

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

Thursday, March 4, 2010

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

**Guests Present:** Ruth Shriver, Venetia Kudrle

**I. Prayer – Mike McCloskey**

**II. Mission Statement**

**III. Approval of Minutes** regarding Liaison reports, it was decided to only include in the minutes any action items or decisions required by P.C.

**IV. Agenda Additions**

1. Norine – there will be an Announcement at the March 7 services regarding the “spring cleaning” event for St. Joan’s facilities to get volunteers for the effort.

**V. Old Business**

1. Review Process for Parish Administrator and Feedback for Priests – Venetia Kudrle presented the summary document of the process. PC recommends its adoption.
2. Organizational Chart – an updated “cross” org chart was presented as well as a chart of the major functional areas of activity. The addition of a Communication column added as a major functional area. Ministry descriptions and committees are listed for each major area. Staff and committees will review and revise the charts and modifications will be brought to the Council.

**VI. New Business**

1. Pastor Reports
2. Liaison Reports
3. Input for the job description for parish administrator – Venetia : The existing job description is not a good fit for St. Joan’s culture and so Venetia asked some questions of the P.C. which were discussed in depth:
  - i. What are the most important roles for Parish Administrator?
  - ii. What should be emphasized in the role in order to specifically meet the needs of St. Joan’s?
  - iii. How important is adaptability?
4. Review of staff evaluation process currently in place – 2 things are needed – an immediate plan for a system to use this year; and a longer term improved process for personnel reviews.
5. Prioritization and the budget shortfall – Ruth & Erwin presented information regarding the projected budget shortfall. Discussion of priorities will be continue.

6. Overview of Justice grants, the CARE fund and other social initiatives – Ruth & Erwin. Due to budget shortfalls, better communication (re-wording of “The Bottom Line”) to the parish is recommended. Additional review of income, expenses, and options to close the gap were discussed.

## **VII. Agenda Additions**

1. Virtus training for council members - April 22, 6pm onsite training available.
2. Grace House - Should we consider alternative uses? This will be added to next month’s agenda.

## **VIII. Closing Prayer - Mike**

### **Looking ahead**

- **Vicki has prayers for the April meeting**