**Pastoral Council Meeting Minutes**

**Annual Planning Meeting**

October 23, 2021

The meeting was called to order at 9:15 AM.

The Opening Prayer was led by Fr. Chuck.

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

Members Absent: Genny Cretella

Minutes Approval: The minutes of October 5, 2021, were approved unanimously on a motion by Mic, seconded by Terri.

The Council then began the Annual Planning Meeting, discussing each committee’s accomplishments in the past year and proposed goals for next year.

**Bicentennial (2023)**

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.

**Education**

The Education Committee reported on its accomplishments in FY21, despite Covid, and its proposed goals for FY22.

**Children’s Religious Ed 2021-22**

**Stacy Wright**

**Post-Covid 19 Recap**

**Weekly:**

We are back to in class faith formation and have around 120 kids. We have 28 kids in our Sacramental Prep program. We have Children's Liturgy at the 11 AM Mass. Deacon Jerry is leading a parent version of Children's Liturgy to involve the parents and hopefully empower them to be able to discuss the Gospel with their children more.

**Monthly:**

We will be having monthly family nights often throughout the year to encourage family participation and community building. These will include movie nights, Trunk or treat, and game nights.

**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 pre-K-5 and within the church community.

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

Council comment: There were no comments from the Council other than that the efforts made to keep the program running despite the pandemic were highly commendable.

**Youth Ministry 2021-22**

**Kevin Parker**

 **Goals for 2021-22:**

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

**Activities & Accomplishments from 2020/21**

Goal 1. CORE Team Investment: Inspire, grow, nurture, and enable the success of our adult and peer minister (Young Apostle [YA]) 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 (“Giving an Effective Proclaim,” 21 Feb 21) to build ministry skills, and CORE Team Retreat (28 Aug 21) for faith formation & worship
* Coached and mentored intern (Monica Rubeling, Sep 20 – May 21) in all aspects of youth ministry, empowering her to lead various aspects of the program
* Building on success of previous approach, 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 ANCHOR, collected, coordinated, and staffed several projects in Sep 2020 and Jan 2021, a few of which served our parishioners, the remaining serving our local community.
* Organized Mission trip to Appalachia 11-17 July 2021, where 4 crews (total of 15 teens & 10 adults) completed 6 projects for people in Preston County WV.
* Organized REAL (Rebuilding & Evangelizing Around Libertytown) 26-28 July 2021, a local home repair mission week that involved 7 teens and 10 adult chaperones.

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.
* ANCHOR year began with a service weekend that included a variety of projects for the parish, including Parish shed roof replacement, shutter mounting for an elderly parishioner, blanket making for Project Linus, cookie baking for Viva House, and casserole making for Our Daily Bread.
* Recruited 8 new members for CORE team.

Council comment: Again, very commendable efforts during these difficult times.

Re Goal 1, the Council was concerned about retention numbers, especially post-Confirmation.

For Goal 2, regarding worship, Father Chuck noted that the group participated in Adoration. It was suggested that the group also become involved in Liturgical Ministries, such as ushers, lectors, etc., during all Masses, not just the Youth Mass. Also mentioned that the Sacraments should be more communal, for example, on the Sunday after Confirmation, have a Mass with all the confirmandi.

**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 restrictions curtailed this goal.

Goal #3:  Continue on-going adult bible studies - Covid restrictions 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.  **Covid curtailed this activity.**

2. Create a Women's Group that will study relevant topics - **Covid curtailed this activity.**

3. Continue on-going adult bible studies.  **We continued to meet during 2021 either via ZOOM for morning studies and in-person for evening sessions.**

4. Offer a parish-wide viewing/small group discussions on the streaming series, *The Chosen.* Viewing timetable is January and leading up to Lent.  **Completed discussions on Chosen, Season 1 and Season 2 discussions are underway and due to be completed at the end of November 2021.**

5.  Created an "Arimathean Ministry" to pray for the deceased and attend burials where surviving family members are not present.  **Completed and on-going**

**Goals for 2022**

1.  Offer adult faith formation on the Real Presence of Jesus in the Eucharist and/or study of the Mass.

2.  Create Women's Group that will study topics for their spiritual growth.

3.  Provide Marriage Enrichment sessions to strengthen marriages.

4.  Recruit a catechist for Baptism Preparation for Parents and a few more sponsor couples for Marriage Preparation.

Council comment: Again, the Council commended the adult education efforts during the pandemic. There were no questions or comments at this time.

**Evangelization**

The Evangelization Committee reported on its accomplishments in FY21 and its proposed goals for FY22.

Goals/Achievements FY 21

1. To explore ways to reach into new housing developments near the parish, e.g. home owner associations.  *Parish ad ran in Lake Linganore magazine 3 times this past year.*
2. Seek input from others and assist in a Parish Mission/Speaker event.
3. To look for ways to make the parish more welcoming, more inviting; and provide survey to get input from new parishioners.  *Too few surveys returned to be helpful for planning.*

Goals FY 22

1. Continue to run ad in Lake Linganore magazine.
2. Restart Prayer Partner ministry after Masses.
3. Continue to send welcome letters to new parishioners and seek input from survey of new parishioners.
4. Committee in abeyance.

Deacon Jerry noted that the ads ran before Lent and before Easter. He added that there were very few responses to the survey. He also reported on parish statistics from July 1, 2015, to June 30, 2021, which are added to these minutes as Appendix 1.

**Finance**

The Finance Committee reported on its achievements during FY21.

1. Manage finances effectively through the pandemic to ensure that operational needs are met and reserves are safeguarded. COMPLETED
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. COMPLETED
3. Transition the Blue Envelope collections to address operating shortfalls and meet future capital reserve needs. COMPLETED
4. Collect as much of the remaining H.O.M.E. Campaign pledges as possible and close out that project. COMPLETED
5. Coordinate with Fr. Chuck to address the financing of an anniversary project (e.g. stained glass in the church, etc.) IN PROGRESS
6. Evaluate the desired perpetual funding requirements of the cemetery in light of current reserves, additional property grant and plot pricing. IN PROGRESS

**Goals for FY22**

1. Monitor and provide guidance on current operational results for FY22
2. Monitor and provide guidance on foreseeable capital needs of the parish
3. Manage the transition from a mortgage pay-down posture to a facility management and

 maintenance one

a. Monitor the transition of “Blue Envelope” funds to supporting operations and capital

 reserves

b. Assess the impact of the revised cathedraticum rate structure on our operating budget for FYE June 2022

c. Evaluate the need for stewardship programs during FY22 in light of ongoing giving level.

1. Better define the purpose and use of funds accumulated from poor box and thrift shop.

a. Consider goals and objectives of the programs supported by these sources

b. Determine targeted levels of giving

c. Consider reserve targets and purposes of those reserves

d. Consider investment strategy for non-current use assets particularly in light of inflationary pressures

1. Develop plan for Whitehill funds.

a. Review the goals for these funds.

b. Review targeted balance for long-term operating reserves

c. Evaluate best uses for earnings and growth above targeted reserve levels

d. Meet with investment advisors to review investment strategies to best meet our goals and objectives

1. Work with staff to reassess where we stand on the cemetery reserves based upon remaining inventory, projected costs and current reserves.
2. Coordinate with Fr. Chuck to address the financing of an anniversary project (e.g. stained glass in the church, etc.).

Council comment: Regarding 3c, the stewardship program may possibly be next year and it was suggested to include the time and talent information survey.

Regarding 4a, the Social Concerns Committee could provide information here.

Regarding 5, we would want to retain principal. And on 5c, we have objectives and when we send out money we should ask for a response on how the money was used. Also, Kevin Parker (Youth Ministry) has used money for Appalachia but has not asked for any for REAL. He may use for both programs in the future.

**Health and Safety Committee**

The Health and Safety Committee reported on its accomplishments in FY21 and its goals for FY22.

**ACCOMPLISHMENTS - 2021**

1. As a result of a health and safety inspection completed on June 4, 2019 of the parish campus, the Health and Safety Committee developed an *Inventory of Hazards and Concerns* and a *Risk Assessment Matrix* 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. Data will be used to populate a Protecting Religious Institutions grant application to the Department of Homeland Security (see item 3 below).

2. The Health and Safety Committee Bylaws were reviewed, discussed, and adopted on March 24, 2021.

3. In preparation for The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Nonprofit Security Grant Program (NSGP) grant application, an assessment of Church security was completed on August 4, 2021 by Chris Rhoades of Surveillance Secure, Frederick, MD. An estimate of $59,930.92 was received for installation of a commercial video surveillance system to monitor Church property. Surveillance Secure recommends a multi mega-pixel solution to provide real time, high-definition viewing and recordings. All live video, recording and intercoms will be able to be viewed remotely and door releases will also be able to be triggered remotely. Viewing software (Computer) and installation of an app on any smartphone will be demonstrated to Church staff upon completion of installation. The grant application will be submitted to the DHS in early 2022.

4 A Security Risk Assessment will be conducted by Christin Kinman of the Archdiocese of Baltimore during September or October 2021 for the Protecting Religious Institutions grant application.

**GOALS - 2022**

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

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

3. The Committee will continue to assess the physical security of the campus and ensure that an effective *Emergency Plan* is 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 elect new Committee Chair, Vice-Chair and Secretary Officers.

Terri noted that regarding FY21 goal 4, the report has come in and is being reviewed. A member said it would be good to see some more health tips in the bulletin/Flocknote, for example, Covid info, health tips, etc. Mary Beth is on the committee and this will be passed to her.

**Hospitality Committee**

The Hospitality Committee is currently in reorganization.

**Liturgy Committee**

The Liturgy Committee presented its goals for FY22.

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. (Note 1)
3. Develop annual training and enrichment for all liturgical ministries.

Note 1. – The Committee will be placing a higher emphasis on Goal 2 for the coming year.

Deacon John made a number of points:

* We did a good job coming out of Covid.
* We lost some people due to Covid and need to start rebuilding.
* This is the Year of the Eucharist and the Archdiocese is very involved in this program.
* In various ministries, Covid shut down training. We need to restart refresher training and training for new people.

A question was asked as to whether there would be a ministry retreat this year. The reply was that it is tentatively scheduled for January.

**Maintenance Committee**

The Maintenance Committee’s proposed goals for FY22 are:

FY 2022

* Reestablish maintenance committee.
* Search parish census for possible skilled volunteers.  Search minutes of past meetings to identify past members and ask advice.
* Walk through the campus with Ryan to identify the needs that can be accomplished by committee volunteers.
* Establish a regular schedule for work days (ex. one Saturday per month)

Doug noted that Covid essentially closed the committee down and it will have to be reestablished. The second goal could be achieved with Theresa’s assistance. The third goal is probably going to take place in the spring. The fourth goal will be organized at some point, but not immediately. A point was brought up by one of the members about assisting with landscaping as well.

**Planning Committee**

The Planning Committee’s goals for FY21 were:

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.

All three of these goals were accomplished and the FY22 Capital Reserve Plan was given to the Finance Committee in March, 2021.

The Committee also determined to assist the Maintenance Committee to reestablish itself, to work with the Health and Safety Committee regarding grant support regarding safety issues, and discuss another campus walkthrough at the March meeting.

The Committee’s goals for FY22 are:

1. Update the Capital Reserve Plan

2. Meet three times

3. Complete a campus walkthrough

Some of the capital reserve projects that will be happening are replacing the roofs of the Parish Office and Sappington Hall, adding snow guards to roofs where needed, work on the north parking lot and the Parish Office parking lot, and restriping the church parking lot. There was also a suggestion that the Committee research construction of an Archives Room in the church basement, and its cost.

**Social Concerns Committee**

The Social Concerns Committee reported on its accomplishments in FY21 and its goals for FY22.

Goals/Achievements FY 21

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.*
4. Explore possibility of a Sister parish. *Waiting to approach Divine Mercy Parish in Frostburg for initial discussions.*

Goals 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.
2. Make recommendations to the Pastor on disbursement of thrift shop funds.
3. Communicate social concern efforts, events, and information to the Parish.
4. Explore possibility of a sister parish at Divine Mercy Parish in Frostburg.

Council comments: In response to questions Deacon Jerry noted that we are back to serving at the Rescue Mission and that the Backpack Program is supporting New Market Middle School and Linganore High School at the present time.

**Vocations Committee**

The Vocations Committee FY22 Goals are the same as for FY21. They are:

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 the 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. Send birthday/anniversary Mass cards to seminarians and religious from our parish.
2. Encourage prayer for vocations in Adoration chapel with monthly prayer reminders and pictures of Archdiocesan seminarians.
3. 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).
4. 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)
5. Ship Christmas Care packages to seminarians/religious of our parish at the beginning of December.
6. Participate in the parish ministry fair to highlight and encourage vocations in our parish

**New Business**

Fr. Chuck noted the upcoming Synodal Pathway session on the evening of December 7, 2021. It will be a listening session and the discussion comments will be forwarded to the Archdiocese and compiled at that level, after which they will be forwarded to Rome.

It will be an invitational meeting to which representatives from many of the parish ministries will be invited.

By consensus it was decided to cancel the Pastoral Council meeting scheduled for the same date and time.

**Adjournment**

A motion to adjourn until Tuesday, January 4, 2022, at 7 PM, was made by Mic and seconded by Gloria and passed unanimously. The meeting was adjourned at 11:35 AM.

**Closing prayer**: Fr. Chuck

Submitted by A. Duke, Secretary

Approved at January 4, 2022, Pastoral Council meeting.

**Appendix 1. Comparative Parish Statistics from July 1, 2015, to June 30, 2021**

FY '21: July 1, 2020 thru June 30, 2021

Total number of registered families - 1283

Baptisms - 38

Confirmations – 57

First Eucharist – 68

Weddings - 18

Funerals – 28

New registrants (families)(estimated) 37

FY '20: July 1, 2019 thru June 30, 2020

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

FY '19: July 1, 2018 thru June 30, 2019

Total number of registered families - 1308

Baptisms - 69

Confirmations - 46

First Eucharist - 51

Weddings - 24

Funerals – 19

New registrants (families)(estimated) 28

FY '18: July 1, 2017 thru June 30, 2018

Total number of registered families - 1306

Baptisms - 45

Confirmations - 40

First Eucharist - 33

Weddings - 18

Funerals – 25

New registrants (families)(estimated) 37

FY '17:  July 1, 2016 thru June 30, 2017

Total number of registered families - 1307

Baptisms - 37

Confirmations - 34

First Eucharist - 37

Weddings - 22

Funerals - 14

New registrants (families)(estimated) 43

FY '16 - July 1, 2015 thru June 30, 2016

Total number of registered families - 1291

Baptisms - 34

Confirmations - 69

First Eucharist - 60

Weddings - 17

Funerals - 24