

## **Pastoral Council - Minutes of the April 22, 2010 meeting, Roetter Hall**

In attendance:

Fr. John Paul Forte, Pastor  
Jeanie Davis, Chair  
James Floyd, Secretary  
Stephanie Nissen  
Edwin Jose  
Charlie Maguire  
Seira Matsushima  
Tam Nguyen  
Tara Almazan

Andrew Griffin  
Vic Zampa  
Jesse Duran  
  
Brian Buesker, Webmaster  
Absent: Fr. Joseph Sergott  
Kenia Milloy  
Patty Stewart, Staff

Meeting called to order at 7:15 pm.

### **1. Opening prayer (from Stephanie)**

“Earth Day Novena”

### **2. Review of minutes of Pastoral Council Meeting on March 11, 2010**

Minutes approved as complete in a motion made by Tara and seconded by Vic

### **3. Pastor’s Report**

Moved to after Committee Reports

### **4. Committee/Liaison Reports**

#### **a. Student and Student Minister**

Tam (Community Life) discussed several upcoming events:

Community Potluck Picnic at Doyle Park on April 25, starting around 2pm (after 12:30 mass) for all community members (students, YAG, resident), with a wiffleball tournament. He wanted to make sure that the word would get out to YAG and the resident community (Stephanie later emailed YAG, and James emailed the resident community). In case of rain the event would be canceled, but Seira pointed out Sunday’s sunny forecast. Tam emphasized the “party type feel” to the event.

Spring Banquet on May 15 for students. It is replacing the spring dance to serve a larger portion of the student community, and will be held at the Institute of the Americas.

Charlie (Social Justice): Day of Service being held Saturday, April 24 – several service opportunities including serving two meals at St. Vincent’s, and the Creek-to-Bay volunteer opportunities. This day is a follow-up to the retreat.

#### **b. Young Adult & Grad**

Stephanie: recap of YAG recent and upcoming activities: planning meeting in March, upcoming Joshua Tree camping trip (April 23-24), the Feeding America social on April 28, the recent trip to Big Bear for skiing and hiking (with Fr. Joseph offering mass), and the continuation of the Second Sunday Supper program in March and April (Danny is coordinator for speakers, while Stephanie is coordinator for food). The YAG Easter Dinner had about 30 attendees. Future plans include the development of a YAG info sheet to provide to new graduates and the election of a new YAG chair.

**c. Resident Community**

Jeanie: Women's Retreat coming up on May 1.

Vic: Comments overheard about Easter Vigil: it could be shorter.

James: reported on efforts by Dick McCormack to develop two books to celebrate the 25<sup>th</sup> anniversary of the Gene Burke Lectureship: a photo book of the 58 lectureship, and a biography of Fr. Burke, with stories of memories written by community members. The books hope to be ready for the anniversary lecture on May 13, guest lecturer: Sr. Elizabeth Johnson.

**Return to 3. Pastor's Report:**

Fr. JP: The emphasis of Spring Quarter is outreach. The quarter brings a sense of nervousness, as some prepare to graduate, and the newness of spring, and potential for saying goodbye. This newness includes the discerning of new leaders in the community: new Pastoral Council members, new Student Ministers, new YAG leaders. There is a need to look for new talent in our midst to fill these roles. It is a time for eyes to be open, and keep aware.

Building Tomorrow update: current effort is to develop the strategy – endowment?  
Establishing a foundation? One aspect is the need to build a history of the community.

**5. Chair Report:**

Jeanie honored the development she has seen in the Pastoral Council. She reminded the Council that the spring luau is also the community appreciation event, where those who have shared their talents with the community will be given recognition and shown appreciation. This includes Pastoral Council members.

For the upcoming discernment process, Jeanie asked the Council to think about people they knew in the community and converse with them to consider discernment for the Council.

**6. Financial Committee Report**

No report

**7. Old Business:**

**a. Hospitality for the Baccalaureate Mass**

A student community is developing the liturgy for the Baccalaureate Mass at 7 pm. All graduates (both undergrad and postgrad) are encouraged to sign up to attend, and wear cap and gown, and receive a blessing. YAG has traditionally prepared a light reception after the service. Fr. JP pointed out that the entire church community is invited to this mass – it is open to all, and counts as a vigil mass for Sunday, and that weekend, there will only be it and the 12:30 Sunday mass (no 5:30 or 7:30).

**b. Discernment process begin April**

8 goals for the 2010 Discernment process, relating to several core areas: determining how many spots on the council are going to be discerned, how to publicize the process, having a discernment informational event for prospective pastoral council members, encouraging attendance at the May 6 PC meeting, and dividing up the work needed: making nomination forms, making bulletin and verbal announcements, distributing nomination forms, etc. Seira volunteered to serve as the lead on the discernment process, with her background in student government elections, and would help organize the development of the discernment process. May 2 would be the opening of the discernment process, with a PC proclamation about the process at the masses that day (Jeanie at 12:30, Seira at 5:30, Charlie at 7:30) [later

note: James will be covering for Seira at 5:30]. May 23 would be the Day of Discernment, and it should be followed up that Roetter Hall has been reserved.

**c. Spring Quarter Luau (Stephanie and Andrew)**

Check if the hall has been reserved for June 6. It was suggested to invite Jose's daughters to hula dance at the luau to add to the festivities, and to use children to help draw community members from the church to Roetter Hall. Jeanie felt that it would be effective to get PC members to each sign up for two different luau committees (cooking [4 needed], set-up [10], clean-up [8-10], publicity [2], purchasing [2-4], etc.) Jeanie has the recipes, and some had already been scanned. Like last year, it was suggested to get community members to commit to bringing dessert and fresh fruit plates.

**d. T-shirt design (Andrew)**

Andrew had received 4 designs from 3 community members (2 from Jeff Kwong, 1 from Jason Guardiano, 1 from Lananh Pham), and produced printouts of the designs for the Council to review. All of the designs were intended to be front designs. After reviewing the shirt designs, it was decided to vote on favored designs, and possibly combine desirable elements from several designs to create the final design. In the end, Jason's design earned the most votes, with Lananh's coming in second. It was determined to work with both artists to combine some elements from each design into the final design, and both would earn free shirts for their submissions.

The discussion on shirt designs prompted a discussion on the need to have a unique Newman Center logo and look – to help develop a 'brand' for community identity. This logo and look would be used on Community stationery and materials to help reinforce the identity.

**8. New Business:**

**a. Community Survey (James)**

After consultation with Fr. JP, James introduced the concept of a community survey project for the 2010-2011 Pastoral Council. The survey would help take a snapshot of the community's membership: capturing both real numbers on demographics of the community, but also how members connect and feel about the community: activities and programs being utilized or sensing needs for new programs. As both a census (who are we?) and a survey (what are our needs?), this would need to be a project handled in the next year. Fr. JP suggested a timeline for the project: that survey taking be best done in late October and early November, after the focus on the welcoming and establishing the year's theme. Data analysis could be done through early winter quarter, with a final report coming in February 2011. Fr. JP also suggested that this would be an important job for the Council to manage – develop the survey plan, manage the process and present the results. He emphasized the need to do it with purpose, develop the right questions, and to do the project well, in order to have usable data. He saw the survey as a good step towards developing a Pastoral Plan.

Several council members volunteered to assist with the Survey project: Seira, Vic, Tara, Jesse, Charlie, Jeanie, Andrew, James and Fr. JP.

Fr. JP: Doing this project would also be a way for the Council to actively engage the community.

Jeanie: This is an important activity as there has been a lot of recent change and growth in the community, and we should put out a call for those who are statistically-minded to help with survey development and data analysis. Possibly the survey could be implemented online.

Brian: web based survey is quite possible, but concern is getting participation. Greater turnout is likely achieved by having paper surveys filled out at masses.

Tam: example of class review surveys at UCSD was a failure when it was shifted from in-class surveys on paper to voluntary online survey after class, due to lack of participation.

Seira: one way to encourage participation would be to connect it to a raffle or prize drawing.

Tara: possible to set up computer survey to be done after mass, similar to how community registration was handled after the welcome mass with the computer bank.

**b. Meeting Structure changes (James):**

James: In order to spend more time of the Pastoral Council meetings on actual actionable business, I suggest that we adopt a "consent agenda" style for much of the reports that we get at the meetings. Instead of having the student ministers, pastor, chair, and finance committee give a full detailed verbal report, they should submit a written report in advance (and thus we can also get reports from all the student minister-led committees) and it would be distributed to the PC prior to the meeting. If a committee member wanted to discuss something in the report, they could bring it up in a brief review, otherwise, we can approve receiving the reports in a single motion without discussion. For the Pastor's and Chair's reports, I would also suggest that they could speak to some of the key highlights in their report. This way, Fr. JP doesn't need to go through the entire church calendar for the next month during the meeting, but maybe highlight two or three key points he wants to make to have the most impact.

Currently much of the meeting time is taken up with receiving reports from the various people, and not leaving much time for arranging PC work - organizing events, setting direction for the community. I think having most reports submitted in advance in writing will free up a lot of meeting time - and get information more organized in the process.

The one area of discussion that I do not think should be summarized in this fashion is the presentation of ideas/concerns from our constituents. If a member of the community wants to bring something to our attention (either in person or through their PC representative), it should be discussed, and not simply received as a report.

James: explained concept of "consent agenda" and how it is used to receive reports in a timesaving way, and how if implemented could improve quality of reporting as well as save time at Council Meetings. Council members generally approved of the idea.

Discussion centered on how these reports would be submitted, and it was determined that each core group (students, YAG, faculty/staff, residents) would have one representative who would develop the report and submit it. To prevent the workload from being too much for that one representative, it was suggested that the duty be rotated among the representatives for that core group. Reports from the Student Minister committees would also be finalized and submitted by a student minister/pastoral council member. It was also suggested that the compilation of these reports could be an appropriate duty for the vice chair's position.

Jeanie expressed her pragmatic concern that there would be a need to set up a new deadline for submitting the reports so that they could be compiled and distributed. It was agreed that

having one packet of all the reports distributed would be preferable to having several people all sending component reports to all members piecemeal.

Charlie felt that this would be a much better way to get Student Ministry news to the Pastoral Council, without creating that much more work, since the notes from the regular Student Minister meetings would work well as a report.

Compiling all the reports into one would require a clear review process. A google document could be established for shared editing.

For the May meeting, it was decided that a trial report compilation would be created. Seira agreed to develop the “consent agenda” item packet.

**Meeting highlights:** It was mutually agreed that the sharing of information regarding the discernment process was more important than sharing meeting highlights for the short turnaround time between the April and May meetings. The normal PC highlights at mass would be canceled in favor of the discernment process announcement.

**Related topics from Fr. JP:**

As we were discussing new ideas for the Pastoral Council, Fr. JP introduced two more ideas for reflection and later discussion. The first idea is to possibly change the council terms from two years to three years for greater continuity on the council. He felt that a two year term was just too short – it takes a year for a council member to learn the ropes, and another year to really start moving forward, and then that member may be gone. Three years would be more productive. This might require the extension of terms for some existing members in order to keep a rotating discernment schedule. Student terms could be made to be renewable without the need to be fully re-discerned.

The second idea was a change to the discernment process. Once new council members are discerned, the council then selects its own officers. The change in process would be that the council recommends a chair, but the pastor is the one to appoint a Chair and Vice Chair. This is also important to keeping that continuity and consistency, and ensures that the pastoral staff has PC leadership that they can work closely with.

These ideas will be explored further at the May 6 meeting.

**c. World Youth Day (Stephanie):**

At a recent Diocese training day for young adult leaders, Stephanie learned about World Youth Day 2011 in Madrid (August), for those up to age 39. With Fr. Joseph’s assistance, YAG may want to either organize their own trip to attend, or more likely, try to piggyback off of another local church’s organizational efforts. The first step is to see if there is a critical mass of interest within our community.

**9. Closing Prayer (Andrew)**

Meeting adjourned after 9:00 pm.

**10. Snacks (Tara, Vic, Charlie)**