

**Saint Joan of Arc  
Pastoral Council Meeting Minutes**

Thursday, December 3, 2009

**Members Present:** Bill Buenz, Jim Cassidy, Jim DeBruycker, Pj Doyle, Elaine Hauff, Christopher Hermann, Brad Hinker, Norine Larson, Ed Luterbach, Mike McCloskey, Erwin Templin, Vicki Underland-Rosow, Ellen Velasco-Thompson

**Guest Present:** Steven Friedrichs

**I. Prayer** offered by Pj Doyle

**II. Mission Statement** read by all

**III. Agenda Additions:** Organizational Chart

**IV. Old Business**

**A. Review Process for Parish Administrator and Feedback for Priests:** At Ellen's request, the item will be returned to Human Resources Committee for review.

**B. Discernment Process:** Christopher reported on the ad hoc committee work and distributed suggested amendments.

1. No changes recommended for advertising discernment, nominating candidates, night of information and commissioning.
2. New voting process recommended for night of discernment:
  - a) Priest(s), Council members and candidate(s) present will vote for one candidate via secret ballot.
  - b) Designated Council member will tally vote and announce results.
3. Christopher will clarify wording to reflect that voting participants may choose to vote "no candidate"

**C. Response to Parishioners Concerns:** clarification was made to process for Pastoral Council members who are contacted directly by parishioners with concerns. Inquiries are to be directed to the appropriate staff person or committee and the parishioner notified of that disposition.

**V. New Business**

**A. Pastor Reports**

1. Fr DeBruycker reported:
  - a) Southern Deanery planning document will be finalized by year end and be formally presented to Archdiocese on February 13, 2010. Deanery parishes are in relatively healthy shape.
  - b) Mobile Loaves & Fishes project is moving forward
  - c) Met with Shriners regarding project with Iraqi children
2. Fr Cassidy reported:
  - a) Fair Trade Market went very well on November 28-29
  - b) Advent activities underway; several events per day

- c) Pastoral Council members invited to serve cake following December 6 masses in honor of Pete Eichten
- d) Staff adjusting to management transition. Some are adapting more smoothly than others.

#### **B. Liaison Reports**

1. Christopher reported on Pastoral Ministries and his meeting with Rosie Rogers.
  - a) Befrienders remains extremely busy.
  - b) Suggestion made to post committee rosters on website and in office.
  - c) Staff day scheduled for January 26. Specific details to follow.
2. Mike reported on his meeting with Steven Friedrichs and both commented on Shared Ministry work.
3. Brad reported on his meeting with Tom Smith-Myott. Sages and SWAG (sharing wisdom across generations) extremely active. Eco-Spirituality committee working on car pool project.
4. Pj reported on her meeting with Julie Madden. Peace and Justice committees continue to be extremely active. Demonstration called for Saturday, December 5 at Hiawatha and Lake in Minneapolis to protest the troop escalation in Afghanistan.
5. Vicki reported on Youth Ministries and reminded Council members to visit the new youth space.
6. Ellen reported on HR committee discussions. In this time of transition it is important to maintain a respectful work environment. One possible strategy is to bring in an outside facilitator to help ease the transition.
7. Better communication between council members and staff was mentioned as a goal by several staff members. Staff attendance at council meetings and council members attendance at staff meetings are possible strategies to pursue.

**C. Insurance Liability:** Erwin reported that we are currently insured through Catholic Mutual. While we have ample liability coverage we do not have coverage for sexual misconduct. Erwin will continue to look into this.

**D. Procedure for Developing a Central Repository for SJA Policies:** Mike McCloskey volunteered to take a first pass through his notes in an effort to identify policies.

**E. January Social Event:** Mike volunteered his home for a holiday party to be held January 15, 2010. Details will follow.

#### **VI. Agenda Additions**

**A. Organizational Chart:** Response to the organizational chart was very positive. Ed will bring back the chart with minor revisions in January. The chart is primarily for governance structure. An employee organization structure will be developed in 2010.

**VII. Closing Prayer – Fr. Cassidy**

**Looking ahead:**

- **Bill has prayers for January meeting**