

St. Thomas Aquinas Church
Pastoral Council Meeting Minutes

Monday, February 5, 2018

Members in attendance: Avelina Villares, Dick Sebek, Michael Shields, Father Fernando Lopez, Father Tom Verber, Carlos Herrera, Juan Calderon, Punky Soares, Salvador Soria and Alicia Chauvel

Members absent: Barbara Vize

- Started the meeting with an opening prayer and review of the mission statement.
- Reviewed and accepted the November 6, 2017 meeting minutes.
 - The May and August council meeting minutes – English and Spanish versions are posted in the Pastoral Council folder on the church website.
 - The approved November meeting minutes – English and Spanish version will be posted online.
- Received a couple donations since our last council meeting.
 - The road on the church property has been paved. Silvestri Construction Company donated the materials and labor. Thank you to Joe and Tim Silvestri.
 - Carlos organized to have the Hall floor polished and the carpets cleaned. Thank you Carlos Herrera.
- There is an upcoming meeting for the Archdiocese capital campaign program; 50% of the proceeds collected are used for this parish. The other half of the proceeds will be used to repair church buildings and schools that have deteriorated over the years throughout Los Angeles, and fund the priest vocation efforts. Father Tom will continue to learn more about the program requirements and deploy within our parish very soon.
- A recommendation was made to celebrate parishioners' anniversaries, those with many years together as a married couple. It was decided the week following the special birthday blessing; we would include a special blessing for wedding anniversaries within that month.
- Greetings at Mass ministry; a suggestion was made that our Eucharist ministers could be available ahead of mass to greet parishioners and visitors.
 - 5 pm Saturday, 7:30 am Sunday and 11:30 Sunday Masses have greeters
 - Missing the 9:30 am Sunday Mass
 - Deacon Phil is head of the Liturgy Committee; he may have some ideas for greeters
- Father Tom explained that the Finance Committee has created the P&L statement and Balance sheet for the church. Repairs on the property are on hold until we learn more about the new Archdiocese campaign.
- The Bereavement Committee has provided support for many funerals this quarter. They are doing a great job connecting with the families and offering service.

- The Parish Festival planning is underway and that committee is asking for support in recommending new volunteers to join the planning committee. The following positions are available:
 - Marketing (bulletin, newspaper, advertising)
 - Food (certificate, permit, food donations)
 - Scheduler for event volunteers
 - Entertainment (e.g. bands, ballerina shows)
 - Bill Wagner with Nordoff High School was referenced as a resource. Dick will connect with him for ideas.
 - Parish Festival is first weekend in May (5/5 – 5/7); this is a large fund raising opportunity for the church.

- A recommendation was made to use the church website to create user accounts for our parishioners who want to provide a picture and contact details.
 - This would be an opt-in approach to collect current parishioner information.
 - The church website will provide an online Google Form that is easily accessible.
 - Parishioner will develop a profile with the option to add picture, align to a family name and complete certain contact details; name, email address, phone numbers.
 - The council supports the idea; next, we need to establish a communication plan and identify administrators.
 - Deacon Phil is the administrator of the church website; Alicia will connect with him for next steps.

- The selection process for new council members should begin. May is the transition timeframe when three members should exit the council and three new members start their 3-year commitment.
 - Dick Sebek, Michael Shields and Carlos Herrera are the three members who have met the 3-year commitment.
 - Next steps for nomination process are:
 - Make announcement at upcoming Mass and in the bulletin to submit nominations by end of March.
 - Council will review the nominations early April and possibly hold a special meeting to select the three new members.
 - New members and outgoing members will be present at the May 14, meeting for a formal transition.

- Parish documentation has been compiled into a notebook that will be handed off to the next term parish council. Michael and Dick are completing additional procedures to ensure a smooth transition.

- Held Closing prayer and the meeting was adjourned.

- The next meeting is Monday, May 14, 2018.
 - The following councilmembers are signed up for refreshments: Carlos, Michael and Dick.