

Parish Pastoral Council (PPC)

Minute Summary for 18 January 2018

01. Prayer marked the Second Sunday of Ordinal (Winter) Time

02. Regarding the Position of Secretary to the Parish. **Consensus** was reached: 1) The person must be able to work as a team and respond to needs as they arise. 2) The job description of a secretary in the parish has changed with the inclusion of computers. The work of typing and record keeping has been greatly simplified. Most the correspondence is taken care of by the staff as needed. 3) The position is to be titled Secretary to the Staff (Pastor, DRE, and Pastoral Musician) and Parish. 04) The major areas of the position are: a) Receptionist, b) Formatting the bulletin, Updating the Parish Census and registering new members. Update the envelope addresses with the parish vendor, maintaining the sacramental records and the safe environment records for the staff and catechists. c) Printing certificates, catechetical and liturgical materials and formatting them as needed. 5) A 30 day notice is required if the person who holds this position chooses to retire or resign.

03. Greeters/Ushers at the 4:30 Celebration of the Sacrament. There was discussion of the question, "Why is it apparently so difficult for parish members take the role of greeters and ushers? Is there some issue, like commitment to a schedule, the difficulty of functioning in a public arena? Caring for the tithe and offering? Handing out bulletins? What is it that parish members have difficulty with in serving for this short period on a regular basis?"

04. **Consensus** was reached to have the machine checked to see if more than batteries are needed. If so, Building and Grounds is to make a recommendation to the PPC. 2) The machine will be used daily if needed during the winter season; the hall floors in the parish center are not to be left in a muffled condition. 3) The schedule for burnishing the classroom, rest room and hall floors is to be maintained. If weather or maintenance issues do not permit said work from being completed on the scheduled days, the custodial staff is to inform the pastor of their alternate plan. 4) The job descriptions for the custodians will be updated to reflect 2) and 3) supra.

05. Regarding the copier in the Parish Offices, **consensus** was reached: 1) To accept the recommendation of the parish staff that the present copier and Risograph (used to print large runs) be replaced with one machine; replacement parts for the Risograph are no longer available. 2) Estimates are to be taken from three vendors.

06. The membership acknowledges the time and detail that Jim Bradfish puts in organizing and supervising JUNE BUG. The participation of the parish membership is acknowledged. The membership invites the parish membership to respond, let's say in greater numbers for even an hour or two as a show of respect to Jim of his commitment.

07. Building and Grounds. a) The parish recovered through insurance some of the expense for the cleaning after the backup of the gray water sewer line in the parish center. b) The installation of the roof membrane over the west wing of the parish center was noted as "well done" by Building and Grounds and the manufacturer. The skylights were installed and proved not to be acceptable per a report of conversations between Building and Grounds, the installer and the manufacturer. The manufacturer will engineer the skylights again and return a new set that will be installed in the spring of 2018.