

Spiritual Life Commission
Meeting Minutes
January 10, 2007

Members Present: Beth Reitz, Kathy Muller, Bud Watts, Rick Owens, Barb Moriarity, Michelle Knutson, Steve Willem, Lisa Dovey

Ministry Coordinators: Becky Klee, Tom Alyea, Jackie Kaiser, Joanne Stewart

The meeting was called to order at 7:20 pm with prayer led by Steve Willem

Old Business

1. Ministry coordinators have been confirmed and were introduced;
Becky Klee-Eucharistic Ministers
Barb Moriarity and Joanne Stewart-Hospitality/Ushers
Steve Willem-Mass servers
Tom Alyea-Sacristans
Jackie Kaiser-Children's Liturgy of the Word
Ron Massey-Lectors

Steve informed the commission that Ron had intended to join us tonight but a death in the family out of state prevented him from attending.

2. Morning of Renewal-Scheduled for February 17, 2007. Beth will be contacting Charlie Gardner after we meet tonight to finalize the details. After the procedures for each ministry are determined she will present them to Father Jerry and Father Rob for approval prior to February 17.

3. Beth would like to have a sign up Sunday for each of the ministries prior to the renewal day. She will do a pulpit pitch at all Masses and would like to have a sign up table in the narthex after each Mass. Volunteers from the SLC and the coordinators were requested to man the table at each Mass.

4. Members discussed the best weekend for this pitch to be made. Kathy Muller expressed concern that if she did not have names before February she would not be able to include them in the schedule until late spring. Coordinators were concerned that this delay would lead to volunteers losing interest or feeling like they were not truly wanted. After some discussion it was decided to have the pulpit pitch made at all Masses January 20/21. Kathy will not schedule new volunteers for the first month (February) to allow them to be trained. Volunteers signed up for each Mass.

5. Steve briefed the coordinators that the second half of the morning on 2/17 would be their time to offer training and to go over procedures. The church will be available to actually show ministers the processes they will be using. Times for each ministry will be staggered. A schedule will be determined prior to the 17th.

6. Training materials are difficult to locate. Beth reported that she has contacted Liturgical Press however their materials are 10 years old. Updates will not be printed due to the upcoming changes in the liturgy. Some of the materials only speak to the spirituality of the ministry, which is of course valuable but does not provide procedural information. Hospitality booklets are available and we have them in stock here.
7. Joanne and Barb have met and they have written procedures for their ministry. (Hospitality/Ushers). Beth has a procedure for the sacristans that is current. The packet for the Children's Liturgy of the Word is also available. Jackie Kaiser stated that she has not gotten this packet. Beth will get this to her.
8. Beth asked to meet individually with each coordinator(s) and will schedule an appointment after the meeting.
9. Michelle was not certain how Arts and Environment would benefit from the second half of the program. She works very closely with the group of volunteers and training is not needed. Kathy Muller also has the same situation. Beth suggested that this be time to communicate any important information. Filling up the last 90 minutes it not necessary.
10. Kathy suggested that Charlie Gardner might lead the sessions for the Eucharistic ministers. All present agreed to this plan.
11. Michelle Knutson will make arrangements for a light breakfast for the Morning of Renewal on February 17.
12. Beth informed the group that crosses are available for each minister to wear during the time they serve at the Mass. The cross will designate their ministry and will be available in the Liturgical Ministers Room area and will be returned after Mass.
13. Steve Willem and Beth Reitz will handle the mailing of invitations to the Morning of Renewal requesting an RSVP to the parish office.

Summary of the day of renewal

Breakfast

Sessions begin at 9 am

Charlie Gardner will present for 1 ½ hours

Break

Break out sessions-1 to 1 ½ hours

Led by ministry coordinators

New Business

1. Steve has requested that a well defined process be developed for handling new volunteers. We have had too many people comment that they have signed up for a ministry and never be scheduled. Too many times the communication to the right person is not occurring. Follow up calls/contacts have not been made in the past. Areas to be addressed-the web site and sign up form.
2. Web site-currently there are no contact names for the ministries on the web site. After some discussion it was determined that the link to parish ministries would include the coordinators name and home

phone number. Steve will contact Mike Coffey to have this information added to the web site.

3. Volunteer sign up form-Steve distributed the current form. Kathy had already been working on revisions. After discussion on problems with the current form and issues regarding where the completed form was to be directed the following changes are planned:

- Children's liturgy of the Word, Arts & Environment, & the Music Ministries will be added
- A statement to turn the form into the parish office will be added
- Scheduling conflicts over the next 4 months will be requested. Language will be clearer, current language is confusing.
- Volunteers will be asked if they have been trained and where Kathy Muller will complete the revisions.

4. The process will be that Kathy Muller will get all of the yellow forms. She has to have them to schedule all of the ministries except Children's Liturgy of the Word. After she has recorded the information she will pass them on to the ministry coordinators. Mailboxes for each coordinator will be set up in the parish office and the forms will be placed there for pick up. Steve will contact Kathy Loeffler to set up the mail boxes.

5. Steve would like to see the sign up form placed in the new parishioner packets. Kathy suggested a cover letter to go with the packet. Steve Willem will draft a letter. Kathy will review the letter prior to inclusion in the packets.

6. It was recommended that the volunteer form also be included on the web site for download.

7. The scheduling process was discussed. The computer program was locally developed and has no directions. Tom Alyea indicated he would be willing to use his IT expertise to look at the program and offer assistance.

8. Members discussed that an annual appeal for volunteers is not enough. It was suggested that different formats be used throughout the year, bulletin flyers in combination with pulpit pitches. Follow up is critical.

9. Volunteers may need to sign up annually to make sure our records are accurate. Becky Klee commented that her list included people who were no longer parishioners. This has led to some Masses having few EM's actually there and people scrambling at the last minute to fill the stations. Kathy would not know the individuals who no longer worship at St. Pius X. The coordinators will be a great help in keeping our records up to date.

10. Sign up for multiple ministries is not an issue. The scheduling process does not allow Kathy to double book someone at the same Mass/weekend.

Summary of the sign up process

- a) Sign up form is completed and turned into the parish office

- b) Kathy Muller will get the completed form and record the information in her records
 - c) Kathy will distribute the forms in each ministry's mail box
 - d) Ministry coordinators will be responsible to check their boxes and follow up as needed with volunteers.
11. Bulletin inserts were discussed for the weekend of January 20/21. Would like to put the volunteer form in the bulletin to allow for those who might not stop by the table but may consider signing up at a later date.
 12. Ministry coordinators are considered part of the SLC and may attend any meetings. However the plan is to ask them to attend at least one meeting per year to update the SLC on their ministry. The SLC wants to be available to provide any assistance needed for their work.

Ministry coordinators plan to meet Thursday February 15th at 7 pm with Beth Reitz to review details for the Morning of Renewal.

Next regular SLC meeting-March 7th, 2007 at 7 pm.

The meeting was officially closed at 8:20 with prayer.