

Haven of Mercy Area Catholic Community
Thursday, December 5, 2019, 7 PM
Sacred Heart Church, Flensburg

MINUTES

NEXT MEETING: 7 pm, Thursday, Dec. 19, 2019, Sacred Heart Church basement

1. Regular Business:

1. Call to order: Bill Kuesel, Chairman
2. Prayer: Fr. Ben

3. Attendance: Fr. Ben K and Fr. Jimmy J and Fr. Mark Botzet

St. Stanislaus, Sobieski: Joyce Borash, Michael Retka;
Holy Family, Belle Prairie: Darrell Welle,
OLOL, Little Falls: Joe LaForce,
Sacred Heart, Flensburg: Carol Merten, Jim Carlson
St. James, Randall: Bill Kuesel, Gail Johnson
St. Mary's, Little Falls: Brigid Fitzgerald, Jon Radermacher
MOL School:

Not in attendance: Kaitlin Pohland, OLOL; Mary Sowada, Asst. Principal MOL

4. Review of Minutes of Nov. 212019 ACC Meeting: M/S/P(Carol/Jon)
5. Approval of the agenda: M/S/P (Darrell, Gail)

2. Old Business:

1. Review updated draft of the goals for Rel. Ed, Youth Ministry, and Young Adults and Worship and Sacraments: Fr. Ben noted that at the First Monday discussion a summary was provided to the parishioners in attendance. It covered both the Rel. Ed, youth Ministry and Young adult goals we had formulated but also those covering sacraments and worship. We will attach a copy of Fr. Ben's notes from that night to these minutes.

Feedback from parishioners: discussed pros and cons of moving forward with interparish choir .

Missalettes - various opinions but agreed that should have common hymnal for all 6 parishes.(include common worship aids in our goals)

Deacons - train Mass servers? There is now no standard training for the 6 parishes.

MOL and youth:Encourage use by MOL students of traditional hymn books as well as Praise and Worship/Stuebenville hymns as one means to ensure youth know Sunday songs and can easily participate.

Continued need for Ministry to nursing homes, homebound, assisted living in ACC area, recognize the various areas of need and how to fulfill.

Location of Priests Residence: suggest discussion/discernment about where priests live - to be close to parish versus priests in community together.

Volunteers are not plentiful, but pay those who are good, so priests can focus on sacraments. Focus and Totus Tuus, Net Ministry use them.

Called and Gifted retreat - to form intentional disciples. Do this again.

Develop Petition/Prayer specifically for Haven of Mercy ACC - Michael will write a petition, circulate to all 6 parish secretaries for immediate use in weekly petitions.

Uniqueness of parishes should be kept and acknowledged while adding ACC events. Explore how to maintain ties to 'my parish' for major life events while using all churches for daily events.

2. Discussion on the role of deacons in ACC, parishes and diocese. Deacons report to the bishop but usually sent to work with a specific parish priest. Deacon forms a yearly covenant with pastor which includes terms of assistance to the parish (hours, responsibilities, volunteer versus paid) While deacons may be available to assist more with sacramental/liturgical duties, gearing deacon's ministry goals to their individual strengths, energy and time results in best use of our deacons.

3. **New Business:**

1. Discussion of goals for Communications, Stewardship, and Operations

OPERATIONS:

GOAL: Discern what administrative work can be handled commonly across the Haven of Mercy .

Action Steps:

Job Description to be developed by ACC committee.

Accomplish By:

Utilize Parish Councils in joint review and finalization of job description and determination of division of funding.

Opportunity for feedback from parishioners and parish councils.

Accomplish By:

Seek paid administrator/operations manager after analyzing the duties the position would oversee (ie., HR, Facilities, Parishes and possible School Budgets, Insurance, Communication, coordination of agendas for all council meetings.)

Accomplish By:

COMMUNICATION:

GOAL: Develop Haven of Mercy ACC electronic calendar which will include Mass schedule, significant parish events, parish meetings, vacation times, priest off, school events.

Accomplish By: July 1, 2020.

Action Steps: determine who will be placed in charge.

Accomplish by:

GOAL:Develop common Haven of Mercy ACC bulletin.

6 parishes on front, common section to address like information of the 6 parishes, plus individual section for parishes.

Action Steps: determine if one person would be responsible .

Accomplish by: July 1, 2020

GOAL: Develop common website that is well designed, engaging, informative and up-to-date.

Action Step: determine who would be administrator.

Accomplish by:

GOAL: Implement a church communication management tool like Flocnote Messenger app to improve system of retaining parishioners contact information, to contact parishioners and to gain feedback from parishioners.

Action Steps:

Accomplish by:.

GOAL: Implement a common telecommunications system for ACC. To make it easier for parishioners to access offices and to include a system for getting emergency information to priests after hours.

Action Steps:

Accomplish by:

GOAL: Develop a common record keeping system, possibly electronic, for each ACC cemetery which can be accessed through one portal.

Action Steps:

Accomplish by:

GOAL: Develop identical finance reporting systems for all 6 ACC parishes.

Action Steps:

Accomplish by:

STEWARDSHIP:

GOAL: Develop Donations recognition protocols to be used throughout Haven of Mercy ACC.

Action Steps: establish i.e., color coded envelopes; protocol for loose donations; encourage electronic giving.

Accomplish by:

GOAL: Facilitate ongoing communication between Haven of Mercy ACC and parish councils.

Action Steps: Establish schedule for parish council meetings to allow priests to attend all.

Establish a night for ACC Council to meet and how frequently.

Determine number for each parish on ACC council.

Make recommendations to parishes for long term streamlining of these meetings.

Calendar Parish Council meetings and committee meetings on regular nights.

Accomplish by:

GOAL: Establish a protocol for sharing/dividing expenses for personnel or assets used jointly throughout the Haven of Mercy ACC (ie, Admin., Totus Tuus).

Action Steps: determine shared personnel/assets, recommend a formula for division of expenses, determine if one formula sufficient or individual formula for various expenses.

Accomplish by:

4. Update from Communications liaison: Michael Retka has obtained **one suggestion box for each parish**. Michael and those collecting will determine the placement in each church. Location of the box will be announced in bulletins, website.

The following ACC committee members will have key to the box and will collect the suggestions on a regular basis: Jim Carlson, Gail Johnson, Joe LaForce, Jon Radmacher, Darrell Welle, Michael Retka..

We need to determine how to combine the suggestions for future use by the committee.

Parish staff and those collecting should be informed of the location of the boxes (in case of queries to staff).

5. Questions/feedback for the Committee: No guests in attendance. No questions.

NEXT MEETING: Thursday December 19 , 7 p.m. Sacred Heart Church basement, Flensburg

Adjourn

Prayer: Fr. Ben

Submitted by Brigid Fitzgerald