

**St. Paul Church Parish Council Meeting Minutes**  
**October 23, 2018 ... 6:30 PM**  
**St. Paul Rectory**

**Present:** Father Tony DiMarco, John Taglianetti, Derek Pirruccello, Kevin McKinzie, Mike Powell, Andrea Kanfer, Bob Price, Joan Dreger, Roseann Ward, Alan Roessler, JoHanna Polcaro

**Other Parishioners Present:** Kathy Brunelle, David Balfour

**Absent:** Father Mark O'Donnell, Peter Crump, Brian Majeski, Keith Boluch

**Attachments:** Meeting Agenda

Father Tony offered the opening prayer.

**Opening Comments:** Kevin McKinzie began the meeting explaining that John Taglianetti recently offered to serve as the Council Chairperson. Kevin explained he discussed this with Father Mark and received approval to proceed. Father Tony reaffirmed without a formal resignation John is still on the Council. A vote was taken and there was unanimous concurrence for John to begin serving as the Council Chairman. The Council members expressed their appreciation for the Kevin's years of service on the Council and especially as Chairperson.

John Taglianetti began by saying we need to recognize St Paul Parish is going through a significant transition from the more comfortable model of 'one pastor assigned full time to single parish' to the new reality of 'one pastor serving multiple parishes' and John added the Parish Council will be an important element in making the transition a success. To help ensure a successful transition, John said our immediate objectives should be to encourage more volunteers to help with Parish activities and to help Father Mark where we can. Derek Pirruccello said that he considered it an important role of the Council members to do whatever we can to encourage additional Parishioners volunteer their service. This is discussed in greater detail during the 'Volunteer Review' agenda item.

John also said we should strive to create a more open communications for the parishioners, such as fostering a greater use of the Parish website and other social media platforms to supplement the weekly bulletin. This is discussed later in the meeting during the 'Use of Social Media' agenda item. For one example, John said the Council should take on the goal of finalizing Parish Council meeting minutes and post them on the website within two weeks of Council meetings. After the minutes are posted a notice would be put in the Weekly Bulletin urging Parishioners to go to the webpage to read the minutes. In addition, John asked the members to think about ways in which Parishioners could submit questions, concerns, or ideas to the Council. This will be added to the agenda for the next Council meeting. Certainly talking with a member of the Parish Council should be encouraged but some parishioners may not know a Council member or may want to remain anonymous. The suggestion was made to add photos of each Parish Council Members so that parishioners can easily identify members of the council.

John identified the need for selection of a Vice Chairman and a Secretary as soon as possible. John said for this meeting, and with the help of JoHanna, he would prepare the meeting minutes and circulate them for review and approval. John requested in an effort to get the meeting minutes approved and posted within the two-week goal we will need the Council's approval to accept, with or without comments, via email by at least a quorum of the Council.

John also reported Father Mark has requested for each meeting the role of Intervener and Time Keeper be assigned. The role of the Intervener would be to assess if the ongoing conversation can be brought to a conclusion within a reasonable amount of time and, if not, to suggest the remainder of the conversation be taken off-line or tabled for a subsequent meeting. The role of the Time Keeper is simply to state when the time allotted for an agenda item is up. Certainly, it's not the intent to cut off any beneficial discussion, but rather to ensure that time is allowed for all agenda items.

**Parish Finances:** In Father Mark's absence JoHanna Polcaro reviewed the financial report that itemizes the Total Income and Expenses for the 2017 fiscal year (i.e., July 1, 2017 through June 30, 2018). She explained she will be reviewing the financial report at each of the masses Saturday and Sunday and that a letter will be going out to all registered parishioners with the financial report and a request to complete and return a census form.

*Post Meeting Note: Discussion of the Parish Financials was postponed for two to three weeks.*

**Vice Chairperson Discussion and Selection:** John Taglianetti identified that the Council is in need of a Vice Chairperson. The role of the Vice Chairperson is defined in the Bylaws. After a brief discussion Kevin McKinzie nominated Derek Pirruccello. There was general acceptance by the Council members, but no vote was taken. Derek stated he would be interested in serving in this role but would need to review other personal and professional commitments first. It was agreed Derek would get back to John Taglianetti and if Derek can commit to taking on this role a vote would be taken via e-mail prior to the next Council meeting.

**Secretary and Meeting Minutes Preparation:** John Taglianetti identified that the Council is in need of a Secretary. The role of the Secretary is defined in the Bylaws. After a brief discussion no candidate volunteered and no candidate was nominated. This topic will be added to the agenda for the next Council meeting.

**Volunteer Review:** JoHanna Polcaro presented a summary of the volunteer positions that support the St Paul Parish masses, routine activities, and ad-hoc special events. The summary of volunteers shows where additional volunteers are needed in both the near and long term. This summary will be used by the Council to encourage additional parishioners to volunteer their service and fill specific shortfalls.

Additional volunteers are needed: to perform certain preparation and set-up activities for each mass; to serve as ushers and greeters for each mass; to serve as lectors and eucharistic ministers at all masses; and to count and prepare collection proceeds for deposit. In addition volunteers are needed to serve as wedding coordinators (i.e., conduct wedding rehearsals and coordinate 'day-of' wedding activities) and bereavement councilors (i.e., interface with family members to select funeral readings and music selections and 'day of' funeral activities). Beginning in January 2019 a new volunteer will be needed to manage and run the 1000 Club and coordinate the many volunteers who support this important effort. The Council expressed their appreciation for the many years Mary Ann Alfieri served in this role.

**Use of Social Media:** JoHanna Polcaro led a discussion about the use of Facebook as an additional tool to communicate with Parishioners. It is considered that a St Paul Facebook page would compliment the weekly bulletin and webpage. JoHanna mentioned that St Mary and St Joseph currently have Facebook pages and they have proven to be a successful communications platform ... not for everyone, but for many. JoHanna reported that Father Mark had given her permission to start a Facebook page after the idea was presented to the Council. A vote was taken and there was unanimous concurrence to proceed.

As part of the discussion, Derek Pirruccello raised the point of more frequent 'from the pulpit' communications from the Parish Council to the Parishioners. After some discussion the collective thought was in this new reality of one pastor for multiple parishes information coming from the Parish Council would be beneficial in building parish-wide confidence and involvement. It was clearly recognized that some communications need come only from the Pastor. John Taglianetti took the action to discuss this with Father Mark.

#### **Committee Reports/Assignments:**

- **Prayer and Worship** - The Council is in need of a committee chairperson. The role of this committee is defined in the Bylaws. After some discussion no candidate volunteered and no candidate was nominated. See discussion reported on the 'Identification of Potential New Parish Council Members' agenda item.
  
- **Christian Formation** - From the bylaws the Committee is to "... assist the Pastor in Sacramental Preparation; Rite of Christian Initiation of Adults and Children; Youth Ministry; and Religious Education of Children and Adults." Andrea Kanfer is acting as the committee chairperson in light of Marty Pagnozzi's resignation and submitted a report of activities since the last Parish Council Meeting as follows:
  - Assisting the Pastor in Sacramental Preparation: Roseann Ward, Director of Religious Education (DRE), assists in Baptisms, First Reconciliation, First Communion, Confirmation, and Funerals.
  - RCIA: Laura & Clay Wild from St. Joseph has the lead and Roseann Ward coordinates with them.
  - Youth Ministry: Coordinator is Alvania Tejada from St Mary.

- Religious Education of Children and Adults: There are 122 students registered for Faith Formation this year 2018-19. Classes are on Wednesdays for Pre-K through 7<sup>th</sup> grade and Sunday classes are offered for grades 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. Confirmation classes are only offered on Sunday mornings, 9:00 to 9:50 a.m.. Families are encouraged to attend the Mass 10:00 a.m. There are 25 plus students who attend Children's Liturgy of the word. Students from each grade bring in selected items for the Thanksgiving baskets that are assembled here at St. Paul's by Tom Ward and crew and are distributed to people in need and are registered at the Town Hall. Students select a theme and bring in items for baskets for the Tag Sale.

- October 21<sup>st</sup>, at 5p.m. the confirmation candidates (grade 9) Year 2 went to St. Joseph for a special Mass (Rite of Welcoming). This was a beautiful Mass part of Life Teen. Alan Roessler encouraged the teens to attend because the parents and students benefited. Roseann Ward stated she felt the Mass was very special and the confirmation students and Parents and/or sponsors were all in attendance ... a new beginning for some families.

- The Lenten program was Epistle of John 1, 2, 3, facilitated by Marty Pagnossi and Mike Powell. We now have The Epistle of James for an Advent Program, approved by Father, waiting to hear from Mike to facilitate and dates.

- This fall, Father Victor Chaker held classes on Kingdom of Happiness, Living the Beatitudes in Everyday Life. Father also held classes this past spring.

- Roseann was a staff member of the ACTS Retreat of September 23 weekend. Laura and Derek Pirruccello are involved in the ACTS program. Laura was Director of an ACTS Retreat earlier this year.

This spring, the Adult Bible Study class completed reading and learning about the Old Testament.

- **Human Concerns & Social Justice** - John Taglianetti reported although he has enjoyed serving as the committee lead, he believes someone else should take the lead now he is serving as the chairperson. John reported he has already discussed with Safe Futures about holding a drive for cleaning supplies similar to the past drives and we could target for January. John mentioned a donations drive for the St Vincent de Paul Place in Norwich similar to the ones we have held in the past should be considered. John said he will go to St Vincent de Paul Place later in the year to discuss what items are most needed and to determine which, if not all, we could collect. John mentioned a third drive we hold each year is the Christmas gift drive for Bayview Health Care Center. JoHanna reported she has already contacted their Director of Recreation, Suzanne Chaput, about holding a Christmas Gift drive similar to past years and said more information would be forthcoming.

- **Buildings and Grounds** - The Council is in need of a committee chairperson. The role of this committee is defined in the Bylaws. See discussion reported on the 'Identification of Potential New Parish Council Members' agenda item. Further discussion ensued about creating and maintaining a list of activities could be done by parishioners to repair and maintain the church buildings and grounds ... sort of a 'honey-do list' for the parishioners. This would be done under the charter of the Building and Grounds subcommittee. John Taglianetti agreed to broach the subject with Father Mark. This topic will be added to the agenda for the next Council meeting.

**Identification of Possible Bylaws Changes:** To follow up on the September 5th discussion about the updates to the Bylaws, John Taglianetti suggested that a committee of three members be formed to collect comments from the Council members and to propose a revision the Bylaws for review and discussion at the next Council meeting. Joan Dreger offered to head the committee and Andrea Kanfer offered to work with Joan. John Taglianetti requested all Council members review the Bylaws and submit proposed changes to Joan and Andrea as soon as possible. Submittal of proposed changes to Joan and Andrea can take the form of either proposed specific wording changes or identification of areas are thought be in need of changes or updates.

*Post Meeting Note: Peter Crump will be working with Joan and Andrea to develop a proposed revision. Joan has requested all comments be submitted no later than November 9th.*

**Review of Parish Council Membership:** John Taglianetti reviewed the current list of Parish Council members leading to a discussion about potential new members. Current members include:

John Taglianetti	Mike Powell
Derek Pirruccello	Bob Price
Andrea Kanfer	Joan Dreger
Peter Crump	Keith Boluch
Brian Majeski	Kevin McKinzie

**Identification of Potential New Parish Council Members:** Given we currently have 10 Parish Council members we are in need of 2 more.

After some discussion Kathy Brunelle expressed interest in joining the Council. A vote was taken and there was unanimous agreement to accept Kathy as a member of the Council. Kathy agreed to serve as the Prayer and Worship subcommittee Chairperson. A second vote was taken and there was unanimous agreement to accept Kathy as Chairperson of the Prayer and Worship subcommittee. Bob Price offered to work with Kathy on this subcommittee.

*Post Meeting Note: There was some confusion during the meeting. John Taglianetti learned after the meeting David Balfour had expressed interest in joining the Council and David agreed to serve as the Buildings and Grounds subcommittee Chairperson. Prior to the next Parish Council meeting an email will be sent to the Council members to solicit a vote to accept David as a member and to accept David's offer to chair the Buildings and Grounds subcommittee. Roseann Ward mentioned Ethel Reed has expressed strong interest in joining the Parish Council. John Taglianetti contacted Ethel Reed and confirmed she is interested in joining the Parish Council. However, we currently have 12 members with the pending acceptance of David Balfour. Ethel said she would be interested in joining the Parish Council as soon as an opening becomes available.*

**New Business:**

- Eagle Scout Project - John Taglianetti reported Father Whittel's grandson will be completing an Eagle Scout project by planting a White Dogwood tree and installing a wraparound wooden bench near the walkway which exits to the rear parking. This project will be in memory of Father Whittel.

- Cluster Parish Council Meeting - John Taglianetti discussed a Cluster Parish Council Meeting is scheduled for November 28th to be held in the St Paul hall. Further details will be provided at a later time.
- Spring Tag Sale - The Spring Tag Sale has been scheduled for May 18th and is being chaired again by Elaine Lisatano. The first planning meeting is scheduled for Monday October 29th at the Rectory.
- JoHanna mentioned the Saturday vigil mass on November 3rd would include a remembrance of those who passed away in the previous year. JoHanna requested volunteers to serve as greeters and to assist during the mass to present candles for families who are not able to attend.

**Action Items:**

- John Taglianetti took the action to discuss more frequent ‘from the pulpit’ communications from the Parish Council to the Parishioners with Father Mark.
- John Taglianetti took the action to discuss creating and maintaining a list of activities that could be done by parishioners to repair and maintain the church buildings and grounds ... sort of a ‘honey-do list’ for the parishioners.
- All Council members took the action to submit proposed changes to the Bylaws to Joan Dreger and Andrea Kanfer. Joan and Andrea are to propose a revision to the Bylaws based on the Council Member comments for discussion at the next Parish Council meeting.
- Johanna and John will discuss a date for the next Council meeting with Father Mark.

**Next Meeting Schedule & Agenda Items:** A brief discussion about when to have the next Council meeting and it was agreed a meeting should be held before the Christmas holiday. Tuesday December 11th was flagged as a possible date. Johanna and John will discuss this with Father Mark.

Father Tony offered the closing prayer.

These minutes were prepared by John Taglianetti and approved by the Parish Council via email on November 1, 2018.

**St. Paul Church Parish Council Meeting Agenda**  
**October 23, 2018 ... 6:30 PM**  
**St. Paul Rectory**

**Agenda Topics & Allotted Time\***

Opening Prayer ... Father Mark	(2 minutes)
Opening Comments ... Kevin McKinzie & John Taglianetti	(5 minutes)
Parish Finances ... Father Mark	(5 minutes)
Vice Chairman Discussion and Selection ... Open Discussion	(5 minutes)
Secretary and Meeting Minutes Preparation ... Open Discussion	(5 minutes)
Volunteer Review ... JoHanna Polcaro	(3 Minutes)
Use of Social Media ... JoHanna Polcaro	(5 minutes)
Subcommittee Reports/Assignments:	
• Prayer and Worship ... <i>Subcommittee Lead Needed</i>	(4 minutes)
• Christian Formation ... Andrea Kanfer	(4 minutes)
• Human Concerns & Social Justice ... John Taglianetti	(4 minutes)
• Buildings and Grounds ... <i>Subcommittee Lead Needed</i>	(4 minutes)
Identification of Possible Bylaws Changes ... Open Discussion	(10 minutes)
Review of Parish Council Membership	(3 minutes)
Identification of Potential New Parish Council Members	(10 Minutes)
... Open Discussion	
New Business	(5 minutes)
• Eagle Scout Project	
• Cluster Parish Council Meeting (November 28th)	
• Spring Tag Sale (May 18th)	
• Others Items	
Action Items	(3 Minutes)
Next Meeting Schedule & Agenda Items	(3 Minutes)
Closing Prayer ... Father Mark	(2 Minutes)

\* The **Allotted Time** is the time targeted for completing **Agenda Topic** discussion. The Pastor, Chair, or Vice Chair will have the option to allot additional time for discussion or to table further discussion as deemed appropriate.