

**St. Edward's Parish
Pastoral Council Meeting
November 8, 2016**

In attendance: Ed Lawlor, John Power, Fr. Critch, Sean Doyle, Cathy White, Patricia Power

Regrets: Jackie Hennessey, Tony Gilbert, Gerald Walsh

1.0 Welcome and opening Prayer – Lead by Fr. Critch

2.0 Review and adoption of agenda – adopted with no additions or corrections

3.0 Review and adoption of minutes from previous meeting – Minutes from the Sept. 6, 2016 were adopted by Patricia Power and seconded by John Power

4.0 Business arising from previous minutes

4.1 Fall Fair – excellent response to Fall Fair. A thank you will be sent to organizing committee, and St. Edward's school for the use of the gym. A thank you cake will be sent to the school. Fr. Critch distributed a copy of the pamphlet that was sent to all homes in the church zone highlighting the Fall Fair, contact information regarding the parish, location of the church, committee work, sacramental preparation for confirmation and communion, and information on baptism, marriage, confession, etc. A brief overview of the money raised at the Fall Fair was also distributed. A more extensive spreadsheet detailing expenditures and revenues will be distributed at the next meeting.

4.2 Parking Lot – No reply from paving company, therefore it will be delayed until the spring next year as it is getting too cold for work on parking lot.

4.3 Signage- Fr. Critch will contact maintenance person to ensure debris is cleaned up around church sign. A bold letter sign is needed indicating mass times and church location.

4.4 Regional Pastoral Council – The meeting for the council members was held on October 15, 2016 at St. Edward's Parish. Attendance at the meeting was very good and the main topic discussed was about reorganization of parishes into zones. The next meeting will be held in February. St. Edward's Parish needs to have another representative at that meeting in addition to Ed Lawlor.

4.5 Archdiocesan Pastoral Council- Next meeting Dec 5, 2016. There was some discussion on possible changes to sacraments but it will not be implemented this year as the main focus will be on the strategic plan.

4.6 Strategic Planning Meetings – The strategic planning meetings for St. Edwards Parish, as well as St. Thomas of Villa Nova, and Holy Family were held Oct 26 & 27, 2016. The meetings were well attended with good representation from our parish. An update from the Strategic Planning committee will be received some time next year

4.7 Charity Fund – Fr. Critch suggested that some money should be given to the CBS food bank as they are in need of funds. Council members suggested that we get feedback from the people of the parish regarding such. It was also suggested that someone representing the food bank could possibly speak before or after mass to give an update on the food bank.

4.8 Parish Brochure – completed and distributed to houses in the St. Edward's Parish area.

4.9 Committee Reports or Updates –

- Finance Committee – new members have been added. The committee now consists of 5 members as follows: Francias Hayes, Phyllis Smith, Terry Flemming, Ed Lawlor, & Fr. Critch.
- Liturgical Ministers – a few new people signed up
- Bereavement Committee – new members are needed and process, duties, etc need to be reviewed.
- Pastoral Care – visiting the sick and senior homes – this is being done and a weekly mass is being held at Coastal nursing home in CBS.
- Cemetery Committee- The committee has done some good work on the cemetery but there is lots of work that still needs to be done as the area will need to be expanded over the next 5 years. A cemetery fund should be created and cards for donations to the fund should be placed in the funeral home.
- Development & Peace – new members are needed for the committee and it was suggested that high school students/youth could have some valuable input on the committee.
- Catechesis and Sacramental Preparation – A pamphlet on “Preparation for Confirmation and Eucharist; A guide for Parents,” was distributed to council members for review. Registration for these sacraments has begun and follow up meetings need to be scheduled. Fr. Critch indicated that he would like to have liturgy of the word for children every week at mass, but presently we do not have enough ministers. Some issues that have been identified in the past are: scheduling of ministers, lack of training, easy access to information sheets on the readings, etc. Fr. Critch indicated he would follow up on these issues.
- Social Committee – good work, no changes needed.
- RCIA – A team of 4-5 people are needed to help prepare individuals who want to become Catholic.
- Knights of Columbus – doing good work in the community, recently helped with Summer Games in CBS and now planning for Seniors Party on January 12, 2007 and breakfast for members and their families on Dec. 10, 2016. Darryl Long is presently the grand knight for the organization. Fr. Critch will meet with the group and help with the Seniors Party.
- Youth Committee – there is no such committee at St. Edwards Parish but certainly a need. Do we have any ministers willing to lead the group?
- Website – Sean Doyle is still waiting to be set up as administrator on the website. Fr. Critch also needs access to the website so he can add things, as needed. Ed Lawlor has been trying to contact Ed Smith regarding this and other updates required on the site.
- Computer – A new computer has been installed for the secretary but there are still problems with getting a good connection with the internet. It could be due to the location of the computer, ie downstairs in parish house. Sean Doyle will get a device to help boost the wireless connection.

5.0 New Business

- 5.1 **Elections for Parish Council** – Ed Lawlor suggested that elections for parish council should go ahead and other members agreed. A nomination form and information will be put in the church bulletin.

- 5.2 **Screening for new ministers** – this process is being done and will continue for all new ministers.
- 5.3 **Snow clearing and ice control contract** –For legal purposes, forms need to be completed every time snow clearing or ice control is completed. Has this been done in the past? Fr. Critch will try to follow up with Jason Greeley regarding such. It has been difficult to contact him.
- 5.4 **Advent and Christmas** – Spiritual Preparation, Mass times and Church preparation and decoration. – Masses will be as follows: Children’s Mass Saturday, Dec 24th at 4:00.
Christmas Mass – Saturday, Dec. 24th at 8:00 and Sunday, Dec. 25th at 10:30.
- 5.5 **Assistance to Food Bank** – Fr. Critch is meeting with other church leaders to discuss the needs of the Food Bank
- 5.6 **Secular Franciscans** – are married lay people who are devoted and trained for 2 years. There are approximately 12 women from this order who meet once a month and have a mass. They will come to St. Edwards to join in the mass and will meet afterwards.

6.0 **Next Meeting** - Tuesday Dec 6, 2016 at 7:30pm in parish house.

7.0 **Closing Prayer** – Lead by Fr. Critch

8.0 **Adjournment** – meeting was adjourned at 9:30pm.

Minutes submitted by: Cathy White