

**St. Clare Parish Council Meeting**  
**February 26, 2015. 6:30-8:00 p.m., Friendship Hall.**

Present: Father Michael Flanagan (ex officio), Bob Rucker (chair), Tom Karasienski, John Roché (ex officio), Bruce Fraley, Keith Johnson, Hilda Castro, Carol de Rosset

- I. **Opening Prayer:** Tom
  
- II. **Review and Approve November Minutes:** Bruce moved to approve. All were in favor. Minutes were approved.
  
- III. **Schedule for Council Members at Mass:**
  - a. March 1: Bob
  - b. March 8: Keith
  - c. March 15: Tom
  
- IV. **President's Report:** Bob
  - **Front light above Church:** We are looking into putting lights in front of the church, to illuminate the front yard. There are two outlets already on the roof, so it shouldn't be too difficult or expensive. Bob will see what can be done, and how. The Knights of Columbus are willing to pay for the lights. They meet the third Sunday of each month, so the information needs to be ready by then to share with them.
  - **Freezing pipes:** So far, we have been doing well...no problems, even with the very cold temperatures. We are leaving the water run, as it's cheaper and less trouble than having to repair burst pipes. The Sacristy water problem is now fixed. Bruce suggested that we should keep the doors to the closet open, to keep that room warm.
  - **Building and Maintenance Fund doing well:** There is some money; not a lot, but enough for an emergency.
  - **Rename Building Fund to Building & Maintenance Fund:** Father suggested this change. Keith moved to change the name of the Building Fund to the Building & Maintenance fund. Bruce seconded. All approved. Father reminded us that the first Sunday of each month is when the second collection goes to the Building and Maintenance Fund. Bruce noted that it's important to keep people up to date on how the money is being spent. Father Michael said the Finance Committee would prepare an update at their next meeting.
  - **Thermostats** only accessible by Diane Zekind: she set them and locked them so that others can't change the setting.
  - **Parish Council liaison to the Liturgy Committee** is now Carol. She mentioned that the Liturgy Committee wanted the Parish Council to think about the planning for the Fish Fry.

The **Fish Fry** will be held on **March 20 from 5:00 – 7:00 p.m.** Bruce said he would get the word out and they would have people to cook. John mentioned that at the deanery meeting, a representative from the Social Justice committee of the diocese, Megan said that events and speakers could be provided through CRS. She said if we want a speaker to come to the Fish Fry to speak, say a refugee from the Congo, that could be arranged. In such a case, we might want to have the food more themed to the speaker...and donate the money to the Congo. Bruce replied that some people are concerned that we are only doing one Fish Fry this year...if we do the Congo meal, we won't do any Fish Fries at all. The Parish Council agreed that people have come to expect the Fish Fry, so we should do that— and have the money raised to go to our parish-- but we could also have the Congo meal with a speaker

at another time, as something separate. Bruce wondered if perhaps the proceeds should go toward the Building and Maintenance Fund this year. John wondered whether if the college students helped out, the Newman Club could get a share of the proceeds. All agreed that (a) we should go ahead with the traditional Fish Fry; that (b) the Building and Maintenance Fund should get most of the proceeds, with some going to the Newman Club if the college students help; and (c) that the CRS speaker and associated meal should happen in the fall.

It was suggested that an explanation be put into the bulletin regarding why we are only having one Fish Fry during Lent this year.

Father Michael told everyone that Mt. Vernon is having a Fish Fry tomorrow night (Friday, Feb . 27), from 6:30 – 7:30 p.m.

The Lenten **Hispanic meal will be from 5:00 – 7:00 p.m. on March 27.**

**Stations of the Cross:** Hilda will lead them this Friday (tomorrow, Feb. 27) at 6:30 p.m., in Spanish. Bruce suggested that the brown books be out so that English speakers can follow along. We need people to lead it on other Fridays. For March 6, Carol will ask Katherine Christensen if she can do it. Fr. Michael said he would lead one on March 13. Bruce volunteered to lead them on March 20. John asked that we pencil in Berea College students for March 27.

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

- **Emergency Notification procedures:** Last week, Father Michael canceled all services, etc., due to the terrible weather. He tried to get the word out. He called Marie and to have the information put on the office phone. She said we could put it on TV (WKYT), too, so Father Michael did; and then I decided to cancel for Sunday, too, and updated it on WKYT. However, not everyone found out, because we don't have any kind of notification system. Someone said we used to have phone trees. Having a Call One/One Call system would be useful, since it can call and text everyone. This would be helpful not only for cancelations, but also when people die, etc. We need to look at how to get the message out. We can also put the information on the web.

Bruce pointed out that we need a protocol. For example, let everyone know that if there is a cancelation, we will: (1) put it on the office phone; (2) put it on the website; (3) put it on WKYT; (4) put it on the church door, if possible; etc., so everyone will know where to look for information. Father Michael suggested putting together a small task force to create a protocol and check into prices for Call One. Father Michael and Bruce will be on this task force.

- **Revisit Bingo fundraiser:** Father Michael decided to table this agenda item until our next meeting.
- **Website**
  - Fr. Michael will send approved Parish Council minutes to Donna to upload to the parish website.
  - John mentioned that there had been a design change to St. Clare's website, and suggested that any design change should go through Parish Council.
  - John, Bruce, and Father Michael are going to put together a brief description of the Parish Council, as well as list its membership, within a month.. This will be posted on the parish website

- **Parish Directory** – goal for publication– September 2015 (Father Michael, Bruce, Linda, and Nancy will work on this)
  - Electronic version: Father Michael brought a partial, printed sample; he said that the information is already available, so it should be simple to print. He plans to have a printout for people to correct, or to add their name. Or, a person can say “no picture,” or furnish their own picture, or say they don’t want to be in the directory at all. Keith asked whether the directory was going to be put online, since that might be problematic for people who don’t want all that information online. Father Michael said that right now, there will only be a paper copy; it won’t be online. Hilda asked how much a bound copy would cost. Bruce said he thought it would be probably \$8 to \$10 per copy. Hilda said she would check some prices. John suggested leaving some blank, lined pages at the end so you can add new parishioners if you want. Keith asked, how about a page at the end for advertisements, to help offset the cost? Bruce said that if pictures needed to be taken for the directory, he would try to find a way to do that.
- Online Parish Registration form: Father Michael wants this to be available online so that new parishioners can input this information right on the website.
- **Kitchen** – Bruce stated that he, Father Michael, and Nancy met on January 14 at 4:30 p.m., and talked about what should be done with the kitchen. Nancy is the expert on that. She estimated that it would cost \$10,000 to make all the necessary changes. Father Michael reminded that Parish Council that it would be nice to have a kitchen we could use for fund raisers and also for a soup kitchen once a month or twice a year...the biggest expense is an industrial strength dishwasher...Nancy will give a line item list of what each thing costs. Keith asked whether having the updated kitchen would make the building more attractive to rent? If more people wanted to rent it, that could help pay for the improvements. Bruce said that we need to have an open forum in order to explain to the parish why we are only able to have one Fish Fry and one Hispanic meal during Lent this year, to educate the parish. It was decided that this open forum will take place after Easter; the Parish Council will decide on the exact date at our next meeting.

**VI. New Business:**

- Schedule next PC Constitution meeting: Sunday March 8 at 2:30 p.m. Bylaws only. Meet in Friendship Hall. Whoever can make it.
- Parish Council Liaison to Women’s Guild: Bob offered to do this. Father Michael will let the Women’s Guild know about this.
- Lenten activity: The St. Clare Peace and Justice Committee decided that we would direct our Lenten donations toward the Catholic Action Center in Lexington (which helps the homeless and hungry) this year. This will consist primarily of food and clothing.

**VII. Closing Prayer:** Father Michael.

**Next Meeting: March 19, 2015 at 6:30 p.m. in Friendship Hall.**

Opening Prayer: Bruce

Minutes: Carol

Closing Prayer: Hilda

*Minutes respectfully submitted by Carol de Rosset.*