

St. Catherine Laboure Catholic Church Parish Council Meeting

February 11th, 2010

Parish Council Monthly Meeting Called to order by Michael Bulls, Chairman.
Members in attendance: Fr. Terry, Deacon John Burke, David Jones, Vice-Chair, Joanne Mauro, Secretary, Randy Collins, Sharon Pruitt, Josie Perez
Building Committee Members: Steve Matthews
Finance Committee Members: David Boring

OPENING PRAYER

STANDING AGENDA ITEMS

Minutes:

** Motion made and seconded to approve and sign off on Jan 2010 Council Meeting minutes.

General Information and Announcements: Michael Bulls

**Michael Bulls asks about the scheduling of March Council meeting. The 22nd of March is decided upon.

**22 April will be a Wine and Cheese event to welcome new parishioners.

**Michael thanks Steve Matthews for his help with the hanging of the bulletin boards. A plaque for the fountain will be hung when the weather improves.

**Michael and the Council would like to also thank the choir for the effort they are obviously putting forth.

OLD BUSINESS

Signage:

**Michael Bulls states that David Boring is making the outside signs for the office. David Jones is looking into putting a new sign at the road.

**The sign that will hang under the current entrance sign will be hung as soon as the weather improves.

**Steve Matthews states that a parishioner has donated \$500.00 for a sign/plaque that says we support Pro-Life. Ideas are placing something near the Mary statue – possibly a gravestone. Fr. Terry says St. Mary's is already getting one of these signs. Steve says we can look at what St. Mary's is doing. Deacon John says the parishioner is willing to donate more if necessary. There is a saint for the unborn. Michael mentions that he does do business with a granite company. Randy Collins mentions that Mr. Darnell used to attend this church – he has a memorial stone business. Deacon John will contact St. Mary's and other churches to check on wording.

Advertising:

**Michael asks Betty Martin if she will officially head the Publicity Committee. Betty agrees.

**Betty discusses the local newspapers and advertising with them. Currently we advertise with a small ad that does not include our address but does have the current phone number. The white pages of the local phone book have our correct number; the yellow

pages have a wrong number. Google has the correct phone number but has us listed as being located on Elrod Avenue.

**Karen Derochers states that new information has to be sent to the phone book no later than September. She will work with Betty on this.

**Father Terry and Betty will discuss what to advertise for Holy Week. Ads need to be in on Monday before the paper comes out on Thursday

Church Informational Cards

**Michael states that Chris Bulls has made these cards and will provide to anyone who needs them. Please let Chris know if you need cards.

CCD:

**Michael states that an email address for CCD will be created. He asks Karen if it can be put in the bulletin. A computer will be set up in one of the CCD conference rooms and print to the large copier.

**Michael states that the Ushers need to be reminded that they need to call the CCD classes back to Mass at the appropriate time.

Mailbox

**David Jones reported that he has looked into some mailboxes. Karen is looking for a box to be placed somewhere off the entrance road, on the main property. Approximate cost for the box only - \$200.00

**Karen will ask the Post Office about placing a mailbox.

**The box would sit in concrete. When the curbs and flume are poured, we can pour the concrete slab for the mailbox at the same time.

**A vote on this will take place next Council meeting.

Facility Use Policy:

**Michael and Father Terry are working on a policy for use of the facility.

Parish Directory:

**Karen presented info on Life Touch Photographers. There would be no cost to the Church with this company, there would be online scheduling, and we would receive free copies based on an estimate of our growth. This company will also offer 3 \$100.00 Gift Certificates.

**Council agrees that a Parish Directory is wanted and Karen and Father Terry will lead this effort.

Ministry Fair:

**Josie Perez discusses the plans. 1) All Ministry Directors will set-up a table; 2) the Youth Group will be involved with possibly making t-shirts, or other craft.

**Josie passed out copies of The Ministry Handbook.

**Josie also mentioned the future need for a Volunteer Recognition dinner. This will be discussed at a future meeting.

Audio Issues:

**David Boring states that nothing has been conclusively determined to be the issue, however he is following up on this.

FINANCE & BUILDING

Building Committee:

- **Ray S. has volunteered to head the Building Maintenance Committee. The 3 properties need to have a maintenance plan. Ray will be in charge of developing these plans and schedule tasks that will be required to maintain the properties.
- **Steve and Jeri Matthews will maintain the grounds at the Woods Bridge property.
- **Karen will get a set of keys for Ray.
- **Steve Matthews states that the first front door in this church needs to be actually locked and not just pulled to. If the “hand-lock” on the outside of the door is unlocked, the door will not lock. There are actually 2 locks that have to be locked in order to secure the door, one on the bar and one on the outside. The alarm will go off and the alarm company will call. There is a code you need to know to tell the caller or the police will be dispatched.
- **How to lock the door: Before you set the alarm you have to check the key on the two doors that have keys. You have to check them from the outside. If the handle turns, you have to lock it. Make sure you can't open it from the outside. Then check the panic bars and make sure they are in the up position. Push on the door to make sure it won't open by itself. Then set the alarm, go out using the panic bar, pull the door behind you to make sure it is closed tight.
- **Michael recommends that all those with locking-up duties be called together and have a brief meeting to go over locking procedures.

Repairs:

- **Steve Mathews met with the project leaders from Catholic Construction and the project is basically finished. David has arrived and estimates that \$7,000 will finish off the concrete pours – curbing, flume, and mailbox.
- **David Boring will talk to an electrician about running electricity to the upstairs.
- **Michael states that we need to get info to Ray for any maintenance issues.
- **Ray states that the lawn at the new church will need to be fertilized. David Boring will work with getting Ray the contact names he needs for this.

Keys:

- **This lock for the stairwell is not working properly. David Boring and Fr. Terry
- **The Ushers will have Key-ring that has keys to the stairwell, the thermostat, the front doors and a B-key.
- **A key box is now in Karen's office and she has an inventory list of who has which keys.
- **There is not a key to the audio system in the key box. Steve will look into getting an audio key in the box.

State St. Property:

- **Michael is working with the Boswell Group in Athens and will hopefully have more to report next month.
- **The trash container was unfortunately picked up before we could let it be known that we wanted to keep it.

Finance:

- **David States that he has had to find a new company to price the paving bricks.
- **Steve states that all we need to know is how much for the cost of lettering, and the maximum number of letters in order to develop a form to sell the bricks. The bricks cost \$14.00 to be made. We have 250 pavers.

**David Jones and Michael state that they know of a company that can provide this information.

**Steve states that a plan has been developed to go to new parishioners. He is looking for volunteers to become "Team Members".

NEW BUSINESS

Wedding Guild

**Michael states that a Wedding Coordinator has been suggested. He has been talking with Father Terry about this. He has spoken with someone already about this who may be interested in serving. Deacon John also has spoken with someone who is interested.

**Father Terry states that the Wedding Coordinator/Wedding Guild will be responsible for managing the photographer, the musicians, if outside musicians are used, and coordinate the procession in and the offertory and gifts bearers. They would be responsible for making up a booklet of guidelines for the participants. They would need to have the right personality and the ability to be firm without being offensive. Having a second language would be an asset.

**Since we already have a couple of people interested, no announcement will be made. We will advertise at the Ministry Fair and if anyone is interested they should talk to Fr. Terry.

Flower Arrangement Workshops

**Cynthia states that she has had a couple of people approach her about holding flower arrangement workshops. She would like to do this in early summer/late spring.

OTHER BUSINESS

**Sharon and Tyna Duckett will head up CHRP – and plan on holding it next January.

**Steve has scripts, David has music and there are at least three books somewhere.

**Tyna's picture of the Bishop will be used in the church but not as the "official" photo.

**Cynthia states that Pam Lister's trunk will be used.

**Fr. Terry states that we will need another rack for displaying items that parishioners have wanted to display...prayer cards, EWTN ads, etc.... David Boring states that he will help – and he may have one in his shop from St. Mark's that can be used.

CLOSING PRAYER

Meeting adjourned 8:13pm.

**St. Catherine Laboure Catholic Church Parish Council Meeting
February 11th, 2010**

Task List:

Fr. Terry: Father Terry and Betty will discuss what to advertise for Holy Week.

Deacon John: Will contact St. Mary's and other churches to check on wording.

Michael Bulls: Create an email address for CCD
Set-up a computer in one of the CCD rooms
Work with Father Terry on a policy for use of the facility.

Karen: Place the new CCD email in the bulletin
Karen will ask the Post Office about placing a mailbox.
Karen and Father Terry will lead the Parish Directory effort.
Karen will get a set of keys for Ray.

Ray Shapland: In charge of developing property maintenance plans
The lawn at the new church will need to be fertilized.
David Boring will get Ray the contact names he needs for this.

Steve and Jeri Matthews: Will maintain the grounds at the Woods Bridge property.

David Boring: Will talk to an electrician about running electricity to the upstairs.
Will get Ray the contact names he needs for the lawn maintenance.
Will help find or make another rack for displaying items
David and/or David Jones is/are looking into putting a new sign at the road.

Other:

Michael states that the Ushers need to be reminded that they need to call the CCD classes back to Mass at the appropriate time.

Michael recommends that all those with locking-up duties be called together and have a brief meeting to go over locking procedures.

How to lock the door: Before you set the alarm you have to check the key on the two doors that have keys. You have to check them from the outside. If the handle turns, you have to lock it. Make sure you can't open it from the outside. Then check the panic bars and make sure they are in the up position. Push on the door to make sure it won't open by itself. Then set the alarm, go out using the panic bar, pull the door behind you to make sure it is closed tight.