

**Pastoral Advisory Council (PAC) Meeting Minutes  
1-12-2023 7pm St John the Evangelist Bauer Hall**

<b>A/ P</b>	<b>Member</b>	<b>Type</b>	<b>Expires</b>	<b>A/ P</b>	<b>Member</b>	<b>Type</b>	<b>Expires</b>
P	Anderson, Scott	DEA	N/A	P	McGee, Charles	M	2024
A	Barreto Ayala, Apolonio	M	2023	P	Nathan, Doug	DEA	NA
P	Becker, Kristie	M	2024	P	Owens, Jane	SEC	2025
P	Breland, Mary Ann	M	2025	A	Rodriguez, Refugio	M	2026
P	Chaves, Sara	M	2026	P	Ryberg, Jean	M	2026
P	DeFusco, Matt	AP	N/A	P	Schieber, Syl	M	2024
P	Duffy, John	M	2024	P	Spessard, Amy	S	N/A
P	Fitzsimmons, Bob	S	N/A	A	Vallecillo, Arturo	M	2025
P	Gondeck, Greg	C	2024	P	Voorhis, Mark	VC	2025
P	Hines, Danielle	M	2026	P	Williamson, John (Pastor)	DIR	N/A
P	Jones, Mike	M	2025				

A/P: absent/present | AP: Assoc Pastor | M: member | C: Chairperson | VC: vice-Chairperson | SEC: secretary | DIR: Director | G/V: guest/visitor | S: Staff | DEA: Deacon

<b>Upcoming In-person Meetings Scheduled bi-Monthly on 2<sup>nd</sup> Thursday</b>			
Thursday	March 9, 2023	7-9 pm	St Joseph on Carrollton Manor LaPointe Hall
Thursday	May 11, 2023	7-9 pm	St John the Evangelist Bauer Hall
Thursday	September 14, 2023	7-9 pm	St Joseph on Carrollton Manor LaPointe Hall
Thursday	November 9, 2023	7-9 pm	St John the Evangelist Bauer Hall
Thursday	January 11, 2023	7-9 pm	St Joseph on Carrollton Manor LaPointe Hall

**MEETING MINUTES** (Recorded by Jane Owens)

- 1) Deacon Scott Anderson led the Council with a prayer for this session of the Pastoral Advisory Council
- 2) Three of four new PAC members were introduced and installed: Sara Chaves, Danielle Hines and Jean Ryberg. Three members were absent: Apolonio Barreto Ayala, Refugio Rodriguez (new member), and Arturo Vallecillo. Fr John will follow-up with Apolonio to extend his membership or have his daughter serve on the PAC. Amy Spessard will research the contact information for Refugio Rodriguez.

Syl Schieber, Kristi Becker, and Charlie McGee remain in-place as the New Member Committee to maintain a roster of future PAC members. Give them the names of any potential members; however, a membership of 15 is the maximum and the current PAC is at this ceiling.

- 3) Greg Gondeck assumed the role as Chairperson, which vacated the vice-Chairperson position. Mark Voorhis was nominated and approved into the role as vice-Chairperson.

Jane Owens declined to be the PAC secretary for a second one-year term. No PAC member stepped forward and no member was nominated to take-on the role as PAC secretary. Jane Owens will serve as PAC secretary for a second term in 2023.

- 4) Fr John provided update information on the development of the Pastorate Strategic Plan and the PAC retreat:

PAC Member Retreat

Purpose: Development of the Pastorate Strategic Plan

Retreat Leader: Julie StCroix (Dir Parish Renewal, Institute of Evangelization Archdiocese of Baltimore)

Saturday, February 4, 2023 9 am – 1 pm

St John the Evangelist Bauer Hall Room 4 (through large hall, up steps to room behind hall)

Subsequent meetings to continue development of the Strategic Plan will be scheduled after Easter and most likely on Saturdays. There was a request to schedule the meetings on Friday evenings instead of Saturday mornings. Fr. John asked the members to bring possible dates for the Strategic Planning meetings to the next PAC on Thursday, March 9. (See Action 19)

- 5) Fr John reviewed areas of his interest for the PAC:

- a. Pastorate Town Halls were initially scheduled for the fall 2023, but may be pushed forward
- b. Julie StCroix will provide demographics on Frederick County at the retreat to use in the discussion of the strategic plan
- c. Strategic Plan should consider the “Pastoral Life of the Parish,” including engaging new people, capital campaign projects, new ministries, and revisions to existing ministries.
- d. Christmas Mass attendance increased. SJCM exceeded their goal in offertory collections and SJE was slightly short of their offertory collection goal.
- e. SJCM had a frozen water pipe break during the recent single-digit freeze. Fast and expert work by Gene, Bob and crew minimized the water damage.
- f. SJCM has repaid a loan from SJE for roof damage.
- g. There are twelve stained-glass windows for SJE, seven are paid-in-full and the payment for two more is almost fully committed.
- h. Re-leading of SJE’s current windows has started
- i. Quantum Loophole, Inc., data center master plan for the area surrounding the SJCM community includes their contribution of \$100K towards the restoration of the SJCM old, stone Church structure. There is discussion about additional contributions. Quantum Loophole, Inc. donated 2.8 acres to SJCM adjacent to the cemetery, which may contain unmarked graves and will require research. Discussions continue between the Pastorate and Quantum Loophole, Inc., to plan the water and sewage conduits.
- j. The Archdiocese audited SJCM financial records. The audit revealed that SJC has had a Church collection to pay the mortgage. This collection was not part of an Archdiocese collection and was not “taxed” by the Archdiocese, which is similar to a “capital campaign” collection. After discussions with the Archdiocese, SJCM was granted an exception to the “tax” and the mortgage collection was “grandfathered” in and is not required to pay a portion of the mortgage collection to the Archdiocese.
- k. Fr. John announced two staff changes:

- i. Sarah Ryan, Administrative Assistant and Hispanic Community Coordinator has resigned and will leave at the end of January. Will advertise for a replacement. **CORRECTION:** Per Amy Spessard on 1/20/2023, "Sara Ryan has not resigned all of her positions. She is the Coordinator of the Hispanic community, and that position she has resigned. She will continue to be the Administrative Assistant for faith formation and Youth Ministry."
- ii. Sarah Shatzer, Coordinator of K-5 Faith Formation has left the Pastorate. Pastorate is currently advertising for a replacement.

- 6) Greg Gondeck has one open Action item #5 and will follow-up with Bill Milani on the status of this action to develop a table of the opportunities for common benefit (ie, between St Joseph and St John parishes).
- 7) Jane Owens introduced a recommendation provided by a parishioner at SJE to bring back "one-day pilgrimages" by bus to Baltimore, Washington, Philadelphia and other near-by places. Amy Spessard explained that the parish used to do this but in today's world it is cost prohibitive to do. Amy cited that a recent school bus rental was \$2,500 and that did not include a tip to the driver and any entrance fees. The PAC determined that this recommendation was not feasible and the recommendation was denied.

Jane Owens introduced a recommendation provided by two parishioners at SJE to purchase and distribute prayer cards in the Church pews for the congregation to read to encourage more quiet time before and after Mass. The parishioners also recommended that the Priests remind the congregation to pray more and talk less before/after Mass. The PAC discussed their opinions. Sara Chavez requested that the prayer cards be written in both Spanish and English to provide inclusivity. The PAC determined that this recommendation, which is solely funded and maintained by the two volunteer parishioners is approved. However, the Priests will not be telling the congregation to talk less before/after Mass.

Amy Spessard is working on reinstating the "children's liturgy" during the homily. Amy requests volunteers to support this. Amy announced that the children's bulletin will return and that Spanish and English "The Mass" booklets in the pews are very popular with both adults and children!

Fr John shared that Cyndi Milani is leading a new special ministry for Children with special challenges to receive the Sacraments. More information to follow in future PAC meetings.

Mike Jones introduced a discussion on Service Projects (help the homeless, soup kitchens, etc) to increase parishioner and POTENTIAL parishioner involvement. Fr. John asked the PAC to bring information on renting a bus, someone who needs help, etc., so that this recommendation to host Service Projects may be discussed at the next meeting on March 9, 2023. (See Action 20) It was noted that SJCM already has a group of volunteers who go to people's homes and help with lawn care, concrete repair and other work.

Charlie McGee introduced a discussion to increase the education of people that the Catholic Church is the only Church that has the real Eucharist, which makes the Catholic Church unique. This knowledge should be used to draw more participation.

Table 1: Action Items

Action	Date assigned	Description and status	Open/closed
1	11-30-21	Apolonio Barreto Ayala will email Fr JW details of the concerns about rescheduling SJE Spanish Mass and reserving meeting space for the Spanish ministries.  1-13-22 Apolonio completed this action	closed
2	11-30-21	Fr JW will meet privately with Apolonio to discuss concerns 1-13-22 will be scheduled when Fr John Streifel is available	closed
3	11-30-21	SJ PAC members will reach out to Spanish parishioners to join PAC. 3-10-22 Arturo Vallecillo joined PAC as a rep 1-13-22 ongoing	closed
4	1-13-22	Amy Spessard will contact Julie StCroix for additional information on PAC structure and documentation used in the Archdiocese. 3-10-22 Amy provided Pastorate Constitution & By-laws	closed
5	1-13-22	Bill Milani will develop a table of the opportunities for common benefit (ie, between St Joseph and St John parishes) for PAC discussion on 3/10/22. 3-10-22 ongoing 1-12-23 Greg will reach-out to Bill Milani for status	open
6	1-13-22	Fr John Williamson will work with Nicholas Lanier and Liz Parrotte to formulate and notify parishioners via Constant Comment and Flocknote an announcement to the Pastorate that there will be an online and paper questionnaire for the Synod on Synodality survey. This will be in English and Spanish. 3-10-22 Information and questionnaire posted online and in bulletins	closed
7	1-13-22	Fr John will email instructions to complete the survey to the PAC members as a test trial run to ensure the instructions are clear.	closed
8	1-13-22	PAC should reach out to African, African-American, Filipino, Asians and others to join the PAC. 3-10-22 ongoing	closed

		9-8-22 PAC Nominating Committee established; Charlie McGee is chair person	
9	1-13-22	Fr JW will research the current status of the St John "McElroy Effect" fundraiser, which is a five-year Capital Campaign and lead this discussion at the 3/10/22 meeting. He will provide a status to the Pastorate after completing this research. 3-10-22 Bob Fitzsimmons provided an Executive Summary of the McElroy Campaign background and current status. He will finalize this information to be mailed to the individuals who have made a donation pledge to the McElroy campaign. A status will be posted in the Church bulletin after Easter. It should be stressed that the donations are still needed and pledges should be completed, even though the focus has changed. 5-12-22 Bob Fitzsimmons has received status from the Baltimore Archdiocese on the status of the McElroy pledges. He is preparing a letter to mail to those who pledged with a status of the McElroy Effect fundraiser. Fr. Williamson will ensure that the status is also published in the Church bulletins as soon as possible. 9-8-22 A letter was mailed to McElroy pledges and posted in the SJE bulletin that this fundraiser has ended.	closed
10	3-10-22	PAC members should review the Synod on Synodality survey results and be prepared to discuss at the 5-12-22 PAC meeting.	closed
11	3-10-22	Kristi Becker will contact Liz Parrotte to update the documentation of the Pastorate ministries. 5-12-22 Kristi and Liz are developing a spreadsheet of the Ministries and Members. This information will be used at the Ministry Fair.	closed
12	3-10-22	Amy Spessard, Joe Swiss & Fr John Williamson will work together to establish a new ministry to address the needs of parishioners who contact the Pastorate requesting a call back, personal visit, or some other special need. This will address a concern that the parishioners share issues with our Priests, but don't receive any follow-up. The Pastorate has 8 Deacons who should be able to commit to this ministry.	closed
13	3-10-22	Jane will email the Synod on Synodality presentation deck (.pdf and .ppt) that Bill will use to brief Bishop Lewandoski on 3-15-22.	closed
14	3-10-22	Bill Milani, Syl Schieber & Charlie McGee will form a subcommittee to finalize the PAC Constitution and by-Laws.	closed
15	3-10-22	Identify grant writing specialists to write grants to partially fund the installation of the stained-glass windows. 9-8-22 Bob Fitzsimmons will contact a person that Fr John has identified to be an experienced grants writer	closed

16	10-13-22	Bill Milani will open a conference call line on the second Thursday of months when the PAC does not meet in person. PAC members may call into this bi-monthly conference call “at their option” to discuss any topic	closed
17	11-10-22	PAC members will review the event timeline distributed on 9-8-22 and confirm precise dates for the next PAC meeting	closed
18	9-15-22	Fr John will address the Sacraments, including the Anointing-of-the-Sick in his online JOLT messages as well as provide information on the Sacraments in the bulletins.	closed
19	1-12-23	Fr. John asked the members to bring possible dates for the Strategic Planning meetings to the next PAC on Thursday, March 9.	open
20	1-12-23	Fr. John asked the PAC to bring information on renting a bus, someone who needs help, etc., so that this recommendation to host Service Projects may be discussed at the next meeting on March 9, 2023	open

**Next meeting in March is in-person only:**

**3-9-2023 7-9 pm**

**Location and Conference Room: St Joseph on Carrollton Manor LaPointe Hall**

**BYO printouts of meeting minutes, agenda, etc,**