

HOLY TRINITY ROMAN CATHOLIC CHURCH PASTORAL COUNCIL MEETING MINUTES (approved as amended on 26 April 2018)

February 22, 2018

1. Opening prayer. Fr George opened the meeting with a prayer (almost promptly at 7 pm)
2. Roll call; introduction of visitors.

Ministry(ies)	Name	Present/Excused/Absent
Pastoral Administrator	Fr George Kuforiji	P
Council Chair	Jeff Turner	P
Pastoral Secretary	Mike Hahn	P
Pastoral Council/Music	Marcia Ren	E
Pastoral Council/Altar Society	Geri Procetto	P
Pastoral Council/Hall Rental	Francis Stadelman	P
OTHERS:		
Spirituality	Alice Stadelman	E
Youth Ministry	Mike Hennick Sr	P
DRE	Sharon Hennick	P
Cemetery/Altar Society	Kathy Phillips	P
Social Justice	Allison Hundley	E
Music/Liturgy/Altar Society	Kathleen Stadelman	P
Parishioner	Bill Phillips	P
Parishioner	Barbara Farey	P

3. Approval of minutes. Francis Stadelman moved to approve the minutes of 25 January 2018 as amended, it was seconded and approved unanimously.

4. Introduction/installation of new members. None
5. Reports:
 - A. St. John's. None to report
 - B. Altar society: Kathleen reported: They had their lunch on 7 February and will sponsor the Station of the Cross on 23 February. Elaine Caldwell would still like to have a 'Living Station of the Cross' however it would interfere with the Holy Shroud of Turin presentation. Father George stated the 'presentation' will be in place of the Stations of the Cross.
Kathy Philips recommended the adoration to be cancelled because of the conflict. Father George he would take the last time spot so that those who helped set up for the presentation (food, chairs, etc) would be free.
 - C. DRE/Community night dinner. The WNC dinners have been successful as was the Valentine and Mardi Gras events. There are still pictures to be picked up from the Valentine's day dinner. Sharon thanked everyone for attending the WCN on 21 February to partake in the dinner and the film "keep the children safe". There were suggestions on having a more encompassing theme other than just the internet. Best was done given the monetary and time constraints. Although a dinner was perhaps not the best time for showing it ensured the greatest participation.
 - D. Spirituality. Alice was not able to attend due to not feeling well.
 - E. Liturgy/Music. Music will be more serene given the season
 - F. Cemetery. Nothing to report
 - G. Parish and Family Life. No one has volunteered. Chair may remove the item and cover it under other areas. Game night
 - H. Maintenance. Francis Stadelman presented a written report and a written job description for repairing the asphalt, restriping, trimming hedges and other work (his report is attached). Following is his maintenance report, it is written as presented. Comments by the members are highlighted and so noted:

Francis' report:

Maintenance Report: The following need to be addressed not particular order; some now most in the 6-9 months.

Updates for 2-19-2018 meeting

1. Get bell working soon (Jeff is working on as of now)

2. Fire extinguishers all updated (have A-1 coming to inspect soon)
3. Handicap ramp at church rebuilt
4. Coat all flat roofs
5. Trim hedges down to about 24" to 30" wide and about 3' tall. Note: they'll look a little 'naked' until they leave out again (have one quote from licensed contractor)
Comments: Francis felt having the work done by a non-licensed individual was a potential major liability issue. Fr George and Jeff felt that this was not of great concern. Eric who had done some of the work before did – according to Fr George – a good job. He was paid \$150.00, that would be exceeded by a contractor. Fr George further stated that we are stewards of that what is given to us by God and that we need to be judicious in how we use it. There were legitimate concerns on both sides.
6. Replace the 4 or 4 outside old cast aluminum sidewalk and driveway lights with new LED electric eye activated lights.
7. New siding on the South end of rectory garage and paint.
8. Parking lot sealing or asphalt overlay and restripe (have one quote so far, expect second soon)
Comments: Jeff asked if the asphalt would have to be redone once the work on the redesign of the church was completed. Francis explained that the cost of restriping and handicap marker would run \$8K to 10K. Mike Hennick noted that the contractor would ensure the asphalt is in the same condition as at the start of construction.
9. Pressure wash building as needed.
10. New siding on the South end of rectory garage and paint
11. Moss kill on rectory roof (done on first week of Feb)
Comment: Fr George stated that he had taken care of this
12. Wall thermostat on heater in Chapel (N) (electrician will do this week)
13. Scrape, repair as needed, prime and repaint the approx. 4' high yard wall SW Corner of the Rectory
14. New light or motion activated light on SE corner of garage near garbage can (have light donated by Stadelman Electric which will be installed this week by electrician along with new hall exit lights)
15. Install bumper guard behind garbage can to protect garage Siding sanded and repaint damaged area
16. All gutters cleaned (done first week in February) – cost was \$180
17. Repair or replace all siding and any structural south wall church
18. Trim hedge and trees overlapping North fence on parish boundary. May need survey to verify exact North line (part of # 5 above)
Comments: At this point Francis asked Mike Hennick if he had the opportunity to check the boundaries. Mike answered that he went through the thicket – not all that pleasant – and found some ribbons. He will have to get a metal detector to see if there are any magnetic markers. He stated that Bandon Inn will replace their wooden wall with a more permanent wall. It will not interfere with the parish.

19. New parish rectory and hall definitely need painting and major prep. Work before painting. He will be getting quotes for this. **Comment: Francis stated that he proposed a job description. (see atch 1)**

20. Other concerns

Comments: Francis handed out a page from the Archdiocesan “booklet” on Pastoral Council make-up/responsibilities, published in 2016 which Mike Hahn had sent to the Pastoral Council members. This was done because in the January 25 meeting Francis had found the cannon law notes on the responsibilities of the Finance council but none on the pastoral council responsibilities. The page he handed out was regarding the relationship of the Pastoral Council to the Parish Finance Council.

He felt that there needed to be a more detailed financial report. The report Mike Hennick, Financial Council Chair, handed out in the previous, according to some, were not detailed enough.

This prompted a discussion on the relationship between the Pastoral Council and Financial Council.

As the chair, Jeff, noted the Council is advisory to the Administrator/Pastor. Father makes the final decision on all matters concerning the parish. Discussion brought forth some good points on both sides. Francis asked the members to delve into the booklet a bit more. More to follow.

I. Social Justice. (By Allison Hundley) – Read by Mike Hahn as sent to him by Allison in her absence:

Holy Trinity, Seabird Chapel of God and the Bandon Ministerial Association worked together to donate money to a mother with two children, who needed rent for lodging, at a local motel for a few days. Pastor Jim Minkler visited the woman and made some calls, and determined the need was real. Holy Trinity donated \$75.

The Knights of Columbus and the Church of the Latter Day Saints in North Bend, have supplied Holy Trinity with 20 food certificates, worth \$20 each, for McKay’s Market. (There has been a problem in the past with a person copying the certificates and giving them away. Allison spoke to ‘Jason’, the assistant manager of McKay’s in Bandon who stated the cashiers are aware of the problem. Allison advised him that she would like to write on them, for the cashiers to check the recipient’s I. D. and to make sure the McKay’s name was embossed, on the bottom page, as an extra precaution. Jason stated that would be fine.

Allison gave Teresa, the Office Assistant, instructions to copy their I.D; have the recipient sign the certificate and copy it. It is stated on the certificate, that alcohol, tobacco products and lottery tickets are not allowed.

Additionally, she asked the pastoral council as required by the First Community Credit Union to put forth a motion which reads as follows:

“Father Rodel de Mesa is removed as administrator and Father

George Kuforiji is placed as administrator of the Holy Trinity Parish New Building Fund, Checking and Savings Accounts at First Community Credit Union. The co-signers on the account are to remain the same, until changed by Father George Kuforiji and are: Jim Cowan, Allison Hundley, Jay Straley, and Mike Hennick Sr.” Francis Stadelman moved to have it approved as read. It was seconded by Geri Procetto. The council approved it unanimously by voice vote.

J. Finance Council. Mike Hennick briefed the members on the progress of the church redesign.

K. Hall Rental. Francis Stadelman: Nothing to report

6. Old Business:

- a. Shroud of Turin event planning/financing, update: Mike Hahn presented an update on donations and expenses, In the previous meeting he had missed to report the cost for airport parking. He also noted that besides the donation of \$500.00 of the Coos Knights of Columbus Council, the Knights of Columbus assembly donated \$500.00 as well and Fr. George contributed \$500.00. This means there are no costs for the Shroud of Turin presentation to the parish. Fr George stated that Archbishop Sample has plans to attend the Saturday presentation.. Fr George also invited some of the clergy. Mike Hennick stated that he had been contacted by Fr David Janess who intends to bring some students. There was a question regarding the information which apparently did not get to all the parishioners, an insert will be in the 25 February bulletin. There were some questions regarding meals. Mike Hennick stated that they (Sharon and Mike) have plenty of prime rib left over from the Mardi Gras dinner for sandwiches for lunch at the Saturday presentation. This seemed to be acceptable to all present.
- b. Church remodel progress report. Mike Hennick that the church re-design is progressing. Michael Crowe should have a drawing shortly. Answering Kathleen’s question regarding parishioner input, Mike Hennick stated that as soon as the drawing would be ready they would be made available to the parish.
- c. Parish and Family Life Ministry organizer. Tabled.
- d. Update on the Archdiocese safety inspection. See previous report under Maintenance report.
- e. Update on any open maintenance issues. See under maintenance report

- f. Need a report or a correction of the minutes for the New Church Building Fund account at First Community Credit Union. See report under social justice.
- g. Seek a volunteer to write the Safety Grant from the Arch Diocese. Chair stated that he will seek via the bulletin a parishioner who has experience writing grants.

7. New Business:

- a. Thank you letter to the KOC council for donations to the shroud talks. Mike Hahn proposed two letters for Fr George, one to the Knights of Columbus council and one to the assembly.
- b. Are we interested in an Easter Egg Hunt? According to Mike Hennick there are only a few children.
- c. Other requests from the parish to the Knights of Columbus? Mike Hahn stated that the Coos Council of the Knights of Columbus asked if there was any need for funds to support Easter events such as an Easter egg hunt. Geri Procetto stated that there is a need for candy, etc. A request for funds was not given. However, Mike Hahn said that he would approach the Knights for upwards to \$100.00 which could be used to support any Easter activity.
- d. Family game night. Jeff recommended that members of the parish council sponsor a monthly game night at the parish hall. Further discussion was tabled due to the length of the meeting.
 - g. Evangelizing ideas for community Catholics not coming to church. Tabled
- e. Next meeting. Because of the next meeting falling on the evening of the presentation of the Holy Shroud of Turin there will be no meeting in March. The next meeting will be on **26 April 2018 at 7 pm.**
- f. Closing prayer. Fr George gave the closing prayer at 8:30 p.m.

Respectfully submitted,

Mike Hahn, secretary

2 ATCHS

1. Job Description as proposed by Francis Stadelman
2. Holy Shroud of Turin presentation, donations and expenses.