

ST. JOSEPH OF CUPERTINO PARISH COUNCIL
MINUTES OF THE REGULAR MEETING OF
ST. JOSEPH OF CUPERTINO PARISH COUNCIL

DATE: March 5, 2009

TIME: 7:00 P.M.

PLACE: Parish Community Center
10110 North De Anza Blvd.
Cupertino, California 95014

MEMBERS PRESENT: Vincent Isip Cecil Dobbs
Larry Harrison Linda Buhay
Mike Shovlin Manny Wright
Herb Duvernay
Ex Officio: Father Greg Kimm

OTHERS PRESENT: Mike Hoffman (Communications Committee)
Mabel Hoffman
Marieann Shovlin (Communications, Stewardship)
John Nguyen (Young Adult Ministry)
Janice LaMotte (Pastoral Associate)

MEMBERS ABSENT Dick Sherman, Bill Osborne

The regular meeting of the St. Joseph of Cupertino (SJC) Parish Council was held at the above date, time and place. The meeting called to order by Vincent Isip, Vice-chair.

1. Agenda

Vincent Isip provided a revised agenda for the meeting. This agenda was changed to provide estimated times for each item and has been enhanced to provide a better concept of the content of each item. Duvernay provided the opening prayer which was "The prayer of St Francis." The agenda was revamped to accommodate those present. The council reviewed the changes to the minutes of the last meeting and voted to accept the minutes as written.

2. Parish Involvement Planning Introduction

Marieann Shovlin presented a proposal from the Communications Committee for Involvement Planning for our parish. (See attached plan talking points.) This activity is a form of strategic planning which will involve a fairly large number of people in the parish. The object is to define the future of our parish and assure implementation because many parishioners, not just a core group, will have ownership in the plan and the future. Fr Greg has seen the proposal and recommended the PC presentation. The PC will review the proposal and comment. They were asked for their support and participation in this effort. Janice LaMotte noted that St Simon and St Mary in Los Gatos parishes have successfully developed similar planning processes. St Mary's integration process is impressive and several examples were quoted by council members.

3. Parish Directory Project

The Chair asked Herb Duvernay about the status of the Directory Project. Herb said that he was waiting for Fr Greg's decision on which company we should use. Fr Greg said that he had made a decision and the Life Touch Company looked like the best deal. Herb agreed to contact them and report the results in the next PC meeting.

4. Communications Committee (CC)

Mike Hoffman presented a report update on the activities of the Communications Committee (attached). Mike also presented an update on the Parish Pay project which is now named Planned Parish Giving (attached). Hoffman stated that the Communications Committee decided they be considered the Communications Ministry. The Chair asked Hoffman what he thought was the difference between a committee and a mission. Mike said that while both might have the purpose of facilitating the communication between parish members, he considered it a ministry because it was evolving into a lot more a reflection of the mission. Communication should be used to get the parish members more involved, to provide an increased potential for faith and facilitate the practice of our catholic beliefs. For instance, Mike said that he would like to share the joy that he experienced while attending Mass. The Chair went around the table for comments and ideas. The general feeling was that the idea and goals are great; however no one was sure how to implement these concepts. Cecil Dobbs noted that in his experience with the Holy Name Society meetings not only did they accomplish good things but it was a lot of fun to be there. It was noted that St Mary's carnival for example integrated all elements and people of their parish.

5. Young Adults Conference

John Nguyen reported on the Youth Conference recently held in Los Angeles. He attended a very good workshop to improve young adult ministry. The workshop had a goal of helping young Catholics have a more meaningful experience, learn more, and participate in parish life. To answer the questions: "Why do we go to Church?" and "What's it like to come to Jesus and be Catholic in the current generation?" Several thousand of these young volunteers also attended a Mass with a special liturgy and music service that was very appealing and showed the participants how meaningful and moving

the Mass can be. The challenge will be to bring these concepts to St. Joseph and to energize young adults to be the future of our parish. John will provide an update at the next meeting on the next steps and the ideas

6. The Welcoming Committee

Pat Schaaf submitted reports for the Welcoming Committee and Year of St. Paul (attached).

7. New Business

Cecil Dobbs noted that he believes that it is very easy to arrange for organ donation which can be a very good and Christian thing to do when you die. He believes that this can be done through the internet/DMV. He will check on the procedures and requirements and update the PC at the April meeting.

8. Fr Kimm's Comments

Fr Greg noted that we had reached about 100% of our ADA goal and that we would now be able to get some of the extra money necessary for some improvements to the hall, starting with the restrooms which are in sad shape. He also said that we are in the process of developing a maintenance plan for the parish.

9. Meeting Schedule and Agenda Items

The next meeting is scheduled for Thursday April 2, 2009. Larry Harrison will provide the prayer at the next meeting. All parishioners are welcome; the Functional Committees' members in particular.

10. Adjournment

There being no further business, the meeting was adjourned at approximately 9:00 PM.

Mike Shovlin, Council Secretary

SJC Parish Involvement Planning

(Envisioning the Future and Finding the Dream: A proposal from the SJC Communications Committee (The Envisioneers)

1) What does Parish involvement planning mean to us?

Defining the desired future state and designing a high level dynamic implementation plan



- a. As a form of Strategic Planning, it is defining a strategy or direction and developing an implementation plan
- b. Vision >>> Plan for 'X' years in the future
- c. Guiding future actions to ensure specific goals are met
- d. Change behavior to meet goals
- e. Identifying long range goals and plans based on the goals of our diocese
- f. Collective vision

2) What is the value of this plan for SJC parish community?..:

Unity of purpose that will result in achieving our common goals

- a. Better understanding of long range goals
- b. Unity of purpose
- c. Cohesive community
- d. Cohesive actions that achieve common goals
- e. Energize and unify parishioners



3) Participation should be by: everyone – all our constituents

4) The process should be: bottoms-up, participative, inclusive, appreciative, and transparent



5) Our next steps will be:

- a. Talk with Fr. Greg
- b. Suggest expanding participation in our exploration (Parish Council, Finance Council, Liturgy Committee, etc.)
- c. Look at other parishes who have done this both in and outside our Diocese
- d. Build a high level objective outline for the plan

St Joseph of Cupertino Parish

Parish Pay Project

Report to Parish Advisory Council, 4th, March, 2009

1. The efforts of the team are mainly focusing on volunteer recruitment.
2. Volunteer job descriptions have been developed (attached).
3. Bulletin text (Automated Giving) has been revised.
4. Project scope and objectives have been finalized (attached).
5. An analysis of 376 checks from December Masses shows:
 - a) The median donation is \$15
 - b) The 10% percentile (90% of donations are higher) is \$5
 - c) The 90% percentile is \$47.50
 - d) 17.6% of checks are for \$5 or less
 - e) There appears to be significant upside potential. The median donation is less than 1% of the median family income in Cupertino.

Planned Parish Giving Project – Scope and objectives

The objectives of the project are: (1) to simplify parish financial management, (2) to encourage parishioners to think about their weekly gift in the context of planned giving and (3) to decrease the week-to-week and month-to-month variation in collections by getting more people to give a regular monthly amount.

Simplify parish financial management

The objective is to simplify parish financial management by achieving two objectives: (1) decreasing the variation in parish income, and (2) increasing total parish income. These objectives are supported by efforts in the areas of planned giving and monthly giving.

Planned giving

The purpose of this effort is to educate parishioners regarding the needs of the parish and to encourage them to think about their giving in the context of both their ability to give and the needs of the parish. The objective is to increase church income, especially by encouraging people who currently give very small amounts to give at least 1% of gross income.

Monthly giving

The purpose of this effort is to smooth the parish income stream by encouraging people to replace their weekly checks or cash dropped into the collection baskets and give via:

- o Parish Pay
- o Automatic monthly payment from a bank account
- o A monthly check

This message will be conveyed through articles in the Parish Flyer, bulletin inserts, announcements by our pastor, short talks by team members during Masses,, material on the SJC website, and informational packets passed out after Masses and sign up drives after Masses.

The project is a short term effort that is not envisioned to last more than 4 months after which a data archive will be created and the team will continue at a maintenance level meeting quarterly and conducting follow on annual campaigns.

Planned Parish Giving team – job descriptions

Prerequisites

All volunteers are expected to meet the following prerequisites:

- 1) If they are not already, sign up for Parish Pay, automatic deduction from their bank account or credit card or monthly check**
- 2) Agree to give at least 1% of their gross income to the parish.**
- 3) Agree to devote at least 5 hours per week to the project.**
- 4) Agree to help provide needed resources for sign up drives (e. g. PC's, forms, pencils, etc.).**

The volunteer positions and their duties are as follows:

Project leader

- 1) Schedule and conduct project meetings.**
- 2) Monitor outstanding tasks and remind responsible parties re upcoming due dates.**
- 3) Report progress to the Parish Council and Finance Council.**
- 4) Keep the pastor informed re project status, accomplishments and work with the pastor to resolve any issues requiring his direction.**
- 5) Monitor and control the project's financial budget.**
- 6) Assign tasks to team members as necessary to keep the project on schedule.**
- 7) Ensure that all project objectives are being met.**

Assistant Project leader

- 1) Fill in for the project leader in his absence.**
- 2) Complete any tasks or fulfill any management responsibilities delegated by the project leader.**

Scheduler

- 1) Maintain and publish a schedule of sign up sessions**
- 2) Schedule includes: names of volunteers assigned to each session (based on both total headcount requirements and mix by volunteer job type), required resources.**
- 3) Ensure that all necessary material resources are available to support the sign up session to include: forms, PC's, network, food and drink, furniture, "take a number" machines, magazines, instructional and planning materials, boom boxes/cd's.**
- 4) Be physically present during set up to make sure that everything is in place and properly set up**

Sign up drive helper

- 1) **Make himself or herself available to help conduct sign up sessions after Masses as assigned by the scheduler.**
- 2) **While parishioners are waiting, direct them to: refreshments, waiting area, financial counselors.**
- 3) **Answer questions (e. g. can I set up second collections in parish pay?).**
- 4) **Direct parishioners with questions he or she cannot answer to a financial counselor or the shift supervisor.**
- 5) **Assist in set up and tear down as necessary.**
- 6) **Direct children to the “kid’s area”.**
- 7) **Step in when problems occur (e. g. people who appear to be lost or having difficulties).**
- 8) **Assist parishioners signing up online or filling out forms when they have questions.**
- 9) **Keep track of numbers for “take a number” and call out numbers as parishioners finish signing up.**

Financial Counselor

- 1) **Assist parishioners who want to do more in depth planning.**
- 2) **Assist parishioners in using financial models to assess budget and tax impact of different planned giving scenarios.**
- 3) **Assist parishioners in figuring out their budgets.**
- 4) **Educate parishioners regarding the financial needs of the parish to include:**
 - a) **Expense drivers**
 - b) **Volatility of weekly collections**
 - c) **Decline in giving levels**
 - d) **Small number of parishioners account for a large percentage of parish income**
- 5) **Answer questions regarding special situations, e. g. one time bequests.**
- 6) **Develop and enhance financial models**

Sign up drive greeter

- 1) **Encourage parishioners coming out of Mass to attend the sign up session**
- 2) **Greet parishioners as they come into the sign up drive venue, make them feel welcome and appreciated.**
- 3) **Sign in parishioners and give them name tags.**
- 4) **Find volunteers to help parishioners as needed.**
- 5) **Help keep track of numbers for “take a number” and call out numbers as parishioners finish signing up.**

Shift supervisor

- 1) **Be responsible for all or a subset of one weekend’s sign up drives.**
- 2) **Direct set up and tear down.**
- 3) **Meet with volunteers before the drive starts to make sure everyone is clear regarding their duties.**
- 4) **Ensure that each after Mass session is adequately staffed. Call “on call” volunteers as necessary to fill in.**
- 5) **Monitor the drive as it is ongoing, identify and resolve problems.**
- 6) **Document the results of each drive.**

- 7) Answer questions that cannot be answered by volunteers (or get parishioner's contact information and promise to provide an answer).**
- 8) Fill in as a greeter or drive helper as necessary.**

Pat Schaaf Report:

- No Welcome Committee Report
- Year of St. Paul
 - Jim Schaaf wrote an article for the Valley Catholic