**Pastoral Council Meeting Minutes**

October 24, 2020

Called to Order by Steve Browning at 9 AM.

Opening Prayer was said by Fr. Chuck.

Present – Fr. Chuck Wible, Deacon Jerry Jennings, Deacon John Martin, Steve Browning (President, by phone), Keith Huffer (Vice President), Al Duke (Secretary), Mic Griben, Terri Horrigan, Gloria Murray

Absent – Anita Gill, Alma Huffer, Stephanie Rubeling

**Committee Goals and Objectives**

Material presented by each committee is in black while the discussion is in red.

**Bicentennial (2023) Committee**

Gloria noted that the Committee had not yet met to plan the goals and objectives for the anniversary and will do so when able to do it.

**Education**

Terri presented the Education Committee Goals

**Children’s Religious Ed 2020**

Stacy Wright

Post Covid 19 Recap

Weekly:

A teacher (one per grade) will pre-tape a video to post telling the children about the week's work assignment (we will be using [www.catholicbrain.com](http://www.catholicbrain.com/) and our Family Life books)  The teacher video will also talk about the liturgical year, Feast days, Saint days, and other important information about that week.  It will conclude with a prayer. The teacher video will be around 5 minutes long.  The assignments weekly will consist of an instructional video/ videos and a follow up online worksheet.  There will also be optional extension activities and lessons you can do as a family.  The instructional videos will be grouped per age range PreK-grade 3, and grades 4-5 in hopes that it can be completed as a family activity.  Weekly online instruction begins on October 4.

Monthly:

We will be having monthly family night (depending on Covid regulations) for families to attend starting in January.  Everyone will start in Sullivan Hall for an opening prayer/opening activity and then the children will go down to the classrooms and the parents will stay upstairs.  We will use this time for lessons for both groups (adults and children).  After classroom time the children will rejoin their parents for a family activity in Sullivan Hall.  Proper social distancing and masks will be enforced during this event.

Goals/Accomplishments 2020

Goal #1.  To increase the variety of methods of instruction so that we are best meeting the needs of all learners (kinesthetic, visual, auditory etc.). Since our Faith Formation program is a home- based interactive computer program provided by Catholicbrain.com we have increased auditory and visual learning.

Goal #2.   To increase the number of adult volunteers, especially those that have younger children in the program. Due to Covid we needed many less volunteers this year. Currently, we only need 10 to run our online program and due to the needs of the program, I decided that my experienced Catechist would be the best choice.

Goals 2021

I am basing these goals off our current online situation that will continue through this school year.

Goal #1: To increase family participation within the Faith Formation weekly program for children grades prek-5

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

Discussion: Stacy likes the catholicbrain.com program. Religious education is supposed to be a family responsibility and this program enables that. The new effort begins in January. No post-covid plans have been established yet.

**Youth Ministry**

Kevin Parker

**Activities & Accomplishments from 2019/20**

Goal 1. CORE Team Investment: Inspire, grow, nurture, and enable the success of our adult 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 and competency-building workshops.

*Actions taken*:

* Conducted CORE Team Formation workshop (29 Feb 20) to build ministry skills, and CORE Team Retreat (29 Aug 20) for faith formation & worship
* Coached and mentored intern (Emily Rubeling, Feb – Aug 2020) in all aspects of youth ministry, empowering her to lead various aspects of the program
* Brought on new intern (Monica Rubeling, Sep 2020) to coach and mentor in preparation for her possible eventual youth ministry role.
* Re-formulated our approach to ministry to provide more autonomy and empower adult group leaders with more responsibility. Now each small group is facilitated by a single adult/single YA leadership team. This helps build deeper relationships between adult & YA, and promotes one-on-one coaching where both adult and YA grow in their abilities and faith.

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 ANCHOR, collected, coordinated, and staffed several projects in Sep 2019 and Jan 2020, a few of which served our parishioners, the remaining serving our local community. Conducted Superbowl Subs fundraiser in January 2020, involving adult parishioners and 19 teens.
* *NCYC:* Organized fund-raising effort and took 7 teens and one adult chaperone w/Fr Chuck to the National Catholic youth Conference in Indianapolis IN 21-24 Nov.
* *March for Life*: Organized and took 23 teens and 14 parents and chaperones to Youth Rally/Mass and March for Life on 24 January 2020.
* In order to help maintain engagement during the initial isolation crated by the pandemic, moved to Zoom format in March and then extended the EDGE & ANCHOR ministry year beyond the planned end date (3 May) to 14 June.
* Organized REAL (Rebuilding & Evangelizing Around Libertytown) 20-24 July 2020, a new local home repair mission week that involved 20 teens and 15 adult chaperones. Project was mentioned in Catholic Review (<https://catholicreview.org/pandemic-turns-real-for-libertytown-youth-volunteers/>).
* For teens that stated a desire to go deeper, established a Faith Sharing Group that met weekly for 90 min. from 20 May through 5 August (initially on Zoom, then under the pavilion) and covered a variety of faith topics selected by the group. Regularly attended by 7 teens and 3 young adults.
* Experimented with social media to maintain virtual connection with teens and their parents. Conducted 2 challenges and posted them on our FaceBook page: *Tongues of Fire* (<https://www.facebook.com/watch/?v=627832797944303>) and *Judgment by Fire* (<https://www.facebook.com/watch/?v=289304115471146>). Youth Minister hosted live morning prayer on our FaceBook page for first 2½ months of the COVID-19 lockdown. “Turned over” control of YM Instgram account to Young Apostle, one at a time, to share their faith and wackiness; youth minister was observed to participate on occasion.

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 new, more small-group centric approach is pushing and encouraging adult volunteer leaders to reach out and remain more connected to teens and their parents.
* Youth performed home repairs for 5 parish families during the REAL mission week (see above). Work included roof and deck replacement, deck repairs and painting, and other items. Effort drew in several adults that were not previously involved in youth ministry, and the KoC provided meals for us during the week.
* Hosted outdoor family cookout at the end of the REAL week. KoC provided support.
* Re-tooled our Middle School program to include a family home study component in order to get parents more involved in our youth ministry program.
* ANCHOR year began with a service weekend that included a variety of projects for the parish, including Thrift Shop shed roof replacement (2), shutter repair and painting for an elderly parishioner, blanket making for Project Linus, backpack stuffing for students in Honduras, and casserole making for Our Daily Bread.
* Organized Catholic Community Connections, a new initiative to connect adult parishioners (called Spiritual Companions) with our young adults that are in or heading off to college. This year we have 3 young adult/Spiritual Companion pairs.
* Recruited 6 new members for CORE team.

**Goals for 2020-21:**

1) Continue working at the goals from last year while staying safe!

2) Add one goal to the list from last year: Draw-in families to become more involved in passing the faith on to their students

Discussion: Kevin notes that the parents and students are overwhelmingly in favor of getting back to in person classes. The goal is more than just to catechize the youth but to help them develop a relationship with Jesus.

**Adult Education**

Carolyn Nolan

Goals/Accomplishments 2020

Goal #1:  Work with Deacon Brendan to create a young adult group that will meet seasonally (Advent/Lent) Goal accomplished. Young Adults had several social gatherings lead by Deacon Brendan. The number attending was small and with him moving onto his priestly assignment, I do not know if this group is willing to continue meeting.

Goal #2:  Continue on-going Marriage Enrichment opportunities - Covid curtailed any kind of marriage enrichment gatherings

Goal #3:  Continue on-going adult bible studies - Covid curtailed bible studies until September 2020. We are currently studying Romans and will conclude on October 28. We meet via ZOOM in the morning and in-person in the Parish Center for the evening sessions.

Goals for 2021

1. Provide a Marriage Enrichment opportunity when couples feel free to gather in person.

2. Create a Women's Group that will study relevant topics

3. Continue on-going adult bible studies.

4. Offer a parish-wide viewing/small group discussions on the tv series, *The Chosen.* Viewing timetable is January and leading up to Lent.

Discussion: Carolyn notes that the next bible study is starting in November and is on the beatitudes. The question was asked of Terri, “Could you ask Carolyn what the numbers are that she has observed on the Zoom classes”.

**Evangelization**

Deacon Jerry presented the Evangelization Committee Goals.

1. To explore ways to reach into new housing developments near the parish, e.g. home owner associations.  Lake Linganore magazine ad $451/year.  Parish ad ran in Lake Linganore magazine 6 times this past year.  Libertytown new development not started yet.
2. Seek input from others and assist in a Parish Mission/Speaker event.  No planning due to the pandemic.
3. To look for ways to make the parish more welcoming, more inviting; and provide survey to get input from new parishioners.  Surveys sent to 35 parishioners, but only 6 returned.  Results not helpful for planning.

Discussion: Notes on Sacraments, passed out by Deacon Jerry:

FY16

Total number of registered families - 1291

Baptisms – 34

Confirmations – 69

First Eucharist – 60

Weddings – 17

Funerals – 24

FY17

Total number of registered families - 1307

Baptisms – 37

Confirmations – 34

First Eucharist – 37

Weddings – 22

Funerals – 14

New registrants (families)(estimated) – 43

FY18

Total number of registered families - 1306

Baptisms – 45

Confirmations – 40

First Eucharist – 33

Weddings – 18

Funerals – 25

New registrants (families)(estimated) – 37

FY19

Total number of registered families - 1308

Baptisms – 69

Confirmations – 46

First Eucharist – 51

Weddings – 24

Funerals – 19

New registrants (families)(estimated) – 28

FY20

Total number of registered families - 1288

Baptisms – 33

Confirmations – 0 (due to covid)

First Eucharist – 0 (due to covid)

Weddings – 27

Funerals – 13

New registrants (families)(estimated) – 28

FY21 (to date)

Confirmations – 28

First Eucharist – 30

In response to questions, Deacon John noted that pastoral visits are up due to covid and the feeling of fellowship is lessened. It is planned to continue live streaming after covid. Numbers are higher than total people who normally went to Mass. There is an audience of people who don’t go to Mass but watch the live streaming. Terri suggested that we to welcome those people who are watching online. Fr. Chuck said that it would be interesting to see what happens to the numbers of viewers after we are back to normal participation in the Mass. Previously to the relaxation of restrictions there were 1000-1500 hits weekly on the Mass; now there are about 300-400.

Also, Deacon Jerry noted that the Parish website had been newly published and suggested everyone take a look at it.

**Finance**

Mic presented the Finance Committee Goals

The following are the FY2020 goals and accomplishments.

1.       Bring the Operating Budget to breakeven. Key to this will be a Stewardship “reminder” from Fr. Chuck as well as working to transition some Blue Envelope giving to operating needs.   ***[Our combined giving for Fiscal 2020 (operating and Blue Env) exceeded both operating and capital reserve needs. The formal reallocation has recently been made by Fr. Chuck. ]***

2.       Pay down the remaining mortgage balance by approximately 50% by year end leaving a balance of $125,000 or less. ***[The entire debt has been paid off.]***

3.       Better define the purpose, use and targeted reserve balances of funds accumulated from the poor box and thrift shop.  ***[Fr. Chuck & Deacon Jerry are managing these funds in coordination with Social Concerns ]***

4.       Work with staff to reassess where we stand on the cemetery reserves based upon remaining inventory, projected costs and current reserves.  ***[We have set a target of $300k for our reserve balance and are on target to reach that goal in the next 3 years]***

5.       Engage with the Archdiocese to discuss possible policy changes to allow for the establishment of a  cathedraticum free capital reserve fund to address major foreseeable capital repair projects in future years.  ***[Fr. Chuck has correspondence ready to send to the AOB to initiate this discussion. We’ve delayed sending due to the Covid-19 situation]***

***The following are the FY2021 goals.***

1. Manage finances effectively through the pandemic to insure that operational needs are met and reserves are safeguarded.
2. Engage with the Archdiocese in an effort to gain approval to build reserves for capital repairs and improvements that are exempt from the 20% cathedraticum
3. Transition the Blue Envelope collections to address operating shortfalls and meet future capital reserve needs
4. Collect as much of the remaining H.O.M.E. Campaign pledges as possible and close out that project.
5. Coordinate with Fr. Chuck to address the financing of an anniversary project (e.g. stained glass in the church, etc.)
6. Evaluate the desired perpetual funding requirements of the cemetery in light of current reserves, additional property grant and plot pricing.

Discussion: Fr. Chuck commended the parishioners on maintaining contribution efforts during the Covid pandemic. Deacon Jerry noted that the contributions to the Poor Box are way up thanks to the parish.

Fr. Chuck said that he was considering an offertory program called, “Take the Next Step,” for consideration by parishioners as they decide on their contribution efforts to the parish. The blue envelope collection will continue but the cathedraticum issue has not been resolved yet.

**Health and Safety**

Terri presented the Health and Safety Committee Accomplishments and Goals

***ACCOMPLISHMENTS - 2019 and 2020***

1. The Committee completed a health and safety inspection on June 4, 2019 of the parish campus. An *Inventory of Hazards and Concerns* and a *Risk Assessment Matrix* was developed and each hazard and concern was assigned a consensus risk assessment score. A general cost (significant, moderate or minimal) was added for each hazard or concern. A report of findings and recommendations was sent to Father Chuck Wible for action.

2. Reviewed, discussed, and adopted the Health and Safety Committee Bylaws. The Health and Safety Committee Bylaws were discussed at the March 26th, 2019 Committee meeting and no further changes were identified. The Committee approved the Bylaws as written and were dated March 26, 2019.

3. The Maryland Department of Transportation conducted a site visit on August 22, 2019. Participants discussed recommendations and identified that more visibility from County Sheriff’s Department could also be requested and a temporary pedestrian crossing warning sign could be easily obtained and used by crossing guards during services. “Stop for Pedestrians in Crosswalk” signs are available and a stand to hold the signs was fabricated. A pedestrian crossing marking was added to the southbound lane of Green Valley Road, (Route 75) approaching the crosswalk.

4. On December 3, 2019, Mr. Steve Mason from the Church of the Resurrection in Ellicott City and his colleague discussed what they have accomplished regarding security at their church. These gentlemen brought a computer-based program to assist with their presentation.

***GOALS - 2020 and 2021***

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 ensures there are effective *Emergency 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 consider submitting a Protecting Religious Institutions grant application to fund larger investments identified on the *Inventory of Hazards and Concerns* sheet prepared in June 2019.

5. Elect new Committee Chair, Vice-Chair and Secretary Officers.

Discussion: There was no discussion on this set of goals as it had not been presented to the Council at the time of the meeting.

**Hospitality**

NTR as there are no activities happening during the Covid-19 pandemic.

**Liturgy**

Deacon Jerry presented the Liturgy Committee Goals.

CURRENT 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.
    2. Recruit and build stronger Liturgical Ministries.
    3. Develop annual training and enrichment for all liturgical ministries.

**Maintenance**

The Maintenance Committee has been inactive during this period due to the ongoing virus.

**Planning**

Keith presented the Planning Committee Goals.

1. Schedule a minimum of 2 meetings between now and March.
2. Update the capital reserve plan for 2022.
3. Add any new items to the capital reserve plan.

**Social Concerns**

Deacon Jerry presented the Social Concerns Goals

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 although several efforts were modified because of the pandemic.
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.
4. Explore possibility of a Sister parish. Decided to proceed.  Selected Divine Mercy Parish in Frostburg.  Initial discussions on hold until we return to normal.

Discussion: Goals remain the same for FY21 as progress during FY20 was curtailed due to the pandemic.

**Vocations**

**Mission and Goals FY21**

**Mission Statement**

“The goal of the Vocations Committee is to create a vocations-friendly environment that engages our parish and archdiocesan community and inspires families to encourage, support, and call forth vocations. We will honor and support those already in their vocations, especially our pastor and deacons. We will spiritually and financially help to support those discerning or already on the path to ordination or final vows through daily prayer and giving.

**Long Term Goals**

To promote vocations through fervent and intentional prayer.

To help parishioners (esp. youth) discern God’s will for their specific vocations.

To focus on creating the environment where young people can hear and answer God’s call through intentional education, invitation, inspiration and support.

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**

Send birthday/anniversary Mass cards to seminarians and religious from our parish.

Encourage prayer for vocations in Adoration chapel with monthly prayer reminders and pictures of Archdiocesan seminarians.

Participate in National Vocations Awareness Week during the 1st week in November with Children’s Liturgy of the Word, Religious Ed classes, Ablaze, Anchor and distribution of vocation prayer cards in Narthex/Sacred Sunday. (Canceled this year due to Covid).

Participate in 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! (Canceled this year due to Covid)

Ship Christmas Care packages to seminarians/religious of our parish at the beginning of December.

Participate in the parish ministry fair to highlight and encourage vocations in our parish.

**Closing Discussion**

Everyone was impressed with the accomplishments that were noted by the committees despite the difficulties posed by the pandemic. The accomplishment, goals, and objectives received consensus approval by the Council.

**New Business**

The Council discussed when it should next meet. It was decided by consensus to skip the November meeting and meet again on December 1.

Closing Prayer by Fr. Chuck

The meeting was adjourned at about 10:30 AM.

Approved @ January 5, 2021, Pastoral Council Meeting.