

St. Michael's Parish Council Meeting

March 27,2018

To be submitted for approval

Present: David Lebo, Christian Sam, Jeff Curry, Jillian Crowe, Carol Patton, Fred Charles,
Don Yoder, Ronnie Fennel , Pete Papas, Fotini Wetzel, Gus Flizanes, Valerie Flizanes,
Melanie Bell

Excused: Sara Armanious and Julia Ritter

Clergy: Very Reverend Father John Nosal

I. **Opening Prayers and Father's remarks to Parish Council:** Father John explained that he had added a new section to the agenda called "Vital for tonight". Items included in this section would be those which either because of urgency or timeliness needed to be addressed at the current parish council meeting. After those items had been addressed, it would be possible to adjourn. Father also said that the training "Becoming Truly Human" was held on March 3,2018. Three people were trained for the program.

II. **Chairman's Remarks:** David Lebo tabled his remarks.

III. **Corrections/Additions/ Approval of Minutes:** After noting corrections to be made, Chris S. made a motion to accept the minutes, Fotini W. 2nd , all in favor , motion passed.

IV. **Financial Report:** Chris S. reported that the current total checking/savings amount is \$37,478.40. The CD has not yet been cashed but it probably will be soon because of need. The weather- related funds discussed at the last parish council meeting have not yet

been reallocated/redistributed per motion passed at February parish council motion, but they will be by next month. There was also a discussion about distribution of funds for AV campers.

Chris S reported that he had not yet received a list of campers.

Fred C. made motion to accept the financial report, Jillian C 2nd, all in favor, motion passed.

V. Vital for Tonight:

A. Agape Meal: The Parish Council is responsible for set up, clean up and food for the Agape Meal after the Paschal Divine Liturgy. Cookies for the meal have been donated.

B. Facility Maintenance: Gus F. reported that the lock on the social hall door was repaired and a repair was made on the exterior door near the multi-purpose room. He noted that the floor in the men's restroom needed to be refurbished before the Mediterranean Buffet (9/9/18) and that replacing parking lot lights should also be given priority. Gus also asked that the parish's physical address be placed in the leaflet. He reported that he has the completed visitor/welcome cards from two new families and 50 of 156 parish membership forms have been returned.

C. Kitchen Upgrade/ Progress/ Wrap-up: All the new equipment has been installed and Valerie F is waiting for the delivery of three oven racks (the wrong racks were sent the first time). There will be trainings on the new equipment for anyone who will be using it.

D. Audit Report: Jeff C submitted a memo containing the audit report and the Audit Report Subcommittee recommended responses. Please see the last three pages of the minutes.

E. Stewardship Team Report: Petros Papas reported that the Stewardship team has had four meetings with discussions leading to a list of salient needs of St. Michael's Church and the development of concomitant action items. The needs are:

- > Attract and encourage people to St. Michael's for services and community involvement.
- > Take care of our financial needs: providing for the operating budget, paying the mortgage and funding the projects as outlined in the letter of February 19,2018 which was sent to parish.
- > Improve the communication with the congregation and be consistent with follow-up to actions.
- > There is an overall need to present a unified message from the Church by coordinating communication efforts to our parishioners from the Ministry Teams and the Parish Council.
- > St. Michael's needs to continue to be a loving and welcoming Church.

The Stewardship Team then decided to work on one need at a time and chose "attracting and encouraging people to St. Michael's". After discussion the team selected working on reinvigorating the Ministry Teams and approaching specific segments of the community as follows:

1. Determine the status of each team beginning with verifying the team leaders. Work with the Parish Ministry Team workbook which was mailed to the Parish in 2015. Valerie Flizanes and Carolyn Hill volunteered to work on this task.
2. Approach the Church school alumni (young adults) for a one-time meeting asking to hear their suggestions, concerns, dreams, etc. and ask what the church can do for them. Fr. John has the list of invitees and he also intends to approach previous teachers.
3. The largest volunteer effort is the Mediterranean Buffet. It may be too early to recruit or reaffirm volunteers- but not too early to begin the process. We are asking the Parish Council to begin the dialog and select a date.

F. Envelopes—order due: The 2019 Parish envelope order is due soon to be eligible for a discount from the provider. After discussion it was agreed that a “repair/replacement fund” quarterly envelope should be added the envelopes for 2019.

G. Bishop Thomas visit- April 13-15, 2018: The following schedule was decided:

Friday, April 13 –a working dinner with the Bishop to which all were invited.

Saturday, April 14- Antiochian Men and Antiochian Women will meet with Bishop after the 9:00 AM Divine Liturgy. In the evening on Saturday, after Great Vespers, a family night with an emphasis on children will be held with Bishop Thomas

Sunday, April 15- After the Hierarchical Divine Liturgy there will a parish luncheon.

Because the Friday evening gathering was originally scheduled as a Parish Council dinner with Bishop, Chris S made a motion to open it to parish, 2nd Melanie B, all in favor motion passed.

H. 2018 Parish Life Conference: The 2018 Parish Life Conference will be June 27-July 1 at Antiochian Village. St Michael’s will be closed on Sunday July 1.

I. Mediterranean Buffet: After a short discussion, a motion was made by Chris S 2nd Gus F to hold the Buffet on Sunday, September 9, 2018 , all in favor , motion passed.

The first organizational meeting will be on Tuesday. April 24, 2018 at 6:30 PM

After finishing the “Vital for tonight” portion of the agenda, Fr. John reminded the Parish Council that the meeting could be adjourned at this point> A motion was made by Carol P. to adjourn, 2nd Jillian C., 2 in favor, 8 opposed, motion failed.

VI. Current Business:

A. Action Item List: Please see page 8 for addition/subtraction from the list.

- B. Open House/Christianity Series:** This item was tabled indefinitely and removed from the agenda for next month.
- C. Parishioner Security Protocol:** Don Yoder will be presenting a report on security and safety Plans for St. Michael's. He has been using a guideline based on operational plans for security and safety specifically designed for houses of worship. Additionally he is making inquiries to the PA State Police about having a presentation on protocols/procedures in an active shooter situation.
- D. Bulletin/Calendar revision--Votive candle listings:** Work continues on revising the format and Information contained in the Sunday bulletin. Votive candle offerings and prayer requests will continue to be listed in the bulletin.
- E. Multi-Purpose Room Management---departure checklist:** The checklist procedure is working and it was decided to remove this topic from the agenda on a monthly basis.
- F. Paschal Clean-up:** Father John reported that it had been completed on March 17th
- G. Directory and on-line directory:** This topic was tabled until the membership forms are returned.
- H. Technology/Website---CCA Solutions:** Evaluation of the computer and website for security and back-up capabilities is ongoing.
- I. Advent Wreath Furniture:** Tabled

VII. New Business:

- A. Outreach Committee** –Fred Charles spoke about St. Michael's forming an Outreach Team which would help witness to the Faith through community interaction. It was also noted that this team could coordinate with the Stewardship Team. Chris S made a motion to create a

Community Outreach Team, 2nd Fred Charles , all in favor, motion passed. Fred Charles was asked to be chairman of the committee and he accepted. He would like to have an event on Memorial Day as outreach to military veterans.

B. Fundraisers: The discussion centered on the how to designate funds generated from fundraisers. No decision was made at this meeting.

C. Stipends: There was a discussion about determining stipend amounts. No decision was made at this meeting.

VIII. Parish Ministry Team Reports:

A. Scrip Gift Card Fundraiser---Fotini W. reported the following

1. The next scrip card order is due on Sunday, April 22, 2018
2. The total raised since the scrip card fundraiser began in May 2017 is \$426.12
3. The amount in gift cards purchased by St. Michael's parishioners last week was \$2650.00 and \$84.25 of that went to St. Michael's.

Please think about ordering gift cards in April.

B. Church School updates:

1. Sarris Candy delivery was completed on 3/25/18. The total sales amount was \$655.00
2. The Easter Egg will be on Sunday, April 8. Sandwiches will be served.
3. No Church School on Palm Sunday or Pascha. Keira will gather children in attendance on Palm Sunday to help distribute Palm crosses to parishioners as they arrive for Divine Liturgy.
4. There will be a recognition luncheon on Sunday, May 6th. There are no high school graduates this year... Blessing of the Animals will be on Saturday, June 2nd in the upper parking lot of the Church. PLEASE consider becoming a teacher/substitute teacher for next year.

C. Food on the Hill—Gus F. reported that 17 meals were served in March. Their checking balance is 1,590.00. Wayne Macuga has proposed having a dance on Saturday, May 12,2018 as a fundraiser for Food on the Hill.

D. Amen—Father John (in Ed Sam's absence) reported that there is \$514.12 in the checking account. \$500.00 was made at the Jeannette Street Fair. Amen wants to use the cards mentioned at the meeting to welcome people outside of St. Michael's.

E. Antiochian Women—Valerie F. reported that the new ovens are working well and anyone or any group who will be using them will be trained in their use. The AW will be paying the remaining electrical bills associated with the installation of the ovens. There is currently a balance of \$3838.11 in their checking account.

The AW is serving the Palm Sunday luncheon. It will be a free will offering for those attending.

IX. Announcements—There were no requests for ads and no facility rentals on the calendar for April. The next Parish Council meeting is Tuesday, April 17,2018 at 7:00 PM

The Executive board will meet briefly during the luncheon following the Divine Liturgy on Sunday, April 1,2018 and at 6:30 PM on Tuesday, April 17,2018

Don Y made motion to adjourn the meeting, Gus F 2nd, all in favor, motion passed, meeting adjourned.

Closing Prayer

Action Promise List

Parish Council meeting promise made 2/21/17:

- > Father John is meeting with Debbie to redesign and print donation envelopes.

Parish Council meeting promise made 5/16/17:

- > David Lebo: Need to develop a plan for security and back-up for the church office computer

Parish Council meeting promise made 9/19/17:

- > David Lebo to schedule meeting with Debbie to review PowerChurch/QuickBooks

Parish Council meeting promises made 2/27/18:

- > Father John ---Data base forms
- > Father John will produce 2 bulletins with color icons before the March 20th PC meeting.

Parish Council meeting promises made 3/27/18:

- > Chris Sam—filling 501C
- > council members who have not returned parish membership forms
- > Jillian C—check list for audit/review

