

St. Clare Parish Council Meeting
September 18, 2014, 6:30 p.m., Friendship Hall

Present: Bob Rucker, chair; Bruce Fraley, Tom Karasienski, Linda Sabino, Vic Sabino, Carol de Rosset, John Roché (ex officio), Father Michael (ex officio)
Guests: Nancy Ryan, Ralph Stinebrickner

I. Opening Prayer: Linda Sabino

II. Ralph Stinebrickner – The Habitat For Humanity Spaghetti Dinner will be held at St. Clare. There have been several offers of contributions of salad, spaghetti sauce, etc...we just need people to attend.

III. Nancy Ryan and Ralph Stinebrickner of the Peace & Social Justice Committee were present. Nancy said that the committee wanted to reintroduce themselves to the Parish Council, and to the parish. Nancy handed out a printed summary explaining who the group is and what they have done in the past. She stated that the committee is trying to re-energize itself and let the parish know of the committee's existence. The original committee was formed and began to meet in 2002, and has met relatively consistently since then. The impetus for the committee's formation came from an invitation from Parish Council, which was seeking a formal structure for the parish's outreach projects. The committee developed the following mission statement:

“The St. Clare Church social ministry has as its foundation the Baptismal call received by each of us to participate in bringing about the reign of God. Catholic social teaching has developed through an understanding of Old and New Testament Scripture. The mission of the SMC is to assist parishioners to understand and to act upon this rich tradition. Action is directed in the distinct but complementary areas of direct service to the poor and oppressed, peace and social justice, and legislative advocacy to impact public policy to reflect Gospel values.”

Nancy noted that this mission statement was adapted from a book the committee had read, entitled *Parish Social Ministry: Strategies for Success*, by Tom Ulrich. There have been about 15 members since the committee's beginning. Nancy noted that the committee was called the “Social Ministry Committee” at first, but that the name was later changed to the “Peace and Social Justice Committee” so as not to be confused with a hospitality committee.

Nancy and Ralph wanted to provide the Parish Council with this background information about the Peace and Social Justice committee, as well as bring forward the idea of a pre-Christmas and even pre-Advent activity for the parish: The All I Want For Christmas campaign. It's based on two assumptions: most of us at St. Clare have far more things than we want, need, or know what to do with, whereas there are so many needs in the world. Several years ago the committee sponsored an alternative giving bazaar; this is a simplification/modification of that. The Peace and Social Justice Committee will come up with a small number of projects/organizations that would reflect local, national and international needs...a short list of things that would allow parishioners to talk to family and friends, saying, instead of a tie, please donate to Catholic Relief Services, or BURR, etc. There would only be a few selections so that people don't have a whole lot of things to choose from. The committee would provide the name of each organization,

its website address, what they do, etc. Parishioners could use this information to make donations in honor of family members, friends, etc. There would be printed material that parishioners could use as an insert in a Christmas card, stating, “a donation has been given to _____ in your honor for Christmas,” etc. The committee would simply provide information about worthy causes; they would not take any money. The day would be announced in the bulletin, etc. The plan is to do it in November to avoid the many things going on in December...maybe end it around Thanksgiving time.

John Roché mentioned that there was going to be a “highlight a committee” feature in the bulletin, talking about a different committee every week or month, and that the Peace and Social Justice Committee could be featured in November.

Fr. Michael suggested that the Peace and Social Justice committee think of some ideas that the parish could be involved with that would be related to *The Joy of the Gospel*...the committee might consider how *The Joy of the Gospel* ties in with things the committee wants to do.

Nancy said she would take the suggestion back to the group.

III. Review and Approve August Minutes.

Bob moved to approve the August 21, 2014 minutes as written by Fr. Michael. Bruce seconded the motion. The minutes were approved.

The minutes mentioned a fundraiser on Friday, Sept. 19: Mexican food and music. Father Michael stated that the date had been changed to Saturday, Sept. 20, after mass, in Friendship Hall. The meal will be open to the public; in lieu of a set price, donations will be accepted.

Bruce asked that we consider how we can publicize the dinner, to get attendance up? He suggested that we get in touch with the contact people from all the church committees, send a mass email or something of that kind, to try to get the word out, and he said he would send an email to all the committees/members he knows of personally.

Linda asked whether the parish has a one-call system, similar to the one used in the school system. Father Michael replied that we did not. Linda thought this would be really helpful, and the rest of the Parish Council agreed. Linda said she would look into seeing what would be necessary to get the set up with a one-call system.

IV. Schedule for Council Members at Mass:

- a. September 21: Nancy?
- b. September 28: Tri-Parish Picnic at Camp AJ
- c. October 5: Vic
- d. October 12: Tom

V. Pastor's Report

Fr. Michael pointed out that we need a Parish Council representative on the Finance Council.

They meet four or five times a year. Linda volunteered.

Fr. Michael informed the Parish Council that he will be at St. Meinrad on retreat with his fellow priests from October 27-31, 2014. During his absence, there will be communion services Monday through Friday, led by John Roché. Father Michael said that he should not be contacted unless there is a sacramental emergency; otherwise people should call the office.

a. Review of Finances and quarterly report for early October

Father Michael stated that Ed Forester had gone over the review of finances pretty well when he talked to the parish about the situation at the end of each mass. The parish is doing pretty well...we have talked about different fund-raisers and we already have a Mexican dinner planned for Saturday night; John will organize a CCD fund-raiser; we talked about having First Friday fund-raisers; Father Michael has been encouraging the committees he visits to spearhead at least one fundraiser. He stated that we need to get the word out that each parish committee or group needs to organize at least one fundraiser. There are several fund-raising ideas in the August 21 minutes, but we are open to suggestions.

Bruce showed the Council the empty sign-up sheet (from sign-up weekend) for a new fund-raising committee...no one had signed up for it. It would be helpful to have a fund-raising committee in the parish. Bruce commented that rather than ask for volunteers, we may have to identify people who would be good and simply ask them to serve on the committee.

John added that we might have to mention specific ideas so that people will know what kind of fundraising we are talking about...running a carnival or selling chocolate?

Fr. Michael stated that our first quarter is ending this month. In early October, he wants to follow through with what we said we'd do: Say where we are in terms of finances; say where we are in terms of our maintenance/building fund (we're up to \$1700 already); we have one or two things we're going to do before the end of the month, and we'll report this; we'll have the building maintenance committee meet for the specific reason of determining what needs to be done and have that available as a report. In short: here's what we have, here's what we spent, here's what's on the horizon.

Bruce suggested that it would be good to have something very visible for this.

Fr. Michael said that one very visible thing is the two lights outside, which have not worked for some time. It's a fairly big repair that Bob's been working on. This will be fixed very soon.

The next thing may be invisible, but it's needed: to replace all our fire extinguishers. Our Catholic Mutual of Omaha safety guy came in from Nebraska...we have about 15 fire extinguishers altogether...every single one has a last inspection date of 2006. He will get us a detailed report with specific recommendations as to what we need to do; most are minor. Bob is looking into the fire extinguisher issue; new ones will cost about \$60 or \$70 apiece.

Bruce suggested that we contact a specialist locally to see if the fire extinguishers can be

recharged rather than replaced; that would be less expensive.

Bob said that he had checked with some people who told him that after a certain age, you can't recharge them anymore, but he said he would check with the Berea Fire Department. Father Michael said that all this information will be put into the bulletin in an insert so everyone can see exactly what we're doing, and why.

He added that starting in October, the first weekend of the month we will have a second collection to go toward the maintenance/building fund: for upkeep and maintenance first, and then, hoping to save for a rectory and office on campus. This will be in the bulletin. This will start in October and continue every month afterward.

b. Sign-up Weekend follow-up. Father Michael has the sign-up sheets from Sign-Up Weekend. He wants to follow up on this soon, especially for the people who are new to the various ministries/committees. (Next time we need to make clear that the sign-up only needs to be done by new members.) Father Michael said he would personally contact the new people who signed up if the committees didn't follow up themselves. He said he would ask each committee who hasn't been called, and if the committee didn't call the person, Father Michael will call them himself. The parishioners who signed up are willing to do the work; let's contact them and welcome them and get them involved.

Vic asked whether there is a list of all committee members so that we know who is on each committee?

Fr. Michael answered that we really don't have lists for all committees...we have a list of Parish Council and Finance Council members, but not a list of the members of the other committees. We do have the contact person for each committee listed in the bulletin, but it would be good to have a list of all members available. We should have a roster of every group and committee.

John suggested that when we ask the different committees for their mission statements, we should also ask for their roster.

Fr. Michael agreed that this was a good idea. Fr. Michael also commended Linda on being present as a Parish Council representative for the Sign-Up Weekend.

Bruce said he thought it was good that we had a Liturgy committee person there, too...Katherine was there Saturday night; Peggy Patrick was there after the 9:00 a.m. mass and Hilda Castro was there after the Spanish mass. When we have the spring sign-up weekend, Bruce suggested that a different person from the parish council—other than Bruce or Linda—be there, so that the parish becomes familiar with all the people on the Parish Council. Bruce suggested that we go ahead and decide when to have the spring Sign-Up Weekend...maybe have it in Lent again. The Parish Council already had decided to have a Sign-Up Weekend every fall on the first weekend after the Labor Day holiday; in the spring, Bruce suggested that we have the Sign-Up Weekend the second weekend of Lent (it would be announced the first weekend in Lent and then the Sign-Up weekend would be the second weekend in Lent). The other Parish Council members thought this was a good idea.

Fr. Michael said that at that point, if we have our committee rosters, we could list who is part of each committee so everyone can see who is already a member; people who see their names listed will know they don't have to sign up again.

c. Tri-Parish Picnic: Father Michael said everything is in pretty good shape for the Tri-Parish picnic on Sept. 28 at Camp Andrew Jackson. The mass will be bilingual (Fr. Ulices & Fr. Michael...they still have to work out the details). McKee is the host so they're paying for the meats; Mt. Vernon is cooking the meats; there are at least seven activities/events after mass; McKee is supposed to plan most of them. However, we need from St. Clare someone to lead Bunko. We have at least two lifeguards; there will be swimming and canoeing. There is hiking, too. There will be live entertainment beginning after mass and continuing for the rest of the day. We will eat the main meal half an hour after mass ends. There is a youth activity for the kids right after mass. We plan to wrap up around 5:00 p.m. There will be people directing traffic on the way in. We have one tent and hope to get two more.

Tom asked whether there would be signs for Camp AJ on the way.

Fr. Michael said that a map with directions has been in the bulletin, and there will be balloons marking the way.

Vic wondered how big a tent was needed.

Bob said that we have one that's 10' x 10'.

Fr Michael said that the Davis and Powell Funeral Home is going to lend us a 15' x 15' tent, along with 50 chairs. We need to thank them. Marie has a neighbor who might have a tent we can borrow.

Vic said that they have one that is 10' x 10' or 12' x 12' that they could bring.

Fr Michael said that the more tents we have, the better, especially if it rains, although if it really rains hard, we'll have mass and the picnic at St. Paul in McKee. Right now, though, the forecast looks good.

Fr. Michael said that as soon as you come into Camp AJ, there's a big grass area to the left where everyone will park. Everyone should try to get there by 11:30; we want to start mass at 11:45-ish. We're looking into getting extra chairs from a place at Gray Hawk, maybe 50-100 in addition to what we have. We'll meet next week and check everything to see what we have, etc. We have people scheduled for most of the ministries. The choir is going to sing; a brass quartet from Lexington is going to be there...all kinds of things. The idea is to have the mass and activities on that lower level; the only thing on the upper level is food preparation. Fr. Michael invited the deanery too, so we may get a couple of people from around the area.

d. Building Maintenance meeting – October 7.

Bob is chair of the Building Maintenance committee. The purpose of the Oct. 7 meeting will be

to identify what needs to be done in our buildings and grounds and prioritize.

VI. Old Business

a. Bob said: Get your wallets ready...we need money.

(1) Replace/repair lights in the church. The ones that no longer work will be replaced sometime this coming week by D&B Electric (Dale and Brenda Electric). Ed Lafontaine volunteered to help out. Bob's concern is that eventually we will need to replace all the lights in the church; they are 12 years old. There are 22 lights; two don't work, two go on and off, and three of the small ones on the walls no longer work. Two of the power lamps that focus on the altar are out, too. We will replace these with LED lights. They use a lot less energy; they give you a warmer light than fluorescent...it's easier to read under them...easier on the eyesight...(less than 3000 kelvin)...and they last a good ten years with no problem. When D&B comes, safety is the first thing...the lamps are 21 feet off the ground...so they have to use scaffolding to do the work. The scaffolding will cost about \$600 a day. Each new light fixture is \$320. To replace each lamp takes about 10 minutes. After D&B do the job this time, though, we should be able to replace the others ourselves...we will replace them as we need to, once we know what parts we need, what the process involves, etc.

D&B will also replace the two lights out front near the door...they've been out for a long time. So to replace all the lights that are not working, inside and out, it will cost a total of about \$1400-\$1500.

(2) Drain for Sacristy. There is always water that comes in during the winter and makes a mess. This has happened since the church was built. The pipe is plastic and has no insulation, so it freezes and leaks. There are two ways to fix it. Expensive: rip out the wall, replace the pipe, fix everything. Or, go beside the cabinet, run a pipe where you won't notice it, and have it go outside. We will do the latter, since it is very inexpensive, almost nothing.

(3) Fire Extinguishers for Church & Friendship Hall. Bob will check with the Berea Fire Dept and find out whether we can get the fire extinguishers recharged, or whether they need to be replaced, and act accordingly.

(4) Kitchen in Friendship Hall. John reported that the main concern with our "kitchen" is that it is not a viable kitchen for food preparation and distribution for sale. If we want to warm up meals and give them away free, it's okay. For food preparation for sale, in the kitchen the first thing we need is a three-basin sink, as deep as our largest pot. We need a grease trap, which is usually outside. We need to get a certified plumber to come in and diagram the whole thing. The health department comes after that, looks at the sink and the grease trap and the diagram, and says okay or not; there are a lot of other things involved, too. Until we get it all sorted out, we can ask for donations for food, but not set a price.

Bruce said that although outfitting the kitchen is going to cost money, it will be worth it, since otherwise we really can't have fish fries or any other food-related fund-raisers.

John said that the fee to operate such a kitchen is about \$150 a year; you have to have a food/kitchen manager, who has to be trained, and the food handlers also have to be trained. There are also timing issues to consider. Technically, for the Mexican food night on Saturday,

we could charge a set price because it's a one time thing, but if there's any regularity to the events/sales, you have to have a proper kitchen and trained people.

The next step is to figure out how much everything is going to cost, and we'll have to move in steps. The sink and grease trap is the first thing.

By the way: John informed the Council that what we have in Friendship Hall is technically not a kitchen, but a "warming room." If it were a kitchen it would at least have to have the three-basin sink and the grease trap.

(5) Handout :Constitution of the Parish Council. Fr. Michael distributed copies of the Constitution of the Parish Council, but, time being short, decided to wait to discuss it at the next meeting. Parish Council members are to look at it before then. We might want to update it.

b. Fundraising : All Committees

a. Mexican dinner : September 20 after mass...8:00 p.m. till midnight

b. October CCD fundraiser: every Sunday in October after the 9:00 a.m. mass there will be a bake sale, at around 10:30 a.m., in front of the church. One or two parents will run the bake sale table right after mass. The purpose is to raise CCD money to defray the cost of the CCD books and possible field trips (to Gethsemani, etc.), to purchase books for the future so that parents will not have to pay for them, etc. Anyone who wants to bake something should bake something autumnal.

c. Others: Bruce mentioned the October arts and crafts fair in Berea as a possible venue for a fund-raiser. John mentioned First Fridays in Berea. Health code rules don't apply if it's a one-time occurrence.

Ben Wilcox wants to update the Italian dinner...have a more formal affair, parents would dress up and leave the kids at home...have music, etc. Bruce will ask him to put together a plan.

Bob wondered if anyone knew anything about a yard sale soon, based on bags of clothes and other items in the green house along with two signs that said "Saturday 8-12." No one knew anything about a possible yard sale. Bruce suggested that he ask Marie.

Fall Cleanup: The Fall Cleanup date is Saturday, Oct 25; it needs to be added to the liturgy committee's agenda for that next meeting. Bruce will send a note to Teri Thesing to see how to go about sign-up for that, etc. There will need to be publicity, etc.

Bruce also said he would do a personal appeal for people to come to the Hispanic food fundraiser this Saturday...he will email people like lectors, members of the liturgy committee, etc....give them an idea about what time, etc. and encourage them to come. He suggested that we all do the same, to try to drum up as much business as possible.

Vic suggested making a cover for the fish fry sign, for the Mexican food night, that we could put out next to the street to publicize it. Everyone thought that was a good idea.

Linda said that a man in the parish approached her and asked her to bring to Parish Council the question of having an American flag and a Catholic flag in the church; he said he thought it was important to have our faith and our country represented in the church.

Fr. Michael said that we discussed this issue last year and the parish was very divided on the subject. Although we might bring it back to the table at a future time, now is too soon.

VII. Closing Prayer: Bob

Next Meeting : October 16, 2014

Opening Prayer: Keith? (If Keith can't do it, Bruce said he would do it)

Minutes: Carol

Closing Prayer: Tom

Minutes respectfully submitted by Carol de Rosset