

**St. Dominic Parish**  
**15 Union St., Westfield, NY 14787**

**9<sup>th</sup> PPC Meeting on June 19,2017(Monday) at 6:30 PM in Brocton, New York**

Agenda:

1. Unfinished business:
  - 1.1. Upon this rock campaign – Diocesan representatives: Mr. Jim Gallager & Nick S. will be there for the campaign follow-up
  - 1.2. Brocton roof updates
  - 1.3. Family life ministry updates
  - 1.4. Pro-life updates
  - 1.5. Youth & young adult ministry updates
  - 1.6. Evangelization ministry updates
  - 1.7. Spaghetti supper updates
  - 1.8. By-Laws of Board of Trustees (see attached copy)
2. Reports from PPC Committees: Education & Youth, Worship/Liturgy, Parish Life Services, Building and grounds/Cemetery, Finance.
3. Others:

**8<sup>th</sup> Minutes of PPC Meeting on May 15, 2017 in Westfield, New York**

**Presider:** The meeting was presided by Joe Giambra.

**Attendance:** Lucy Rasinski, Bob Ducato, Phil Baideme, Pat Tate, Joe Giambra, Jim Crolle, Camile Belcher, Debby Ruland, Father Romy

**Absent:** Natalie Hoebener, Dan Quagliana, Fran Lus

**Previous Minutes of the Meeting:** Debby stated that Natalie sent an email with a correction that it was \$45,000 in short term not \$25,000. Camile agreed. Lucy questioned the By-Laws of the Finance Council, she felt it didn't read right and was very confused. Was the Finance Council and Finance Committee the same thing. Joe responded that yes, they were one in the same. It was explained that yes, there are Trustees on the Finance Council but they are not acting as Trustees when they are at the seat of the Finance Council. Phil motioned to accept the minutes as corrected and Bob seconded. Council was all in favor.

**Agenda:**

**1. Unfinished Business**

**1.1 Upon this Rock & Stewardship Campaign.** Father stated that Debby has sent the letters out and asked how many have come back. Debby responded that many have come back however they have not all been sent out yet. This is a work in progress. All letters should be sent out within the

next week. Father stated that after this step we can proceed to the next step. This will be tabled until the next meeting.

**1.2 Brocton Roof.** Pat stated he had the proposal but understood that there were questions. Answers are removal and replacement of the shingles on the east side of the Church, under shingles will be laid, life time warranty, \$5,000 total, \$3,000 to start and balance upon completion. However, if he has to replace any plywood that would be extra. Additional information was ice and water guard is going to go 2 ft. beyond the interior wall the rest will be titanium underlayment. Shingles are Owens Corning which as stated previously has a life time warranty architectural grade. There would also be new ridge caps. Work does not include wood sheathing or wood replacements. Contractor stated that once he has approval he can get the certificate of insurance. Jim said that with this clarification he does not have problem approving this project. Joe agreed. Phil said contingent upon receiving the certificate of insurance. Jim moved to accept this and Phil seconded. All were in favor.

**1.3 Family Life Ministry.** Father said this is done. Dan is the only one that has accepted so far. Father emailed different couples about being a part of this ministry. Father said the purpose of Family Life Ministry is to help the families in this parish. He would like volunteers to help the families in our parish that need help. Not to condemn them but to help them. There are many problems, get them to come to the church. The Diocese is willing to help anyone interested, understand ministry as a group in this parish. There is continuing education. There should be a follow-up after the pre-cana seminar because there is continuing education to those families. This Ministry would do this, they can help them. Find out why they don't come to the church. Family is the basic unit of the church. He would like to get another couple so that there would be a team. Jose asked if there was a training and Father said yes. Joe suggested that there should be a good write-up or description of what this involves and put it in the bulletin asking for volunteers. Father thought this was a great idea. Camile thought this would be a great way to approach all the ministries. Jim said that each week one ministry should be explained and put in the bulletin. It was said have a list of ministries and state that one by one each ministry will be explained, what is expected, how much time and if interested who would you contact. This will also inform the Parish that will be having these ministries available.

**1.4 Pro Life Ministry.** Father said this is ministry that helps couples and families not to have abortion. This is anti-abortion. It is very close to Family Life. Being connected to the diocese we will know what is going on and they will keep up informed of what needs to be done or what is going on that we can support. Remember the diocese will help work with the volunteer to understand what to do.

**1.5 Youth and Young Adult Ministry.** This ministry meets and discusses the issue of the youth and young adults in our parish and help them. Help them want to belong to the parish and be active. The diocese will help train for this. Father said after the sacraments they are gone, where are the youth of this parish? This would involve activities and projects to bring the youth back to the church. Bob said one of the problems was having a budget to be able to fund these activities. Father stated that you could get sponsors to help fund. This should be self-supporting not a burden on the parish. Bob stated that is used to be that once you were confirmed you were to sign up to be active in this ministry. Father said this would be for anyone over 18, anyone under that would be considered in Religious Education Ministry.

**1.6 Evangelization Ministry.** Father said there is someone that would come and speak on this but we should have at least a couple of people interested in leading this first. We should have a lead group. Jim asked if this is part of Faith Formation. Father said Natalie oversees Faith Formation and the children. Joe suggested that we do as suggested in that, we put something each week in the bulletin regarding these ministries so the parishioners see what we are trying to do and that we need volunteers. Father said that now that it has been discussed in the Council he will now start putting it in the bulletin.

**1.7 Spaghetti Supper.** Lucy asked if we were going to have one. Joe stated that Dianna is very discouraged and does not want to be involved any more. Joe talked about prior Spaghetti Suppers in the history of the Parish. He stated that most of our volunteers are becoming elderly and is too hard. We need younger volunteers to take over. Communication and cooperation between the elderly and young here just doesn't seem to work. Jim stated that we need to adapt to the younger way of communicating and doing things. Other parishes succeed in their functions and there is no reason why it shouldn't be able to happen here. We need to figure out a way to get around it. Jim suggested that each of us need to pair up with a younger couple and get something started. We should get something started. Father feels that we should have the Spaghetti Supper and the PPC needs to back it up. We need a strong group and we do not have that. Father said we could nominate people for this group. Maybe it doesn't need to be a Spaghetti Supper. Maybe we should do something else. Joe and Father would like someone to volunteer for this. We will move on and table this for now.

**1.8 By-Laws of the Board of Trustees –** Father said this will be ready for the next meeting.

## **2. Reports from PPC Committees: Education & Youth, Worship/Liturgy, Parish Life Services, Building and Grounds, Cemetery and Finance.**

**1.1 Education & Youth:** Natalie gave Father an email that stated Faith Formation would be ending May 28<sup>th</sup> and after Mass will be having a Bingo Party. Anyone who would like to participate would need to bring one dessert for each bingo card to play. Information will be put in the bulletin and Parish Announcements and posted at each site. During the summer there will be a meeting by the Diocesan to discuss how the Parish can get involved with the new Evangelization. Father Romy and I (Natalie) will be selecting who will be invited to attend. Joe asked if this was something similar to this ministry. Father said he wasn't sure about that. The Parish Safety and Audit will be completed by the end of the week. All audits are due by May 31<sup>st</sup> and the report will be completed before the deadline. The Committee wondered if this was part of the Religious Education. This would be safe environment for the children. Information will be posted in the bulleting and on the board regarding the Vacation Bible Camp held at NCCS in Dunkirk. This year will be my first year and I am excited for all that is being planned. This will be in August. Confirmation is still scheduled to be in the Fall with Fr. Joe's parish in Fredonia. The diocese will let us know a month in advance when this will be. We had First Eucharistic on May 1<sup>st</sup> and 2<sup>nd</sup>. We also had the May Crowning in Westfield during the 10:30 Mass. The Committee would like clarification from Natalie regarding the topic Evangelization that she talks about. Is this the same thing that Father wants a committee of for the Parish? This will be discussed again next month.

**1.2 Worship/Liturgy.** Father said they had a meeting April 30<sup>th</sup>. May is the month of the Rosary. There will someone to lead the Rosary at the Westfield site for 5:30 pm Mass on Saturday and 10:30 am Mass on Sunday. Brocton site will lead the Rosary at 4:00 pm on Saturday and 8:30 am on Sunday. The Rosary will begin 20 minutes before Mass begins at each site. During the month of May Father Romy would like to visit the homes of those that would like to pray together, please contact the Rectory to schedule. We went over the Masses from now until Advent. He read all the Masses scheduled for the year along when and where. Father has asked Mary Ann Ellington and Debby Ruland to be responsible for the liturgy for Advent and Christmas. There are applications for Ministers of Holy Communion upon request. Feedbacks are requested on the Lector and Eucharistic Minister schedule. A feedback is also requested on the Altar Server schedule. Mass intentions are needed.

**1.3 Parish Life Services.** Lucy stated that there will be two things coming up. The Altar & Rosary Salad Luncheon which is March 24<sup>th</sup> and the Legion of Mary is sponsoring Coffee & Donuts in Westfield after the 10:30 am Mass. The next meeting is June 8<sup>th</sup>. Mead-Colgrove family sponsors Coffee & Donuts in Brocton. Lucy said there is always a very good turn-out at this plus they provide everything with their money.

**1.4 Building & Grounds.** Pat stated that he told us at our last meeting that Exit Signs were purchased. They have been installed. Also purchased at double spot light fixture but is not installed. Pat, Joe and Bill have started the entrance way at the Brocton Site, dealing with the walls and hopefully will be done by Friday. The fence in Westfield has been approved and will cost \$75 already paid and then a \$35 permit. The next step a phone call has been made for tree stump removal. Once that is done then we will purchase the fence material. The cost of the stumps is \$400 but does not include the tree that is over the wires or the half dead tree. The trees should be cut down. We are not sure about the cost. It was also stated that we should have a certificate of insurance for the project also. Pat will call that in. Next, drainage of the driveway needs repair. Once dug down we will fill with total gravel. The cost was \$60. Discussion was held wondering where this water will go. Father suggested using small pipe and run it to the drain. Pat said maybe we will delay it until further investigation. Seal coating for parking lots is scheduled but due to rain there has been a delay. The Rectory is being painted now. Camile stated that whoever is doing it is doing a wonderful job. Pat told her it is his son. Discussion was held regarding the flashing that needs to be fixed. The statue of the Virgin Mary is on the list to be fixed when time permits.

**1.5 Finance.** Camile shared that they had a meeting but not a whole lot was accomplished. They did find out that Father Romy had requested from the accountant monthly financial statements and he has not gotten anywhere with that. She said that when Jim came on he started asking questions when he reviewed the year-end report. Jim said it is difficult to find out what our finance situation is without a monthly report. A yearly report doesn't help at all. There were also some discrepancies in the report that couldn't be answered. The Committee would like to look at some other alternatives i.e. the Diocesan book keeper. Camile asked someone that she felt would do a great job for us but she is not interested. Camile asked Father to talk to her. Debby stated that there is a PDS system from the Diocese, not just the Office one that we currently have that we put our weekly collections in but another one that does the accounting work. You pay your own bills, making out your own checks and it will give you monthly or any kind of report you want. Holy Trinity uses this system. The question was raised why aren't we using it and Camile stated, who would do it? Camile felt this is the direction that we should be going. Jim said that what they talked about was finding an alternative source and Camile was going to contact someone. Jim contacted Bennett and he said one of his staff could do it. Joe said that would cost more money too. Jim said that no it wouldn't because we are paying over \$14,000 a year for the accountant we have now and we could get it down for about \$6,800 doing it locally. But we need to find out how many people are paid now which Father said that there are 7. Jim asked who writes out those checks. Father said the Diocese sends the money and checks. Jim said do we pay for these, how do we pay or do we pay a fee for this. Father does not

know. Jim said that if the Diocese is doing the payroll then we need to know how much they are charging us. The accountant that Jim talked with said it would be about \$1,000/yr. for this service. This was just an estimate. Father said they deduct from his salary. There was quite a discussion about this subject. Jim stated that until we get more information regarding the accounting system from the Diocesan we cannot make a decision. All we know that more investigation needs to be done. Camile wants to know if this system from the Diocese will handle all the accounts payable, all the accounts receivable, collections, etc. and payroll taxes and generate the W2's and tax filings for all payroll associated stuff plus is it going to give us the stuff we need at the close of the fiscal year. Debby acknowledged that Holy Trinity said that it does do all this and more. Jim asked to find out the cost.

**1.6 Cemetery.** Bob stated that there was a meeting last month. The cemetery clean-up will be this Saturday, Don and his son and myself plan on being there from 9:00 am to 2:00 pm. Sue will clean up the chapel. This Saturday hopefully the shrub for Deacon Bill will be planted. Bob submitted to the Parish articles on columbarium and cannon law. This will save a lot of space in the cemetery. Bill was supposed to put this information in the bulleting. Jim asked if members of the cemetery committee could have a copy. Bob said that he was to mail hard copies to all members. Camile asked how many grave sites do we have available? Bob wasn't sure and said that Rob said last year that we had about nine years left. What is the cost? Bob said about \$15,000 for the columbarium. The cost per crypt is about \$134 each. That is double crypt. Bob was worried that we were going to have to go find land but this would alleviate that. Father said that Bill gave him the bulleting from Florida. Cremation was in there and Father said he had it put in the bulleting last Sunday. Father put it on the web site. He said there is no room in the paper bulletin but it was suggested that another paper be included in the bulleting.

**1.7 Other.** Lucy asked if we were going to have meetings though out the summer because in the past we did not. Father would like to have a monthly meeting. Camile said that there is a lot on the burner right now and a lot that coming that we should keep meeting monthly. Jim asked Debby what her hours were and days. Debby stated that she is working from 10:00 am to 2:00 pm and has been there every day. Five days a week.

Jim moved to adjourn the meeting and Camile seconded it. All were in favor. Father was asked to do the closing prayer.

The next meeting is June 19<sup>th</sup> in Brocton

Recorded by:  
Debby Ruland

PPC Secretary