**Newman Hall – Holy Spirit Parish Council Minutes (Adopted)**

December 8, 2020, 7:30 – 9:00 pm

Attendees (Virtually): Fr. Ivan Tou, Amanda Wehrman (Chair), Bob Gannon, Frank Rockwood, Jimmy Chim, Jimmy O’Dea, Linda Safarik-Tong, Kimi Hebert, Ned Niccolls (Secretary), Sam Cabrera, Thuy Nguyen, Youali Ramirez, Lina Gannon

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| 7:30 - 7:35 | **Opening Prayer** (Fr I. we give thanks, please watch over our community and students, help guide the PC) |
| 7:35 – 7:40 | **Adopt Minutes** (Adopted) |
| 7:40 – 8:05 | **Core Values Critical Conversation Planning**   * Review and discussion of draft agenda:   7:00-7:10 - Gather (Berkeley time)  7:10-7:15 - Amanda: opening prayer, welcome and introductions  7:15-7:30 - Fr. Ivan: context for why core values, review of current mission; define what we mean by core values; introduce draft core values  7:30-8:00 - Breakout groups for reactions and sharing: Each group to be anchored by 1-2 Parish Council members, who will ask prompts and take notes.   * Share a personal experience you've had at Newman that you think exemplifies our core values. * Which of these draft core values resonates with you the most? Why? * Time permitting: examine each of the four core values in turn and brainstorm words or short phrases that encapsulate them and are easily understood.   8:00-8:15 - Amanda: report outs from group  8:15-8:25 - Amanda: general discussion/reactions to report outs, synthesis  8:25-8:30 - Fr. Ivan: thank yous, closing prayer   * Finalize date in late January, next steps for communications   Thuy: better to call it a Town Hall rather than CC  Ned: What is the Purpose? Fr I: It is for the PC and FC; it is (primarily) a leadership tool--it helps us define what we are about. It also helps the general community in that it states common themes that define the community. Everyone is invited to comment, but the purpose of meeting is not to debate or change the core values. We know there are has been some confusion with the Mission Statement as given in the bulletin; the Core Values document is not a Mission statement.  Perhaps 50-100 people may attend. People may have become “zoomed out”. So far, only a small handful of people know about this effort.  Frank R: this will also help people come together, community building, get to know each other …. (Amanda agrees).  Bob G: We need a clear communication of what we want to get out of this meeting.  Jimmy O: agrees that we need to be clear on table setting. Perhaps use it in the bulletin. Perhaps even replace what is in the bulletin.  Amanda: good point, Fr I should explain the mission statement in the bulletin in the context of this work.  Bob G: Under Community, the bullet points could be a review of all that we do.  Linda: At the meeting, would it be useful for the attendees to rank their top three interests.  Amanda: We could ask “what resonates with you?”….Linda said yes, that would work.  Fr Ivan: It is more brain storming than resolving.  Jimmy C: the moderator’s job (moderators of break-out groups) is to bring back what they heard and be a scribe. The moderator’s job is not lecture on the document. It is facilitating.  Amanda: Yes, we (the moderators) will be listening and help bring it back to the larger group.  Jimmy C: We need to know what Fr I will be saying  Bob G: Yes, we need to have the materials ahead of the next PC meeting to make sure we are all on the same page.  Amanda: Yes, and maybe it could even be a handout.  Bob G: How will this be fun?  Fr I: (The fun comes) from stories…. People have great examples.  Jimmy C: Especially if there are large groups, the moderators need to make sure all get to talk. Maybe we can get some tips (Amanda will work this a bit; it is not always easy).  When (what day of the week) should we have the meeting? Lina: Mondays are good because people already have that in mind (a mental place-holder) that usually there is a meeting/conversation on Mondays.  (Mondays not good for Bob)  Discussion on what days that would work. Amanda will work this off-line with Fr Ivan.  Fr I: we will let people know (ahead of time) what we want to get out of this meeting. |
|  | **COVID-19 Impacts on our Parish**  Bob G: Wondering if the students feel safe;  Thuy: Have not heard much from the students, many are not physically here (at Newman).  Kimi: goes to mass, but also recognizes that she is with other students that could then be exposed.  Lina: is impressed with the care the missionaries are taking in trying to make it as safe as possible. They quarantine whenever they go out of town for example.  Several comments that Newman is doing well with physical distancing, etc.  What happens if it is cold or significant rain? Then (under such conditions) the mass would be in the chapel indoors by the priests and staff only. It would be zoomed.  Ned: Newman Hall is dealing well with the physical challenges with Covid. Now, is there more we can do for the community’s spiritual needs? Fr Steve’s homily last Sunday (e.g., perspective and optimism, pony and manure) was excellent in that respect  Fr I: is reaching out to everyone in the directory. Connect has been helpful. Colleen has gone through the directory to try to reach out to everyone in the directory. Have asked Eric to make sure that the homebound list has repeated parishioner’s engagement.  Amanda: another idea is to have the Connect right after the mass (with apologies to the Coffee and Doughnuts)  Bob G: asked about students….Thuy and Fr I noted the bible studies, Guardian Angels (more senior students to help/mentor newer students), and a variety of other activities. |
| 8:25 – 8:50 | **Pastor’s Updates, including finance/budget update**  Refugee family: moved to Fremont; the mother is expecting  We continue to work financial issues. Finances are looking better. Might end the year being close to balanced. We were able to largely keep staff and salaries. Costs are lower (due to no retreat, etc.).  Weekly giving has been good. Mass attendance is dropping which is understandable.  For Christmas we scheduled only three masses (Saturday evening, Sunday 9AM and 11AM)….all will be streamed.  We are looking to get help with technical support. Possibly students could be used.  Web page: One can go to the Events section to find out what is happening, but really all the events are on the home page. The News section often contains old news. One can double click on the dove. Suggested to have a Home button. We have an exceptionally active (“super vibrant”) parish, so it may be difficult to find some things, because we have so many activities. (Several comments that the web page has a good look including photos, and it is good to see all the activity). |
| 8:50 – 8:55 | **Follow-up on Ned’s Christian + Data Approach to Help Resolve Major Problems**  Ned thanked the PC to allow him to use the PC as a sounding board. Following the advice from the last PC meeting, Ned is focusing on two problems to potentially address:   * Ensuring Love and Support for Young People * Reducing Wealth Inequality while Maintaining/Increasing Wealth   He is working with another couple (outside Newman) to better define and select the issue.  There was a brief discussion, especially around the Wealth Inequality issue. |
| 8:55 – 9:00 | **Future Agenda Items**   * Next Meeting is Tuesday, January 12, 7:30 – 9:00 pm – will this date work for our students, given that it is before spring semester starts? (Pray for Bob, he will have back surgery the day before * Ned asked: could our students give us their evangelization perspective as to how the student ministry is doing in supporting current students, and helping reach out to those that are not of faith or have fallen away? This is not to ask for any research or significant time to prepare, but rather simply their impressions. (Amanda said, “a finger on the pulse”). Fr Ivan says a different but related topic is Focus—we could find a time when they could update the PC. |
| 9:00 | **Closing Prayer:** (Jimmy C: Thanks for all the blessings and love that have come into our hearts through the PC). |

Purpose of Parish Council (*adapted from Feb. 2020 meeting discussion*)

* **The Parish Council is an advisory body.** Our primary purpose is to support and advise our Pastor.We are the collective voice of the Parish community, sharing feedback from the community and providing advice on pressing issues of the day.
* **The Parish Council is a strategic body.** Our job is to look at the big picture and evaluatewhether we are on track as a Parish. Are there ministry needs not being met?
* **The Parish Council is an active body.** As appropriate, we can volunteer to take on tasks that need support beyond staff capacity. However, Parish Council meetings are not designed as working meetings; rather, to ensure sufficient time to carry out our advisory and strategic roles, action steps should be assigned and acted upon outside of Parish Council meetings.

Ground Rules

* **State views and ask genuine questions.** This enables the team to shift from monologues and arguments to a conversation in which members can understand everyone’s point of view and be curious about the differences in their views.
* **Share all relevant information.** This enables the team to develop a comprehensive, common set of information with which to solve problems and make decisions.
* **Use specific examples and agree on what important words mean.** This ensures that all team members are using the same words to mean the same thing.
* **Explain reasoning and intent.** This enables members to understand how others reached their conclusions and see where team members’ reasoning differs.
* **Focus on interests, not positions.** By moving from arguing about solutions to identifying needs that must be met in order to solve a problem, you reduce unproductive conflict and increase your ability to develop solutions that the full team is committed to.
* **Test assumptions and inferences.** This ensures that the team is making decisions with valid information rather than with members’ private stories about what other team members believe and what their motives are.
* **Jointly design next steps.** This ensures that everyone is committed to moving forward together as a team.
* **Discuss undiscussable issues.** This ensures that the team addresses the important but undiscussed issues that are hindering its results and that can only be resolved in a team meeting.