

SAINT FRANCIS XAVIER PASTORAL COUNCIL MINUTES
Xavier Hall, Carbondale IL
24 January 2005

Goal: “To enhance and increase the meaningful involvement of more parishioners in the spiritual and social aspects of our Parish community.”

- 1. To improve adult religious education activities.**
- 2. To increase Mass attendance.**
- 3. To increase activities and attendance at activities.**
- 4. To improve communication between Parish leadership and the community.**

In attendance: Bob Bauman, Jane Boardman, Laura Butler, Father Bob Flannery, Jack Hagan, Toni Intraivaia, Sister Rosemary Henrichs, Jay Lewis (as proxy for Ed Varsa), Laura Kidd, Margie Mitchell, Steve Schauwecker, Doris Weaver

Excused: Ben Balsano, Chuck Grace, Leslie Ferraro, Ed Varsa

Absent: Mark Crimando

Guest: George Sheffer

1. **Prayer/Reflection:** V. Chair L. Butler opened the meeting at 7:05 PM by asking Sister Rosemary to lead the Council in prayer.

2. **Visitors: Church Renovation Report:** L. Butler welcomed George Sheffer to the Council meeting. G. Sheffer gave a report on the Renovation Fund drive. G. Sheffer was pleased to announce that the entire amount requested of the Parish to retire the church renovation loan was met. He strongly recommended that a celebration be held for the parish. Discussion then commenced on plans for the debt reduction party. The Council decided to hold the party on the Tuesday evening before Lent with a Mardi Gras theme. On G. Sheffer’s recommendation, this celebration will be free. G. Sheffer will contact 17th Street Barbeque for the meal, as well as various vendors for beverages. L. Kidd and Sister Rosemary will work on the decorations and children’s favors. Father will have a Mass of Thanksgiving at 5:30 that evening, and the celebration will be held immediately following the Mass and end at 8:00. Sister will create reservation slips to be filled out at the January 29 and 30 Masses so that an estimate of the amount of food to be ordered can be given.

The Council thanks George Sheffer and all of the other Parishioners who have worked so hard on the Church Renovation, especially those who served on the various committees that provided the vision and the leadership on this project.

3. **Approval of November 22, 2004 Minutes:** A motion to accept the November 22, 2004, Pastoral Council minutes was made by J. Hagan and seconded by M. Mitchell. The minutes were accepted by voice vote.

4. **Old Business**

- a. **Goal:** As a reminder to the Council, V. Chair L. Butler read the current goal and objectives.
- b. **Stewardship Training:** Stewardship meetings are held the last Tuesday of every month. Father Bob reported that more volunteers from Saint Francis Xavier Parish are needed to attend the training sessions.
- c. **Into the Future: Cluster Information:** The next cluster meeting will be held at the Saint Andrew Rectory on Monday, January 31, 2005, at 7:00 P.M.
- d. **Church Renovation Campaign:** Please see item 2 above.
- e. **Capital Campaign:** S. Schauwecker reported that he has discovered that there is a Diocesan volunteer engineer who can provide estimates on capital repairs. He will make contact with this engineer to help us in providing costs and gathering information on the amount of money that needs to be raised in the capital campaign to repair Xavier Hall. Some of the items that need repair include the electrical system, the roof, the heating and air conditioning system, the retaining wall, the folding doors, the trim and the floors.
- f. **Lights Fantastic Float:** Father reported that the float was repaired. Thanks to L. Ferraro for organizing the float and the program after the parade. As a reminder, we need to assure that the float has a fire extinguisher.
- g. **Parish Website:** Nothing to report. L. Kidd needs to get items to Tom Furby in a more timely manner.
- h. **Potluck on December 5:** Attendance at the last two pot lucks to celebrate our Patron Saint's Day has not been large. Father Bob asked for some suggestions to perhaps make this a better attended event. Some suggestions included the following: not to have it on a Sunday night; to have a meal (possibility a pancake breakfast) after a Sunday Mass. J. Lewis also suggested that this might be held as a Youth Group fundraiser.
- i. **'Welcome New Visitor' Card:** Nothing to report.

5. **Committees and Reports**

- a. **Heritage Club:** J. Boardman reports that the Heritage Club had a Mass in December, a group luncheon at the Jackson County Country Club(at which they collected a donation for Catholic Social Services), a potluck and crazy bridge party in January. On February 15, they are planning to celebrate Mass at the Newman Center, followed by a lunch at Hunan's; the entire Parish is welcome to this event
- b. **Liturgy:** Father Bob reported that the Liturgy Committee will meet January 25 to start to plan for the Lenten services; they will also plan for the Mardi

Gras/Debt Reduction celebration Mass. M. Mitchell requested that the intercessions include more prayers for our troops and for vocations.

c. Women's Club: M. Mitchell reported that the Cookie Walk made \$975.00, slightly down from last year's total. In addition to their other charities, the Club is also giving \$500.00 for tsunami relief. As a reminder, the first Fish Fry of the year will be held on Friday, February 11. Donations of food, money and help are always needed. The Charities Committee is meeting in February. The next meeting of the Women's Club will be March 3, 2005.

d. Knight of Columbus: J. Lewis, reporting for E. Varsa, stated that 26 units of blood were collected during the blood drive. On February 2, Father will be celebrating a 5:30 Mass in memory of the deceased Knights; this will be followed with dinner at the Golden Corral. The Knights' Fish Fry will be held on March 18.

e. Family Life: Father reported that Paul Cruz gave an excellent testimony on his TEC experience. This was very well-received. Father reminded the Council of the many retreat opportunities that are available.

f. Health Committee: D. Weaver reported that the Health Committee has met two times. The minutes of those meetings may be found as **Attachment A** to these minutes. During the December meeting, Yvonne Whitfield from Southern Illinois Healthcare met with the Committee (Nancy Armstrong, Jack Hagan, Doris Weaver, and Dan Miller) to discuss starting a Health Ministry at Saint Francis Xavier. Ms. Whitfield suggested that the committee learn more about the Lifeline Ministry. At the January meeting, Pat Water met with the Committee and provided some information on that group. The next meeting of the Committee will be February 7, 2005.

g. Finance Council: S. Schauwecker reported that the next meeting of the Finance Council will be January 26, 2005.

h. Faith Formation: T. Intravaia distributed a report to the Council; this may be found as **Attachment B**.

i. Buildings & Grounds: No report.

j. Social Justice: Father reported that Elsie Speck continues to work with the Diocese on a special social justice project.

k. Youth Representative: There was no report from the Youth Representative.

T. Intravaia is organizing a ski trip for the high schoolers. This will occur contingent on having 15 youth sign up for the trip.

T. Intravaia also reported that she and Bill Harper from Saint Andrew are planning summer Vacation Bible Schools that will alternate each year between Saint Andrew and Saint Francis Xavier parishes. T. Intravaia is to be commended on her many activities that promote and encourage clustering.

l. Saint Andrew School: D. Weaver reported that the school board met in January; the big issue was repairing the boiler. Catholic Schools Week is January 30 through February 5 and there are many activities planned to celebrate this event. She reported that the school has met approximately 11% of their fundraising goal. The Council thanks Susan Sheffer and the Saint Andrew students who gave a presentation on Catholic Schools Week at the 10:00 Mass on January 23.

m. Small Christian Communities: Father reports that some of the original Renew groups are still meeting. Carol and Jerry DeSoto attended a Diocesan meeting on SCC to represent Saint Francis Xavier and get ideas to bring back to share with the Parish.

n. Organ: No report.

8. Communications: No report.

9. New Business

a. Archbishop Gregory's Farewell and Atlanta Welcome: Father Bob reported on the installation of Archbishop Gregory in the Atlanta Diocese. J. Boardman reported on the farewell for Bishop Gregory in the Belleville Diocese. Both celebrations were well-attended and were very meaningful.

b. Security: Father Bob reported on a number of security issues. Recent events that indicate that there is a need for greater security measures include graffiti sprayed on the back brick walls of the Hall; petty thefts; confrontations from persistent strangers on female personnel, etc. Father asked for some suggestions on improving security. Some suggestions included the following: installing motion lights in the back of the Hall; contacting the City Task Force on gangs; getting tinted glass or shades for the office windows; keeping all doors of the Hall locked, and installing a security buzzer and intercom system on the front door for use when the secretary or other personnel are the only ones in the building. Father urges everyone to be conscious of security and safety when they are in the Hall as well as the Church.

c. 2005 Goals: Father suggests that we consider making clustering plans a focus of any new goals that the Council may decided upon.

10. Pastoral Associate's Report: Sister Rosemary: Sister reported the following:
>There were 20 youth at the game night on January 24;
>About half of the goal has been reached for the Germany pilgrimage; more is needed and more fundraisers are planned;

>February 6 is the next high school Teens in Spirit and more Hispanic youth plan to attend. Sister has also devised a 'Scholar Bowl' activity for Teens in Spirit to be held at the April meeting.

>DYC will be held in Collinsville on March 18-20; this is open for high school and college age students;

11. Pastor's Report: Father Bob reports that Lent is coming very early this year and planning has started.

12. Next Meeting: Monday, February 21, 2005, 7:00 PM, Xavier Hall.

13. Individual Responsibilities:

>Laura Kidd: send updates and information for website to Tom Furby;

>L. Kidd and Sister Rosemary to plan for Mardi Gras/Debt Reduction part;

>S. Schauwecker to contact the Diocesan engineer regarding repair cost estimates.

14. Prayer/Adjournment: V. Chair L. Butler received a motion of adjournment from J. Lewis, which was seconded by J. Hagan. The meeting was adjourned at 9:07 PM.

Respectfully submitted by Laura K. Kidd

ATTACHMENT A:

Minutes of the Saint Francis Xavier Health Committee, December 1, 2004 and January 10, 2005; submitted by Doris Weaver

December 1, 2004

Present:

Jack Hagan - Pastoral Council Member, St. Francis Xavier Parish
Nancy Armstrong, RN - St. Andrew Parish
Dan Miller, RN - St. Francis Xavier Parish
Doris Weaver - St. Francis Xavier Parish
Yvonne Whitfield, RN Health Ministry Coordinator with Southern Illinois Healthcare

Ms. Whitfield reported that parishioners at St. Francis had been interested in starting a health ministry since 1999. Ms. Whitfield said that in 1999, she met with the parish priest and several of the parishioners in order to discuss health ministry. Then, last year, Ms. Whitfield met with Doris Weaver and loaned her some literature to share with the parish.

Ms. Whitfield stated that the primary goal of a health ministry is to improve the health and wellness of the congregation. The ministry should consist of a team that represents the congregation (i.e. health care professionals, youth, senior citizens). Ms. Whitfield reported that there were no set guidelines. The health ministry should primarily focus on the needs and the gifts of the parish.

Ms. Whitfield described her church's health ministry as follows: monthly blood pressure readings are made available; contact parishioners being released from hospitals in order to see if what they need is being provided (i.e. meals, transportation); educational programs three or four times a year; and maintain an educational bulletin board.

The committee discussed how to start a health ministry at St. Francis. Ms. Whitfield suggested that the committee start small and grow as needed. Ms. Whitfield suggested that the committee imagine itself an umbrella where there are subcommittees with heads for home visitations, for a spiritual homebound program, for an educational program and a referral program.

Ms. Whitfield asked the committee how parishioners' needs are currently identified. Jack Hagan noted that the parish has a Lifeline Ministry that visits with parishioners who are not able to leave their homes. The Lifeline Ministry also provides meals when requested. Mr. Hagan also noted that the bulletin lists people who are in need of prayer.

Ms. Whitfield thought that members of the health committee could meet with members of the Lifeline Ministry and Fr. Flannery in order to develop more structure to what already existed. The ministry could begin to develop ways to identify the needs of the parishioners and ways to better communicate with each other about what is needed.

The committee decided that Jack Hagan and Doris Weaver could co-chair the committee until such time as there was a need to alter the structure of the committee. Nancy Armstrong will discuss the work of the health committee with Fr. Gary at St. Andrews and ask for his input. Members of the Lifeline Ministry will be asked to meet with the Health Committee in January. The Health Committee decided that they would invite Fr. Flannery and members of the Lifeline Ministry to meet with them to structure their efforts so as to reach parishioners.

The next committee meeting is scheduled for 01/06/05 at 6:00 p.m. at St. Francis Xavier.

January 10, 2005

Present:

Jack Hagan - Pastoral Council Member, St. Francis
Xavier Parish Nancy Armstrong, RN - St. Andrew Parish
Pat Waters - Lifeline Ministry Coordinator, St. Francis
Xavier Parish Doris Weaver - Pastoral Council Member,
St. Francis Xavier Parish

Members present reviewed a draft of the Health Committee's minutes from the December, 2004 meeting. The minutes were approved without changes. The committee also discussed Yvonne Whitfield's suggestions and comments about the health meeting held on December 1, 2004.

Pat Waters discussed the Lifeline Ministry. The Lifeline Ministry was started in 2002 with Fr. Flannery and Pat Waters. Pat noted that information about the ministry is published weekly in the bulletin. Ms. Waters reported that she frequently will ask volunteers to provide meals for parishioners who are sick. Volunteers are also asked to send cards to those who are sick. Pat also takes the Eucharist to parishioners unable to attend church. Pat noted that providing the Eucharist is not a function of the Lifeline Ministry. The members of the committee asked Pat who would coordinate the meeting if she was unable to attend. Pat believes that other volunteers would come forward to carry out the coordinator functions of the ministry if she was not available.

The Health Committee scheduled its next meeting for February 7, 2005. The committee will discuss updating the volunteers list that Pat Waters uses for the Lifeline Ministry. The committee will also review the process that Fr. Bob uses to learn that parishioners are hospitalized, etc.

Nancy Armstrong reported on April 14, 2005 there will be a one day training program for people who volunteer to work with the homebound. Doris Weaver reported that she would contact Yvonne Whitfield for further information about the homebound training. Nancy also reported that there was a week long program for Parish Nurse training and that scholarship monies might be available.

The next committee meeting is scheduled for 02/07/05 at 6:00 p.m. at St. Francis Xavier.

**Attachment B:
Pastoral Council, January 24, 2005, Report PSR, Toni' Intravaia, CRE**

1. The Teens in Spirit met on December 5th with Barb and Chuck Grace- The Kippenbrocks led the day sharing Sexuality and Marriage. Both Father Bob and Father Gary supplemented. Nancy Konecek and Kim Baker were in charge of food preparation. The Sacrament of Reconciliation closed the day. Five of the teens were absent due to illness or school activities and five new teens came from St. Andrews. Notes were written to those absent for makeup.
2. The Patronal Potluck followed at Xavier Hall.
3. Pat Cripps, Rose Hogan, Joan Looft and Sister Rosemary attended the Regional PSR meeting in Anna on Saturday.
4. Last Tuesday the Catechists had their third meeting on "Jesus Today" - the discussion was on the Beatitudes. It was great - the author made the Beatitudes we learned as children come alive to us to carry as adults.
5. February is a most busy month for us as Catechists:
Teens in Spirit - Sunday February 6 from 9 to 5
High School Youth Lent Reconciliation - Sunday February 6th, 9 am in Church Grades 2nd, 3rd, 4th, Lenten Reconciliation February 13 - Sunday 9 am in Church Family Stations - Friday February 18 at 7 p.m. First Communion Retreat - February 19 Saturday from 9 to 12 Grades 5th, 6th, 7th, 8th - Lent Reconciliation - Sunday February 20 - 9 am in Church
6. We continue with RCIC on Saturday for five youth and with preparation for Eucharist for two.
7. No one is attending the adult class. Dick Falat came to me about this. I called Suzanne Schmitz for advice for she attended very enthusiastically. She is to call me. Any suggestions from this representative adult group would be most welcome. We talk about it; we plan about it, and since FAITH is a lifelong process, I am a bit puzzled. Belleville was looking toward us since we announced the class -
8. I must congratulate our Catechists. No matter what is asked, they respond, whether it be blankets, tsunami, Spirit of Christmas, etc.
9. Children's Liturgy at the 10 am Mass is continuing with Christa Tichacek, Sharon Kippenbrock, Paula Frisch and Toni' Intravaia alternating.