



Our Lady Star of the Sea

Pastoral Council Meeting Minutes

Investigate - Ponder - Recommend

Jan. 25, 2024 - Meeting Minutes

Council Members present:

Monsignor Brennan	Vanessa Valenzuela	Lisa Frank
Paul Jennings	Ben Luke	Terry Williams
Michael Lenahan	Mary Ann Miller	James McGuire
Jill Rattigan	John Harrington	

Council Members Absent:

Rob Vella	Leah Tahiry
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Others Present:

Fr. Chris Knight	Sr. Lucy Clynes, DW
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1. Opening Prayer entitled “Eucharistic Revival Prayer”

2. Chairman’s General Meeting Comments:

- In the essence of timeliness, we’ve asked that the committee chairs send committee reports in advance of the monthly meetings.
- We also reminded the council that meeting minutes and the recording link are sent to allow edits in advance of the next meeting.

3. Review of Nov 16, 2023 Meeting Minutes

- Unanimously passed. (Audio recording of the Nov 16, 2023 meeting has been deleted.)

4. Msgr. Brennan’s Parish Update:

- Our last PC meeting was November 16th, 2023, so Msgr. shared some observations that during the 4th Sunday of Advent and Christmas masses over Sunday and Monday, Msgr. happily noted that each mass was very full.
- In response to an inquiry as to the status of upcoming New Parishioner Receptions, organized by Hospitality Chairperson, Nancy Vella, Msgr. indicated that Nancy changed the last reception from the usual Thursday night to correspond with a Donut Sunday after mass which resulted in a better turnout. Msgr. indicated future dates have not yet been confirmed.

5. Chairman’s Comments before Committees’ Reports:

- Each committee has shared a report with the council in advance.



Our Lady Star of the Sea

Pastoral Council Meeting Minutes

Investigate - Ponder - Recommend

Jan. 25, 2024 - Meeting Minutes

- b. When it comes time for the committee to give a recommendation, if research has been done and if multiple recommendations are proposed, they don't have to be submitted collectively. Instead, individual recommendations can be submitted to the council as they are ready. This allows the council to provide the following, whether feedback, approval, a request for more study, or denial.

6. Committees Reports

- a. **Bylaws Review Committee:** Committee chair Michael Lenehan mentioned that the committee has met. They reviewed the PC Bylaws of 2015 and 2019. The committee is investigating the following topics to:
 - i. better enumeration of the Council's meetings schedule.
 - ii. more clearly define the Council's Nominating Committee's schedule relative to forming the committee, requesting nominations, scheduling and conducting interviews, and reporting to the Council.
 - iii. more clearly defining the PC members' tenure relative to restructuring the PC members' tenure to a system of 2 sets of 5 PC members rotating on and off during their respective 2-year cycle.
 - iv. better guidelines on the expectations for Members outside of the meeting, for example, to prevent overworking committee members or by defining an allowance for non-council parishioners to be on PC committees.
 - v. consider redefining an expanded role of council secretary into responsibilities for communication in general.
 - vi. structure of Council Meetings, may or may not include an agenda template in the bylaws and a template for committee reports.
 - vii. structure bylaws rules permitting bylaws revisions to go to Msgr. first, then to the council members for consideration and vote.
 - viii. Sister Lucy advised that the bylaws committee should address absences. Committee chair Michael confirmed he made a note to address this topic.
- b. **Evangelization:** Jill Rattigan indicated the committee has reviewed the Bishop's commissioned work on Evangelization via PowerPoint and Jill, Mary Ann, and Fr. Knight met with Joseph West (Director of Evangelization for the diocese) at OLSS on 10Jan24.
 - i. Jill reported that Joseph West indicated that there is no more format or content coming from the Bishop.



Our Lady Star of the Sea

Pastoral Council Meeting Minutes

Investigate - Ponder - Recommend

Jan. 25, 2024 - Meeting Minutes

- ii. Therefore, each parish should create its program or format based on its needs.
- iii. Joseph West indicated our parish should base its program on the Evangelization PowerPoint's baseball diamond illustration and start evangelization with our key clergy, laity, and staff having 1:1 conversations about faith.
- iv. When asked Joseph West, how would he start this, he recommended the following:
 - 1. Begin with our evangelization committee, OLSS staff, ministry leaders, parents at the school, and small group/bible study facilitators. (*Based on the number of ministries we currently have; he would not suggest creating a separate evangelization ministry)
 - 2. Share Bishop Pohlmeier's presentation with these people.
 - 3. Encourage them to think about and be willing to share their faith journey and/or testimony (an elevator story and a longer one) and include theological and personal examples.
- v. Fr. Knight added the perspective of parishioners thinking about who God has already put in their lives. For example, evangelizing to friends, family, neighbors, coworkers, and parents sharing their faith story with their kids.
- vi. Other comments from the conversation with Joseph West included:
 - 1. Welcome and engage new parishioners
 - 2. Keep your website and social media updated
 - 3. And, to take your time, this is a gradual process.
 - 4. Joseph West has indicated he is available for follow-up as needed or can host a workshop if needed.
- vii. Moving forward, it was suggested for this committee to identify people we want to evangelize their faith and how to equip these people to feel comfortable sharing their faith, but committee indicate it would defer to Msgr's discretion for implementation.
- viii. Jill indicated the committee will meet again to discuss the suggestions listed above.

c. **Electronic Communications Committee:**



Our Lady Star of the Sea

Pastoral Council Meeting Minutes

Investigate - Ponder - Recommend

Jan. 25, 2024 - Meeting Minutes

- i. Ben Luke reported of the committee's Phase 1 which included 2 surveys to collect parishioners' preferences toward receiving general news and preferred methods on receiving Christian and Parish content. Results via charts of survey 1 were emailed to the council before this meeting. Combined survey results will be shared shortly after this meeting. Total response count was 108 responses out of 2300 survey links distributed.
- ii. Phase 2 was to generate a list of 25 local parishes with an online presence from which Committee members are interviewing these parishes using a structured 10 question interview to ascertain their parish's support their social media outreach.
 1. Ben spoke of 2 local parishes who have a part time employee who allocates 10-15 hours to publishing parish content. Both also leverage trusted volunteers to provide parish content.
- iii. Phase 3 is to collaborate with Ellen, OLSS Office manager, on 26Jan24 to ensure our committee is on the right track and not repeating failed previous committee recommendations.
- iv. In response to a Council member's question, are the interviews structured to determine if another parish's model might be something that we emulate. Ben indicated that was the intent, and there have been 3 general models: 1) fully paid, 2) part time paid + volunteers, 3) volunteer driven ministry.
- v. In response to the Chairman's question, last years communications committee was investigating communications and the MyParish app. We upgraded the MyParish app, but was communications address last year or will it be addressed this year? Ben indicated that the current efforts appear to be directing efforts toward improving our facebook presence with parish activities rather than updating that exclusively to the MyParish app.
- vi. Council members indicated that as people are moving to Jacksonville, the Beaches and Ponte Vedra, our website is our parish's first impression so it should be engaging.
- vii. Council members commented that ministry leaders have a difficult time getting content posted on OLSS controlled outlets. Ben agreed that OLSS staff, similar to those interviewed at other parishes, are resourced to many projects and hopefully our efforts will help reallocate those responsibilities to other hired staff or volunteers.



Our Lady Star of the Sea

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Jan. 25, 2024 - Meeting Minutes

7. General Discussion

- a. Thursday, February 8th: Father Tom Willis, "The Potential of the Eucharistic Revival to Transform our Lives."
- b. Friday, Feb. 9th 7:00 pm, Classical & Flamenco Guitar Concert.
- c. Saturday, Feb. 10th 6:00 pm Palmer Catholic Academy Angel's Ball at Sawgrass.
- d. Wednesday, Feb. 14th, Ash Wednesday, 7AM, 830AM, 7PM Masses.
- e. Sat-Sun, February 10-11th Bishops Stewardship Appeal
- f. Every Friday of Lent, Stations of the Cross
- g. Friday Feb. 23rd, Mens Group Fish Fry, then each remaining Friday of Lent, Sister Lucy's Soup
- h. March 20th Parish Celebration of Penance

8. Closed the meeting with a prayer.

Next Meeting: February 22, 2024, 6PM

This meeting was adjourned at 6:55 pm