

**Our Lady of Guadalupe Pastoral Council**  
**Public Meeting Minutes March 9, 2006**  
**Parish Hall, 7pm**

MEMBERS PRESENT: Fr. J.C. Cain, Deacon Mario Renteria, Helen Soto Knaggs, Sylvia Castro , Al Barrette, Art Cardenas, Pam Corn, Leo De La Garza, Salvador Hernandez, Olga Salas, Minerva Skeith, Benny Sustaita,

ABSENT EXCUSED: Toni Aguirre, Teo Tijerina

- I. RECEPTION and refreshments at 6:30 pm., distribution of Informational and Reports Packets to parishioners
- II. OPENING PRAYER at 7 pm, WELCOMING REMARKS, INTRODUCTION OF COUNCIL MEMBERS – Fr. J.C. Cain
- III. PURPOSE, SCOPE, HISTORY & OPERATION OF PASTORAL COUNCIL – Helen Knaggs
- IV. QUESTION & ANSWER SESSION, 7:15 pm – Fr. J. C. Cain
- V. **FORMAL MEETING CALL TO ORDER** - 7:27 p.m. by Chair, Helen Soto Knaggs.
- VI. **PARISH MISSION STATEMENT** - Sal Hernandez
- VII. **ROLL CALL** – Olga Salas
- VIII. **MINUTES** of February 9 meeting approved as amended, 1<sup>st</sup> Pam Corn, 2<sup>nd</sup> Leo De La Garza.

**IX. PASTORAL REPORT BY FR. J.C. CAIN**

1. Fr. has been helping the Guadalupanas to create by-laws in Spanish.
2. **ADULT RELIGIOUS EDUCATION (RE):** Mario raised a question about opportunities for continuing adult education, especially during Lent, perhaps a possible mission, or guest speaker series. Fr. JC is willing to continue classes on such topics as Male/Female Spirituality, Healthy Spirituality, Spirituality for People over 50, and Vatican II classes. The council RE committee, composed of Mario, Minerva & Toni, will meet with Marti to devise some recommendations.
3. ACTS ministry continues to be a great asset to the parish in their service to the community. The ACTS teen retreat begins 3/16.

**X. BUSINESS MANAGER'S REPORT – SYLVIA CASTRO**

1. **STAFF:** Maggie Rincon has been hired as the new Social Ministry Director, to begin March 13. She will oversee the Food Pantry, Health Ministry, Sunday Kitchen, Visitation Committee, Project Gabriel, Jail Ministry, Sr. Luncheons, Social Justice committee & direct intakes (walk-ins) for assistance. The Administrative Assistant and Youth Minister positions are still unfilled. The parish office is undergoing renovations to add another office to accommodate the future youth minister. Helen Knaggs expressed concern about staff burnout and encouraged exploring the idea of hiring temporary office help.
2. **RECYCLE BIN:** The clean paper recycling bin will take uncontaminated office paper, newspapers, catalogs, phone books, shredded & bagged paper with a breathing hole punched in the plastic bag.
3. **FOOD PANTRY:** Sylvia has met with the architect to discuss expansion plans. The hall freezer and a refrigerator will be setup in the basement to allow for keeping perishable food to serve to clients. OLG is under consideration for becoming the area wide main food pantry to be supported by area churches. From July 2005 to January 2006 we served 1021 households and 3506 individuals.
4. **BUDGET:** Council is being asked about their financial priorities and needs.
5. **ALTAR FURNISHINGS:** Presider Chairs for the sanctuary have been donated and should arrive by Easter. A new processional cross and candleholders have been purchased by one of the societies.

- XI. **FINANCE COUNCIL REPORT - PAM CORN** explained the current Metrics report as of March 8. There are 54 new families added since the February registration drive. All parishioners should be receiving envelopes by May. 48% of parishioners contribute nothing at all and 80% of parishioners contribute less than \$300/yr. The Sunday offertory is in deficit by \$15,210. Stewardship letters are being sent to all parishioners encouraging 'living stewardship'.

**XII. COMMITTEE REPORTS**

1. **COMMUNICATIONS – OLGA SALAS:** 1000 Door-Hanger flyers have been designed and purchased at a cost of \$152. Deacon Mario is mobilizing Spanish RCIA men and neighborhood block leaders to distribute to new residential complexes within our parish boundaries and to existing homes as well, with expansion planned beyond traditional boundaries also, extending north of E. 11<sup>th</sup> Street. This community outreach project will continue for a year. Frames have been purchased to display Council member pictures in the parish hall. An area will be setup there with Council information so parishioners can know who serves on Council and how to contact them to share their concerns. Lumen Gentium Award nominations are being accepted by Olga Salas until March 13.
2. **SOCIAL JUSTICE – MINERVA SKEITH:** Efforts are being made to focus on higher education and job training for our youth in collaboration with Austin Interfaith. Current projects include getting out the vote and accountability sessions with county commissioners, School Board candidates, ACC trustees and City Council members focusing on issues of quality teaching, affordable housing, summer youth employment, job training and health care.
3. **GOLF TOURNAMENT COMMITTEE – BENNY SUSTAITA:** The tournament will be held on June 3 at Roy Kizer Golf Course. The sponsorship letter, golf flyer and registration form are being finalized. The committee has grown from 6 members last year to 11 this year. If this is going to be an ongoing fundraising committee, then bylaws should be established.
4. **JAMAICA COMMITTEE – SAL HERNANDEZ:** 14 subcommittees have been formed to plan for this year's event to be held on October 1 and members are still needed and being solicited. A 2006 Chevrolet Silverado pickup truck will be raffled. Physicians Choice is returning as the main sponsor. Banners are being sold as advertising or memorials. New activities include a children's do-it-yourself arts and crafts booth and a haunted house.

**5. CENTENNIAL COMMITTEE REPORT– ART CARDENAS:** Council had a special meeting on March 4 to setup the format for planning the event. Helen and Pam will head a theme committee to have the theme formalized by May 1, 2006. Council members will oversee the planning committees and serve as a liaison between council and the committees. By May, Art and Sylvia will develop job descriptions and responsibilities of the following committees: Historical (oversight by Leo, Mario, Sal), Planning (oversight by Teo), Finance (oversight by Pam), Youth (oversight by Toni and Benny), Liturgical (oversight by Olga and Al), Commemoration PR/Media/Advertising (oversight by Minerva and Helen), Commemorative Committee (oversight by Sylvia). Recruitment for committee members will take place in May after the theme is announced to the parish. A tentative budget request has been presented. The major celebration event will be in October 2007 in conjunction with the Jamaica.

XIII. **QUESTION & ANSWER PERIOD, 8:30 PM – FR. J. C. CAIN**

XIV. **CLOSING PRAYER AND INTENTIONS.– FR. J.C. CAIN**

XV. **ADJOURNMENT 8:55 PM; 1<sup>ST</sup> LEO DE LA GARZA, 2<sup>ND</sup> OLGA SALAS**

RESPECTFULLY SUBMITTED BY OLGA SALAS

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#### **ADDENDUM: QUESTIONS AND ANSWERS ADDRESSED AT PUBLIC MEETING**

- 1. DO ALL PARISHES HAVE A PASTORAL COUNCIL?** Only a finance council is required by Canon Law, but our bishop strongly encourages and recommends that all parishes have a pastoral council in order to foster diversity of input in parish decision making and to help in the development of parish lay leadership.
- 2. HOW OFTEN DOES THE PASTORAL COUNCIL MEET? HOW LONG ARE THE MEMBERS' TERMS?** The Pastoral Council meets once a month, on the second Thursday of the month. Meetings are held in the parish residence at 7 pm and are open to the parish. Members have staggered terms and a term of service is for 3 years with a maximum of two terms.
- 3. SHOULD DECISIONS WITHIN OTHER CHURCH COMMITTEES/MINISTRIES WHICH AFFECT THE ENTIRE PARISH BE BROUGHT BEFORE THE PASTORAL COUNCIL?** Yes, and possibly also the Finance Council.
- 4. HOW IS VOTING DONE ON THE COUNCIL?** The meeting is governed by Robert's Rules of Order. When a motion is made to approve, the twelve members vote, except the AD Hoc members, which are the Business Manager and Pastor. Generally, the goal is to operate by consensus.
- 5. IS THERE A SPECIAL FUND TO PAY FOR PASTORAL COUNCIL PROJECTS?** No. If there are special expenses, they come out of general church funds.
- 6. WHAT IS THE SCOPE OF ISSUES THAT REQUIRE COUNCIL APPROVAL?** This is generally decided by the Pastor. It is within council's scope to deal with policy as a whole and to plan and implement policy as it relates to the goals and objectives of the parish mission.
- 7. DO COUNCIL MEMBERS ATTEND MINISTRY COMMITTEE MEETINGS?** Yes, council members are available to help ministries in their committee meetings to help resolve problems, set up structure and organization, mentor leaders, and help develop leadership capabilities, and to bring their comments and concerns back to council.

#### **SUGGESTIONS OFFERED BY PARISHIONERS FOR FUTURE PROJECTS OR ATTENTION**

a bigger youth facility to allow for growth, programmable thermostats to cut electric costs, outreach flyers to Rainey Street area, a celebrity golfer at parish tourney, allowing parents to attend religious ed with their children, English-only religious ed rather than bilingual, more catechists, dividing youth group into two groups of upper and lower classmen, more religious ed for adults, guest speakers, bible study, dispersing the financial metrics report to all the community, 8am Spanish Mass wants the Creed recited at Mass, a liturgy class to answer questions such as why it's inappropriate to use the bells at Consecration, a class on the Mass