

**St. Bede Pastoral Council**  
**Meeting Minutes**  
**October 17, 2005**

**Present:** Fr. Abe, Greg Ballentine, Frank Capone, Dave Clemens, Toni Collingwood, Charles Leahey, John McCormack, Betty Morris, Monica Rettig, Don Seger, Miriam Saguto, Tina Straight, William Theroux, Jeannie Trainum

**Absent:** Rosanne Black

This was the second St. Bede Roundtable meeting and it was held in the Windsor Forest Club House. A potluck supper started at 6 pm and preceded the regular PC meeting and the roundtable session.

Don called the meeting to order at 7 pm and Fr. Abe offered the opening prayer. Don welcomed everyone and started by introducing the PC members. Don commented on the role of the PC and reminded everyone that the PC sessions are open and all are welcome to attend and offer their input. The minutes from the September PC meeting were approved.

**Committee Reports:**

Liturgy Committee (LC): Betty offered the minutes from the September 27 LC meeting. She reviewed the Christmas Mass schedule for the church and the CCM chapel. The Liturgical Ministers meeting held on Saturday October 15<sup>th</sup> was well done, productive and well attended. She also commented on:

- 1) New bulletin dissemination process is to be after each Mass
- 2) Funeral teams are looking for additional volunteers
- 3) Wedding teams are looking for additional volunteers
- 4) Sign-up sheets for special Masses are/will be in the commons
- 5) The December 14<sup>th</sup> Advent Penance service will be combined with LifeTeen
- 6) Adoration will be changed to 9 am to 6 pm every Tuesday with a 24-hour adoration the second Tuesday of each month. More information to follow.
- 7) New wines are being tried
- 8) The music ministry has been very active with the organ dedication, the Irish tenor concert, and the Intergenerational orchestra concert is upcoming

Social Ministry (SM): No report but Don commented that this ministry is going very well and that we are meeting many community needs due to our generosity.

Operations (OP): John McCormack as Director of Operations offered the following report on his role within the parish:

**St Bede Catholic Church, Administration and Operations**  
**John McCormack, Director of Operations**

As **Director of Operations** I attend the Pastoral Council and Finance Council Meetings. I prepare the monthly financial statement package and present it to the Finance Council. I collaborate with the Director of Stewardship to communicate financial information to the parish. I, also, perform additional analysis for the Finance Council as needed. I interface with the diocese on financial and human resources matters. I marshal the available resources to support staff and their ministries logistically. I work with them to prepare their budgets and to monitor them throughout the year. I consult with and assist the pastor and staff as requested. I have been the staff resource on committees formed to hire the music, youth and social ministers. I work with all staff and volunteers to minimize the challenges presented by our two locations. I am responsible for the management and supervision of the following:

**Church Office:**

Ginger DiLoretto as the Administrative Assistant is the Pastor's Secretary and is responsible for all secretarial and administrative duties in the Church Office. This is a full-time position with the office open from 8am to 4pm. It is staffed with twenty parishioners/volunteers who handle a multitude of duties in an atmosphere that is welcoming and accommodating to all parishioners and the many visitors who attend St. Bede.

**Parish Center Office:**

I am responsible for the office, which is staffed solely by 20 parishioners/volunteers. Margaret O'Brien and Suzy Klunk coordinate the volunteer force. The office is open from 9AM to 4PM. The volunteers answer phones, receive guests including clients of Social Ministry, order and receive supplies, produce large volume copies for all ministries and other clerical support functions as necessary.

**Accounting Office:**

I supervise the work of three paid staff members: Sarah Idele, Joyce Koch and Lianne Koch. In addition they are helped by a number of volunteers who chiefly perform data entry and review functions.

**Facilities/Operations:**

I maintain the schedule for facility utilization, negotiate license agreements, and obtain insurance certificates as necessary. I supervise the two full-time custodians: Don Pierce and Tom Kolba. And also a part-time outside contractor who maintains rest rooms and performs other ad hoc cleaning on the weekend.

I coordinate maintenance needs with a part-time maintenance contractor and other companies with whom we have contracts. The building and grounds committee is being reconstituted through the Monthly Maintenance Ministry.

I work with the James City County police to provide traffic control after Sunday Mass and special events. I participate in the planning and implementation of the Easter and Christmas Mass traffic planning.

**Computer Network and Services:**

I maintain the network, network server. I am the first responder when trouble is encountered. If I am unable to rectify the problem I consult with Mary Stutz and if still necessary call in the contractor from Optimize IT.

**Rectory Services:**

I provide support and occasional direction to both the housekeeper and the cook.

**Noah's Nursery:**

I supervise a part-time nursery coordinator who supervises the nursery for the 9am and 11am Sunday Masses. To run both the infant and toddler nurseries effectively, eight volunteers are needed each Sunday.

**Old Business:**

Neighborhood Ministry Report: Toni reported that with Miriam's help she was able to pull together today's neighborhood roundtable meeting. The idea behind the neighborhood ministry is that we are neighbors and we organize to help one another. Once we know each other we will be more likely to ask each other for help. She acknowledged the Windsor Forest group with 58 families, the Seasons Trace area has 39 families and the Chisel Run group, that has started to organize families along Old Town Road, has 21 families. The objective is for these groups to meet once or twice a year as a whole and in smaller groups more frequently. Several other neighborhoods, including the Mews, Williamsburg West, Longhill Gate, Longhill Grove, Regency Apts, etc. were invited tonight.

Nominating Committee: Don reminded all that this group is being established to begin the process of developing a list of at least 8 candidates for the upcoming PC elections to be held in January. He asked that anyone in the audience who is interested in running to see him and/or to encourage others to run. Charles and Dave volunteered to assist Don as members of the nominating committee. Don is a 3<sup>rd</sup> year PC member, Charles a 2<sup>nd</sup> year PC member and Dave (recently re-elected to the PC) is the 1<sup>st</sup> year PC member of this committee.

Stewardship: Miriam introduced herself and related that she represents parish stewardship efforts across all levels: time, talent and treasure. The needs of the parish in all these areas continue and all levels of support are welcome.

Suggestion Box: Monica reported that the new and brighter suggestion box is out. In addition to compliments about the church she pointed out two repeated comments:

- 1) The needs for Holy Water fonts for use as people exit the church after Mass. The current font is beautiful and easily accessed when entering for Mass but a traffic jam occurs as people exit. Having a couple of additional stations in the baptismal font area would help with the flow of people. A discussion followed that concluded that more than one font would be good and Betty and Fr. Abe are to determine if something attractive and practical can be done.
- 2) Reconciliation before the 5 pm LifeTeen Mass on Sunday. In addition to the reconciliation time at 4 pm on Saturday the parishioners attending the Sunday evening Mass would like to have reconciliation available before the 5 pm Mass.

### **New Business:**

Hispanic Outreach: Fr. Abe stated that there is a growing concern over meeting the needs of the non-English speaking community. The Diocesan Hispanic Apostolate office feels we are ready for such a Mass. We currently offer an ESL program and the rosary in Spanish on Tuesday nights but the request is for a Spanish Mass to be added to the current number of Masses. This would mean that we would have 8 Masses each weekend. This leads to a concern over taking on something that would be difficult to fulfill. If done, the location of the Mass would probably be best served at the CCM location due to its convenient location and proximity to bus lines. The Social Ministry office is well known to this community and therefore they know how to get to this location. However, without additional clergy (fluent in Spanish) a spontaneous and effective Mass would be problematic.

Comments/questions on a possible Spanish Mass included:

- 1) Could it be possible to have a layperson (fluent in Spanish) read a homily in Spanish that was written by Fr. Abe and translated?
- 2) We need to be sure that when we proceed we can fulfill people's expectations.
- 3) Would a larger ESL effort be of help?
- 4) We need feedback from the Spanish community as to location for the Mass.
- 5) Could we have a Spanish Mass for the Feast of Our Lady of Guadalupe in December?

Building and Grounds Task Force: following a FC recommendation this group was established to follow-up on property issues. There are currently several issues that require follow-up:

- 1) Compliance with JCC/EPA/Chesapeake water shed water run-off regulations
- 2) Parking lot to the right of the church
- 3) A/C system to keep humidity under control
- 4) Drains and keeping them clear

This committee stays on top of these and other related issues and it will keep the FC and the PC appraised. They have prioritized the current issues and funded \$25K for now. To all of this Fr. Abe added that these issues and paying down our debt have to come before any Phase II plans can be firmed up.

### **Neighborhood Roundtable:**

At this time Don turned the meeting over to Dave to act as moderator. Dave explained that this idea for roundtable discussions came out of a parish retreat at Mt. Carmel. It was understood that Phase II cannot be started now (until debt is paid down) but we can begin to better understand who we are as a community/parish and how we can better serve Jesus Christ.

Questions and comments from parishioners followed:

- 1) The side entrance rug is dangerous in that it can cause people to trip. John will look into this issue.
- 2) The whole question of not giving out church bulletins at the start of mass (which have the song numbers on them) and using an insert sheet in the hymnals (with the song numbers) was discussed. The use of wooden display boards, electronic display boards and announcing song numbers (by cantor or lector) were, for a variety of reasons, ruled out. It was decided that we would give this new system a chance to work since it has only been used for two weeks. In the interim Neil and the Liturgical Committee are tasked to monitor it and look for alternatives.
- 3) Several parishioners stated that handing out bulletins after Mass is a good idea.
- 4) The distribution of bulletins before Mass was a chance to welcome people. Maybe giving out the music as people enter would offer this same chance. Liturgical Committee to discuss.
- 5) The communion process was discussed with some suggestion about the number of ministers of the Eucharist and how they are placed at Mass. The result of the dialogue was that the current method is working fine.
- 6) Dave asked if there were ideas on how the SM could be a better resource. A comment was made that we, as Catholics need to be aware of the needs of others and to do individually what we can. Toni responded that that was exactly the goal of the neighborhood ministry program i.e., that Catholics can rely on each other. Our JOY group goes to nursing homes and the Respite Care in the Parish Center has a number of parishioners involved.
- 7) Don asked that everyone could communicate with the PC via the St. Bede web site email, the suggestion box and by contacting us directly. He reviewed all of the ministries that need volunteers and encouraged all present to consider how and where they can participate in the parish.

Don thanked everyone for attending and participating.

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Fr. Abe offered the closing prayer.

**The next meeting will be on November 16, 2005 at 7:00 pm at St. Bede church.  
Rosanne and Frank will offer the prayers.**

Respectfully submitted,

Greg Ballentine  
Secretary