

St. Sebastian Parish Pastoral Council

Regular Meeting – 25 September 2014

IN ATTENDANCE: Father John Valencheck Rich Dobson, Excused
Pat Clark-Varga, Chair Sara Beis, Member
Jan Alpeter, Member John Jewell, Secretary
Todd Dekatch, Member Jim Dietrich, Member
Rob Sveda, Member Brandon Foster, Member
Chris Montana, Member Candace Bates, Member
Cyndy Cook, Member Father Peter Kovacina
Michelle Huber, Guest

Call to order at 7:02 PM by Council Chair, Pat Clark-Varga.

The Opening Prayer: Todd opening prayer.

Special Report:

- Michelle Huber is making her quarterly visit to Parish Council.

Pastor's report (Father Valencheck):

- Foundation meeting this past week, with more than \$4 million
- Diocese wants us to move to “Biblically Responsible Investing”.
- Passing a list of various Foundation targets and returns, etc. (Rooted in Faith, Development Road Map, Foundation).
- September Spectacular was fantastic with 260 people attending and net should be close to \$110K.
- “New School”. Just dreaming now. Prompted by need in parish to service autistic children in parish and elsewhere.
- Parish for now looking at space Christ Church at end of Schneider Park. St. Francis and St. Hilary have started a program to accept a limited number of vouchers (to be able to accept the key demographic for the school for special needs – developmentally disabled [autism spectrum] with learning challenges). Approximately 40-50 students. Could pull students from a fairly decent geographic range. No time frame right now. Tuition would be about \$70K and their source of funding.
- Christ Church space is an option because of their size.
- People from Chamber of Commerce, etc. are helping.
- School could service multiple counties and would service catholic and non-catholic.
- Motion by Sara to have Fr. V. continue looking at this opportunity.
- Moving forward with parking lot. It is going out to bid soon.
- One of the things that Fr. V. would like (dream) reimaging our presence down Mull Ave. down to the fence.
 - E.g. Talking to funeral director – instead of coming in at the side of the church it helps if at least can pull to front door.
 - Front door of the school on Mull (near rectory) – old main entrance and safety.

1 | *September - 2014*

Finance and Marketing Committees:

Finance

- See Fr. V. comments regarding foundation (above).

Marketing (Michelle Huber)

- Asked for help if anyone sees/hears of ways to help get word out.
- Sept. Spectacular – new this year was putting a steering committee in place to help the chair(s) and volunteers who put on the event.
- New caterer this year.
- The event sold out at 260 (250 was the target).
- \$60K+ was raised in the paddle raise for the technology advancement – computer classroom.
- Other monies from the auction are utilized as follows:
 - 70% to tuition reduction towards every child at school.
 - 30% to other technology needs.
- Saturday Sept. 19th is the 2015 event.
- Matt & Heidi Heinle did a great job.
- Phase 3 signage – the sign program was put together 3 years ago and now only has 3 or 4 signs at the most to complete (smaller signs).
- New communication plan for the school- feedback from the end of year survey.
 - Increased the number of one-calls people were receiving
 - Friday – one-call blast with week summary.
 - Bricklot Bulletin – will come out again
 - State of the school address (another may be planned for Catholic Schools Week).
 - Welcome Committee – to get to meet and know new families and there is a separate welcome for the preschool.
 - Start of school year coffee morning.
 - Will do Grandparents' Day again.
 - Explorer Day – chance to look at school and meet people at the school. Friday Nov. 14th
- Email card will be put in church to get more/new info from parish (during state of the parish weekend).
- Trying to figure out if Gather books need to be repaired (replace). Creed in the front of the book is now coming unglued or missing.
- Should the Creed still be glued in Gather?
- New Gather books are expensive (approx. \$25 ea.).
- Lynn's new music program will begin marketing.
- Parish Directory – first quarter 2015.
- Marketing Knights 5K run.
- (Brandon) Bid Pal was great – spent more money.
- (Michelle) Bid Pal data is useful for planning purposes for next year.
- (Fr. V.) Need one more bar.
- (Fr.V.) New life seems to be breathed into the Sept. Spectacular.
- (Sara) Thank you for the articles about the school and events.
- (Michelle) Erin Haslinger does graphic design and the branding is carried over nicely.

- (John) Who is in charge of the One-Call? How does it go out?
- (Michelle) Amy S. in office puts things together and sends out. Most important info at top. Amy collects info and is reviewed by principal.

OLD BUSINESS

Minutes

- August meeting minutes approved on-line and sent to be posted.

Other

- ReWorks will meet with Arron to expand recycling efforts.

Bulletin

- (Sara) Ad hoc committee for Parish Bulletin. Report (internal guidelines) follows at the end of the Parish Council Minutes. Jennifer has something to fall back on.
- Sara will volunteer tonight for the rest of her term to write – a short article regarding Parish Council update once a month.
- (Cyndy) Blog idea for various ministries. Bulletin can be a doorway to the other information “offsite”.
- (Michelle) Jennifer has some vacation time coming. Who would replace her while away?
- (Sara) Publisher edition is out of date and only on one computer in the rectory.
- (Fr.V.) Would like document amended to reflect the first line in the Purpose statement to read "...news that may concern our faith community..."
- (Todd) Motion to approve bulletin guidelines. Seconded by Brandon. Approved with amendment.

Parish Strengths – “Partners in Excellence”

- Please forward to John to put in a single document. Whole list of comments will be emailed to all Parish Council members. Also send comments to Fr.V.
- Responses reported by Pat, Jan, Sara, Candy, Jim, & Cyndy.

Parish Anniversaries/Ideas

- (Jan) Do we know how many of the founding families are still here?
- (Michelle) Jen C. would know.
- (Brandon) Family tree – progression at church.
- (Fr. V.) Fr. K. will be assembling parish history information.
- (Candy) In future another photo directory?
- (Michelle) If people are interested and maybe for 90th or beyond?
- (Sara) Could Michelle check into the logistics of doing a photo directory?
- (Candy) Photo directory is no cost to parish. The cost is for the families buying the directory.

NEW BUSINESS

- Parish Young Adults Group (20's – 30's)
- Not operating right now.
- (Pat) Are there any young adults interested? What would they want/need?
- Cathy Sivec involvement?

- (Pat) Jen Sullivan has a website for Catholic activities in the area.
- (Fr. V.) There is a group of young adults who meet once a month on a Sunday afternoon after the 1pm Mass.
- (Candy) Offer the Sullivan group (new young adults group) a home somewhere here.
- Jen Sullivan group's website:
 - Northeast Ohio Catholic Young Adults
 - www.meetup.com/Northeast-Ohio-Catholic-Young-Adults/

Pulse of the Parish

- Anointing of the Sick coming soon.

COMMISSION REPORTS

Please note that Secretary will endeavor to include highlights of commission reports if they are sent ahead by email and those reported during the meeting. If items are sent ahead, please be sure that the name of the Commission is on the report as well as the date of the report. Typed (paper) reports may be included by reference only.

Worship:

- (Cyndy) Can we advertise more about what Children's Liturgy of the Word" is and how it is useful for the children?
- (Jim) J. Detling – signage for restroom for church. Automatic door opener for handicapped.
- Has noticed that some children walk into the closed glass doors. Can an etching or something be placed on door.
- (Fr. V.) New doors are being looked into.
- Defibrillator & fire extinguishers in usher's room need to be charged and the ones in Byrider need to be charged.
- (Brandon) Suggested that the ushers form a monthly schedule for checking the charge.
- Arron is in charge of maintenance and Fr. V. will check on this.
- (Chris) Extraordinary ministers – Karen wasn't sure she was the one to talk with.

Spiritual Life and Faith Formation:

- (Jan) Eucharistic Adoration, Chair: Marga Bohm
- Report for the 40 hours devotion: There were two sign-in books: one in front by the Blessed Mother and one on the back table. 191 names were signed in the books. The sign-in spreadsheet on the railing had 163 names.
- Marga said she has not yet been able to compare the names in the books and the spreadsheet. Also, there are always some who do not sign the book. Three to four people are needed for each hour; some of the times are not well covered.
- (Chris) Disciples for the Dying – How can we get more people attend the Friday Mass?
- (Pat) Articles will be in the bulletin about ministries and that can help.
- (Sara) Try to rotate Mass day/time(s).

- (Jan) Ministry Fair?
- (Fr.V.) Doesn't work very well.
- (Michelle) Word of mouth seems to work well.
- (Jim) Retreats – a few coming up soon. Jim suggested call people who have been on retreat before and start a phone tree to get things moving. Retreat in conjunction with Loyola of the Lakes.
- (Candy) PSR – 100 people are registered.

Social Justice and Community Outreach

- (Pat) Life Chain will be held Saturday, October 4th from 11:00 am -12:30 pm. Our parishioners are invited to participate by standing on South Main St., beginning at the intersection of South Main and West Market, where Life Chain signs will be available.
- The Pro-Life Cemetery of Crosses will once again be displayed on the parish grounds for a two-week period for Respect Life month (October). Other area parishes will be doing so as well.
- (Jan) Giving Tree, Chair: Meri Skiera:
- We plan to continue with the Giving Tree Program in the same manner as it was established. We will run updates in the bulletin with a large tree in the entrance off Mull Avenue and two small trees at the side entrances. The agencies that we serve are Pregnancy Care, Access, Salvation Army, HM Life, and Community Pregnancy Center.
- (Candy) There is a lot of discontent in the SJ committee that the bulletin discussions are focused on them. Please help with understanding the issue(s).
- (Pat) SJ has great points for the community. Other ideas to help them get the word out – blog, links to websites or documents.
- (Jim) Larry Furman passed along a request for the Social Justice Committee to give presentation at next meeting.
- (Fr. V.) They can come to the beginning of the next meeting and have ten minutes for their presentation.

Parish Life:

- K of C.
 - Race Around the Park Saturday, Oct 18th and car raffle.
 - The “Pastor’s Request” is underway – cleaning the pews (first two weeks of November).
- Sivec Report (see below).
- Ski Club. (Nothing to report.)
- Scouts. (Nothing to report.)
- Athletics
 - Booster Club bonfire will be on Saturday October 18th in Byrider parking lot.
 - Spirit Day has gone away. A large majority of students play CYO sports. We need to let them represent their team at school if they are representing their school, parish, and faith on the field.
 - Sunday Sept. 28th at 9 am Mass, Fall Sports Mass.

(Cyndy) Nothing to report.

(Pat) Archivist position is in transition.

School

- (Jan) Principal: Sandie Isabella
- A wonderful turnout for the state of the schools meeting on September 9th. Information included school improvements, new staffing and curriculum. Dr. Edward Savitski, Director of Curriculum Development, discussed classroom grouping and recent progress in our math curriculum.
- September Spectacular was held last Saturday and was extremely successful! Thank you to the chairs- Matt and Heidi Heinle; and Mary Pat Doorley and Danielle Edgar for all the hard work and efforts. September Spectacular helps keep tuition costs down and expands technology in the school. Next Friday evening there is a dinner for Kindergarten parents at Forest Lodge. After school clubs and groups are beginning for students. These include: Science Olympiad, Power of the Pen and a new group: Geography Bee Club monitored by Mrs. Isabella and Mr. Beebe. Thank you for your support of St. Sebastian Parish School!
- Band: No report at this time
- School Advisory: There is no longer a school advisory committee.
- (Fr.V.) Can Todd be put on schedule for next meeting to talk about school safety and the plans at the school?
- Yes. Todd will give a presentation to Parish Council during the October meeting.
- (Jan) Dr. Savitski did a wonderful job answering all of the parent questions and the concerns from years past. It was nice to hear a plan from him and that the focus was placed on research supporting changes to the curriculum.

Administration

- (Jan) Academy of Culture and Arts: Headmistress, Judy Gillick:
- We had a couple of hiccups starting the year for the Academy, but we have since smoothed things out. We ended up deferring the start of some classes until the beginning of October, so I will hopefully have better numbers for you next month. So far, we have 36 people signed up for 46 hours of classes, with an additional 15 attending free lecture series that began last Tuesday. This is an increase over last year, when over 2 semesters we had 25 students taking 18 hours of classes. Both our summer offerings of art camp and Spanish immersion were successful, with a total of 25 students each.
- (Todd) Jim Large – Stewardship committee has not met for more than 2 years.

Other

Closing Prayer presented by Candy. Meeting adjourned – 9:14 PM

Next meeting scheduled for 23 October 2014

Opening Prayer: Brandon & Closing Prayer: Pat.

Respectfully submitted,
John Jewell, Secretary

6 | September - 2014

7 | *September - 2014*

Report Summaries:

Ski Club:

Scouts:

K of C report:

Sivec Report:

Faith Lodge- We may add some parish groups into our schedule.

RCIA- There are eight people attending the sessions and six more who have signed up and might be joining us.

PSR- We have over 100 students signed up this year and we expect several more. The diocese just informed us that they have completed the new catechist certification program and it will cost \$218.00 to catechize each of our new PSR teachers. We are looking into a group basic certification program that may cost us less money.

CLOW- We did not get enough volunteers for CLOW, so we need to make a decision to do it twice a month or cancel it.

Confirmation - Our next Confirmation meeting will be Monday October 20 from 7:00-8:00 p.m. in the church. Our topic will be: "Holy Spirit"

First Reconciliation - First Reconciliation will be Saturday February 7, 2015 from 9:30-11a.m.

First Communion - First Communion Mass will be Saturday April 25, 2015 at 11:00 a.m.

Baptism – New system is working better

Youth Ministry- The teens decorated the youth room at Byrider and it feels very warm and comfortable.

Senior High Youth Ministry:

*We sang for one of the prayer services during Eucharistic Devotions

*We are meeting every Tuesday to discuss our faith and teen issues

Junior High Youth Ministry

* We had 67 teens attend the bonfire this month!

* The teens are volunteering Saturday morning at a water station for the Akron Marathon

School & Administration:

School Advisory Group:

School Band:

St Sebastian Parish Pastoral Council– ad Hoc committee on the Parish Bulletin

September 2014 REPORT

Committee: Parish Council members - Chair Sara Beis & Cyndy Cook, Former Parish Council member - Dick Spangler, Journalist - Louise McNulty, Michelle Huber - Director of Marketing & Public Relations, Jennifer Jones - Office Manager; and Mary Yanko- Chair Social Justice Committee.

The Committee met twice in September 2014 to complete the following charges for Parish Council:

1.) Determine the purpose of the Bulletin and providing a written statement of purpose;

At the first meeting on September 9th, the majority agreed that the Parish Bulletin should be informational in nature, including only short and concise news articles which convey information about Parish activities. Thus, a true “News Bulletin” of St. Sebastian Parish.

At the second meeting on September 16th, the group developed the following statement of purpose:

“The purpose of the weekly bulletin of St Sebastian Parish is to convey important news that may concern our faith community and announce upcoming events. As a communication tool, the bulletin is intended to demonstrate that our parish is vibrant, welcoming, and comes together for a variety of activities to share our faith.”

2) Develop a policy to avoiding Copyright or appearance of Copyright infringement;

The committee recommends that the Parish adopt the Purdue University Copyright Overview and Fair Use Analysis available at <https://www.lib.purdue.edu/uco/CopyrightBasics/basics.html#1> and https://www.lib.purdue.edu/uco/CopyrightBasics/fair_use.html as guidance for any determination of copyright infringement. Further, only the Fair Use Analysis score of 4 will be acceptable score for any articles under consideration for publication in the Bulletin.

It is anticipated that copyright issues should be infrequent as only announcements of activities or reports of completed activities will be included in the Bulletin per the recommended Editorial guidance document.

3) Determine if the Bulletin should have an editor/editorial board OR editorial guidelines, and develop those guidelines.

It is suggested that Parish Council adopt the St. Sebastian Parish Bulletin Editorial Guidelines (addendum A) to provide our staff and potential contributors information to develop announcements that keep in line with the recommended purpose of the Bulletin.

Respectfully submitted,

Sara Beis, Chair St. Sebastian Parish Council ad Hoc Committee on the Parish Bulletin

9 | September - 2014

Addendum A - St. Sebastian Parish Bulletin Editorial Guidelines Editorial

In keeping with the purpose of the Parish Bulletin to provide importance new, the Guidelines are provided to assist those developing the publication and support their efforts.

The Parish Bulletin shall include such items as:

- a. Parish contact information
 - b. Article(s) from the Pastor
 - c. Weekly calendars – including such items as Parish Activities, Mass intentions, Weekly Readings, Band of marriage, etc
 - d. Financial Updates
 - e. Reports from Parish Council, Finance Council, The Parish Foundation, and and members of the Parish administration
 - f. School and Youth Ministry Reports
 - g. Announcements from or about St. Sebastian Parish Ministries
 - h. Announcements of events in the Parish, the Diocese, and in the Akron area related to faith based activities
 - i. Advertisements
2. Materials presented for publication shall pertain to one of the listed categories unless approved by the Pastor and/or Parish Council.
 3. NO material shall be “copied and pasted” from any other published media, especially those which are copyrighted as this may be a violation or appear to be a violation of copyright law. The Purdue University Guidelines for Copyright Exceptions and Fair Use Analysis shall serve as initial guidance when a question arises. <https://www.lib.purdue.edu/uco/CopyrightBasics/basics.html#1> and https://www.lib.purdue.edu/uco/CopyrightBasics/fair_use.html
Further, only articles that Score 4 points on the Fair Use test may be published in the Bulletin. Consultation with the Pastor and legal council should be sought of there is a question.
 4. All announcements must include contact information for the information/activity. Contact information shall be the name and either phone or email or phone/email.
 5. Acceptable references for information referring to Catholic doctrine or official Church practices include the Holy See, the Diocese of Cleveland, USCCB, and their endorsed sources or affiliates.
 6. Announcements submitted for publication should be concise in respect for the limited space in the Bulletin shared with all ministries. Space should be allocated fairly so that all ministries have an equivalent allowance of space from week to week as needed.
 7. Prayers may only be included upon direction of the Pastor.

If there is question regarding failure to follow guidelines, the material may be submitted to Parish Council or the Pastor for final determination regarding publication. Failure to follow guidelines will result in a publication delay as Parish Council will only review such matters at monthly meetings.