

All Saints Pastoral Council Minutes
August 11, 2010

Pastoral Council Members Present: Johanne Schmidt, Fr. Les Kish, Joyce Majure, Mark Brigham, Carlene Skelton
Guests: Heidi Munoz, Chelsy Estes

❖ **Opening Prayer & Re-Visioning the Pastoral Council-Fr. Les**

Meeting called to order at 5:20 pm. The meeting was opened with prayer and reflection led by Fr. Les.

❖ **Approval of Minutes**

Joyce proposed several corrections and clarifications to the June 17, 2010 minutes. The proposed changes were noted and made. Carlene moved the minutes of the June 17, 2010 meeting be approved with the proposed changes. Johanne seconded. All members present approved. Draft minutes with changes will be distributed to absent members seeking final approval.

❖ **High School Scholarship Awards-Chelsy Estes**

Chelsy Estes, chairperson of All Saints at St. James Scholarship Committee, presented the council a brief history of the scholarship committee activities and awards system currently in place. The St. James Scholarship Committee was founded in 1993 and has been active since that time. Currently the Diocese of Boise holds a savings account with \$7,402.00 in funds donated and fundraised by the St. James community over that period of time. This committee awards two \$750.00 scholarships annually. All graduating high school seniors whose families are registered parish members are sent a letter of congratulations, explanation of the scholarship process and an invitation to apply. Applications are enclosed with the letter. After the application deadline all applications are distributed to committee members using a number system so they are rated anonymously. The scoring system was explained to the council. The top two scorers are awarded scholarships. Scholarships are paid directly to the institution of higher learning chosen by the applicant.

Chelsy outlined the needs the current committee has identified would need to be addressed in going forward and expanding the opportunity to apply to each All Saints graduate. They are as follows:

- A need for more working members on the committee representative of all three communities.
- Bringing forth funds to continue being self funded while adding to and retaining the current savings account.

Fr. Les asked for a summary of what had transpired at the event scheduling meeting on July 19, 2010. Heidi summarized by stating currently St. James has a self funded program; St. Stanislaus awards three \$500.00 scholarships and Our Lady of Lourdes has not awarded scholarships. St. Stanislaus scholarships are awarded out of the general budget. The group at the event scheduling meeting was in favor of combining this into an all inclusive single ministry and proposed awarding six \$750.00 scholarships. To accomplish this St. Stanislaus would continue to fund \$1,500.00 out of the general budget, St. James would self fund \$1,500.00, while a challenge was proposed to fund the remaining \$1,500.00 by having the Women of Lourdes contact and work with the Catholic Daughters to fund \$750.00 and request the remaining \$750.00 from the general budget.

Fr. Les proposed an ad hoc committee be formed to work with the current people involved and those who want to be involved to establish a standardized approach to how it is done. Fr. Les requested the ad hoc committee develop a comprehensive plan to present to the council. Mark asked who from the council would like to be part of the ad hoc committee. Council members suggested Deb Snyder. Mark will contact Deb and ask her if she will accept this position and proceed with establishing a committee.

Joyce commented the current format as outlined by Chelsy is good and the application and process is well thought out.

Fr. Les stated he wants to get the scholarships funding out from under the general budget. He is not willing to say they will match funds in the general budget.

❖ **Special Event Insurance Coverage-Heidi Munoz**

Heidi stated we are hearing from the Diocese we haven't been in compliance with assuring diocesan required events liability insurance is being purchased by individual groups and or persons. Heidi distributed the diocesan "Guidelines for Special Event Coverage". Heidi is asking the council to review the diocesan policy and requirements. The diocesan standard for special events coverage is defined as:

"Special Events Coverage should be used when a parish or other Diocesan institution is allowing an individual or organization to use its facilities for a non-parish sponsored activity. When determining whether or not an activity is parish sponsored, the following questions are helpful.

1. Does the parish have full control or final decision making authority over the function?
2. Do fees associated with the function flow through parish accounts?
3. If applicable, is the function open to all parish members?
4. Is the purpose of the function to facilitate learning, raise funds for the parish or to provide a social service on behalf of the parish?
5. Is the organizer or leader of the function a parish employee or volunteer?

Generally, if the answer to any of the above questions is "no", the activity is not parish sponsored meaning that the facility user needs to purchase special events coverage. This will cover the individual or organization holding the activity, the parish, and the Diocese of Boise."

Heidi further pointed out the application and \$105.00 fee needs to be received by the insurance carrier from the Diocesan Finance Department 15 days in advance of the event.

The council recognizes the need to standardize the fees and educate the parishioners of the diocesan guidelines. The council & Fr. Les directed the staff under the leadership of Sarah Schumaker to come up with a recommendation to present to the council.

❖ **Approval of Invoices**

Three separate invoices were reviewed by the Finance Committee and sent to council with their recommendation for payment.

- **Merilynn Scharnhorst**

An invoice in the amount of \$307.50 payable to Merilynn Scharnhorst was submitted. This invoice is for Capital Campaign data entry for the period covering 6/8/2010 through 7/18/2010.

- **City of Lewiston**

An invoice in the amount of \$28,382.97 from the City of Lewiston for commercial plan review fees was submitted to the council. The council voted on and approved payment of this fee at the July 21, 2010 meeting. Payment should be made upon receipt.

- **MCM Architects**

An invoice in the amount of \$29,536.29 from MCM Architects P.C. was reviewed and found to be within the scope of the contracted work by the Finance Committee. The committee submitted the invoice to the council with the recommendation payment be made in full.

The council was not able to approve payment of the invoices from MCM and Merilynn Scharnhorst without a quorum. All members present voted in favor of payment. Gail was directed to forward invoices to absent members for additional approval.

❖ **Building Project Report**

As of 8-5-2010

- **City of Lewiston is reviewing the plans**
- **Kenaston Corporation is putting the project out for bid**
- **Once bids come in, Kenaston will meet with Pastoral Council, Building Committee and Finance Committee to present the bids**

Mark asked Fr. Les if he had any indication when this meeting would be scheduled. Fr. Les responded sometime in September.

- **No news to report regarding sale of properties as of this date**

- ❖ **Discussion of Budget Cuts**

Bill Stellmon, Bill Neumayer and Ken Jacks are working on this. Fr. Les affirmed the need to get a budget approved as soon as possible.

- ❖ **New Unity Prayer—Joyce**

Joyce contacted Vicki Clifford, who had been part of the original prayer development committee, after the council's last meeting and requested the committee meet to evaluate whether it was possibly time to update the Unity Prayer. This option was being explored because the council and Fr. Les are looking at opportunities to revitalize the spirituality of the parish.

Joyce stated when the prayer is read it is still very appropriate. Concerns mentioned in pursuing this were the expense and time involved when the present version is still viable.

Johanne suggested a revitalization tool may be having a new person lead the Unity Prayer each week at Mass. The council was very supportive of this suggestion. Johanne further suggested using a broad spectrum of parishioners; young readers, those not normally seen involved in liturgy etc. The parish will be invited to ask parishioners we would never expect to lead the prayer. The council would like this implemented. The hospitality ministers would have the opportunity and responsibility to pick a parishioner at each mass to be the Unity Prayer reader of the day.

- ❖ **Miscellaneous**

Fr. Les explained to the council that after being in Lewiston for about 10 days Fr. Saul left unexpectedly. We have learned we will have to give him up so he can deal with personal matters for an extended period of time. Fr. Les went on to outline vacancies in several parishes' the Diocese is being challenged to fill. Reassigning a priest to Lewiston as well as addressing the needs in these other parishes will be a significant undertaking for the Diocese. Fr. Les has put forth three names to the Diocese he felt would be viable replacements. A replacement for Fr. Saul Reyes may not be forth coming. The council & Fr. Les acknowledged closing one of our three churches may have to be considered if there is not a timely reassignment to All Saints Parish. Fr. Les has secured a temporary replacement for the last two weeks of August while he is on vacation.

Sarah Schumaker will begin her position as Parish Administrator on September 7, 2010. Both she and Sheila Bond, All Saints bookkeeper, will have offices at St. Stanislaus. The estimate for new carpet in their two office spaces is approx. \$2,700.00 for the one office and \$700.00 for the other office. Fr. Les directed Sarah and Sheila to select carpet. Carlene confirmed they had been to Skelton's and made their selection. Fr. Les estimated it would cost between \$5,000.00 to \$10,000.00 for carpet, office furniture & paint. There are computers available within our current resources.

Scott Maynes, Life Choices Clinic Executive Director, met with Fr. Les recently. He was seeking sponsorship for their October 2, 2010 Walk for Life fundraiser. There are three levels of sponsorships: Gold-\$600.00; Silver-\$250.00; and Bronze-\$125.00. The council was supportive of sponsorship at the Silver level. The council was not able to approve the motion without a quorum. All members present voted in favor of sponsorship. Mark will make personal contacts at the conclusion of the meeting to secure a majority approval.

- **Schedule Next Meeting**

The next monthly meeting of the council will September 8, 2010, 5:15pm at Our Lady of Lourdes.

- ❖ **Closing Prayer**

*Respectfully submitted by,
Gail Estes*