

OLMC Parish Council Meeting Minutes  
July 24, 2010

1. Staff Visit: Carla Weimer, Administrative Assistant – Parishioner Records

Carla is in charge of Parishioner Records. These records fall under three categories:

a) Registration, b) Financial and c) Sacramental.

- a) Registration: this includes keeping track of new members from monthly registration meetings as well as folks who walk in to the office during the week. Carla notifies staff as well as the Catholic Virginian of any new members. Basic registration information is input into the Parish Data System.
- b) Financial: this includes keeping track of the weekly offertory and preparing year-end tax summary statements.
- c) Sacramental: includes updating all Sacrament information (e.g., Baptism, Confirmation, Marriage, etc).

In addition, Carla is in charge of ordering envelopes and developing a monthly report. She is also the Background Check Coordinator and will be working with other staff members to improve OLMC's background check process.

Carla also updates the Parish email list. Any parishioner wishing to be included on this list should call Carla at the Office or send an email to [cweimer@olmc.org](mailto:cweimer@olmc.org).

A suggestion was made to make it possible to sign up for the Parish email list on the Parish web site.

2. Youth Minister Vacancy

Fr. Ken reported that Steve Branning has left his position as Youth Minister at OLMC. This vacancy will not have an immediate affect on youth ministry programs since a number of summer activities have already been planned and have adult leaders coordinating them (e.g., Diocesan Youth Convention, Eastern Shore Mission Trip).

The Parish has already started the process of hiring a new Youth Minister. The job description has been placed on the diocesan website and the OLMC website. In addition, an ad will appear in the Catholic Virginian. A number of applications have already been submitted to the Parish Office.

Fr. Ken distributed the job description and asked the council for input. The council made a number of suggestions and stressed the importance of the youth minister being computer savvy and having the ability to delegate and build strong teams. A suggestion was also made that the new Youth Minister work more closely with the OLMC school.

**Update:** On Aug 9, 2010, Fr. Ken announced that Brian Crouch has been hired as the new OLMC Youth Minister.

### 3. Bishop's Appeal

Fr. Ken discussed the Bishop's Appeal, an annual diocesan fundraising initiative. The funds raised help the Bishop maintain certain projects within the Diocese (e.g., support of small Parishes, Catholic Schools, Bishop's Project, etc.). Fr. Ken will be forming a committee to coordinate OLMC's fundraising efforts for the upcoming Bishop's Appeal. He is looking for a Chair, Vice Chair and Secretary. Professional and organizational skills are required.

### 4. Upcoming Parish Council Activities

- At the next meeting (8/28) the Council will discern a new leadership team (includes Chair, Vice Chair and Secretary).
- The next Parish Council/Staff Liaison Meeting is August 3.
- Some ideas were discussed for changing the way Parish Council operates; examples included having a number of meetings throughout the year dedicated to formation and prayer, as well as creating sub teams within the Council to coordinate key Parish Council activities. These ideas and others will be discussed in the near future after the new leadership team is discerned.
- Fr. Ken indicated that the September Parish Council Meeting (9/25) will be a retreat. Tentative plans are to hold the retreat at the Rectory from 9a-3p and for Pat Novak to lead the retreat. Content will focus on building community and reflecting upon how to be a parish leader.
- The council discussed the need to take the next step in the Facility Needs initiative. These steps will likely include fundraising discussions and a Town Meeting to update the Parish. These next steps will not take place until October, when the new leadership team is in place and the council has completed its retreat.

### 5. Ministry Reports

- a) SPRED (Special Religious Development) is a catechetical program for persons with physical, mental and/or emotional challenges that is in the process of being initiated at OLMC. Training will take place on July 30-31 and will be provided by a professional trainer from Chicago. All parishioners are asked to support this ministry through direct involvement and prayer.
- b) The transition of the Social Ministry Coordinator position from Mary Ann Steigelman to Tina Wandersee has gone very smoothly. The July 4 food drive was very successful and the Outreach Office has been very accepting of Tina. She is currently forming a team to handle OLMC's numerous Social outreach efforts.

Next meeting 8/28

Food: Lucy & Bill C.

Prayer:

Respectfully,

Paul Tartabini (proxy Secretary for Mary Chapman)