

All Saints Pastoral Council

Minutes – April 20th, 2016 Meeting

Present: Steven Diaz, Eric Greenfield, Sue Rathbun, Tami Gilbeau, John Stopher, Shiela Liegel, Betty Rankin, Jim Sherwood, Mungai Njoroge, Kathleen Owens, Wadet Gonzales-Candelario, Agatha Devore, Jack Ziegler, Fr. Fred.

Excused/Absent: Dave Kirby, Elenore Arquette, Christiane Page, Murray Gould, Elizabeth Murchie.

Guests: Dave Harris, Peter Rankin.

Jack Ziegler called the meeting to order at 7:05 p.m. and Fr. Fred led the Council in an opening prayer.

- A. Confirmation Class Request:** The Council read a letter sent on April 3, 2016 by the Confirmation class expressing concern over the exploitation of child workers by large coffee companies. Consistent with the parish's commitment to social justice and equality, the Confirmation Class recommends the parish cease supporting big coffee companies and begin purchasing Fair Trade coffee for our parish events.

The Council was impressed with the sensitivity of the Confirmation class in making this request. It was further noted that in addition to the social justice issue, there are ecological benefits to purchasing Fair Trade coffee the production of which is far more sensitive to the impact on the earth than the practices of the large coffee producers.

The Council unanimously agreed with the request. It recommended that the class bring this issue to the attention of the community at large. It was noted that the Fair Trade coffee can be purchased in bulk at a better price. If there are interested parishioners, these purchases might be considered as part of the overall bulk purchase. It was recommended that the issue be turned over to the Caring Hands Committee to pursue purchasing arrangements.

- B. Proposed Plan for Expenditure of Funds from Tomczak Bequest:** Jack distributed to the Council a copy of the plan for the expenditure of the funds received by the parish from the estate of Tom Tomczak. This plan was compiled by the Joint Pastoral Council/Finance/Building & Grounds Committee based on suggestions received from a variety of sources over the past several years. The proposed plan was reviewed by both the Finance and Building and Grounds committees and the draft submitted to the Council reflects recommendations received from these committees.

Prior to discussing the individual proposed projects, Jack asked if there were any general questions regarding the over proposal. Several Council members asked if instead of funding a variety of specific projects, could the funds be used to expand the front of the church structure as had been suggested several years ago. It was explained that the projected costs of such a project would exceed the amount of available funds. In addition, when the recommended expansion was being considered by the parish, it was concluded that the limited amount of additional space achieved was not worth the overall cost of expansion.

Another Council member questioned the overall process for determining how these funds would be expended feeling that the proposed projects should have been generated by the community at large. It was explained that the list of projects considered had come from a variety of sources and reflected not only needs identified by parishioners but also met the guidelines of the bequest as explained by the executor of the estate.

With regard to the individual proposals:

1. Tithe: The Council approved the tithing of \$5,000 to a charitable project.
2. Replacing tiles under pews: Although some members questioned the need for this project, it was generally felt that the age, condition and need for repairs to the current tiles warranted going forward. The asbestos issue is key and needs to be taken into account.
3. Window replacement in the Church: The Council approved the window replacement. Competitive bids will be sought.
4. Installation of a Hearing Loop in the Church for persons with hearing disabilities: Dave Harris, who himself has a hearing disability, explained the technology of this system. He has spoken to a contractor and they have reviewed a plan for installing such a system in the church. This project has the support of the Disabilities Task Force and is in keeping with the Parish's overall mission. The Council approved this project.
5. Installing cushions on the pews: Larry Page, Co-Chair of the Finance Committee, has done extensive research into the project. Fr. Fred reported on Larry's findings and explained that the cushions would only be for the seat portion of the pews and would not require the removal of any pews.

Several Council members expressed concern regarding the overall upkeep of these cushions especially since children often walk on the pews, spill food and drink, etc. It was recommended that we speak to several churches that

have installed cushions regarding maintenance issues. Ultimately the fabric we choose should be stain resistant and easily cleaned.

Some members questioned the need for this project. Fr. Fred noted that the church is often needed and used for certain types of programming. Installing seat cushions would make the facility more comfortable for use not only on Sundays but also for these special occasions. The Council agreed to go forward with this project.

6. Installation of St. Andrew's Church stained glass window: Fr. Fred explained the appropriateness of installing this window from the former St. Andrew's church as a way of recognizing the presence of our All Saints parishioners who formerly attended St. Andrews.

Based on conversations he has had with Bob Haley, an architect and former St. Andrew parishioner, there could be three possible locations for installing the window: i) in the louvered wall in the sanctuary above the tabernacle; ii) in the circular plane glass window above the doors into the church; iii) in the Harrison Center community room.

The proposal notes several observations from the Buildings and Grounds Committee concerning both the location and mode of installation of the window. The Council, in general, approved the project recognizing the need for consultation with the community regarding the ultimate placement.

7. Acquisition of a Parish Van: Fr. Fred reported on the multiple ways acquiring a parish van would be of significant assistance to various ministries of the parish. In particular, he spoke of the need to provide transportation for members of the Congolese community to weekend liturgies.

While purchasing a used vehicle is a possibility, members of the Council cautioned that any used van should be carefully inspected by an auto mechanic prior to any purchase. Jack noted that leasing a vehicle is another option that should be considered. He also reported that Christiane Page had experience with a similar purchase as a member of Bishop Grimes Board of Directors. She may be able to provide some valuable referral information as well as insights learned from their experience.

The Council acknowledged that having a van would clearly benefit not only our ministry to the Congolese community but could be utilized in many other ways in serving people in the parish. It was agreed that we should proceed in getting information on various ways for acquiring a van and the Finance Committee should evaluate these options from a cost effectiveness basis.

8. Renovations to Parish Annex: The proposed project for the renovations to the Parish Annex is complicated by the fact that specifics regarding the eventual use of the facility are still undetermined. What is clear, however, is the fact that for some time now, it has been recognized that any use of the basement area requires that, in the interests of safety, we install a second method of egress from that area.

The Buildings and Grounds Committee has learned that if the basement space is to be used for any residential purposes, i.e. sleeping space, code requirements become very complicated and require added costly retrofits. Therefore, if the Annex is to be used in the future for an International Graduate Student Community, the first floor would be used for residential purposes.

Given the current lease we have with Alanon and alcohol services, Phase One of any Annex renovation would include installing a second egress from the basement level and a second doorway into the first floor apartment in order to accommodate one additional student. The Council approved proceeding with Phase One.

Any possible Phase Two of renovations to the Annex will require negotiating with Alanon and alcohol services the possibility at the end of their lease of relocating their operations to the basement level. The future use of the first floor living room also requires further discussion.

9. Children's Memorial Garden: The Council approved the recommendation that \$1,000 of the available funds be donated to the Children's Memorial Garden project.
10. Permanent Installation of Choir Microphones: Fr. Fred explained the scope of this proposed project. Each of the three music groups will provide input regarding the ultimate installation plan. The Council approved this project.

The projected overall cost of the approved projects is estimated to be: **\$112,200 plus the costs associated with the acquisition of a van.** The Council was reminded that this is an estimate. Ultimate costs may vary depending on implementation plans, competitive bids, etc. The Buildings and Grounds Committee will be responsible for developing implementation plans or overseeing the implementation of a majority of the approved projects. Any unspent funds will go into a capital fund for the church and Annex.

- C. Proposed Parish Staffing Plan: Jack provided a context for the Council's discussion of the proposed Staffing Plan. A year ago, the Parish had four full-time and three part-time staff members. Currently, we have two full time and four part-time staff.

The need for a new staffing plan has been occasioned by a number of factors including: the resignation of Sr. Kathy Osbelt, the retirement of Kathy Esposito; the retirement this summer of Kathy Meus. He reported that Meg Ksander will be retiring from her position at OCC this summer and will be available for fulltime position at the Parish. Finally, he reminded the Council that the Capital Drive goal included \$100,000 to fund two years of start-up costs associated with a new staff position. The functions of that new position were to:

- i) Coordinate the various outreach initiatives of the Parish and implement Parish involvement in inter-faith programs
- ii) Expand pastoral care to the Syracuse University campus community
- iii) Manage the Parish facilities, in particular, the Bishop Harrison Center as a ministry.

Jack reported that the operating budget for this fiscal year includes approximately \$203,000 for all personnel costs including salaries and benefits. Jose Criollo and his wife are considered independent contractors; and stipends for Fr. Andy and other supply priests are all not included in the budgeted personnel expenditures. In addition, there is approximately \$75,000 left of the staffing money included in the Capital Fund.

With that context in mind, Fr. Fred commented on the staffing proposal he presented to the Joint Committee. It consists of two fulltime and four part time staff positions. These include:

1. Pastor: (Fr. Fred Daley) Responsible for:

- overall administration of the parish including staff, parish ministry, facilities and finances;
- Pastoral care including the development and coordination of the liturgical and sacramental administration, pastoral ministry and spiritual life of the parish
- Representing the parish community to the Diocese, other faith communities and the Syracuse community at large

2. Fulltime Pastoral Associate: (Meg Ksander) Responsible for:

- Coordinating liturgical celebrations, prayer services and, in conjunction with Liturgy Committee, the planning and implementation of holiday and special occasion celebrations
- In collaboration with the Office Manager, International Student Assistant, Maintenance Staff, and Buildings and Grounds Committee, promoting, coordinating, facilitating and managing the operation and utilization of all parish facilities
- In collaboration with the Alibrandi Center and Hendrick's Chapel, developing and implementing pastoral outreach to the Syracuse University community

- Coordinating and serving as principle point of contact and communication for parish outreach programs and activities
 - Overseeing the parish volunteer program
3. Director of Faith Formation: (Kathy Gosh) As a part time position, responsible for:
- Planning, organizing and coordinating youth faith formation programs
 - Providing support and assistance to the First Sacraments and Adult Faith Formation programs
 - Serving as staff point person for the Confirmation program and youth ministry
 - Assisting with the planning and implementation of children's liturgies
4. Office Manager (Sr. Eleanor) Part time position responsible for:
- serving as receptionist
 - performing secretarial tasks including bulletin preparation, correspondence, record keeping, posting of weekly donations, filing, etc.
 - maintaining parish records including facility inspection reports and follow-up actions resulting from code recommendations/violations
5. Coordinator of Pastoral Care: (Barbara Hadley) Part time position responsible for:
- Providing and coordinating pastoral outreach to nursing home residents and homebound elderly and ill
6. Coordinator of Human Development and Music Ministries (Denise Garrett) Part time position responsible for:
- Coordinating the music program for weekend liturgies
 - Planning and implementing holiday outreach to homebound elderly and ill and to those in need
 - Planning and implementing programs for seniors

In addition to these staff positions, those participating in the International Graduate Student Community program will assist with the Bishop Harrison Center ministry, ministry to the Congolese community and in other activities to be determined. An additional part time person, yet to be named, will assist with various faith formation programs.

Fr. Fred noted that the Finance Committee found that this staffing proposal would not only meet the funding limits in the current operating budget but reflect a significant decrease in personnel costs compared to a year ago.

In its discussion the Council noted that none of the positions had specific responsibility for the parish web site was also noted. Fr. Fred explained that staff is already beginning to address the need to keep the website up to date as well as developing it into an effective communications tool. This will become the responsibility of staff working as a team.

Concern was also expressed regarding responsibilities for the physical upkeep of our facilities. The Buildings and Grounds Committee had submitted a number of specific tasks that need to be performed. In the plan submitted by Fr. Fred, responsibility for these various tasks are shared by the pastor, pastoral associate, office manager and the Buildings and Grounds Committee. The Council noted that careful attention must be paid as to whether this shared responsibility approach will prove itself to be effective.

The Council also expressed concern regarding the number of tasks and scope of responsibility assigned to the new full time Pastoral Associate position. To be successful, this position must achieve an effective level of administrative coordination and support and not get bogged down in the actual performance of the various outreach and ministerial tasks which are currently being done by staff or volunteer committees and individuals. The Joint Committee also recognized this concern and recommended that this position be re-evaluated in six months time.

The Council accepted Fr. Fred's staffing plan. It also endorsed the recommendation in the Joint Committee proposal that, in addition to developing the concept of a "team approach" to staff's ministry as proposed by Fr. Fred, this would be an appropriate time to formulate some personnel policies and procedures for the parish. These would include the formulation of employment policies and job descriptions and the development of protocols for determining the effectiveness of staff positions and conducting individual staff performance evaluations.

Finally, the Council stressed the importance of communicating the staffing plan as well as these policies and procedures to the community at large.

The Council meeting was adjourned at 9:35 p.m. with a closing prayer. The next meeting of the Pastoral Council will be Wednesday, May 18th.

Respectfully submitted,
Jack Ziegler