**Newman Hall – Holy Spirit Parish Council Minutes *DRAFT***

May 11, 2021, 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, Ned Niccolls (Secretary), Sam Cabrera, Thuy Nguyen, Youali Ramirez, Lina Gannon

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| 7:30 - 7:35 | **Opening Prayer:** Bob Gannon |
| 7:35 – 7:40 | **Adopt Minutes:** Adopted with corrections |
| 7:40 – 8:00 | **Old Business *(Before starting, Amanda reminded all that PC will not convene in June. The next meeting will be in July).***   * Update on Fundraising Committee Brainstorm   + Amanda reminded the group of the very generous question raised by student leadership of how they might help with financial aspects of the parish, possibly including fundraising. That led to a brainstorm meeting last month.   + Some ideas during the brainstorm included strengthening the alumni base. It could be framed as part of a development committee. This effort might become a natural part of the Financial Committee. (Arthur of the FC was not available for the brainstorm session; Fr Ivan will raise this question at the next FC meeting). The student leadership may investigate recruiting other students in such an effort if/when it develops further.   + Ned: another aspect that came up in the brainstorm is that it is important to be clear and understand for what we need the funds.   + Amanda: yes, so we have some good next steps. There may be a natural opportunity as the parish opens more for people to become involved in this effort.   + Frank: just following up on Ned’s point about what the funds would be for, there is a potential project I would like to discuss later in the agenda.   + Fr Ivan: It was a positive meeting. It is good to see the students desire and involvement in the parish, including integration of the students and permanent parishioners, it is win-win.   + Amanda: Keep an ear out for further updates after the FC has a chance to talk about it… * Core values follow-up: communications; prayer card   + Fr Ivan provided a summary of the Core Values effort. Please give Fr Ivan feedback. Fr Ivan noted that the intent is to capture the gist of the meeting. It affirms our core values. There is a lot of ideas and energy about how we live out those values. In terms of action items, this is documentation of how we live out our values, and for the future PC how do we live out these ideals as we transition to post-Covid next year and reviewing some of the ideals that people suggested. (Jimmy C noted that the version sent earlier version this day was not quite right…Fr Ivan realized he sent the wrong version and will resend the new version to the PC).   + **Action: Please give Fr Ivan feedback within a week.**   + Bob likes Lina’s visuals… Lina will try to send something next Saturday (finals underway now!).   + Amanda and others agree that, if possible, it would be cool to add visuals. |
| 8:00 – 8:20 | **Parish Council Recruitment, Chair Selection**   * Amanda pointed out the need to plan replacements for the PC so that there is not a massive turnover all at once. * Progress was made on permanent parishioner recruitment for the PC. Student PC action is typically done later in the year, near the end of summer. * Need to stagger recruitments so that experienced members can help newer members. * After reflection and urging by the parish council, Linda Safarik-Tong agreed to chair the Parish Council. The facilitation of each PC session will be done by an individual as coordinated by Linda. * Jimmy Chim and Jimmy O’Dea will share the position of Secretary/notetaker and will coordinate between themselves. * Fr Ivan noted that PC chair would be on his executive committee. * (As part of this topic, the council also discussed ways having a hybrid Zoom capability in the future to allow those who could not come to meetings physically to still be able to join in. The key is to have good sound. It might be possible to set up one of the rooms for such meetings). |
| 8:20 – 8:55 | **Pastor’s Updates**  We have financial data only up to February, so we are behind in getting that out. Not sure why the information is slow in coming.  Ned asked how the financial system works. Fr Ivan explained that Elizabeth sends Armaneno (sp?) accountants the financial data and they enter it into a Quicken-like system. Somewhere in this process there seems to be a holdup. Fr Ivan will try to track that down. That led to a general discussion of trying to unburden Fr Ivan and all the staff.  Bob: Often you (Fr Ivan) pick up tasks that we in the PC can help. This could be an example; we could help run it down if we had the contact information.  Fr Ivan noted that is a good path, he will try to delegate more. He would like to focus more on ministry versus the administration. Fr Ivan said his ideal is to hire an administrator who would have the power of the pastor in terms of administrative duties. Sort of like a President of a company that runs the company, while the Pastor would be like a CEO. But a subsequent pastor may not want that relationship.  Bob: perhaps you could identify someone, perhaps one of the sisters, to take on this position. They would be paid a salary.  Youali: not sure about the financial aspects but do want to echo Bob…. there are certain things that only you can do. We need to identify what tasks can we take off your plate. Perhaps one step would be to list what are those ministry tasks (preparing homilies, hearing confessions, etc.) versus those that a skilled lay person could handle (e.g., ordering toilet paper—it turns out that our pipes can only handle single-ply toilet paper--, arranging repairs and maintenance, etc.).  Ned: following up Youali’s point….could we set up a time where a couple of us could interview you (Fr Ivan) and we could craft the lists?  Amanda: As historic perspective, in previous PCs we have identified this need before and even went so far as to start working on job descriptions. The stumbling block has been how to pay for it.  Fr Ivan: It is good to hear this again. Back then as we developed job descriptions, but we had no money to implement such plans. The situation has changed with large reductions in staff. Now we have some leeway. Post-Covid, we will need to see if the income comes back up. My concern is that we will burn out our staff.  Jimmy C: affirmed that we do not want to burn you and the staff out.  Ned: in relation to that, now Fr Stephen is effectively the IT person.  Fr Ivan: We will have an IT person who will take over the live-streaming duties. It is on my list to do. (Part of the process is to get Diocese approval to hire a part-time person). It is hard to find part-time workers.  Bob: Possibly could share IT people.  Youali: Perhaps one stop-gap could be to use something like “Task Rabbit” to find a person to deal with a one-off need versus hiring them.  Fr Ivan: We have Thuy as our go-to IT person and producer.  Thuy: During the summer we can get students geared up to do admin and IT work. Then they can help with this throughout the year as part of their job (assuming Post-Covid). Fr Ivan and the PC like that idea.  Bob: Fr Ivan, please be aggressive with us. People are willing to help if they are personally asked for specific tasks.  Fr Ivan: I appreciate that. We are running a dynamic parish with not a lot of resources.  Jimmy: Fr Ivan, do you think it would be a good idea for say, a couple of us to have a 30 to 45-minute chat with you and Fr Stephen so that it could be broken down by categories:   1. Those tasks that are so important it must be done by you, 2. Tasks that are great for you to do but that could potentially be done by others, 3. Something that you absolutely do not want to do, but it is still on your plate.   We could come back with what we heard and provide recommendations. Do you think that would be a helpful exercise?  Fr Ivan: I like that, it would be good. Fr Stephen has asked me for an assistant to help organize his appointments.  Amanda: Jimmy, are you interested in anchoring that effort, and do you need a couple of volunteers to help?  Jimmy C: Yes, if Fr Ivan thinks that is a good use of time, I am happy to coordinate within another person. Fr Ivan: yes, that sounds good. That should be a good exercise. Jimmy C: I will be happy to organize this.  Fr Ivan: Just two other items for your calendars:   * We will have a Paulist capital raising campaign in the Fall of this year for our seminary. * Every four years we have a Paulist visitation, that will be in the Fall also. Two people will come to visit.   One more thing to think about in the future: perhaps there could be done more for the elderly, honor them, and losing loved ones. We have a lot of seniors in our parish. The Newman Elders is a great ministry and helps. There may be more we can do to help with transitions, including people passing and their families.  Amanda: It would be interesting to hear from that ministry if there is more that should be done…. Perhaps some outreach.  (New topic)—Frank: I noted that during Covid I rediscovered that the courtyard (outside patio) is a special place. Perhaps some refreshing is needed, and it is upstairs. How might we take advantage of what we have, and how to make it even better?  Lots of agreement from the PC.  Fr Ivan: I am all for it. It needs paint and improved lighting.  Amanda: that is a good example of a tangible “Ask”.  Fr Ivan: we do have some money in the bank (for example from the 50 yr anniversary project). In fact, an architect was supposed to come by today but they did not come.  Bob G: what about creative activities that could pull in people that would not normally come? Perhaps another picnic—we would need a couple of months to plan. What about an interdenominational event? Let’s pull in people, with Newman as a little star. We need “Fun: Raising”. (Collective groans of appreciation).  Jimmy C: Need to spend more time on such matters. We can consider it as an investment, and we may attract more people. We can explore more when we get back together again.  Amanda: Just before the pandemic, we had intended to get cross-parish leadership, after we regather would be a good time to pull the community together. The other thing to consider is to not forget our Core Values.  Fr Ivan: Super-Thanks to Amanda. Fr Ivan related Amanda’s stepping up to the leadership in difficult circumstances and getting the parish back on track, helping with financial aspects, staying on an extra year, leading us through the Core Values effort, and dealing with Covid challenges.  Fr Ivan: Also great thanks to Lina for her active leadership and being such a part of the parish. |
| 8:55 – 9:00 | **Future Agenda Items**   * Note: Council will be in recess for June, reconvene July 13th |
| 9:00 | **Closing Prayer** (Amanda) |

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.