

**Christ the Servant Parish
Parish Council Meeting Minutes 7/18/11**

Attendees:

Msgr. Lew Gaetano
Bill Theiss
Deb Kampman
Patti Hamilton
Andy Black

Hank Kappel
Jeannie DeFazio
Bill Stromenger
Danny Bossart
Judy Bogdan

Mike Hecht
Christina Morello
Lynn Adamski
Alicia Chiappini

A. Opened the meeting in song and prayer led by Alicia

B. Minutes of last meeting – not reviewed but no objections

C. Liturgy

1. Msgr. is working to identify and then process the formation team for the standing committee on the liturgy to assist him. Currently, the music, environment, and the RCIA are the immediate concerns; as is the implementation of the Third Edition of the Roman Missal.
2. **RCIA** – Hank Kappel presented the framework of the Rite of Christian Initiation for Adults to be followed at Christ the Servant. RCIA was never intended to follow an academic calendar as it has been. The inquiry sessions will be offered once per month for new inquirers; and the program will be tailored to the catechumen (unbaptized) and the candidate (baptized non-Catholic or baptized uncatechized). Each will have their program designed to make it more welcoming for the catechumen and making it “no greater burden than necessary” for acceptance, confirmation, and First Eucharist for the candidates. Details of the program were approved by council and will appear in the July 24bulletin (7/24/11) and is currently on the web-site Christtheservantparish.org.
3. The United States Bishops asked many years ago that we in the U.S. were to kneel from the Holy, Holy to the Amen. Kneelers make that more possible and also are more hospitable in welcoming new parishioners and visitors who are use to kneelers. Msgr. is looking into the proper position for us at the Lamb of God. The usage will take some “re-education” and decisions on their usage. Pews are also being spaced equally throughout.

4. Msgr. Lew explained that the changes in the **Third Edition of the Roman Missal (Sacramentary)** are designed to make our celebration of the Eucharist more prayerful. The Celebrations remains the “source and summit” of our Catholic lives, as stated in the Constitution of the Sacred Liturgy of the Second Vatican Council. Christ is present in word, song, people and sacrament and we are called to full, active, participation when we celebrate Eucharist. There are no structural changes in the outline of the Mass; however there are translation changes and theological adaptations in words that will need to be shared, discussed, and presented. Parishioners are asked to study the weekly bulletin for the sections on Liturgy.

D. Education

1. Lynn Adamski handed out an overview of the **Parish School of Religion**, its mission, guidelines, programs, and calendar. By following diocesan guidelines, the school provides children aged 5-14 opportunities to respond the four signs of catechesis: Biblical Signs, Liturgical Signs, Ecclesial Signs, and Natural Signs. Msgr. would like the Director to be hands on in assisting the teachers in methodology, preparation and securing supplies; also he would like the teachers to implement an inter-age education program of education allowing older student to help teach and be a role model younger students. The Parish School of Religion should not be a “mere adaptation” but an essential aspect of our education mission here at Christ the Servant.
2. **Bereavement** – Judy Bogdan is facilitating an 8 member team that is beginning a six- week support group meeting that begins in mid-Sept. Her group consists of qualified professionals (psychologists, grief counselors). She needs a current list of families who have a recently deceased loved one, who may be interested in participating in the program. Msgr. Lew also reminded the council that on the 1st Sunday of every month the Sacrament of the **Anointing of the Sick** will take place immediately following the 9:00 AM Sunday Mass (either in the Reservation Chapel or the Main Church).
3. School and Youth Ministry – Dr. Cavucci could not attend the meeting as she was moving her daughter to Florida, but provided the committee with a written update of school news. Office officially opens Aug.1. Six new staff members have been added (welcome to Grade 3 - Amanda Sturm, Grades 6,7,8 Science – Skler McCully, K-8 Art – Samantha Luca, K-8 Spanish – Wanda Schwarzwaelder, Enrichment – Suzie Podojil, and Full time kitchen – Deann Huntsman). Please introduce yourself and welcome them to Christ

the Servant. Our school recently completed a 5 year improvement plan that was approved **Ohio Catholic Schools Accreditation Association (OCSAA)**. This plan is required to maintain accreditation and requires evidence they are implementing OCSAA Standards. Enrollment is estimate to be 179, 30 new iPads were purchased through a Plain grant program, and there will be new gym uniforms this year. A new tuition program was outlined by Mike Hecht where tuition is required to be paid by August first by 1) check or cash with a 3% discount, 2) credit card with a 2-1/2 surcharge to cover card fees, or 3) FACTS as in past years. There is also tuition assistance available that is evaluated by the newly formed tuition assistance committee under the auspices by the Finance Council.

4. Christina Morello gave an overview of some of the marketing needed for enrollment management; to attract new students and to make known the programs that are offered. The focus on the **Center for Early Learning and our Early Childhood (K-3)** is a major focus, as all our Catholic schools need to grow from the bottom up; both programs being the feeder to the school. Intermediate and upper levels still remain strong. Msgr. also explained that we are strengthening our Enrichment Arts Academy (extended day). Suggested additional advertisements in the Repository, comparing and contrasting Catholic Education student performance statistics, public schools, and encouraging parents to use all the means out there, e.g. Google to review and provide information on the school. Currently we have our web-site; facebook; Christ the Servant email, and bulletin.

E. Social Concerns

1. Deb Kampman, of Stark County Catholic Charities, was introduced as the newly designated co-facilitator of the Social Concerns Committee. Co-facilitator, Patti Hamilton gave an overview of the current programs (Right to Life, Food Pantry, and Angel Tree Ministry) and some of the challenges and frustrations faced in organizing the committees. She welcomes the many volunteers who are involved in our outreach programs, but still is in need of developing leadership teams that will share ministry. Deb has programs that she can lead and direct but needs the doers/ volunteers. Together, Christ the Servant and Catholic Charities can look to collaborate with each others. Each brings a strength and direction that Msgr. wants for the parish, especially in light of the Social Teachings of the Catholic Church, the needs of our new parish. Both will enable a more recognizable impact in

the community. Opportunities include assisting in First Step, Food Choice program, running a clothe pantry, providing non-food stamp eligible items, and mentoring young mothers and fathers.

2. The food pantry is anticipated in being relocated to the parish office in the former secretary's office on the lower level in the rear of the office complex.

F. Finance Committee

1. Mike Hecht gave an update on the current finances of the school and parish. At the close of the 2010-2011 fiscal year ending June 30th, all bills and assessments have been paid including any carryover from prior years. Also, past due diocesan assessments were reduced from \$234,000 to \$100,000 in the past two years.
2. The sale of St. Paul's is eminent and in the final contract stages. Msgr. is currently in talks with Mercy Medical on the use of the former convent as a Mercy – St. Paul Medical Home and for outreach offices for the parish.
 - a. A balanced 2011-2012 budget for the Parish (which includes Our Lady of Peace, Center for Early Learning, and the Gathering Place, has also been developed. The plan is to have all past due assessments paid by the end of the 2011-2012 fiscal year. With some anticipated receipts and the continued \$4,500.00 per month payment that we have been making the past two years, we are expecting be debt free by June 30, 2012 (of all inherited and past indebtedness.)
3. Most of the improvements made this year were through generous donations of moneys and talents of various parishioners/ or at a reduced offering to the parish. The parish office windows, porch roofs, masonry repairs, etc. were all donations.
4. Consolidation of multiple bank accounts has taken place in order to have the Finance Office, keep a more efficient handling of all accounts that are parish related (Center for Early Learning, Our Lady of Peace School, Gathering Place, and Christ the Servant Parish)
5. Formal presentation of the finances will be available by the end of July/ and annual parish financial reports are mandated due by Sept. 10, 2011.

G. Buildings and Grounds

1. Danny Bossart gave an overview of some of the accomplishments and improvements made to the church this year including the new doors at the front of the church that were becoming a serious safety hazard.
2. Rich Aeling and his team were complimented for all the beautiful work Rich's team has done in landscape improvements to the outside of the church and make it look like a truly welcoming community. All of our thanks goes out to them! Lot of good leadership, hard work, and team commitment.

H. Endowment

1. Bill Stromenger gave an overview of the Christ the Servant's Endowment. The charter needed revised to reflect the parishes name change and paperwork is almost finished.
2. There are five subcategories within the endowment in which funds can be designated. These include: 1) Parish, 2) School, 3) School Tuition Assistance, 4) School for Early Learning, and 5) Music Program. We are also hoping that at the time of personal loss of a loved one, parishioners will remember one of the funds. Also, it would be hoped that parishioners would consider remember one of the funds in estate planning, etc.
3. Ideas were discussed on how to grow the current funds. Some possibilities would include a contribution from the sale of St. Paul's; a new fund drive (depending on whether a capital fund drive is planned), or a percentage tithe on all parish fund-raisers. We must once again be reminded that we need to walk into the future; and create a future with a degree of security financially.

Respectfully submitted 7/22/11

Andy Black and Bill Theiss
Co-Chairs of the Pastoral and Finance Standing Committee's