

A. *Welcome*: Valerie Presten

B. *Opening Prayer*: Deacon Bruce Miroglio

C. *Introductory Remarks*: Valerie Presten

- * A brief review of 'how we got here,' starting with a simple conversation with Fr. Gordon Kalil regarding how to help him as he transitioned from our parish, how to help our new pastor transition to us.
- * Subsequent Town Hall Meeting on April 20, 2018, with Msgr. Dan Whelton attending and taking notes to give to the Priests' Council.
 - Msgr. Whelton explained the pastor selection process.
 - Discussion and input from attendees regarding what we are proud of in our parish, what works/needs improvement, qualities we would like to see in our new pastor.

Attendees were sent the minutes of the meeting. Minutes are also currently posted on the parish website.

- * Speakers (see below), each to speak 3-5 minutes regarding their role in the parish; respond to questions from attendees. If question(s) cannot be answered, they may be written on the pink slips on the tables (with name and contact information) and returned to us so that we can respond.
- * Brief remarks on the recent parish demographics survey: Preliminary tabulations have been done on all questionnaires returned to date, covering responses to questions #1 – 7. Revised tabulation and further analysis will be done after this meeting. We will need help – this is a chance for attendees to be involved.
- * Special thanks to the tabulators - and to Maria Villegas for her translation help and for set-up, entry, and output of tabulations, which are indicated on the tabulation result sheets at attendees' tables.

D. *Guest Speakers*:

- * **Bernadette Meyer**, *Parish Business Manager*: Keeps the Pastor's calendar; handles correspondence; manages the front office at the parish; serves as the Secretary for the parish Finance Council; participates in preparations for Advent and Lent; coordinates special projects, including the Parish Photo Directory, Stone Pavers, Parish Life Center Gift Registry, and Ministry Fair. She is the point person for parish repairs and maintenance, source contractors or vendors for needed repairs. She prepares various annual Diocesan reports. She assists with the yearly budget; reviews financials quarterly with the Pastor; maintains personnel files; and prepares yearly performance reviews for direct reports.
- * **Gladys De Haro**, *Parish Office Manager*: Works with Parish Business Manager Bernadette Meyer; does scheduling for weekend Masses; records Mass intentions; coordinates Parish mailings on an as-needed basis; updates and maintains the Parish Directory; coordinates annual Christmas card mailings and novena preparations; coordinates soup lunches after anointing Masses; greets and interacts with visitors, priest, and lay persons in a friendly and courteous way; answers phones, routes calls, and takes massages. She also prepares inserts for bulletins, stuffs bulletins, and delivers bulletins to the sacristy for weekend Masses, along with the Call to Worship announcements and plate collection bags.
- * **Fátima Jimenez**, *Coordinator of the Children's Religious Education program, as well as our parish's Youth Ministry*: Participates in preparation for the Sacraments of First Holy Communion and Confirmation. Coordinates youth group events such as fundraising events, the 30-hour Famine, trips to Humboldt County for a Helping the Homeless project, a yearly Diocesan-wide Youth Weekend workshop, a yearly trip to St. Anthony's Dining Room in San Francisco. She also edits the weekly parish bulletin, prepares year-end statements of parishioners' donations, and is responsible for maintaining the Servant-Keeper data base for weekly collections. She assists in recruiting volunteers for Lent and Advent events in the parish. In addition, she assists with the parish's St. Vincent de Paul Ministry.

* **Deacon Bruce Miroglio:** Serves the Pastor and assists in whatever the Pastor needs done. Additionally, he leads Morning Prayer in the church at 7:45 a.m. each Monday and Tuesday, and sometimes on other mornings when there is no liturgy scheduled (according to the Canon Law of the Church, no Communion Services can be conducted unless there has not been a priest present during the past 2 weeks); he also leads the Hora Santa (Holy Hour) of prayer in Spanish each Thursday evening 5-6 p.m. in the church. He writes the Call to Worship announcements and Prayers of the Faithful for each weekend Mass; serves at Masses when needed; and preaches at all the weekend Masses once a month. He attends to the sick and brings Holy Communion and blessings to parishioners who cannot get to church. He also teaches the altar servers, lectors, and Eucharistic ministers; prepares couples for their wedding, prepares couples for children's baptisms; provides services for weddings, funerals, baptisms, and graveside committals; provides spiritual guidance to parishioners.

Deacon Bruce explained that new pastors usually begin their assignments on July 1. Our new pastor has not yet been announced as of this date; in the meantime, Fr. David Jenuwine, Parochial Vicar at St. Apollinaris Catholic Church in Napa, is serving as Temporary Parochial Administrator for our parish.

* **Pat Garvey**, *member of the parish Finance Council:* Serves with Council chairperson Vickie Bradshaw, Jerry Baker, Ernesto Martinez, Dan Gaffey, Bernadette Meyer, parish bookkeeper Ann Hobough, and note taker Gladys de Haro. Members of the Council are parishioners appointed by the Pastor, and have an understanding of management and business practices. There are from three to nine Council members (always an odd number in order to break any tie votes that may occur); and all must be practicing Catholics. The Council continues in operation even in the absence of a Pastor. The Council meets quarterly and tries to be as transparent as possible in the conduct of its duties, including holding open meetings which parishioners may attend. The Council's terms of operation are determined by the Pastor, and a new incoming Pastor can replace half of the Council members after the first three months following his arrival in the parish and the remainder after nine months.

* **Ernesto Martinez**, *member of the Mission 150 team (spoke in place of Ted Hall, who could not be present at the Town Hall Meeting):* Was appointed by Fr. Gordon Kalil to help raise funds for the Parish Life Center building project (and helped design the kitchen for the PLC). Also serves on the parish Finance Council and was active in supporting St. Helena Catholic School, where he established the PTO (Parent-Teacher Organization), created and prepared a daily meal program for the School children, etc.

The Parish Life Center is not yet finished; some of the landscaping, a dry storage room, and ADA sidewalks remain to be completed (Bernadette Meyer added that the permanent occupancy permit has not yet been issued, pending final inspection of the elevator [which cannot be used at present] and completion of the sidewalks). \$5.4 million was originally pledged for the PLC project; \$5.6 million has been collected to date (this latter amount includes money collected that was **not** originally pledged). \$200k of what was originally pledged is still to be collected. Also, an additional \$400K worth of **in-kind** donations have been received, including carpet, plaster, tile and stone, dumpsters, and lumber.

E. 10-minute break for refreshments, completion of survey questionnaires by those who did not do so at Mass, purchase of parish history books, etc.

F. *Small-group discussions:* Under the guidance of the table leaders (Annette Smith with scribe Tish Wagner, Ernesto and Xochitl Martinez, Adela Ramirez, Peter White with scribe Maureen Olen, Maria and Chris Phelps, Pat and Julie Garvey with scribe Joanne Hatch), survey questions 8 – 18 were discussed; the scribe at each table recorded comments.

Notes on this section:

The purpose of the parish survey conducted at all the Masses on June 9 and 10, 2018, was two-fold:

- It is hoped that the information will be helpful to our new pastor and enable him to have an overview of the demographics of our parish, as well as input from parishioners. (A similar survey was conducted in our parish in September, 2008.) The results of the demographics portion of the survey were given to attendees at the Town Hall Meeting.
- Information provided should be useful as we continue to build community and participation in our parish life.

What follows is a sampling/summary of themes/topics from small-group discussions during the second part of the Town Hall Meeting; discussions were based on questions in the “Your Experience in this Parish” portion of the survey. These topics are included in the minutes to indicate the range of issues discussed in the small groups and are not intended as an exhaustive recap of table discussions. (Notes in italics are quotes from attendees’ comments.)

*** Town Hall Meetings**

- Continue to have THM’s to share, connect, communicate, plan.

*** Urgent need to establish:**

- Pastoral Council
- Liturgy Committee [NOTE: There currently exists a Liturgy Committee.]

*** Outreach needs**

- Marian Visitors ministry (visits to the homebound and hospitalized) needs more volunteers.
- Need to identify people who are unable to come to Mass and people who would volunteer to drive.
- *“Both Latino and Anglo communities are strong...However, much more could be done to facilitate crossover between the worship and traditions of both communities.”* This could significantly improve the life of the parish as a whole.

*** Mass & Liturgy**

- Church as 2nd family. *“All of us need to take a sense of ownership in making people feel welcome. It takes all of us picking up the phone and asking people to be part of our deep faith.”*
- Children’s Liturgy of the Word?
- Ushers, lectors, EMCs: Wear something (e.g., color of clothing, cross) to identify themselves.
- *“Urgent need for a bilingual priest.”*
- The Mass helps unify families.
- Need for connection with each others at ‘our’ Mass and other Masses.
- Personal ‘ask’/invitation to friends, neighbors, newcomers to come to church.
- Welcome children and teens – they bring energy and excitement.
- *“Name-tag Sunday to know names and faces of fellow parishioners.”*
- Daily Mass if possible; First Friday Mass, Holy Hour.

*** Hospitality**

- Leader(s) needed.
- Hospitality fosters community connections.
- Serve refreshments after Masses.
- *“Our PLC is the perfect place for parish gatherings, e.g., refreshments after Mass, movie nights, lectures.”*
- Promote mingling/communication between parishioners who attend different Masses.
- Hispanic and Anglo communities should work together in the leadership, planning, and execution of hospitality (e.g., events such as welcome event for our new pastor, refreshments after Masses).

*** Small Groups**

- *“Renew groups have been a great way for community to form.”*
- EMCs & Lectors: Suggestion to meet once a month.

*** Education/Religious Education (including need for leader/s)**

- For children, teens, and adults: *“We need more religious teaching (evangelization).”*
- In English and Spanish.
- PLC as meeting place.
- Faith-oriented series open to all – other churches invited.
- Need for availability of spiritual direction.
- Scripture study; study of Church history and doctrine.

*** Volunteering**

- Face-to-face ‘ask’/invitation to volunteer is most effective.
- Bulletin announcements of volunteer opportunities.
- Ministries should do personal outreach.
- Fear to volunteer because of not being able to be understood/follow directions.
- Parish ministries are varied and available.
- Community Thanksgiving meal and Christmas baskets program provide opportunities to volunteer.
- For people who don’t live here year-round, time is more limited for volunteering.

G. *Closing Prayer:* Deacon Bruce Miroglio

H. Thank you to everyone for attending. Please contact the parish office, Valerie Presten, or Theresa Meyer for opportunities to volunteer or become further involved as we move forward in community.

- Respectfully submitted by Valerie Presten and Theresa Meyer.