

# **Minutes of Sacred Heart Parish Pastoral Council Meeting**

## **January 21, 2016**

**Parish Council:** Fr. Robert Cole, Deacon Thomas Daw, Linda Butler, Susan Hanko, Maria Mutnansky, Jack Secrist, Michael Todhunter, Carrol Wilhelm  
Kathy Gulish (secretary)

**Absent:** Chad Grude, Connie Loflin

Jack led the formation at the beginning of the meeting.

**MINUTES:** The minutes from the December meeting were approved with the following amendments:

**In regard to retiring Council members, end term date had been changed from Dec., 2015 to Dec., 2016**

### **GUEST SPEAKER:**

Sharon Wyckoff, an RN from Mercy Regional Medical Center's Health Ministry/Parish Nursing Program, spoke to Council regarding setting up a parish nursing ministry at Sacred Heart. Sharon shared that Mercy's Parish Nursing Program is largely grant funded, with about 100 churches in Lorain County currently participating. Sharon explained that the philosophy behind Mercy's program is that it combines the healing ministry of the church with healthcare that promotes the wellness of the whole person – body, mind, and spirit. Each church determines what they want from the program and what services they would like to offer. Examples of services included blood pressure screenings, blood glucose screenings, exercise programs, and the possibility of accessing a free lab for blood draws and testing. Sharon also pointed out some other services sponsored by the program: free mammograms to those who qualify over the age of 40, a domestic violence training seminar, and focus on February heart health month.

Although there would need to be an RN from our parish who would work with the program, it is largely volunteer-run. Mercy would facilitate the training of volunteers, who could then perform activities such as blood pressure checks. Sharon said that if parishioners work within the scope of being a Mercy-trained volunteer, they would be covered for liability. The frequency of events held at Sacred Heart would depend on what the church decides it wants and the number of volunteers who commit to the ministry. A representative from Mercy Health Ministry/Parish Nursing Program would not necessarily be at every event held in our parish. Sharon suggested that we start with simple things, such as blood pressure screenings, and then grow the program from there, depending on interests and number of volunteers.

A yearly consent form would be required for each parishioner who participates in the events. Once a screening or testing was done, the patient would be given his/her results, but the results would also go to Mercy's Health Ministry/Parish Nursing Program, which manages them. An RN would be needed to counsel parishioners in dealing with any issues that might arise as a result of the screenings, such as a high blood pressure reading. If the event was a blood draw/lab, they would send the results to the person's doctor of record. If no

doctor was designated, Mercy's program would facilitate directing the patient to one of the Mercy physicians.

The consensus among Council members was that the Mercy Health Ministry/Parish Nursing Program was a worthwhile program in which we should participate. Carrol is going to gather a list of names of those who might be interested in heading up this program within our parish. Jack suggested that a good starting point would be with blood pressure screenings.

## **PASTOR'S REPORT:**

### **a. Parish mission**

Father reported that a flyer has been created to advertise our parish mission on Sunday, Feb. 14 at 2:00 and then on Feb. 15 and 16 at 7:00 with Fr. Norm Douglas. Father said that the focus of the presentation would be on hearing our call to Jesus as discipleship and what it means to respond to that call as well as how we can integrate it into our lives.

### **b. Facility Advisory Committee**

Father reported that he had been contacted by a parishioner regarding the lack of parking at times, especially on Sunday mornings, and the parishioner had inquired about the possibility of expanding the parking lot to the north. Father said that, additionally, there are other facilities and maintenance issues that will need to be dealt with – maintenance to the church façade and to the roof of the education building and a decision on the need for a new pavilion. Father acknowledged that ultimately those decisions would be his responsibility, but he felt that it would be nice to have an advisory group of parishioners who would help in assessing the physical needs of our facilities and in prioritizing projects. Therefore, Father proposed setting up a Facility Advisory Committee that would meet on a regular basis to help decide on possible projects and then to prioritize those projects. Father indicated that potential members on this committee do not necessarily have to have a background in construction, etc. and he would welcome consideration of anyone interested in taking on this type of challenge. The purpose of this group would be to assess facility needs, and those needs would then be taken to Finance Council for them to determine cost effectiveness and feasibility. Council agreed that Father should initiate setting up this committee and appointing members to it. Maria suggested that at some point in the future, it might be necessary to set up a subcommittee to manage fundraising for some of these projects.

### **c. Seder meal**

Jack Kubicki had inquired about the possibility of having a Seder meal this year. Jack had been given lamb and thought that perhaps it could be used for a Seder meal. Father indicated that he knew that a Seder meal had been done at Sacred Heart in the past, but at some point, it had been discontinued. Carrol gave some background on what had transpired with the Seder meals in the past. Father said that although the decision to hold a Seder meal would fall under the realm of Spiritual Life, he had wanted to get Council's opinion on it also. Father emphasized that the purpose of holding a Seder meal would be to honor the tradition. Jack indicated that he would be willing to do it, and Maria, Linda, and Susan volunteered to help with it. Father will talk to Spiritual Life and let them know that Council is in favor of having the meal.

## **OLD BUSINESS:**

### **a. Parish nursing ministry**

Sharon Wyckoff spoke at the beginning of the meeting to give information on the program. Council approved moving forward with the parish nursing ministry.

### **b. Commitment to mission statement**

Last year, after Council had spent several months crafting our parish mission statement, a decision had been made to send a questionnaire, cover letter, to each of the ministries asking them to examine how their activities fit with and focused on the mission statement. Father shared a draft of the cover letter and questionnaire with Council, but he also expressed a concern about how this letter and questionnaire might be perceived; he wanted to make sure there was no misconception that Council was somehow trying to oversee the various ministries. It was pointed out that this was only intended to be a tool to raise consciousness regarding focus on the mission statement, and Maria inquired as to whether Parish Council would also be completing the questionnaire. After discussion, it was decided that Father will make final revisions to the letter and send it out to the ministries. Susan commented that it had been nice to attend the Ministry Fair a couple of years ago, and it had helped her learn about the various ministries at Sacred Heart. Council agreed that they should pursue setting up another Ministry Fair in the future.

### **c. Vacation Bible School**

Father reported that at this point, he believed Wendy Hanmer had agreed to take over Vacation Bible School. Father will get in contact with her to confirm.

## **NEW BUSINESS:**

### **a. Orientation for Linda and Susan**

Linda and Susan had received a packet of information on Council at the Christmas gathering. Jack inquired as to whether they had any questions at this point.

### **b. Selection of Council Chairperson and Vice Chairperson**

Jack Secrist was elected Council Chairperson for 2016, and Connie Loflin was elected Vice Chairperson.

### **c. Selection of representatives to parish commissions**

PSR – Carrol Wilhelm

Spiritual Life – Susan Hanko

IHN, Social Programming, and Sunshine Committee – Maria Mutnansky

LIFT – Linda Butler

Peace and Justice Committee – Jack Secrist

Youth Group – Michael Todhunter

### **d. Newsletter**

Jack had received an email from Cindy asking if someone from Parish Council would take the lead on the newsletter or work with her on it. Maria and Carrol volunteered to work on the newsletter. Maria will contact Cindy.

e. **Food pantry**

Father indicated that the person who had been overseeing our food pantry was no longer able to do so, and he would be appointing a new person soon. Father reported that the number of canvas food bags we have available has dwindled, but for now, it is sufficient.

**COMMISSION REPORTS:**

**1. Finance:**

Father reported that Finance Council continues to meet quarterly. The next meeting is March 10.

**2. IHN:**

Susan Kubicki had sent information that IHN had contacted us about the possibility of doing a blanket drive because there was a need for blankets for the families to take with them. Father said that he would ask for something to be written up for the bulletin, explaining the need and allowing parishioners ample time to shop for blankets and bring them in. Father requested that he be informed as to where the blankets would be stored in the church until they could be distributed. Our IHN hosting dates for 2016 are the weeks of April 17, May 8, June 12, and November 20.

**3. PSR:**

There was no report at this time.

**4. Peace and Justice Committee:**

Jack reported that Peace and Justice is making plans to hold a program, "Care for God's Creation" with Jeff Campbell, on March 10 and 17.

**5. Social Programming:**

Maria reported that there will be a Fish Fry on March 11 and March 18.

**6. Spiritual Life:**

Father reported that Spiritual Life has been mostly focused on planning the parish mission with Fr. Norm Douglas.

**7. Sunshine Committee:**

Jack reported that a total of 9 cards had been sent out.

**8. Youth Group:**

Michael reported that the youth group made blankets in November and also delivered the Christmas gifts to Welcome Nursing Home in December. They were having a retreat at Sacred Heart on Sat., Jan. 23.

The next meeting of Parish Pastoral Council will be February 18 at 7:00 pm in the education building.

Formation Prayer: Maria