Pastoral Advisory Council (PAC) Meeting Minutes
9-14-2023 7-9:00 pm St John the Evangelist Bauer Hall

A/P	Member	Type	Expires	A/P	Member	Type	Expires
A	Barreto Ayala, Apolonio	M	2023	P	McGee, Charles	M	2024
A	Becker, Kristie	M	2024	A	Nathan, Doug	DEA	NA
A	Breland, Mary Ann	M	2025	P	Owens, Jane	SEC	2025
P	Chaves, Sara	M	2026	A	Rodriguez, Refugio	M	2026
A	DeFusco, Matt	AP	N/A	A	Ryberg, Jean	M	2026
A	Duffy, John	M	2024	A	Schieber, Syl	M	2024
P	Fitzsimmons, Bob	S	N/A	A	Spessard, Amy	S	N/A
A	Fuentes, Javier	AP	N?A	P	Vallecillo, Arturo	M	2025
P	Gondeck, Greg	C	2024	P	Voorhis, Mark	VC	2025
P	Hines, Danielle	M	2026	P	Williamson, John (Pastor)	DIR	N/A
A	Jones, Mike	M	2025				

A/P: absent/present | AP: Assoc Pastor | M: member | C: Chairperson | VC: vice-Chairperson | SEC: secretary | DIR: Director | G/V: guest/visitor | S: Staff | DEA: Deacon

Upcoming In-person Meetings Scheduled bi-Monthly on 2nd Thursday			
Thursday	November 9, 2023	7-9 pm	St Joseph on Carrollton Manor Sts Matthew & Mark Rm
Thursday	January 11, 2024	7-9 pm	St John the Evangelist Bauer Hall
Thursday	March 14, 2024	7-9 pm	St Joseph on Carrollton Manor Sts Matthew & Mark Rm
Thursday	May 9, 2024	7-9 pm	St John the Evangelist Bauer Hall

MEETING MINUTES (Recorded by Jane Owens)

1) Opening Prayer

2) Pastorate updates to PAC: A facilities Assessment is in process for SJCM; At the end of October Pastorate will start raising funds for SJCM window repair and repainting. SJCM Cemetery committee will receive new estimates for additional columbarium. SJE needs fo finish the kitchen in Bauer Hall. The Diocese may seek Chapter 11 status; litigation will take 2-3 years to determine whether this is constitutional. SJE organ needs work. Safety and Security training will continue. Homeland Security grant will be used to replace SJE wooden doors.

3) Pastorate Strategic Plan: Mission and Vision are not completed but should be by January 2024. Should have a 5-year plan to complete the Mission; need concrete clear “check marks” for measurable accomplishments; PAC needs to talk with the ministries before the Strategic Plan is done. Ministries need to be prioritized. Ministries should identify their priorities and 5-year plans, too. In interviews with ministries, ask their leadership with their metrics are. Mark will lead the committee of 2-3 PAC members to develop “a plan to look at the strategic plan”

4) New PAC membership recruiting and timeline: There is an attendance increase of 25% at SJE and 16% at SJCM. PAC members continue to identify potential PAC members and discuss PAC activities to recruit members. Bulletins will include information on PAC to recruit membership. Five current PAC members are dropping from the PAC. A PAC Installation Mass will be scheduled during regular liturgy in January.

5) Closing prayer.

Next meeting in November 9 is in-person only:
11-9-2023 7-9 pm
St Joseph on Carrollton Manor Sts Matthew & Mark room

BYO printouts of meeting minutes, agenda, etc,

. Table 1: Action Items

Action	Date assigned	Description and status	Open/closed
1	11-30-21	Apolonio Barreto Ayala will email Fr JW details of the concerns about rescheduling SJE Spanish Mass and reserving meeting space for the Spanish ministries. 1-13-22 Apolonio completed this action	closed
2	11-30-21	Fr JW will meet privately with Apolonio to discuss concerns 1-13-22 will be scheduled when Fr John Streifel is available	closed
3	11-30-21	SJ PAC members will reach out to Spanish parishioners to join PAC. 3-10-22 Arturo Vallecillo joined PAC as a rep 1-13-22 ongoing	closed
4	1-13-22	Amy Spessard will contact Julie StCroix for additional information on PAC structure and documentation used in the Archdiocese. 3-10-22 Amy provided Pastorate Constitution & By-laws	closed
5	1-13-22	Bill Milani will develop a table of the opportunities for common benefit (ie, between St Joseph and St John parishes) for PAC discussion on 3/10/22. 3-10-22 ongoing 1-12-23 Greg will reach-out to Bill Milani for status 3-9-23 Greg closed this action since the PAC is moving forward on the development of the strategic plan.	closed
6	1-13-22	Fr John Williamson will work with Nicholas Lanier and Liz Parrotte to formulate and notify parishioners via Constant Comment and Flocknote an announcement to the Pastorate that there will be an online and paper questionnaire for the Synod on Synodality survey. This will be in English and Spanish. 3-10-22 Information and questionnaire posted online and in bulletins	closed
7	1-13-22	Fr John will email instructions to complete the survey to the PAC members as a test trial run to ensure the instructions are clear.	closed
8	1-13-22	PAC should reach out to African, African-American, Filipino, Asians and others to join the PAC. 3-10-22 ongoing 9-8-22 PAC Nominating Committee established; Charlie McGee is chair person	closed
9	1-13-22	Fr JW will research the current status of the St John “McElroy Effect” fundraiser, which is a five-year Capital Campaign and lead this discussion at the 3/10/22 meeting. He will provide a status to the Pastorate after completing this research.	closed

		3-10-22 Bob Fitzsimmons provided an Executive Summary of the McElroy Campaign background and current status. He will finalize this information to be mailed to the individuals who have made a donation pledge to the McElroy campaign. A status will be posted in the Church bulletin after Easter. It should be stressed that the donations are still needed and pledges should be completed, even though the focus has changed. 5-12-22 Bob Fitzsimmons has received status from the Baltimore Archdiocese on the status of the McElroy pledges. He is preparing a letter to mail to those who pledged with a status of the McElroy Effect fundraiser. Fr. Williamson will ensure that the status is also published in the Church bulletins as soon as possible. 9-8-22 A letter was mailed to McElroy pledges and posted in the SJE bulletin that this fundraiser has ended.	
10	3-10-22	PAC members should review the Synod on Synodality survey results and be prepared to discuss at the 5-12-22 PAC meeting.	closed
11	3-10-22	Kristi Becker will contact Liz Parrotte to update the documentation of the Pastorate ministries. 5-12-22 Kristi and Liz are developing a spreadsheet of the Ministries and Members. This information will be used at the Ministry Fair.	closed
12	3-10-22	Amy Spessard, Joe Swiss & Fr John Williamson will work together to establish a new ministry to address the needs of parishioners who contact the Pastorate requesting a call back, personal visit, or some other special need. This will address a concern that the parishioners share issues with our Priests, but don't receive any follow-up. The Pastorate has 8 Deacons who should be able to commit to this ministry.	closed
13	3-10-22	Jane will email the Synod on Synodality presentation deck (.pdf and .ppt) that Bill will use to brief Bishop Lewandoski on 3-15-22.	closed
14	3-10-22	Bill Milani, Syl Schieber & Charlie McGee will form a subcommittee to finalize the PAC Constitution and by-Laws.	closed
15	3-10-22	Identify grant writing specialists to write grants to partially fund the installation of the stained-glass windows. 9-8-22 Bob Fitzsimmons will contact a person that Fr John has identified to be an experienced grants writer	closed
16	10-13-22	Bill Milani will open a conference call line on the second Thursday of months when the PAC does not meet in person. PAC members may call into this bi-monthly conference call "at their option" to discuss any topic	closed

17	11-10-22	PAC members will review the event timeline distributed on 9-8-22 and confirm precise dates for the next PAC meeting	closed
18	9-15-22	Fr John will address the Sacraments, including the Annointing-of-the-Sick in his online JOLT messages as well as provide information on the Sacraments in the bulletins.	closed
19	1-12-23	Fr. John asked the members to bring possible dates for the Strategic Planning meetings to the next PAC on Thursday, March 9. 3/9/23 March 11 is tentatively planned	Closed
20	1-12-23	Fr. John asked the PAC to bring information on renting a bus, someone who needs help, etc., so that this recommendation to host Service Projects may be discussed at the next meeting on March 9, 2023	open
21	3-9-23	Greg Gondeck will provide an update to the Pastorate on the PAC work to develop a Strategic Plan and a Mission and Vision Statement.	open
22	3-9-23	John Duffy volunteered to lead the effort to propose the M&V by mid-April.	closed
23	3-9-23	PAC members should email their ideas and bullets to John Duffy week of 3/12/23	closed
24	3-9-23	Greg Gondeck will request a list of the Ministries at SJE from Maryann Kauffman	open
25	3-9-23	Fr John Williamson will schedule the meeting with Julie StCroix on 5/11/23.	closed
26	5-11-23	Fr John Williamson will contact Fr Collin Poston to schedule a “Healing Mass” as requested by a Parishioner.	open