s trip. An additional new one is joining us for the first time this summer.
- Hosted family potluck dinner (January 2024, about one hundred attendees), and Live Nativity (November 2023, about 120 attendees).
- ANCHOR year began with a service weekend that included a variety of projects for the parish.

Points discussed by the council concerning Kevin’s request:

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**Goals for 2024-25:**

**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 be offering personal and team growth opportunities, such as CORE team retreats, competency-building workshops, and community-building activities.

**Goal 2: Youth Engagement** – Create a greater sense of community for our youth, which will increase involvement and improve retention of the 6-12<sup>th</sup> grade youth in our programs. We will increase 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.

**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.

**Adult Education- Carolyn Nolan**  
**Achievements 2023/2024; Goals for 2024/2025**

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 June 2024.

As a part of the **National Eucharistic Revival**, we offered:

- Advent 2023 Church Chat series on the *Jesus in the Eucharist*. (25 participants)
  - "Encounter Nights with Jesus" on last Wednesday of each month that involves a Holy Hour in conjunction with Reconciliation. (15 participants; began October 2023 to present)
  - Lent 2024 Church Chat series on *Forgiven – The Transforming Power of the Eucharist* (25 participants)
  - 2023 Holy Hour and Benediction + 20 Decade Rosary (50 participants)
  - Currently developing an evening of prayer on the vigil the National Eucharistic Pilgrimage at the Seton Shrine on June 6, 2024.
  - *2024 Elements of the Mass* videos from FORMED go out in Flock Note each week to educate on the Mass.
2. Continue to support *Ageless Ventures – Super Seniors* Group
  3. Provide Marriage Enrichment sessions to strengthen marriages.  

Grace & Keith Huffer attended a marriage enrichment seminar in 2023 and brought back ideas for use in the parish. We are working to find a date when all marriage prep sponsor couples can meet to formulate a marriage enrichment opportunity.
  4. Provide on-going adult faith formation/bible studies.
    - 2023 Completed study on *What We Believe* (40 participants)
    - Currently studying *Heroic Virtues (10 weeks)* – (40 participants)
    - Fall 2024 study on *Divine Mercy*.
  5. Organized the excavation and surveying of the last cemetery section and the plotting of the new graves in the Sacred Heart section. Completed in November 2023.

**Education - Meeting Discussion Points:**

- The following was discussed regarding Kevin's suggestion to hire a parish communications/social media specialist:
  - Would this job of communications/social media specialist fall under Susan's job description? It was noted that Susan is only part-time and has many duties already.
  - Discussion was made that if we rely on volunteers to do this job, we might not get the consistency that is needed.
  - Would there be room in the budget to possibly offer a small stipend to perform the communications/social media position?

- If so, a suggestion was made to ask Mary Ford-Nail to write the job description, hours, and benchmarks for this position. An in-house announcement could be made in flock notes and the bulletin to advertise the position.
- Another media suggestion was to possibly highlight parish activities (announcements for upcoming events, as well as pictures and success stories for past events) on the monitor in the church narthex.
- Dcn. Mike commented on encouraging the youth of the parish to post items (up to the church level) to showcase their work. He offered to assist if needed.
- Low attendance in parish activities was discussed. Attendance could be higher in these educational activities, including children's Stations of the Cross, lay ministry retreat, Church Chat, and adult ed classes. Dcn. Mike commented on the need to display pictures to show the success of these programs.

## **II. Finance Committee – Presented by Mic Griben**

### **Accomplishments FYE June 2024:**

- 1) Collaborated with staff to prepare the FYE June 2024 parish operating budget and related plan implementation recommendations
- 2) Revised and monitored capital reserve plan for FYE June 2024
- 3) Evaluated parish giving and made recommendations to Pastor as to options to meet collection goals
- 4) Prepared financial management reports from parish prepared financial data for quarterly meetings with Pastor to assist him in managing parish finances
- 5) Prepared the parish annual financial report for dissemination to parishioners

### **Goals for FYE June 2025**

- 1) Prepare FYE June 2025 operating budget
- 2) Monitor and provide guidance on current operational results for the fiscal year
- 3) Monitor and provide guidance on foreseeable capital needs of the parish
- 4) Revise weekly parish financial status reporting in the bulletin
- 5) Advise pastor on options for improving returns on long-term operating, capital, and cemetery reserve funds
  - a. Review the goals for general operating funds, operating reserves, capital reserves and cemetery funds
  - b. Review targeted balance for long term operating reserves
  - c. Evaluate best uses for earnings and growth above targeted reserve levels
  - d. Review investment options for all funds held
- 6) Annual review of cemetery reserves based upon remaining inventory, projected costs, and current reserves.

### III. Health and Safety Committee – Presented by Rick Heiland

#### ACCOMPLISHMENTS - 2023-2024

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 two 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. An estimate for the church doors is in progress and appears to be well over the initial estimate of about \$15,000.00. Therefore, funds for installation of bollards will not be available. An extension of 3 months was requested in February 2024 for submission of the final report.
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. A new round of funding (funding cap is \$150,000.00) is anticipated when the U.S. Government budget is finalized on/about March 8, 2024. The committee will submit a new grant application requesting video surveillance equipment and for installation of bollards.
3. A PowerPoint presentation on the intitled *Active Shooter* was given to members of the H & S Committee on January 28, 2020, by Mr. Steve Mason from the Church of the Resurrection in Ellicott City. The Active Shooter PowerPoint Presentation has been modified for Saint Peter the Apostle Church and is currently being reviewed by the committee and Ryan Danielely. The presentation will be available to parishioners and a copy will also be provided to the Parish Council. The presentation was incorporated into the *Emergency Action Plan*.
4. Building numbers were added to the facility site plan and incorporated into the updated *Emergency Action Plan*. The *Plan* is currently being reviewed by members of the committee and Ryan Danielely.
5. Updated the crossing guard for Sunday safety.
6. Health and Safety logo



New Health and Safety logo that will be used on St Peters website

## **GOALS – 2024/2025**

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, terrorist activity, 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 2024 to the Department of Homeland Security and Federal Emergency Management Agency. The application will seek funds (approximately \$150,000.00) 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 Danieleley will investigate whether these plans are available and if not, provide a diagram from engineering drawings.
  
7. The committee will work to enhance interactions with emergency response personnel. The committee discussed inviting Liberty Volunteer Fire Department 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 light fare and dessert would enhance participation, allow church staff, and volunteers an opportunity to interact with response personnel and discuss common issues and concerns.

### **Meeting Discussion Points:**

- The importance of having a camera outside the Adoration Chapel was discussed. Although campus camera surveillance is in the plan, it was suggested that the Adoration Chapel be done quickly, even if it’s something temporary until a masterplan is in place.

#### **IV. Liturgy Committee – Presented by Gloria Murray**

##### **Goals 2024/2025**

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.

##### **2023/2024 Performance against goals:**

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. -The Liturgical Ministry leaders continue to achieve this goal on an ongoing basis.
2. Recruit and build stronger Liturgical Ministries. - We had our Ministry Fair the weekend of Aug. 26/27.
3. Develop annual training and enrichment for all liturgical ministries. -Sherri Slattery mentioned that our annual training & enrichment occurs when the deacons prepare & present our Ministry Retreat in late winter. She also mentioned that the diocese is holding a Day of Reflection in Towson on March 2nd for all Liturgical Ministers & encouraged everyone to attend, so this is another way we offer enrichment for this group.

#### **V. Maintenance Committee – Presented by Doug Koch**

##### **Goals FY 2023/2024**

1. Re-establish maintenance committee - now have six volunteers
2. Assist on small scale projects as needed
3. Clean up around exterior of thrift store - some accomplished still needs lots more

##### **Goals FY 2024/2025**

1. Assist on small scale projects as needed
2. Improvements to interior and exterior thrift store
3. Help to improve the appearance of the church campus
4. Assist maintenance supervisor Ryan as needed

#### **VI. Planning Committee – Chairperson, Keith Huffer**

(Reported from last year's planning day)

1. Meet twice per year.
2. Complete one campus walk-through per year.
3. Update capital plan.

##### **Meeting Discussion Points:**

- We have not had a Planning Committee representative on our Pastoral Council since the passing of Al Duke. Keith Huffer, Mike Horrigan, Chuck O'Conner are the current lay members of the committee.



- Although this committee meets very infrequently, it was noted that because of the age of our church, more maintenance repairs will be needed, should be planned, and budgeted.

## **VII. Social Concerns: Presented by Robyn Jacobs**

### **Goals/Achievements FY 23/24**

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 24/25**

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.

## **VIII. Vocations Committee 2024-2025: Chair, Stephanie Rubeling, Presented by Steve Browning**

### **Long Term Goals:**

1. To promote vocations through fervent and intentional prayer.
2. To help parishioners (especially the 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 first 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 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- Priestly Ordination, Others?)
6. Participate in the parish ministry fair to highlight and encourage vocations in our parish.

### **Goals Evaluated for 2023-24**

- The long-term and short-term goals were basically met for the 2023-24 year at St Peter the Apostle Church.
- Vocations were promoted and prayed for in the Adoration chapel through holy cards, pictures of religious and special intentions.
- St. Peter's helps parishioners discern personal vocations through greater awareness of our home-grown vocations in pictures, vocations directed religious education, vocation nights, and the celebration of Mike Misulia's priestly ordination.
- Christmas Care packages were sent to all our religious/missionaries in formation. This works in conjunction with the Vocations Giving Cross initiative that provides gift cards for those the care packages.
- The goal of participating in the National Vocations Awareness Week crept up on us and we didn't do anything special that week. We would like to create prayer cards for our seminarians to distribute for next year.

#### **IV. PROPOSAL FOR NEW "EVANGELIZATION COMMITTEE"**

Current (from PC constitution): Evangelization Committee shall, in consultation with the pastor, be responsible for developing and/or recommending program(s) that will promote and encourage spiritual growth through evangelization efforts within and outside the parish community.

Proposed new name: Welcome Home Committee

Purpose: Welcome Home Committee shall, in consultation with the pastor, be responsible to establish methods and monitor progress in welcoming visitors and new parishioners to the parish. To help new and existing parishioners connect with opportunities and administrative services in the parish and assist all parishioners to connect to the mission of the Church.

Composition: Deacon Jerry will explore including representatives from the ushers, greeters, prayer partners, Liturgy Committee, and parish admin staff.

Meetings: Every other month.

2024 Goals:

1. Form the committee and elect chair and PC rep.
2. Make a list of possible efforts and prioritize, e.g., welcome packets, goodie bags, potlucks, welcome letters, Ministry Fair, narthex "table" to do parish registrations and be an info source, welcoming rite at the beginning of Mass.
3. Organize prayer partners

#### **Discussion Point (Dcn. Jerry's vision of the "Welcome Home Committee")**

- After every Mass there will be a "Welcome Center" table/booth in the narthex. Twenty-four people in total will be needed to work this ministry, two people each Mass working once a month. The Welcome Center will provide services such as selling prayer cards, providing religious education information, highlighting parish activities, answering questions etc. This should help to alleviate traffic in the office during the week.
- Incorporate "Name Tag Sunday" where people wear name tags twice a year to encourage people to communicate with fellow parishioners.
- The committee will meet every other month and will begin Fall 2024.

Mic moved to change the name of the Evangelization Committee to “Welcome Home Committee” and Gloria second the motion. It was unanimously approved.

### **New Business**

- The dedication of the Bicentennial time capsule was discussed. It was suggested by Dcn. Jerry that we do it after the 11:00 Mass on May 19<sup>th</sup>, Pentecostal Sunday. The Knights of Columbus will be hosting a barbeque, and the Ladies Club will be offering a bake sale on this day. It was noted that we must check with Theresa DiSipio as there’s also a wedding later in the afternoon. However, the time capsule presentation should be short. A suggestion for the parish to provide a cake to highlight the time capsule celebration was made. It was discussed that this could interfere with the Ladies Club bake sale.
- The updated Bylaws will be sent to the Pastoral Council and will be voted on at the next meeting.

### **Adjournment**

Steve made a motion to adjourn the meeting, seconded by Mic, and passed unanimously.

The meeting was adjourned at 11:05 A.M.

The next Pastoral Council meeting is scheduled for April 2<sup>nd</sup> at 7 PM in the Birch Library.

Dcn. John led the closing prayer.

Approved by the Council at its April meeting.

Respectfully submitted,

Teresa Horrigan,  
Secretary