

ST. LUKE CATHOLIC CHURCH

# PASTORAL COUNCIL MEETING

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19 October 2023 / 6:30 PM / 2304 Salem Road, Virginia Beach, VA 23456

## PRESIDER:

Philip Tubera

## RECORDER:

Julia Neuweiler

## ATTENDEES:

Monsignor Raphael Peprah, Deacon Lito Magsombol , Patty Trail, Edmund Dalton, Karla Aceituno, Atlee Ladao, Sanju Joseph, Rachel Fabunan

## ABSENT:

Ferdinand Torres, John Miller, Preslaysa Williams, Christine Rucker

## TOPICS DISCUSSED

### Review and Approval of August Meeting Minutes

- Postponed to next meeting.

### Review and Approval of September Meeting Minutes

- September minutes approved.
- Discussion held and recommendation approved to post most recent approved meeting minutes while waiting for remaining minutes from last year.

### St. Luke's Day Feast Celebration Summary

- The celebration exceeded expectations with 550+ in attendance for Mass, and 650+ served during the celebration.

- A standard operating procedure will be drafted to formalize this and similar events going forward.
- The Events Committee Meetings were a positive means of bringing people together toward a common goal; energy was high because participants felt connected to serving a larger purpose with the celebration.
- The dancers were a success with lots of compliments all around.
- Complaints and concerns received:
  - The waiting was too long, especially for seniors and small children.
    - Suggestion made to have rental chairs set up outside for people to sit and wait while moving chairs into the Hall.
    - Recommendation made for a separate line to accommodate.
  - The flow of two lines outside into one was challenging. May need to consider a different approach for entering and serving when creating procedures.
  - Parking challenges: The overflow lot filled up quickly, and the next overflow lot was in front of Monsignor's house. None of the parking attendants spoke Spanish to help redirect to the next lot. Recommend bilingual attendant in the future.
  - Parking on Salem Rd. can be dangerous, recommendations made to seek additional back up parking areas and someone who can assist with families crossing Salem Rd from the back up parking for safety reasons.
    - We do not have authority to stop traffic as road guards. Police would need to be contacted and paid separately to assist with traffic management. This topic will be brought up in future meetings for discussion.

### **Next Event Scheduled**

- Next event: 3rd Annual Spaghetti Dinner, set for November 11, 2023. Tickets to begin selling 10/22/23.

### **Discussion for Posting Minutes**

- Recommendation made and agreed upon to post most recent approved meeting minutes while waiting for remaining minutes from last year. Minutes will be posted to the bulletin board as received from secretaries.
- Update: There is a Pastoral Council Corner now in the weekly bulletin for updates and communications.

### **Update on Young Adult/ Youth Group Formation**

- Social event that included Volleyball and Cornhole was very successful:
  - 60-70 people attended
  - Some in attendance weren't even from the Parish but wanted to be a part of the event, and reported highly enjoying it.
- Next meeting scheduled for 10/29/2023; meeting will be a discussion about the sacraments presented by Michael Joseph.
- Recommendations going forward:
  - Add pictures to Bulletin Board and pastoral Council Corner
  - Create announcements to add to bulletin, to post online and to advertise in the commons.
  - Ensure there is a Spanish Announcement made to reach all interested members.

### **Ministry Liaison Updates**

- Religious Education: going in the right direction at this time.
  - Melissa will be unavailable starting in November through Christmas; seeking additional teachers and helpers to assist during that time.
- Liturgy: Next meeting to discuss holiday liturgies and events will be on October 24, 2023. Some information was discussed at the last meeting held for St. Luke Celebration, and will follow up with members for any key items discussed at that time.

### **Refreshments After Mass**

- Draft operating procedures provided and reviewed. Following comments and suggestions discussed:

- No coffee will be taken over to the Fellowship Hall unless people walk around outside; this is meant to avoid them taking it through the church. To avoid confusion, remove this from the “Control” section as an option.
- Coffee will be prepared and placed on a push cart, which will be wheeled to and from the kitchen. The cart will be the station.
  - Amount of coffee to be made will be adjusted as needed following the first week of preparation.
- Remove the schedule used as a placeholder for participants; make announcements in upcoming masses for volunteers, then set dates. Use a sign-up sheet as well for interested volunteers.
  - Volunteers must both prepare the coffee and clean up the station and area afterwards.
- Saturday afternoon coffee can be made available if there is interest.
- Intention to begin serving coffee in early January 2024.
  - Discuss with the Events Committee if an earlier date is desired and attainable.

### **Name Tags**

- Name tags are being researched to assist parishioners in identifying members of the church leadership in the following groups: Parish Council, Finance Council, Religious Education, Liturgists, Eucharistic Ministers, and Ushers. Additional groups may be added in time.
- Name tags to display name and ministry.

### **Schedule of Public Participation Forum**

- Discussion held for a date when parishioners can have a venue for face-to-face opportunities with the Parish Council either prior to or following the Pastoral Council Meeting.
- Possible dates include 1/18/2024 or 1/25/2024.
- Discussion tabled to next meeting once dates can be confirmed.
  - All Pastoral Council Members to be present on set date.

### **Pastoral Council Positions and New Members**

- Discussion to be held during the next Executive Council Meeting regarding position adjustments.

### **Next Scheduled Committee Meeting**

- Review and approve meeting minutes for August and October.
- Ministry Liaisons provide updates.
- Follow up on Refreshments after Mass.
- Discussion for key events during Christmas.

### **Dates for Upcoming Meetings**

- Pastoral Council meeting every 3rd Thursday of the month.
  - November 16th at 6:30pm; December 21st at 6:30pm (may be adjusted).
- Next Executive Council Meeting will be November 2nd at 6:30pm. All future Executive Council meetings will be held on the first Thursday of every month.

**Meeting adjourned at 7:50pm.**

### **ACTION ITEMS**

1. Provide approved meeting minutes to be posted on bulletin board.
2. Continue working on standard operating procedures for refreshments.
3. Create announcements for Youth and Young Adult meetings.

Minutes respectfully submitted by Julia Neuweiler, Communications Secretary

Minutes approved on November 16, 2023