

ST. LUKE CATHOLIC CHURCH

# PASTORAL COUNCIL MEETING (PPC)

---

18 APRIL 2024 / 6:30 PM / 2304 Salem Road, Virginia Beach, VA 23456

## PRESIDER:

Philip Tubera

## RECORDER:

Preslaysa Williams

## ATTENDEES

Monsignor Raphael Pephrah, Patty Trail, Sanju Joseph, Philip Tubera, Rachel Fabunan, Julia Neuweiler, Edmund Daulton, John Miller, Karla Aceituno, Christian Granados, Jose Delacruz, Jim Newsham, Preslaysa Williams

## ABSENT

Ferdinand Torres

## TOPICS DISCUSSED

### Opening

1. The Pastoral Council prayed the Evening Prayer of the Liturgy of the Hours.
2. Philip Tubera, the Chair of the Parish Pastoral Council, welcomed the new parish Pastoral Council members: Jose Delacruz and Christian Granados.
3. Philip Tubera read the January 2024 meeting minutes, and they were approved.

### Nominations and Voting on the Vice Chair and Discussions on Substitute Secretary

1. It was announced that the position of Vice Chair was vacant. The main responsibility of the Vice Chair is to run the meetings in the absence

of the Chair. Julia Neuweiler was nominated as the Vice Chair of the Pastoral Council. Julia accepted the nomination of Vice Chair. The nomination was approved. Julia is the new Vice Chair by majority vote.

2. The Council discussed whether or not there was a need for a substitute or assistant Secretary in the absence of Preslaysa Williams, the Secretary of the Pastoral Council. It was decided that John Miller would be the substitute Secretary if Preslaysa was absent from meetings.
3. Preslaysa Williams will be traveling during the month of July, and so she will not be present at the July 2024 Executive Committee meeting or the Pastoral Council's General Meeting. John Miller will serve as substitute Secretary, recording the July 2024 meeting minutes and creating the July 2024 agenda.

### Communications for the PPC and Meeting Times

1. Per the office staff, the general communications email for the Pastoral Council is no longer working. We will communicate by sending emails to each individual Council member.
2. The Council voted to have the Executive Committee Meetings on the first Thursday of the month, and these meetings will start at 6:15pm with Evening Prayer. Council business will begin at 6:30pm
3. The Council also voted to have the general Parish Pastoral Council meetings on the third Thursday of the month, and these meetings will start at 6:15pm with Evening prayer. Council business will begin at 6:30pm

### Parking Issues at the Church

1. The Council and attendees discussed the bottleneck traffic that occurs near the main entrance of the church during weekend Masses. Various potential options to solve the issue were discussed:
  - a. hiring police to direct traffic during the weekend Masses,
  - b. having volunteers direct traffic, creating speed bumps,
  - c. putting up speed limit signs,
  - d. making announcements before Mass,
  - e. create "Caution" and "Slow Down" signs in the church parking lot,
  - f. creating a drop off spot for the first six spaces in front of the main church entrance by blocking it off with cones, among others.

2. It was decided that the immediate action items would be creating a message/announcement before Mass and placing an announcement in the bulletin and on the church website

### Eucharistic Awareness at the Parish

1. The Council discussed the need to spread information about the church's regular weekly Adoration times.
2. To increase knowledge of the Eucharist in the parish, it was decided that there would be 1 Eucharistic night every other week, in addition to the regular weekly Adoration times. This time slot would be for those not able to attend Adoration during the daytime on a weekday (working people and the youth).
3. It was also decided that there would be a parish prayer created to increase Eucharistic awareness.

### Donations of Kitchen Items

1. The donations of kitchen items that are currently in the church office will be handled by the Ladies Auxiliary. They will raffle off the items.

### Other Concerns

1. A method to welcome visitors and newly registered parishioners needs to be created. It was suggested that badges would be created for Council members to wear at the Masses that they attend, and that Council members would personally greet new visitors after Mass.
2. Methods to welcome newly registered parishioners was also discussed. Options included taking them out for dinner and/or mailing them a handwritten welcome note. The Council would need the mailing addresses of any newly registered parishioners to make this happen.
3. Rectory renovations are currently happening. There are several repair needs that have been made or need to be made. These include: roofing repair, bay windows, redoing the master bedroom, redoing the kitchen, installing a new carpet.
  - a. The renovations have been made possible mainly through volunteer labor and donations of materials. Approximately \$22,000 worth of labor and materials has been completed for the cost of only \$2,300

4. **Church finances:** People have noticed that the formatting of how the church finances are reported in the weekly bulletin changes frequently. It was mentioned that the full financial statements for the parish are located on the church bulletin in the foyer. It was suggested that members of the parish Finance Council attend a future PPC meeting to discuss the current state of the parish's finances.

**MEETING ADJOURNED AT 8:11pm**

## **ACTION ITEMS**

1. **Create announcements** for the church bulletin, website, and before-Mass to caution parishioners on parking.
2. **Create language** on parish prayer for Eucharistic awareness and to invite people to spread information about weekly Adoration
3. **Coordinate a biweekly Eucharistic night** that reaches out to working people and youth
4. **Invite members of the parish Finance Council** to attend a future PPC meeting to discuss finances
5. **Create badges** for PPC members
6. **Create a means for the Secretary to receive the mailing addresses of new parishioners** so that they can receive a handwritten welcome note on behalf of the parish
7. **Create a new PPC roster** which reflects the change in the PPC members with updated terms of office.
8. **Secretary sends the approved November 2023 and January 2024 meeting minutes** to Dan Rucker (to post on church website) and Patty Trail (to post on church bulletin board)
9. **Update the church bulletin** to reflect the names of the new Pastoral Council members (Patty)

**MINUTES RESPECTFULLY SUBMITTED by Preslaysa Williams, Recording Secretary**