

**SAINT AGNES PARISH PASTORAL COUNCIL  
MEETING MINUTES**

**Tuesday, December 20, 2016 – 6:30 p.m.**

**Present:** Lizz Kohazi, Steve Jerrome, Brenda Troxtell, Ann Bittner, Debby Johnson, Jennifer Parobek, Tony Halfhill, Jerry Toth, Father Albert Veigas

**Absent:** Deacon Bruce Tennent      **Quorum Present:** Yes

Chairperson Lizz Kohazi called the meeting to order at 6:35 p.m. and welcomed everyone. Mr. Jerrome led the faith sharing.

**Review and Approval of the November 15, 2016 Meeting Minutes**

Upon completing the faith sharing, Ms. Kohazi asked if everyone had reviewed the November 15th Meeting Minutes and if there were any changes or additions. With no changes, the minutes were accepted as presented.

**NEW BUSINESS**

**Updated Parish Ministry Groups and Liaisons**

Ms. Kohazi asked everyone to review the updated Ministry Groups and Liaisons list. It was noted that Sylvia Peters will be the new leader of the Safe Harbor Support Group. Regina Davies will continue to assist as well. Ms. Parobek noted that Ron Rybarcyk should be listed as the leader for the Garden Club ministry group. Ms. Kohazi asked the PPC members to continue to do outreach to their appointed group leaders throughout the year.

**OLD BUSINESS**

**Stewardship Campaign Guidelines and Update**

Steve Jerrome, PPC Vice-Chair and Stewardship Campaign Leader, gave an update on the progress of the Stewardship Campaign. Mr. Jerrome has secured the three parishioners who will give witness statements during Stewardship Month. They will be Susan Croft, Marie Toth and Pat Sas. In addition, a member of the Finance Committee will give an overview of the 2017 St. Agnes Budget. Mr. Jerome shared a draft copy of the updated Ministry Guide (catalog). The members reviewed the draft and discussion ensued. It was suggested that Mr. Jerrome update the catalog using the new Ministry & Liaison list to make sure that all current ministries are represented and ministries that are not on the list should be removed from the new guide. Mr. Jerrome will bring the second draft for the PPC members to review at the January 17<sup>th</sup> meeting. Mr. Jerrome asked if there were pictures of the ministry groups that could be a part of the guide. If so, he asked that they be sent to him directly.

**Parishioner Outreach Phone Call Program for Easter**

Ms. Kohazi gave a brief overview of the Phone Call Outreach Program done by the PPC. It was determined that the outreach would take place during Lent, inviting everyone to come to Easter masses and to see how the parishioners are doing, if they need anything,

have any specific suggestions, etc. Discussion ensued. Father Veigas stated that the PPC members should use the phone numbers in the directory, instead of using the entire parish contact listings. Ms. Kohazi will follow-up with Ms. Forbush regarding the list and phone numbers. She noted that a script will need to be developed as well. She will also reach out to Ron Rybarcyk to see if he will assist with this year's Holy Week signage.

### **Newspaper Ad for Christmas**

Ms. Troxtell gave an overview of the Christmas ad that ran in the Chronicle Telegram on December 9, 2016. She noted that the cost of the ad was \$80 and that each PPC member can bring \$8 to the next meeting to assist with the cost. All PPC members were pleased with the ad and its placement.

### **Custodian Discussion Update**

Ms. Kohazi reported that she and Mr. Jerrome did a walkthrough of the St. Agnes Parish Hall. She shared a list of the issues that they found. Discussion ensued about the current custodian and what his responsibilities are and who he reports to. Father Veigas noted that due to the custodian's hours and the number of issues that he is responsible for, that it is actually too much to do for just one person. Discussion continued. It was suggested that outreach to Mr. Rybarcyk could be done to see if he would be interested in taking on more responsibilities. Father Veigas agreed to reach out to him and he reminded the PPC members that if they know of anyone who would be interested in the custodian position to please let him know.

## **OTHER BUSINESS**

Father Albert noted that the Feast Day of our patron saint is in the month of January and he asked that the PPC take the lead in coming up with a way to celebrate with the parish. Discussion ensued and it was decided that the Feast Day celebration will be on 1/29, replacing Donut Sunday with a breakfast. Ideas to promote the celebration included flyers, notices in the bulletin and announcements, and reaching out to Mr. Rybarcyk to see if a special poster can be made for that day. The breakfast will be free, but a good will offering can be given. Volunteers will be the PPC members and Ms. Johnson will reach out to her confirmation students and their parents to see if they will volunteer to clean up, etc. Ms. Kohazi will reach out to Mr. Woldya to see if he will organize and assist with the breakfast (food, etc.)

With no further business, the closing prayer and the St. Agnes Mission statement was read by all.

The meeting adjourned at 8:00pm.

Respectfully recorded by,

Brenda M. Troxtell  
Secretary