

**St. Thomas Aquinas Church**  
**Pastoral Council Meeting Minutes**

**Monday May 1, 2017**

Members in attendance: Father Tom Verber, Father Fernando Lopez, Michael Shields, Catherine Frankenfield, Punky Soares, Alicia Ragg, Carlos Herrera, Michael Luevano, Dick Sebek, Salvador Soria, Barbara Vize, Juan Calderon and Avelina Villares.

Members absent: Judith Robles

- Started the meeting with an opening prayer and our mission statement.
- Reviewed and accepted the February 6, 2017 meeting minutes.
  - Discussed the need to provide copies of the minutes to parishioners who may be interested.
    - Church office will have an English and Spanish master copy once the minutes are formally approved by the council members.
    - Hard copies will be available in the vestibule.
    - The website may be available to post minutes online. Michael will confirm a location; suggested a PDF version for viewing only.
    - Michael uses a Spanish translation program to convert the minutes. He will give to Carlos afterwards for quality review to validate proper translation.
  - Validated new action to give a reminder call to committee members the day of (or day before) Parish Council meeting was beneficial. Members agreed; we will continue this practice going forward. Two members requested a text message as an option; Carlos and Juan.
- Pastoral Council Member Rotation:
  - Introductions:
    - Welcomed the three new members Juan Calderon, Avelina Villares and Barbara Vize.
    - Introduced the council members who will remain for another term; Michael Shields, Carlos Herrera, Dick Sebek, Punky Soares, Alicia Ragg and Salvador Soria.
    - Identified the three members who will step down from the council and thanked them for their service; Catherine Frankenfield, Michael Luevano and Judith Robles.
  - Discussed three available council positions and offered opportunity to nominate and accept the roles; the following members were selected for the next one-year term:
    - Dick Sebek will be Chairman
    - Carlos Herrera will be Vice-Chairman
    - Alicia Ragg will remain the Secretary
  - All new members received the council guidelines, council roster and other handouts for review.
  - Individual and group pictures were taken to change out the council members photographs.

- Welcoming Committee:
  - Still pending an owner for this committee, if anyone is interested please notify Kathleen.
  - We may decide to do nothing until there is interest.
  
- Parish Ministry Directory:
  - A bulletin announcement will occur in May to determine if there is desire to initiate again.
  - Need to have someone willing to volunteer for this commitment
  
- Eucharistic Ministry: Deacon Phil sent a memo to the Eucharist volunteers offering guidance on how to bless the parishioners not taking the Host.
  - They may offer the use of the opposite hand to offer a blessing or offer the Sign of the Cross without touching the parishioner.
  - Michael L. was concerned that not everyone was adhering to the new guidance. He may wish to speak with Deacon Phil directly.
  
- Online Giving is available and referenced in the bulletin.
  - We should encourage our parishioners to participate in the online giving campaign.
  - The church will assess participation and the cost of the program at the end of the year.
  
- Missalettes: Punky spoke with Matt Bender about the missing Missalettes; verified that approximately ~20 copies are missing after each new order.
  - Father Tom and Father Fernando confirmed they are locking the church after last event each day to prevent more Missalettes from disappearing.
  - Something to consider, the lectors take the Missalettes since the readings are not the same in their materials. Carlos identified this as a possible reason for depletion.
  - Father Tom identified the option to move to a program handout and eliminate the Missalettes.
    - This would be a large, weekly undertaking to draft a program each week in two languages.
    - Someone would need to volunteer to handout and pickup the remaining programs after each mass. Plus the paper waste is another factor to consider.
  
- Past Meeting Topic/Decision: Funeral duration will be scheduled for 90 minutes going forward.
  
- Maintenance items:
  - Water fountain needed repair and Brian Campos took care of it.
  - There was a request for a repair punch list, Father Tom offered the following items recently completed:
    - Repaired the road - \$40K
    - Installed new air conditioners using the cranes to place on the roof
    - Installed the solar panels
    - Painted the hall
    - Upgraded the kitchen area last year
  - Additionally, the Archdiocese will be on site in May to look at the condition of the property and discuss the maintenance plans (this is normal practice every few years).

- Upcoming Meetings and Refreshment Assignments:
  - Approach is to meet the first Monday of the second month of each quarter at 7 pm.
  - We will keep to the scheduled date versus rescheduling for missing council members.
  - Please plan your attendance for the following meetings:
    - August 7, 2017 – Refreshments by Michael S., Punky and Barbara
    - November 6, 2017 – Refreshments by Alicia, Barbara and Salvador
    - February 5, 2018 – Refreshments by Avelina, Dick and Juan
    - May 7, 2018 – Refreshments by Carlos, Michael S. and Dick
  
- Parish Festival Update: Need more volunteers for festival. Please contact Marty Reid to volunteer.
  
- Introduction of the 2017-2018 New Pastoral Council needs to be scheduled in June.
  - Prefer the Sunday 9:30 am English mass and 11:30 am Spanish mass – largest attendance.
  - Need to confirm the date once the pictures are finalized.
  - Sunday, June 4 was proposed. Dick will send out an email to confirm.
  
- Michael Luevano is starting the Knights of Columbus chapter. Need 13 officers to initiate chapter.
  - Meetings are scheduled the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays each month.
  - Please contact him directly if you or someone you know is interested in joining.
  
- Held Closing prayer and the meeting was adjourned.
  
- The next meeting is Monday, August 14, 2017 at 7 pm.