



# Our Lady Star of the Sea

## Pastoral Council Meeting Minutes

“Investigate, Consider Information, and Develop Recommendations”

May 25, 2023 - Meeting Minutes

### Members present:

Monsignor Brennan	Terry Williams
Michael Lenahen	Ben Luke
Fr. Eric Stelzer	Vanessa Valenzuela
Judy Slattery	Sr. Lucy Clynes

### Members Absent:

Leah Tahiry	Paul Jennings
Mary Ann Miller	Rob Vella
Fr. Chris Knight	

### Agenda Items:

- 1. Opening Prayer entitled “A Wave of Rejuvenation Prayer”**
- 2. Review of April 20, 2023 Meeting Minutes**
  - a. Motion to accept meeting minutes, seconded, and approved unanimously.
- 3. Msgr. Brennan’s Parish Update**
  - a. Since Easter the parish has celebrated Confirmations. Bishop Erik Pohlmeier stayed for pictures.
  - b. Since Easter the parish has celebrated First Communions. They were spread over all masses which worked well.
- 4. Notice from the Council Chairman**
  - a. A Nomination Committee will be established before the end of this meeting.
- 5. Committee Reports, presented by Council Chairman for council voting, or if needed, to go back for additional work:**
  - a. **ELECTRONIC COMMUNICATION (review of myParish app):**
    - i. Recommendation #1: Replacement of news feature to World Catholic News (in use in other parishes).
      1. Vote: passed
    - ii. Recommendation #2: Current features Barron Homilies, Real Life Catholic, Catholic Mom, and Groups, have low Screen Views per Month. Move to pg 3 of myParish App.

1. Vote: passed
- iii. Recommendation #3: Install new app features (both native or via api) with unknown historical click counts to our app page 1 and beyond, while moving underperforming features to page 2 or beyond. Perform tracking and report performance analytics after 2023 Q2 for these, and if possible for api's. A list of new app features included 9 new features which open within the MyParish app platform, and 21 other features which is clicked from myParish app yet opens on the user's phone browser.
  1. Vote: passed.
- iv. Recommendation #4: Forgot Password within MyParish app is not functional. Permit an admin to troubleshoot this issue with Diocesan Publications Support <[helpdesk@diocesan.com](mailto:helpdesk@diocesan.com)>. Attempt to rescue locked-out emails and send locked users a request to update account credentials.
  1. Ben mentioned broken forgot password workflow pertains to MyParish app Groups.
  2. Table discussion included whether users should reach out to Diocesan Publications Support <[helpdesk@diocesan.com](mailto:helpdesk@diocesan.com)> directly.
    - a. Ben's response was to agree that users are able to contact [helpdesk@diocesan.com](mailto:helpdesk@diocesan.com) at their own accord, to receive their password, yet the issue remains the Groups password workflow is broken and we should troubleshoot and attempt to fix the bug.
    - b. Request from Council Chairman to restate the recommendation to the council verbally before their vote. Ben indicated that "we have a password recovery feature that is broken within the Groups feature. We will engage the support technician, Mark at Diocesan Publications, to help us diagnose and fix the problem."
  3. Table discussion whether it raises to the level of a recommendation.
    - a. Msgr. confirmed it should remain a recommendation.
    - b. Vote: passed
- v. Recommendation #5: Retain **Calendar, Giving, Resources, Directory, and Mass Times** at page 1.
  1. Table discussion regarding **Calendar**. Whether more content should be published to the app.
    - a. Msgr redirected the vote discussion as to whether it should be retained in its current position on pg 1, rather than its content.
  2. Vote: pass
- vi. Recommendation #6: Investigate a new OLSS parish-specific app, independent of MyParish app.
  1. Vote: did not pass.

- vii. Recommendation #7: Integrate a feature icon for [Ministry Scheduler Pro](#) in MyParish app.
    - 1. Table discussion: would there be new accounts/passwords?
      - a. Ben: It would not require users to create new accounts. Instead, it will direct users from MyParish app to Ministry Scheduler Pro website <https://www.rotundasoftware.com/ministry/OLSSPVB> in the users' phone browser.
    - 2. Vote: passed
  - viii. Recommendation #8: MyParish App advertising. If any recommendations are implemented, advertise the updates using the OLSS customized marketing materials provided by Diocesan Publications. Further, a table set up to help
    - 1. Vote: passed
- b. **PARISHIONER ENGAGEMENT**, Terry Williams:
- i. Recommendation #1: Establish a separate parish welcoming committee to host a monthly welcome reception for new parishioners.
    - 1. Schedule immediately following the 9:00 am Sunday mass.
    - 2. Replace the parish's quarterly evening new parishioner reception.
    - 3. While offering fellowship with current members of the parish, provide information on all aspects of parish life at OLSS, diocesan programs, and community outreach.
    - 4. The members of the welcoming committee will staff registration and information tables.
    - 5. The heads of the Hospitality Ministry and Donut Sunday Ministry endorsed this concept and offered to share their expertise and support.
      - a. Vote: passed
  - ii. Recommendation #2: To conduct a periodic, written ministry survey focused on the viability and sustainability of current ministries and ministry leaders and reinstate the monthly ministry leader roundtable.
    - 1. Table discussion: Should these be broken into two recommendations?
      - a. Terry agreed this should be broke these into two recommendations:
        - i. To conduct a periodic, written ministry survey focused on the viability and sustainability of current ministries and ministry leaders.
          - 1. Vote: passed
        - ii. To reinstate the periodic ministry leader roundtable to review issues.
          - 1. Table discussion: Terry clarified "establish quarterly ministry roundtable".

2. Table discussion: Michael indicated previous similar ministry head meetings permitted calendar sequencing.
3. Table discussion: What is the meeting structure? Who leads the meeting?
  - a. These implementation decisions will be at Msgr.'s discretion.
4. Vote: passed.

c. **EUCCHARISTIC REVIVAL**, Father Eric

- i. Recommendation #1: Bring the Carlo Acutis Stations to the Parish Hall over a 5-day period, (Wednesday-Sunday) in the Fall semester.
  1. Run bulletin features and pulpit announcements inviting parishioners to see the Eucharistic Miracle Stations.
    - a. Promoting event would fall under implementation and therefore Msgr's discretion. Fr. Eric agrees.
  2. Vote: passed
- ii. Recommendation #2: Annual Eucharistic Procession
  1. Table discussion: routes proposed. These will fall under Msgr's discretion for implementation.
  2. Vote: passed

**6. General Discussion/Other Topics**

- a. Due to time restraints, Committee Report #4, **TIME, TALENT, AND TREASURE**, Mary Anne Miller, which included 10 recommendations, will be tabled his meeting. There will be a review and vote at the June meeting.
  - i. Reminder: next meeting is the last meeting of this cycle, therefore, please submit your questions or concerns before our next meeting.
- b. Establishment of a nominating committee.
  - i. review of the pastoral committee bylaws which outlined nominating committee and nominations.
  - ii. Terry Williams, voted as chair, Ben Luke, added to committee.
    1. Terry to contact those absent: Mary Anne, Paul, Leah, and Rob to add another to the nomination committee.
  - iii. Msgr. will provide nomination language for the parish notification.
  - iv. Ben indicated he can create a gmail account tonight to include in the notification to be used to collect nominations. Ben will provide the sign-in credentials to the OLSS front office and to the committee.
  - v. Chairman reviewed bylaws which indicate Pastoral Council. Bylaws indicated the council is comprised of at least 12 members and bylaws suggest a staggered recruitment of 5 members per year with 2 pastoral nominations. The current composition includes:
    1. 3 members completing 1st yr of 2 yr term.
    2. 4 members completing 2nd yr of 2nd term, these have termed out.

3. Pastoral Appointees, Paul and Judy, who the nominating committee will be approached by nominating committees to confirm whether or not they intend to transition to 2 year term.
4. Nominating committees is seeking 5 persons for a 2 year term.

**7. Msgr. closed the meeting with a prayer.**

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**Next Meeting:** June 22, 2023

**This meeting was adjourned at 6:55 pm**