

## **Parish Council Minutes, Church of Corpus Christi, Monday, Feb 12, 2018**

**In Attendance:** Fr. Fitzpatrick, Jill Klausung (Chair), Mo Boxrud (Vice-Chair), Betsy Madden, Judy Plante, Sandy Banaszak, Jim Colten, Kirk Enzenauer, Toni Leach (staff liaison).

**Absent:** Tony Valois.

**Visitors:** Sue Valois (staff), Liz Russell (staff).

**Prayer** (Jill).

**Approval of Agenda.**

**Approval of Minutes:** approved as is (note: approved prior to meeting via electronic consensus).

**Updates:**

**Staffing :** Amanda Woitas is on leave through approximately the end of April. Backup plans are being made to support Sunday School, RCIA, and technology during her absence. Toni Leach will be the interim Hand in Hand liaison.

### **Corpus Christi Staff Manual:**

This is part of an ongoing strategic planning project that began in 2016 when it was identified that the organizational structure of the parish was in need of an update. Mo Boxrud has been working on with parish staff to solicit contributions by everyone involved and to document the process. Among the topics was the lack of clarity in the job descriptions. This led to a suggestion that Standard Operating Procedures (SOP) be developed and an employee manual or handbook with day-to-day procedures be drafted. The Council learned there is an Archdiocesan document called Justice in Employment, which serves as a kind of employment contract and employees in the Archdiocese and parishes are not at-will but they have a job unless the job is eliminated or the employee has a series of documented failures or egregious failure(s) in job performance. This document is only a “bird’s eye view” and doesn’t help in the daily tasks of doing the work of a parish.

The first SOP is to be developed for performance reviews. John Piazza on the CC Finance Council has policy experience and is helping to draft the SOP. He and Mo met with CC staff to present an overview for planning out the performance review process. In general it is believed that having a performance review process, and recent reviews on hand, are good for an organization in transition (such as a retiring pastor in the coming months). When new leadership comes on board the process can be changed but it is better to have something in place than starting completely new. The next SOP will be job descriptions.

Mo raised the idea of assembling an Ad Hoc committee made up of experienced

parishioners to serve as a sounding board as the performance review process begins. The aim would be to help CC staff grow in their position and ministry, possibly to join the review process. PC members asked what forms or questions have other parishes used in their reviews? What are the expectations by the supervisor and the employee? CC staff wondered who would be in the review meeting? What would be discussed and shared? Fr. Jim has agreed to do the reviews. Perhaps individual meetings between Fr. Jim and each staff member would be sufficient. Fr. Jim can use the Ad Hoc committee as a sounding board. PC also suggested he contact John Piazza or Judy Plante (significant HR experience).

### **Virtus Training:**

The procedure for conducting background checks and having volunteers be trained works. PC would like to see a process in place to ensure accountability. PC suggested rather than waiting for a list of names, there should be a standing item at CC staff meetings every 2-4 weeks to ask each staff member if new volunteers need to be added to the list. Accountability, and consequences for falling short, must be consistent.

### **Parish Leadership Change:**

Fr. Fitz received the official letter from the Archbishop about his retirement. He also received a letter inviting 1 staff member and 1 parishioner to attend a transition workshop on Tuesday, March 13 from 6:00-7:30pm. These are to also be the leaders in the pastor transition at Corpus Christi. Sandy Banaszak pointed out it is important that these parish representatives know where we have been, where we are now, and where we want to go. Essential that they be good communicators. Sandy volunteered to fill the parishioner slot. PC members wondered if CC would have any input into the selection. Fr. Fitz said the Archdiocese Assignment Board might meet with the parish but that is not clear now. Also, at the end of January, the Archdiocese announced 12 pastor openings for next year including CC/SRL. Fr. Fitz said we are still clustered for now and will remain for the time being. The Archdiocese wants to get through the bankruptcy and then consider review. Fr. Fitz recommended to the Archbishop that he appoint a younger person. Fr. Jim will stay on, and it would be a good fit to teach a newer priest in how to be a pastor.

### **Committee Reports:**

**Social Justice:** (Kirk) Putting final plan in place for the March 18 “Water Is Life” event. They hope the presider can preach on this topic the weekend before. Can Deacon Glenn preach at CC? He’s on the schedule for SRL that weekend.

Jim Colten asked if it would be possible to report/contribute to the SJ committee as he is heavily involved in Holy Hammers. Since the two groups meet at the same time, for now the report will be by email.

**Pastoral Care:** (Toni) Has not met.

**Faith Formation:** (Sandy) Has not met, but Sandy sent some bullet point ideas to Liz Russell. Trying to determine the best way to get information to the committee and how to

get parents involved (parents with kids in FF haven't attended recent meetings). Perhaps meet in different ways such as video chat in the evening.

**Liturgy:** (Betsy) Much of the meeting was discussion of Bonnie and Jess's recent resignations and brainstorming ideas for continuing Music Ministry in the time we are without a Choir Director. Three current members of the Choir attended the Liturgy committee meeting and shared concerns and ideas.

Sue held two training/refresher sessions for Lectors in January. Good ideas, such as have the Lector receive the Gospel book from the presider after the Gospel reading, to avoid shuffling of too many books and papers on the ambo.

The Welcome poster in the upper level of the Gathering Space was designed by Liz and the text was suggested by Kathy DiGiorno who had seen it in a parish in North Carolina. Liturgical Movement has three new dancers thanks to the request in the after-mass announcements.

Fr. Jim will be our presider for all of Holy Week; Deacon Glenn will join him for Holy Thursday and Easter Vigil. Last year's Easter Vigil Reception Committee will run the reception again. There is a schedule for the many changeovers that happen from Lent-Palm Sunday-Holy Week-Easter Vigil/Easter. Hand In Hand will be out during Holy Week, making it easier to make those changes.

Fr. Fitz will be purchasing new Presider and Deacon microphones to comply with FCC requirement. They need to be operational by April.

**Finance:** (Mo) Discussed the PC minutes and the pastor transition. The budget looks good: as of the end of January CC was in the black! Fr. Fitz and Toni wondered if some bills (e.g. paying our part of Fr. Jim's salary) hadn't arrived yet.

Next year's lease for Hand in Hand hasn't been rewritten yet. PC discussed: who did the original lease? Who should write this one? Is there some kind of Archdiocese or other template available? For the terms, start with CC staff who have definite requests. PC suggested a timeline: 1. Prepare a document for staff to review by Feb. 20; 2. Have a parishioner with a real estate/legal background review the document (Moose Gianetti might have a recommendation); 3. Aim to have a final draft ready by early March.

**Buildings Action Team (BAT):** (Mo)

**Communications Action Team (CAT):** (Mo, on behalf of Tony)

BAT and CAT teams met in the Gathering Space to consider how best to use it. Many ideas surfaced. They suggested hiring a design consultant to filter the ideas and give estimates on cost, time involved. Next would be to ask the Finance committee if they are willing to pay for a consultant and the remodel/renovation. There is no timeline for this project.

**St. Therese Hospice :** Fr Jim, Tony V, and Jill visited the hospice at St. Odilia (Judy was slated to go but was sick that day). They spoke with the director and the CEO. Jill was impressed; the staff seemed dedicated and there is low staff turnover. Adults and children from St. Odilia Parish volunteer occasionally. St. Therese made good use of the space

(it's housed in St. Odilia's former chancery). There are 8 beds and there is private and common space, including a spa. It is in a secluded area of the property and that was conducive. Betsy wondered if CC's relatively busier corner property would not be as nice, but that was not an issue. St. Therese would like to have 16 beds here and they haven't decided whether to use the existing building or not. Since the hospice is not income-generating, they would like to build an additional senior/independent living facility to help fund the hospice. The next step is in February/March, St. Therese will have a more concrete plan and estimates. Tom Martin (CC trustee) is the primary contact for CC.

**Cell Phone Tower project:** T-Mobile's proposal is \$600,000 and a 40 year lease. Negotiations continue, such as to add 2% increase per year and give CC 10% of the rent T-Mobile receives from other company's disks on the tower. The location is to be between the garage and the garden (where CC has held the outdoor mass). PC wondered if the neighbors have been informed; that wasn't clear. The Finance committee will review the financials and the lease next.

**Parishioner's Comments:**

**Father Fitz's Comments:** There have been mixed reactions to Fr. Fitz's retirement letter, mostly positive.

**Adjourned:** 9:45 PM.

**Next Meeting:** March 12

Respectfully submitted, Betsy Madden