

**CATHOLIC COMMUNITY OF THE BLESSED TRINITY
PASTORAL COUNCIL ~ MEETING MINUTES
February 11, 2021
6:00 PM @ ST. MM**



Attendees: Fr. Michael Merritt, Terry Burlee, Kathy DeMass, Dan Durocher, Mary Krehling, Rosemary Seymour, Paul Statskey

Excused: Marie Smith

Guest: Mary Capone

Meeting called to order: 6:05 PM

Opening Prayer: Pastoral Council Prayers and Faith Sharing led by Rosemary. Faith sharing guidelines were reviewed.

January Meeting Minutes

- Draft minutes were distributed via email for adds, changes, deletes on January 16, 2021.
- Motion to accept the minutes by Paul, seconded by Rosemary on January 22, 2021.
- Posted to CCBT website January 22, 2021.
- Emailed to the Council, Mary DeLisio, Mary Capone and Bev Dulmage on January 22, 2021.

Agenda Review (Adds, Changes, Deletes)

Topic: Financial Reporting, Joint Bulletin, Men's Group

New Business

Prayer Leaders

- Next quarter prayers will be led by Kathy in March, Mary in April, and Terry in May.

Never the Same: How the Pandemic is Changing Parish Culture & Ash Wednesday Mailnotes

- Advance registration is required for the Diocesan Zoom meeting on February 25, 2021, at 4 PM.
- Ash Wednesday: There are new guidelines from the diocese for distribution of ashes. Ashes will be sprinkled on the top of the head. Dress appropriately to prevent damage to clothing. The priests will talk about new guidelines at the upcoming Masses.

Financial Reporting

- Mary Capone spoke about errors on some parishioners' year end charitable contribution statements. Mary also identified issues with posting contributions to Social Ministries to the correct account.
- Procedural issues with the software were identified, though all contributed money is accurately reflected in the financial statements of CCBT.
- Mary Capone will retrain counters and review the process of inputting details of weekly contributions into Parish Soft.
- COVID-19 has created additional staffing issues this past year. CCBT needs a part time employee to assist the current office staff. Mary Capone will write an entry for the bulletin noting they are seeking a part time office worker for CCBT.
- January 2021 Audit results: Green rating. Good for another 3 years. This is a favorable report.

Communication with Priests

- Father Mike is amenable with being cc'd in emails, but it is not necessary that every email come through the Priests' email.
- If you expect a response from the Priests, please mark in the subject, "****Please Respond, Action Required ****" or "Important". Also please note at the bottom of the email that you need a response. "Please respond by _____." (You could also send the email as High Priority...added by Marie)

- If a quick response or urgent response is needed, texting is best. Phone numbers of the priests are in the bulletin. The emergency number in the bulletin is also Father Mike's cell phone number.
- Until office staffing issues are resolved, when emailing Mary DeLisio, please copy in Mary Capone.

Old Business

Communication

- Processes are in place. The phone problems have been rectified and emergency closure procedures are in place.
- The need continues for an office secretary back up for CCBT.

CCBT Pastoral Council Membership

- Kathy reported that Bekah Howell will not be joining the Council at this time. Bekah hopes to reconsider being a member in the future. Paul has not spoken to Tom Hamilton yet. Welcome to new member, Terry Burlee!

2020/2021 Catholic Ministries Appeal Assistance

- Paul and Kathy reported on CMA. 1/23 and 1/24/2021 talks to the parish went well. Paul put CMA envelopes in the pews at St. MM. We also need to reach parishioners that are not attending Mass. The office staff will be sending out a letter to parishioners the 1st part of March to address the CMA. After we see what the response is to the letter, we will consider phone calls/follow up letters to parishioners that have not pledged yet but have supported the CMA in the past. Kathy will write an update for the bulletin. Paul asked Father Mike for permission to show the movie and speak at a weekday Mass (preferably a Friday). Paul will set this up with Father Mike.

DOR Social Media Policy

- Comments on Facebook have been disabled.

Parish Census

- Marie and Kathy are working on this. It is a work in progress. There are issues with the list that need clarification from the office staff. Marie and Kathy will be contacting the office. They will keep working on this, and then have a few more parishioners go over the list.

Joint Bulletin with St. Joseph the Worker Parish

- The Pastoral Council was presented with 2 examples of joint bulletins to look over. We are a community together. The joint bulletin is a good way to start moving towards a community mindset. Discussion will continue at the next meeting.

Men's Group

- Discussion continued. This continues to be a work in progress.

Closing Prayer: Pastoral Council Prayers and Faith Sharing led by Rosemary

Meeting adjourned: 7:43 PM

Next meeting: Thursday, March 11, 2021, 6:00 PM, St. Mary Magdalene

Minutes Submitted: Via email in draft on February 16, 2021, by Marie Smith, with request for adds, changes, deletes by end of day on February 21, 2021.

Minutes Approved: Motion to accept the minutes by Paul, seconded by Mary on February 22, 2021.

Submitted: February 22, 2021 and posted on CCBT website

Future Meeting Dates: March 11, April 8, May 13, June 10