



## Summary Report of Parish Steering Committee Meeting

Approved by Executive Committee

### Parish Steering Committee (PSC)

November 14, 2018 at 7 p.m.

St. Joan of Arc– Rooms 1 and 2

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#### Attendees

Fr. James Black, Pastor	Jim Simonton, Finance Council
Fr. Steve Smith, Parochial Vicar	Kathleen Walsh, Missionary Discipleship Director
Deacon Steve Petrill	Kit Yannone, Missionary Discipleship Committee Chairperson
Frank Voegelé, Parish Steering Committee Chairperson	Shana Leonard, Youth Faith Formation Director
Andrea Fuchs, Parish Steering Committee Communications Officer	Marcy Rolph, Business Manager
Paul Davis, Mission Director	Martha Rindfleisch, Marketing and Communications Director
Christine Cloeter, Parish Life Chair	Rusty Gallo, Financial Stewardship Coordinator
Kim Tolnar, Liturgy Committee Chair	Charlie Bush, Adult Faith Formation Chairperson
Kim VanHuffel, Adult Faith Formation	Jason Risser, NW Deanery Representative
Patrick McCarthy, Stewardship - ABSENT	Joe Sepe, Youth Faith Formation
	Minh Nguyen, Liturgy – ABSENT

1. Opening Prayer by Frank Voegelé
2. The minutes from the October meeting were approved.
3. Fr. Black introduced Deacon Don from St. Brigid to talk about the role and functionality of the Parish Steering Committee
  - a) The steering committee's purpose is governance and structure, acting in the name of the Body of Christ with a goal of all parts of the body moving in unison and working together for one purpose.
  - b) The Master Charter is the main outline of governance for the Parish.
  - c) The PSC charter outlines the role of the executive committee, which meets to set the agenda for PSC meetings in order to make the PSC meetings more efficient and effective. A complete representation of all the ministries in some way should have a voice on the steering committee.
    - i. Standing members of the PSC are staff of the Parish while appointed members are volunteer parishioners.

#### 4. Pastor's Corner

- a) For confession after ARC on 11/13 – both priests were available, as requested.
- b) Side door usage – Fr. Black asked that all groups adhere to the existing policy of not propping the side door open, in accordance with safety rules. In addition, all groups except AA (for anonymity purposes) are asked to use the main entrance doors when arriving at church.
- c) Marketing/Communications and Music committees are in the process of being established.
- d) The Women's Club is exploring options to continue with the annual craft show. Scheduling prioritization as indicated by the Master Charter will be taken into consideration.

#### 5. PSC Chairman's Report

- a) The Senior Game Days action item (a part of senior outreach) falls under the purview of the Missionary Discipleship director to decide how best to move forward.
- b) Ham Sale – through collaboration between groups, Men's Club has agreed to donate hams to Help My Neighbor
- c) Paul put together a handout addressing the liturgical renewal content timeline in conjunction with the *Catholic Household Blessings & Prayer* books. Our Parish families are asked to consider bringing the liturgy out of the church and into their daily lives at home and work. Our weekly experience at mass can be used as a recharge to help us go out and act faithfully as Catholics out in the world. The household blessings and prayers book works as a tool to be used during those times at work or home, for all members of the family. By using it throughout our experiences, it can guide us through making room in our lives for God.

#### 6. Discussion Topics

- a) Grief Support Group pilot program (action item from the Missionary Discipleship report)
- b) The publication of PSC member names on the website was discussed and agreed upon.

#### 7. The meeting adjourned at 8:48 pm with a closing prayer by Frank Voegelé.

The next PSC Meeting is January 9, 2018; with reports due no later than December 6, 2018.

Reports can be emailed to [PSCcommunications@stjoanofarcpowell.org](mailto:PSCcommunications@stjoanofarcpowell.org).