

**Pastoral Council
St. Clare Catholic Church
Minutes of April 3, 2013**

Present . Stephanie Eames, Melissa Covell, Barb Eisner, Eileen, Theresa Duda, Lori Ruttledge, Terri Duffy, Ann McMahon, Pia de Leon, Tim Crimmins

Ex officio members . Fr. Steve

| Topic | Discussion | Action Items |
|---|--|--|
| Opening Prayer | Steph | |
| Review of March minutes | Approved | |
| Pastoral Comments Fr. Steve | <p>Report of a successful Holy Week. Three people were baptized and two people came into full communion at the Vigil and four children were baptized at 10:45 mass.</p> <p>Fr Steve described how Sue Unger's resignation might affect parish volunteers and staff. He is currently exploring ideas for how to fill the responsibilities of the job description. The Council felt a formal announcement of Sue's resignation is needed.</p> | <p>.</p> <p>A formal announcement of Sue's resignation will be included in an upcoming bulletin.</p> |
| Community Life Commission Report Melissa & Lori | <p><u>Filipino Dinner</u> is set for Sat May 25. Mila Maskell is the coordinator of this dinner. Pia reports it will run like a well-oiled machine.</p> <p><u>Sisters in the Spirit</u> retreat contract for 2014 needs to be signed by Fr. Steve or Terri.</p> <p><u>Campout</u> is July 17-21. Organizers extended an invitation to Fr. Steve to say that Mass on that Saturday and if he is unavailable they ask his assistance in finding a different priest.</p> <p><u>Newcomers Welcome</u>: Sunday the 14th at 9:30 will have a welcoming coffee. Mary Ann DiGuilio is the new coordinator of this ministry.</p> | <p>Terri or Fr Steve will sign the retreat contract.</p> <p>Fr Steve will reply to Kim Julien about whether or not he will say Mass for the campout.</p> <p>Pastoral Council members will be present to explain commissions and volunteer opportunities.</p> |

| | | |
|---|--|--|
| | <p><u>Parish Picnic</u> is the next big CL event after Filipino Dinner and is currently scheduled for Sept. Aaron Bayne has not confirmed whether or not he will chair this event. The Council and Fr Steve expect this event to be free of charge to attendees.</p> <p><u>Discussion about the state of Community Life commission.</u> Concerned was expressed that Council members not be expected to chair CL events when non-Council members do not step up to volunteer. The result is that over time some of these events might die a natural death.</p> <p>One idea to deal with this problem is to find ways to consolidate community life events . for example, we could combine all the different big dinners into one big international dinner.</p> <p>Also to assist new volunteers in chairing CL events we would like someone to produce a master how to binder so each new chair doesn't have to reinvent the wheel every year. The Council suggested a stipend might be the best way to get this project done.</p> | <p>Lori will communicate with Aaron Bayne regarding his desire to chair the picnic.</p> <p>At each future PC meeting take a look at events schedule for upcoming three months and assess the feasibility of the events without a chair.</p> <p>Continued discussion needed about consolidating certain CL events.</p> <p>Find someone willing to create a Master How to Community Life Binder.</p> |
| <p>Liturgy Commission Report</p> <p>Tim & Teri</p> | <p>There is a large need for volunteers at all masses especially 5:00 pm. Clare Marie Kahn is trying to train various positions. Discussion generated the following ideas to increase volunteers for liturgy roles:</p> <ul style="list-style-type: none"> • Tap into the confirmed high school population for LA's. • Schedule trainings quarterly and well in advance. • Consolidate volunteer positions . i.e., perhaps we cut down on cups for wine. <p><u>Music ministry:</u> There was a question about the summer schedule for the choir and musicians. Fr Steve suggests they come up with a schedule and do it, such as only singing every other weekend. Fr Steve provided further explanation on the search for Music Director . still no candidates qualified for both keyboard and vocals.</p> | <p>Tim will bring these suggestions back to Liturgy Commission.</p> |

| | | |
|---|--|---|
| | <p>Fr Steve is planning to ask the Liturgy Committee to evaluate and provide feedback regarding Holy Week.</p> | |
| <p>Education Commission report</p> <p>Ann & Barb</p> | <p><u>Preschool</u>: St. Clare Preschool has seen an uptick in applications possibly since a neighboring day care closed.</p> <p>The <u>Easter Egg Hunt</u> was well attended. The Knights provided coffee, juice, and hot cross buns.</p> <p>Jean would like to plan 2-3 summer events titled <u>picnic in the Park</u> at Willamette on the river where families pack a lunch and spend the afternoon together at Willamette Park.</p> <p><u>Sacramental preparation</u>. First Eucharist classes begin this week, with separate classes for parents and children on Sunday mornings at 9:30 and Tuesday evening family classes. First Eucharist will be celebrated May 11th/12th.</p> <p>Next year the Second graders will prepare for first Reconciliation after Christmas during Lent. It will be a catch up year for 3rd and 4th graders, who will prepare for their first Reconciliation in the fall, participating in an Advent service.</p> <p><u>St. Clare School</u> registration is ongoing. So far, 120 families have returned all registration materials for the 2013-2014 school year and there are openings in several grades.</p> <p>Jean reports more school families volunteering in our parish and many of them are also attending Mass.</p> <p>The <u>Alumni Mass</u> in January was well attended.</p> | <p>Help Jean find someone to coordinate these events.</p> |

| | | |
|---|---|---|
| <p>Outreach Commission report</p> <p>Eileen & Tami</p> | <p><u>Health Fair</u> is scheduled for April 14th. Mary Mouth and Sarah Morris are in charge.</p> <p><u>Parish Potluck/Peace and Justice</u>. Tom and Bonnie Owens are interested in using the monthly Parish Potlucks as a place to explore/discuss peace and justice issues. This works well because the Archdiocesan Peace and Justice office would like each parish to come up with a P & J Committee. There is list of suggested P & J issues for parishes to work on.</p> <p><u>Junque and Jewels</u> needs more volunteers. It is an opportunity for weekend volunteer hours.</p> <p>Discussion about how to promote volunteer oppoꝑ in addition to the school Dragon Post. Ideas included . more prominent in bulletin and better use signupoꝑ at the East Door of church.</p> | <p>Eileen and Tami and Pia will work on connecting interested folks to the Owens family and speak with the folks at Parish Potluck about their vision for the future.</p> <p>Eileen and Tami encourage J & J chair people to use sign up board by East Church doors and possibly brief, pre-approved pulpit announcement to recruit volunteers.</p> |
| <p>Outside Service Opportunities/Activity</p> <p>Theresa</p> | <p>We considered a written request from Dave Cassellini asking Fr Steve to approve continued use of parish office space for meetings and promotion in the bulletin for recruiting volunteers for <u>Rebuilding Together</u>. Fr Steve could not approve the request at this time due to outstanding liability/insurance questions. Fr Steve says St Clare cannot offer Rebuilding Together monetary or staff support.</p> <p>We considered a written request from Kathleen Elliott asking Fr Steve to renew the shelter agreement St Clare had in place with the <u>Red Cross</u>. Fr Steve could not approve the request at this time due to lack of information from the Red Cross regarding specific details of the agreement. The Council voiced a safety concern if the general community were allowed to use our facilities if disaster struck while school was in session.</p> <p>We considered a written request from Cyndy Heisler asking Fr Steve to approve a bulletin announcement regarding a pancake breakfast fundraiser supporting the SW</p> | <p>Theresa will follow up with Dave and Terri for more information.</p> <p>Theresa to follow up with Kathleen for more information.</p> <p>Steph to follow up with more information.</p> |

| | | |
|--------------------------------------|---|---|
| | Community Health Center. Fr Steve could not approve the request at this time due to lack of information about the type of woman's health services offered at the clinic. | |
| Centennial Committee Steph | The committee had questions about invitations to certain past pastors and Fr Steve said all on their list should be invited. Will get in touch with liturgy committee to see about music for the mass. | |
| Old Business Steph | We need to begin a discernment process to replace our chairperson and any other departing Council members. | |
| New Business Steph | Steph raised a parishioner's request to ask Fr Steve to consider placing signs in 4 - 5 parking spaces close to church that read something to the effect of "Reserved for those with special needs until 10 min before mass". Fr Steve approved the idea. | Steph will follow up with Terri to move ahead with this plan. |
| Next Meeting | May 1, 6:30 pm 8:30 PM | |