

**Minutes from St. Clare Parish Council**  
**June 16, 2011**

***I. Opening Prayer***

Father Frank opened meeting with prayer

***II. Welcome New Members and Thanks to Those Whose Terms Have Finished.***

Introduction of new council members were done as well as thanks given to council members whose terms were finished. Also, the introduction of Father Michael Flanagan as the new Pastor of St Clare was made to the council. Attendance was taken. Those in attendance were Julie L, Teri T, Eileen C, June W, Charles H, Ed L, Jon P, Bob R, Father Michael, Margie S and Father Frank.

Took a moment to break for ice-cream and to say hello.

***III. Review and Approve May Minutes***

Minutes from May were reviewed and approved tentatively until John Roche returns from his vacation to make sure there were no additional changes. If there were no additional changes, these minutes could be posted to the website.

***IV. Schedule for Council Members at Mass (June-Sept)***

Discussion was held regarding scheduling of council members for hosting the Sunday Mass. Copies of the host responsibilities were distributed. Calendars for June, July and August were passed around and members selected dates. They are as follows:

**June**

19<sup>th</sup> Julie  
26<sup>th</sup> Charlie

**July**

3<sup>rd</sup> Teri  
10<sup>th</sup> June  
17<sup>th</sup> Eileen  
24<sup>th</sup> Jon P.  
31<sup>st</sup> Ben

**August**

7<sup>th</sup> Jodie  
14<sup>th</sup> Julie  
21<sup>st</sup> Jon P.  
28<sup>th</sup> Bob

***V. Pastor's Report***

***A. Protocol Draft***

Father Frank discussed a proposed Protocol for Capital Improvements at St. Clare's Catholic Church. Members were given a copy

of the protocol to review. In the protocol, Father Frank pointed out that there would be a procedure as to how proposals are brought before the council for approval. The protocol sets guidelines so that potential proposals brought to the council will have had to meet particular requirements. These details are explained in the draft.

Father Frank also discussed the roles of the committee members and how they are to be involved when proposals are brought to the council. It was discussed that before meeting with the council, the “idea” must be brought to the proper committee members to help develop the idea and to aid in making a better proposal to the council.

The council also reviewed and discussed the timelines in which the proposal had to be responded to and a decision to be made.

Council reviewed the protocols and decided to change the name to “Protocol for Changes at St. Clare”. Council members gave suggestions and discussed the process of proposals being brought to them.

Motion was made by Ed L. to accept the protocol and seconded by Bob R. Vote was taken and approved by council. Father Frank will make the recommended changes to the document.

END OF PASTOR REPORT

## ***VI. Committee Reports***

Committee reports were given by those present.

**Youth Report**- Julie L. reported that 18 students are going to NCYC in November.

**Green Space Report**- Margie discussed putting down grass seed and straw. The green space will “sit” until Fall.

**Finance Report**- Hold off until pastoral changes have been made.

**Peace/Justice Report**- Margie and June mentioned Peter’s visa issue and looking at ways to help him.

**Music**- NO REPORT

**Liturgy**- NO REPORT

**Building Maintenance** - Diane gave the council a list of concerns for the parish as previously requested by the Council. The top 5 concerns of the Church are: 1.) Front Entrance Cutters. 2.) Repair gutters on North side and clean all gutters. 3.) Address Insurance/Audit issues

(evacuation plans, cleaning supply storage, etc) 4.) Repair/change lights in buildings. 5) Add air circulation fan.

The top 5 concerns of the Friendship Hall are: 1.) Add topsoil around perimeter (complete) 2.) Repair overhang on south side 3.) Address Insurance/Audit issues 4.) Paint downstairs CCD classrooms (confirmation class will be helping) 5.) Add insulation to wall/ceiling/roof.

Jon Pryor volunteered to assist in doing the evacuation plans for both buildings.

### ***VII. New Missal Implementation***

An implementation team has been established. Ed Forester will head up this team that will help coordinate these changes. Activities such as a workshop and/or small group discussions will be held in the fall. These Missal changes will be implemented the first week of Advent. Next meeting for this team will be July 7<sup>th</sup> at the Friendship Hall. Music committee will meet June 30<sup>th</sup>

Suggestion was made to put an invite to the meeting in the bulletin.

### ***VII. Other Business***

#### ***A. Installation Mass***

Installation Mass for Father Michael Flanagan will be July 16<sup>th</sup> at 7pm. Bishop Gainer will be presiding.

Son Shine Sisters will coordinate reception afterwards.

#### ***B. Parish offsite at Windswept***

Offsite meeting will be rescheduled to August 7<sup>th</sup> from 11-4 at Windswept.

#### ***C. July 4<sup>th</sup> Party- farewell party for Father Frank Brawner***

Father Frank's going away party is July 4<sup>th</sup>. Ed L. said the Men's Cooking Ministry will be coordinating the event that will include a pig roast. Picnic will start at 5pm with plans to eat around 6pm. Ideas for going away gifts for Father Frank were suggested. The youth are going to make cards to be given to Father Frank.

***IX. New Business***

NONE

***X. Closing Prayer***

Closing prayer conducted by Father Michael.

- **Next meeting is August 18<sup>th</sup> at 7pm in Friendship Hall**
  - Opening Prayer = Julie LeBrun
  - Minutes = Jon Pryor
  - Closing Prayer = Margie Stelzer