

**SAINT BRENDAN THE NAVIGATOR CATHOLIC COMMUNITY
 INTERIM PASTORAL COUNCIL
 MINUTES for MEETING on WEDNESDAY, JULY 7, 2021
 6 pm – 7:30 pm (90 Minutes)**

**APPOINTED (12), *EX-OFFICIO MEMBERS* (12), and GUEST (2); (26 Invitees; 12 Voting Members)
 ATTENDANCE for APPOINTED and EX-OFFICIO MEMBERS = 71%**

CH: Chair	FC: Finance Council	SJS: Saint Joseph School	TRST: Trustee
INT: Intervener	REC: Recorder	TK: Timekeeper	TR: Translator
P: Present	E: Excused	A: Absent	

APPOINTED MEMBERS (12): VOTING MEMBERS

Liliam Almaraz-Brennan	P	Kimberly Borges (REC, TK)	P	Ryan Boyle	P
Joanne Davis (CH)	P	Catherine Driscoll	P	Diane Enders	P
Karen Henry (INT)	P	Rich Muckle	P	Ralph Pezzello	P
Gladys Ramos	P	Ethel Reed	P	Jocelyn Rosario	E

EX-OFFICIO MEMBERS (11 + 1 ALTERNATE TRUSTEE); NON-VOTING MEMBERS

<i>Padre Henry Agudelo</i>	P	<i>Deacon Jesus Diez Canseco</i>	A	<i>Father Tony DiMarco</i>	E
<i>Deacon Rod Gaynor</i>	A	<i>Sor Estela Moya Solano</i>	P	<i>Father Mark O'Donnell</i>	P
<i>Deacon Mario Ramos</i>	P				
<i>Dan Adams (FC)</i>	A	<i>Anthony "Bud" Joyce (TRST)</i>	A	<i>Carol McKenna (TRST)</i>	P
<i>Sandy Pizarz (SJS)</i>	P	<i>Heather-Jo Purcell (ALT TRST)</i>	E		

GUESTS (2)

Lucas Brennan-Almaraz (TR)	E	Dharen Brochero, Seminarian	P
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MINUTES

Definition of “Quorum” = More than 50% = 7 Voting Members (Definition to be specified in the Bylaws)

This Meeting: 11 Voting Members present; Quorum is established

TOPIC	DISCUSSION	DECISION / ACTION
1. Personal Intentions and Opening Prayer	Father Mark led us in the Opening Prayer of Saint Brendan the Navigator	
2. Meeting Structure a) Introductions / Ice Breaker b) Review of Agenda c) Meeting Objectives and Outcomes; Need 2 Work Groups d) Review of DRAFT Interim PC Member List	a) Each attendee shared a brief personal characteristic b) No suggested changes c) J. Davis reviewed the packet consisting of Background Information; Proposed Timeline for Interim Pastoral Council Activities; Mission Statement (APPROVED 05/25/21); Brainstorming Guidelines “Begin with the End in Mind:” J. Davis introduced the need to have volunteers to form 2 Work Groups by the end of the meeting d) Not discussed	a) Introductions b) Agenda accepted as distributed c) Background information for members of the Interim PC d) To be reviewed at next meeting
3. Minutes of 06/08/21 Planning Committee Meeting		K. Henry made a motion to accept the Minutes as distributed; C. Driscoll seconded the motion Minutes unanimously accepted as distributed
4. Update on the Transition	Father Mark discussed the progress about incorporating the offices into the Administrative Center; He reviewed the topics discussed at the recent Staff Merger Meeting; Questions regarding specific topics were discussed	Clarification was provided about Saint Joseph School’s responsibility in sending and receiving notification when children receive their Sacraments J. Davis to E-Mail the Staff Merger Meeting Summary to PC members
5. Security Issues in the Cluster	C. Driscoll described a security incident she observed at Saint Paul Church Father Mark described the theft of church property	Attendees encouraged to have increased awareness of surroundings and report unusual behaviors Do NOT intervene if you observe unfamiliar people and/or suspicious actions that may present an unsafe situation
6. Pastoral Council (PC) Bylaws a) Bylaws Previously Reviewed b) BRAINSTORMING: Leadership Positions, Terms of Office, Church Representation	a) J. Davis distributed and reviewed the packet with the Bylaws developed by the PC Planning Committee <ul style="list-style-type: none"> • Mission Statement (APPROVED 05/25/21) • Definitions and Terminology (Reviewed 06/08/21) • Preamble, Name of the Pastoral Council, and 	a) Progress thus far on developing the Bylaws for Saint Brendan the Navigator Catholic Community Pastoral Council All attendees now updated on the work of the Pastoral Council Planning Committee

	<p>Purpose of the Pastoral Council (Reviewed 06/08/21)</p> <ul style="list-style-type: none"> • Qualifications and Responsibilities of Pastoral Council Members (Reviewed 06/08/21) • Timeline for Interim Pastoral Council Activities <p>b) Time was allocated for brainstorming to generate ideas about how our Pastoral Council might be structured, terms of office, etc.; Many ideas were offered</p> <p>R. Muckle stated that we are a new organization currently without Bylaws; He suggested we adopt Saint Joseph Pastoral Council Bylaws under which to function until our new Bylaws are developed and approved</p> <p>Discussion ensued; Many suggestions were made, including the recommendation to adopt other Bylaws to use as guidelines on a temporary basis</p> <p>Concern was expressed that no consideration is given to assure effective communication (verbal and written) for all English- and Spanish-speaking Members</p> <p>7 Members of the previous PC Planning Committee had received copies of the current Bylaws for each Church; Concern was also expressed that, of the 11 voting Members present, 4 have not received said Bylaws and are unfamiliar with their content</p>	<p>b) After much discussion, D. Enders made a motion to accept Saint Joseph Bylaws until our Bylaws are developed and approved; K. Henry seconded the motion; Voting was done by roll call</p> <p>ACCEPT: 5 DO NOT ACCEPT: 3 ABSTAIN: 3 Motion approved</p> <p>J. Davis to E-Mail the current Bylaws of Saint Joseph, Saint Mary Star of the Sea, Saint Paul Pastoral Councils and the Diocese of Norwich Guidelines for Pastoral Councils to all Members</p> <p>It was suggested that we publish PC Minutes on our website to make them available to all parishioners</p> <p>Father Mark stated that J. Davis is the Chair of the Interim Pastoral Council until the Members of our Saint Brendan the Navigator Catholic Community Pastoral Council are elected in the Fall and are commissioned in January, 2022</p>
7. Recap of Work Groups: Members, Responsibilities, Target Dates	R. Boyle, D. Enders, G. Ramos. D. Brochero will prepare a DRAFT for leadership structure, terms of office, etc.	DRAFT to be presented at the next Interim PC meeting
8. Next Meeting	Wednesday, August 4 from 6 pm to 7:30 pm at Saint Paul Church Hall	
9. Round Table		Deferred
10. Closing Prayer and Adjournment	Padre Henry led us in the Closing Prayer	Adjourned at 7:50 pm

Respectfully submitted,
Kimberly Borges, Recorder