

**Pastoral Advisory Council (PAC) Meeting Minutes
9/8/2022 7pm St John the Evangelist Church Bauer Hall**

A/P	Member	Type	Expires	A/P	Member	Type	Expires
P	Anderson, Scott	DEA	2025	P	Milani, Bill	C	2023
P	Barreto Ayala, Apolonio	M	2023	A	Nathan, Doug	DEA	2025
A	Becker, Kristie	M	2024	P	Owens, Jane	SEC	2025
P	Breland, Mary Ann	M	2025	P	Schieber, Syl	M	2024
P	DeFusco, Matt	AP	2025	P	Spessard, Amy	S	2025
P	Duffy, John	M	2024	P	Vallecillo, Arturo	M	2025
P	Fitzsimmons, Bob	S	2025	A	Valcarcel, Julio	M	2023
P	Gondeck, Greg	VC	2024	P	Voorhis, Mark	M	2025
P	Jones, Mike	M	2025	P	Williamson, John (Pastor)	DIR	2025
P	McGee, Charles	M	2024				

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

Upcoming In-person Meetings Scheduled bi-Monthly on 2nd Thursday			
Thursday	November 10, 2022	7-9 pm	St Joseph on Carrollton Manor LaPointe Hall
Thursday	January 12, 2023	7-9 pm	St John the Evangelist Bauer Hall
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

MEETING MINUTES (Recorded by Jane Owens)

- 1) Rev. John Williamson led the Council with a Blessing for this opening session of the Pastoral Advisory Council
- 2) Fr John, introduced Fr Matt DeFusco, Associate Pastor, as a new permanent member of the PAC
- 3) Chairperson Bill Milani reviewed the major PAC accomplishments from January 2022 to date, including, but not limited to:
 - a. Established the PAC
 - b. Developed PAC Constitution and by-Laws (see Action Item 14)
 - c. Reported Synod-on-Synodality pastorate input to the Archdiocese. (see Action Items 6, 7, 10, 13)
 - d. Advised pastorate leadership on the need to advise pastorate on the status of the McElroy Effect campaign; subsequently closed this fundraiser campaign. (see Action Item 9)
- 4) Leadership Team officially signed the PAC Constitution and by-Laws documentation, which will be posted to both SJCM and SJE webpages.
- 5) Fr John reviewed areas of his interest for the PAC:
 - a. Patorate members reached out to the PAC at least 3-4 times for assistance
 - b. Hired 4 new pastorate members:
 - i. Fr Matt DeFusco, Associate Pastor

- ii. Fr Angel Marrero, Pastorate Priest
 - iii. Megan McQuin, Coordinator of Youth Ministry
 - iv. Sara Shatzer, Coordinator of K-5 Faith Formation
 - c. Eliminated the position of SJE Communication Director
 - d. Established a contract with “Harper & Spice” Communications to reimagine and develop a modernized online presence for Pastorate communications, and replace the existing webpages, including Fr John’s popular “JOLT” weekly online message. Objective is to evangelize using online vignettes, daily messages, and morning reflections.
 - e. Conducted a Pastorate staff retreat last spring to discuss ways to conduct Parish renewal and direction; provided an opportunity for Staff members to reflect and reset
- 6) Fr John provided a status of the development of the Pastorate Strategy
- a. Fr John will meet with Julie St Croix, Director Office of Parish Renewal Institute for Evangelization for the Archdiocese. A day-long retreat is tentatively-scheduled for Pastorate leadership to develop the Pastorate strategy and plan. Fr John will request PAC leadership and key Ministry leadership attend the retreat to provide their observations, “to grow the faith.”
- 7) New business since the last PAC meeting of 5/12/22
- a. Bill Milani reviewed the PAC event timeline and requested the PAC confirm precise dates for the next PAC meeting
 - b. 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
 - c. Fr John stated that the Frederick Historic Society approved the installation of refurbished stained-glass windows at SJE. This fall each window will have posted below it a “mock-up” photo of the replacement window to help visualize how the stained-glass windows will appear. A few of the windows have already been fully funded, thanks to generous parishioners. Each window costs approximately \$65K to replace. Fund-raising is required.
 - d. Fr John stated that the roof was replaced on certain buildings at SJCM.
 - e. Fr John stated that the old rectory at SJCM needs to be repaired/razed. After discussion, the PAC voted unanimously that the old rectory should be repaired for use as temporary storage (approximate cost of \$18K) with an eye-to-the-future use as a rectory.
 - f. Fr John stated that the old rectory could be refurbished completely so that it could be inhabitable for a future SJCM pastor (approximate cost of \$40-50K). The PAC will discuss this sometime in the future, following temporary repair (see 7e above)
 - g. Fr John stated that the PAC needs a plan to back-fill the PAC members who “roll-off” the PAC in January 2023 (Julio Valcrrel, Apolonio Barreto Ayala, and Bill Milani) and future members.
 - i. Charlie McGee agreed to chair the PAC Nominating Committee to identify and establish a roster of potential PAC member to call upon as needed to backfill current members. Arturo Vallecillo and Kristie Becker are on this committee.
 - ii. The three members whose membership ends, can optionally extend their membership; however, there was no definitive confirmation from them at this meeting.

8) Fr John stated that the Synod on Synodality “A Synodal Church” input was forwarded to the Archdiocese and forwarded to the Vatican in Rome. The Pastorate will use this input to develop the Strategic Plan. It was noted that the Synod input did not address “Seniors issues” but there was no action.

9) General Discussion:

- a. Fr John stated that the Pastorate will use new technology (see 5d above) to reach out to people with information of the Annual Financial Report about the end of October. Then, in November Fr John will address the parishes personally to request the need to increase monthly donations and to switch from envelope donations to Faith Direct electronic donations.
- b. The PAC discussed the need to improve the sound system in SJE. Bob Fitzsimmons is addressing this issue by providing a hand-held device to modulate the sound from inside the SJE Church. SJCM is already using this device.
- c. The PAC stated that some Pastorate members questioned to “rules” for the Anointing-of-the-Sick following the Masses of September 3-4. Fr John will address the Sacraments, including the Anointing in his online JOLT messages as well as in the bulletins. This should clarify who should seek these Sacraments.

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	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	closed

		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	
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 9-8-22 PAC Nominating Committee established; Charlie McGee is chair person	closed
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	open

		has 8 Deacons who should be able to commit to this ministry.	
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	open
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	open
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	open
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.	open

Next meeting November is in-person only:

11-10-2022 7-9 pm

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

BYO printouts of meeting minutes, agenda, etc,