

## 19<sup>th</sup> Minutes of the Parish Pastoral Council Meeting on May 21, 2018 in Westfield

**Attendance:** Camile, Dianna, Bob, Dan, Fr. Romy, Joe, Phil and Debby

**Absent:** Jim, Betty, Linda and Fran

**Presider:** Dan presided over the meeting. He called the meeting to order at 7:00 p.m.

**Opening Prayer:** Camile said the opening prayer.

**Approval of the April 16, 2018 Minutes:** Dan asked for approval of the minutes. Phil motioned to approve and Camile seconded the motion. All were in favor.

### **Agenda**

#### **1 Unfinished Business**

**1.1 Upon This Rock** – Dan reported that the representative from Upon This Rock spoke at all the Masses last weekend. The next two weeks there will be pledge cards in the pews for parishioners to fill out during Mass. Father is to give them sometime after his homily to fill these out and then the Ushers will collect them. After the two week in-pew then there will be a mailing at the end of the campaign. Camile asked if we are in a position to meet the figure we need to eliminate our debt. Father stated that he is not worried about that. There will not be a problem with this.

#### **1.2 SDP Action Plan 2018 from EO 1 to EO 10 (1-year plan)**

**1.2.1. Education & Youth 18 yrs. and Under** – Dianna stated that she is in the process of reviewing the books to set up the new program so nothing has been done to-date due to this. This will be once a month class to parents and children. She would also like to invite the parishioners to attend if they wish. This will be an exciting time once people understand what this is all about.

**1.2.2 Education Above 18 yrs.** – None to-date. Bob stated that he will be doing sessions of A, B & C cycles which will be a six-week program. There will also be a marriage encounter. Then in the Fall season we will be doing successions on seasons of the Church.

**1.2.3 Buildings & Grounds** – Joe submitted an action plan for this at the last meeting.

**1.2.4 Communication and Website** – Joe stated that he did not have an action plan for the Website yet. Debby stated that she did not have one available for the bulletin either. Mass Media was Linda. Father asked Joe to take this over. It was asked if Linda resigned but there has not been an official resignation. Father stated that Mike said he was done with the

parish at the community meeting. Dan felt that there would not be an official resignation.

**1.3 Parish Thrift Sale/Store Plan** – Jim and Presentation of St. Dominic Thrift Sale/Store Business Manager Job Description – Jim was absent, so Dan read the description. Father wrote the job description as follows: Position title: St. Dominic Thrift sale/store Business Manager; Status: Volunteer; Directly responsible to the Pastor; Purpose: St. Dominic Thrift sale/store Business Manager is an administrator in support of Pastor's responsibilities to the parish and a steward of the physical, financial, and personnel resources of the store; Principal duties and responsibilities: 1) to present the feasibility study of St. Dominic Thrift sale/store to the Parish Pastoral Council, 2) To manage the implementation of the plan as approved by the Parish Pastoral Council, 3) To manage the staff of the store, 4) To monitor the operation and submit an audited report yearly ended on the month of August to the Parish Pastoral Council. Dan asked if Jim is interested in this. Father stated that he was. Dan asked if we need to approve. Phil felt we should wait until we hear from Jim. Dan felt that we should approve but Phil felt that we could approve the job description however not approve Jim as the person until we hear from him. Joe motion to approve the St. Dominic Thrift Sale/Store business manager job description and Phil seconded the motion. All were in favor.

## **2. Reports from PPC Committees**

**1.1. Education & Youth below 18 yrs. old and below** – Dianna stated that registration for Faith Formation will be the first two weeks in June. We will be starting the new Faith Formation program this year. Dianna stated that she and Father met with Mary Beth Coates to explain everything and will return in a month to see how things are going. This will be a once a month program. Parents, grandparents and everyone will be together. We will also be able to use the "Crew" that Michelle does. We can do this in place of a class i.e. during special holidays. She hopes to have more students from Westfield this year at registration.

**1.2. Education & Youth 18 yrs. and above** – Bob stated that we have started the Lector training for approximately 20 people. We will be scheduling around June 10<sup>th</sup> for two sessions with Cycle A, one in Westfield and one in Brocton. Then move forward to Cycle B on June 24<sup>th</sup> then July 1<sup>st</sup> and then we will finish up with Cycle C July 8<sup>th</sup> and 15<sup>th</sup>. There will be no sessions after that until September. In September after Labor Day we will begin sessions on the seasons of the Church. The material used will come from the Roman Missal. Debby brought up having these sessions scheduled on Sundays. Bob said if anyone has a better day he would be

willing to hear it. There was discussion regarding the Lector schedules. Some people would like to do both sites. We could let both schedulers know the people that want to be substitutes, they could put this at the bottom of the schedule, the list of names and phone numbers. Bob also stated that there will be a Eucharistic Minister training in the future along with another Lector training. More of a retreat for Lectors to learn more of their responsibilities. Bob talked about a dress code for Lectors. Business casual is accepted but has a description for this.

**1.3.Liturgy** – Fr. Romy informed the committee that Paul will be organizing a choir at Brocton and then alternating at Westfield. He also stated that he has the First Friday Mass and then the First Saturday Mass for the Blessed Virgin. Every Friday has Holy Hour at Westfield. For the month of May, the Encounter but no body to date has called to have this. There was a Mass last Sunday in Ripley about 16 people.

**1.4.Parish Committee Life: Brocton-Fran and Westfield/Ripley-**

**Jim.** Debby reported that she had the minutes from the Westfield Community Mtg. Jim talked about Upon This Rock and asked for volunteers to help with it. However, Mike became very upset with this and walked out of the meeting, he did come back only to ask where his Uncle's \$10,000 went and then left again. Jim also talked about the Parish Picnic. The dates recommended were August 5<sup>th</sup> or 12<sup>th</sup>. Jim was going to find out about it. He also talked about a defibulator saying that they were \$1200, and we would need one for both sites. He said we could raise the money with fund raisers. Debby reported for Brocton.... Father informed everyone regarding Upon This Rock. Paul reported regarding the music committee. He is looking for a new Holy Holy, and he also would like to get new hymn books. He would like to start a committee that would review each hymnal and once they do that they would talk with Father and then bring to the Parish Council. Paul would like something put in the bulletin regarding a choir. He would like to have a choir, hopefully at both sites, but if not, to have one have one alternate weeks. A picnic was discussed but Jim felt that a Parish Picnic should be done by the Parish Council. He did look into a date for the picnic at Ottaway Park and the only day available was August 5<sup>th</sup> from 4:00 p.m. to 9:00 p.m. Jim would like to Council to vote on the idea of the picnic. Joe reported that the air conditioner had been inspected and that a lot of work has been done on the Rectory and the grounds. Jim also reported about the columbarium. Jim passed out a questionnaire regarding preferred site, preferred time, etc. He has asked all the committees to complete this. Father brought up that the committee talked regarding having a picnic on July 22<sup>nd</sup> in Brocton which everyone

would be invited, and everyone should bring a friend. This is still in discussion.

**1.5. Building & Grounds** – Joe reported that not too much has been done. Father brought up regarding having a Mass at St. James in the Hall. We could put air conditioning in the basement. Father said that the individuals that investigated air conditioning in the Church last year said that “it would be extremely expensive to put air conditioning in here”. Bob talked about the discussion he had with them, but he would investigate this more and get back to us. He also said he would investigate a matching program for this. This will come up again next month. Father would like a report from Bob. (More discussions at 5.2. Others).

**1.6. Cemetery** – Bob reported that the columbarium work has begun. The foundation has been laid on May 16-17. June 15<sup>th</sup> Ken will bring the columbarium down and install. There are already several people interested in purchasing a niche. This will be done and start selling units on the 15<sup>th</sup> or before. They did a deposit on the columbarium and foundation. He gave Father the bill for the amount remaining. The columbarium for two people including the plaque is \$1,300. Westfield has enough space for 10 columbariums. Once the first one is filled we can begin immediately on the second one. He is in the process of obtaining some bricks, so people can see them, and these will go around the columbarium and the benches will sit on them. Debby asked if the Cemetery Committee will be the ones taking care of the sale of the niches and Bob responded, yes. Once Bob receives all the information on the niches and the garden we will submit for copying to be put into the bulletin. Debby asked if there will be another account for the money that comes in for the columbarium. Bob indicated that there would. The net proceeds from these are put in what they call a restricted account for perpetual care. Camile suggested that Bob get with Betty to set up a new account. The perpetual care account will be used for the whole cemetery, not just the columbarium. Bob also stated that the next clean-up at the cemetery will be in the Fall/September. The cemetery meets again in July and they will be reviewing the handbook and make changes along with price guide, etc. This should be available for parishioners by September.

**1.7. Finance Report** - Camile stated that the financial statements are done through April. As of March, we had about \$14,000 in the black.

**3. Agenda arising from the reports: Brocton Picnic (July 22), Parish Picnic (August 5)** – Debby stated that Jim would like the Parish Council to vote on whether to have the Parish Picnic at the Brocton site, no costs involved or at Ottaway Park which is \$50. We had to put \$100 down but if we leave everything good we get it back. He would like everyone’s thoughts. Debby said that Ottaway

is reserved but only because there were only two days left. Phil wanted to know what the difference between the Brocton picnic and the Parish picnic. Camile stated that some of the people on the committee felt that the purpose of these committees was to foster the community to bring people in. So, we need to do things to bring these people in, however the whole parish is invited. We thought we would have games for the kids and we would ask all the kids to bring a friend with them. So, this is the purpose of this picnic. The Parish picnic would be the parish's responsibilities to provide the hot dogs, hamburgers, etc. For the Brocton picnic the Brocton people will take care of expenses. There would be a Mass at 4:00 p.m. before the Parish picnic at Ottaway. Phil moved that we try this this way this year. Bob seconded the motion. Everyone was in favor unanimously. The Parish Council would oversee the Parish Picnic. It was questioned about the menu for the Parish Picnic. The Parish would be responsible for the hamburgers, hot dogs and pop. Phil suggested the Knights coming down and bringing their curly fries. Bob stated that he thought they will be down there the night before anyway. Phil said we should send something out in the bulletin regarding a dish to pass. We also need games for the kids. Dan said we would put this on the agenda for our next meeting.

**4. Survey and Feedbacking** – This was regarding the surveys we did. Father stated that he looked at them, but they are very scattered. Dan asked if both congregations were going to do these also, and Father stated that yes, they would. Once completed he will compile the information. Phil stated that filling these out during Mass would take way too long and summer people don't know our church. Father stated that we do this in September. It was decided that they really need to be done in Church because that is the only way you will get them back. It was also suggested that this be announced a week or two before, so people know and then pencils, and forms need to be put into the pews beforehand. After the homily have the parishioners fill the forms out and then once finished the ushers can pick them up. Father asked about the schedule for the survey. Joe suggested waiting until after the Upon This Rock. Camile said September when the kids are back in school and the summer people are gone. The committee agreed.

Debby reported for Jim, that so far to date for the Thrift Sale we have collected a total of \$2,235.00. Some items are still at consignment.

## **5. Others:**

**5.1.** Debby asked if everyone would look over the Rental Agreement for using the Parish Halls because she changed it. Are there any changes anyone would like to see? Phil said that once we have their certificate of insurance that this looks good. Phil suggested someone talk to the groups regarding parking because this blocks everything. Phil suggested that the parking by the church should be

designated as “handicap” parking only. It could be painted to show it like it used to be. Ted Marsala did it before, however Bill should be able to do it now.

**5.2.** Mass at the basement of the Church. Fr. Romy presented the idea of Sunday Mass be at the basement during summer time in St. James worship site. It is cooler at the basement, put an altar at the back with air-conditioning. Though last year, there was a plan to put up an air-conditioning at the Church with Bob Ducato’s initiative but it was stopped due to the expensive cost of the project. Phil asked Bob for more information about the project and presents the costing for further assessment. Bob promised to secure the detailed project and a possible grant funding from the foundations. Fr. Romy will ask Rick a grant from the Diocese of Buffalo Foundation and Bob will contact the Community Foundation to fund the project as counterpart from the parish funds. Then, Phil made a comment to the idea of Mass at the basement or at the Church and followed by a motion and duly seconded. The consensus vote was not in-favor of Mass at the basement but instead at the Church. Then Bob and Fr. Romy will work out further information about the air-conditioning project of the Church.

**The next meeting is June 18<sup>th</sup> in Brocton at 7:00 p.m.**

Phil motioned to close the meeting and Camile seconded the motion. Closing prayer was said by Father.

**Recorded by: Debby Ruland**