

St. Monica Facilitation Team
February 20, 2019

Attendance: Best Batchateu, Connie Chau, John Curran, Father Ray Fleming, Mary Fran Kolbuc, Meg Lute; Excused: Bob Passalugo

The Meeting opened with the *Parish Vision and Mission Statement*:

Minutes: With the correction of the Parish picnic to its correct date, the 1/23/19 Minutes were approved.

1. Father Ray's Updates:

- **Parish Safety**: Father Ray related that there is an e-mail scam underway currently that makes parishioners vulnerable to false situations. He will make an announcement at Mass.

Parishioners who have experienced panhandling or an uncomfortable situation should inform staff immediately who will then summon police assistance. Greeters will be asked to monitor continuously during church services and activities. FT members suggested that “de-escalation” information be provided to parishioners on a Sunday to help cope with unpredictable behavior.

- **Job description** for new staff member Margot Van Etten is not finalized at this time. Margot is “on board” and has attended weekend liturgies giving her an opportunity to meet people.

- **Diocesan Urban Planning**: No update at this time.

- There will be an annual Deaf Retreat held in March for Emmanuel Church of the Deaf.

2. Parish Activities Updates:

- **Decadent Desserts** social event was well-attended, fun and entertaining. A special thank you goes out to the organizers, dessert chefs and Brian Coughlin and Linda LoCastro for the memorable entertainment with a special guest appearance by “Montana Jack” Fleming.

- **Vegetarian Dinner**: *Update*. This was an e-mail suggestion. It needs to be processed as an *Idea to Reality* proposal. John Curran will inform the person who made the suggestion. *Hold*.

- **Name Tags**: Meg Lute will follow through with Welcome Committee and suggest a simplified adhesive label approach.

- **Parish Directory**: Father Ray will provide an introductory letter. Minor tweaks ahead.

- **Parish website**: Content remains current. Add minutes attachments time-permitting.

• **Buildings, Grounds & Safety Update:**

- *Rectory Doors:* Two doors were replaced and two rectory doors will be added later.

- *Air Conditioning.* Moving forward after a site visit by a consultant. Space in the choir loft will be used for the compressor equipment and the remaining equipment will be wall-mounted inside church at different locations.

- *Stained Glass window repair* (updated information here): All 20 windows will need light-weight ropes installed. Inspection revealed that 2 windows would not open at all; 4 do not latch correctly and one has excessive binding. The information will be forwarded to the contractor ASAP.

- *Mobility-assist elevator* topic was raised: The Diocese considers a “stair glide” system to be too slow for evacuating several persons. A vertical lift system was cost-prohibitive. *Continue* to keep this topic open.

- *Defibrillator:* The purchase of a unit has been approved by the Finance Council. Three bids will be considered. Follow-up training is needed.

- The *2018 Year in Review* is approved for printing and distribution.

• **Saint Monica 2020: Growing the Parish:** There has been no recent activity. There will be conversations with original team members to determine next steps.

• **New Facilitation Team Member:** Continue the recruitment process.

• **Emergency Notification for liturgical or event cancellation:** The choice to attend a church service under poor weather conditions is a personal matter. Bishop Matano wants parishioners to exercise their own judgment regarding personal safety. A prior effort to assemble an e-mail notification system failed due to the need for permissions; preserving the confidentiality of the list and the difficulty assigning a consistent responsible staff person.

3. New Business:

• **“Hands of Christ” Awards** go to Elaye Ekiyor and Craig Oakley who are completing their high school education.

The Meeting closed with a prayer.

Next Facilitation Team Meeting: March 20, 2019 ; 6:00pm at the rectory