

Our Lady of Guadalupe Pastoral Council
Council Meeting Minutes May 10, 2007 - Parish Residence, 7 pm
Approved June 14, 2007

- I. CALL TO ORDER 7:11 pm – Helen Knaggs
- II. ROLL CALL – Raul Garcia
MEMBERS PRESENT: Fr Cain, Helen Knaggs, Al Barrette, Olga Salas, Minerva Skeith, Salvador Hernandez, Leo De La Garza, Pam Corn, Teo Tijerina, Raul Garcia. ABSENT EXCUSED: Deacon Mario Renteria, Art Cardenas, Benny Sustaita
- III. OPENING PRAYER– Fr Cain.
- IV. APPROVAL OF MINUTES FOR MEETING OF March 8, 2007. Approved unanimously as submitted by Raul Garcia. No minutes from the April public meeting were submitted.
- V. FINANCE REPORT – Pam Corn presented a verbal financial status reporting that we are on about the 90 percent mark on the tenth month of the budget. She projected a \$50 - \$60 thousand cash balance by July with approximately \$432 thousand invested in T-Bill Bonds. Pam also solicited budget items for consideration in the new budget from council members. Olga Salas suggested two initial items for consideration. Olga would like to see a budget item for funds to hire a Spanish translator to assure that all of our Spanish translations are completed on a timely manner. Olga also proposed that the budget include funds for a historical plaque or marker to be erected on the courtyard grounds between the Church and the Family Life Center designating the space as sacred ground and the site of a former church. Pam asked that further suggestions for items for the budget be forwarded to her in the following two weeks before the Finance Council begins to work on the new budget.
- VI. PASTOR'S REPORT – Fr Cain reported that the Stewardship Committee met and wants to print cards with the policy for giving and to start meeting with parish groups to explain the perspective of faith sharing and giving. The Stewardship Committee is looking for new members. Interviews for a staff receptionist will be held in the coming weeks. Fr Cain urged members to both attend and assist with the upcoming appearance of Ron Rolheiser at our church. Helen reported that we will try to have a small reception in the hall following the event. Fr Cain also asked that the council do everything it can to make the transition to the new priest when he arrives as easy as possible.
- VII. BUSINESS MANAGER'S REPORT – In her absence, Sylvia Castro submitted a written report to the council. She reported that all department directors have submitted their budget requests. The Finance Committee is to complete the budget in May and submit it to the council for final approval by no later than mid June in order for our accountant to set up a new budget. Sylvia's report concurred with Fr Cain's news of the interview process for the receptionist position. The office has temporary part-time assistance until a receptionist is hired. The report also included a status of the church and parish hall air conditioning issues. Technicians have repaired causes for recent AC outages both in the Church and Hall. A lengthy discussion by the council followed the report on the AC issues. The general consensus is that parishioners deserve to feel comfortable in both facilities at all times. Whenever the AC is down or cannot be activated for any reason, parishioners need to know why and the policy for operating the equipment. Lastly, Sylvia notified the council that she is not prepared to return to work yet but hopes to continue to heal and be back on a part time basis in approximately two weeks. Until then, she will be working from her home.
- VIII. OLD BUSINESS - Olga Salas presented a report on the Liturgical Committee. Baptismal classes are down since our mass attendance policy was updated with regard to baptisms. Olga also reported that there are not enough Eucharistic ministers for Spanish Mass and a greater level of participation needs to be installed. Helen Knaggs recapped the centennial celebration successes of April 29 and Leo De La Garza reported that the Centennial Pictorial Directory would be available for purchase in June.

The directories will be sold after each mass on Sunday with possibly a few available for sale in the office. The Third Annual Golf Tournament is scheduled for May 19 and volunteers are still needed. Sal Hernandez reported that the Jamaica Committee continues to meet each month. The gate fee has been set for \$5 per person beginning at 12 noon. Raffle tickets for 10 prizes will be \$2 each. Helen reported that work has begun on the Oblate Prayer Garden. Contributions are being requested at all masses. Blessing of the Prayer Garden and a reception for Fr Cain will be scheduled for the weekend of June 23.

- IX. NEW BUSINESS – Teo Tijerina briefly discussed the possibilities of training for all ministries and groups on fundraising policies and guidelines, the process for accepting funds from outside sources, and other requirements connected to the fundraising policy. The council also discussed best practices in dealing with volunteers, general rules for volunteering and interaction between staff and volunteers.
- X. CLOSING PRAYER – Father Cain
- XI. ADJOURNMENT 10:06 PM

RESPECTFULLY SUBMITTED BY RAUL C. GARCIA