

MEETING NOTES – November 9, 2009

(Attendee: Joan and Tom)

Invitations:

1. Tom will send a postcard with a brief explanation and have it be in the format of “Save the Date” using the distribution list at St. Stephen’s.
2. Next, by e-mail, Fr. Jim will send all the ministerial group members a formal Invitation with a link to St. Stephen the Martyr web site and Tom Marble will have a more in depth explanation of the Ministerial Gathering.
3. Finally, a list will be given to each member of the Pastoral Council of about 10 names, phone numbers and ministerial interest. The Council members would make the phone calls to ensure all groups are represented at the meeting. We either send this information by e-mail or have the Council meet briefly before the January 26th. Tom felt this was an effective manner to ensure attendance.

Materials:

1. Commissioning pins cost should be between .90 to .95 cents. In the past Cosgrave’s has the widest selection and the order could be done through a purchase order at St. Stephen’s. These pins should be ordered 4 weeks before the meeting. An agreement could be made with the company that unused pins could be returned for no cost.
2. Handout for the small groups could be made on a folded 8 ½ x 11” sheet.
3. Agenda would not be a part of the hand out. Goal is to have the meeting last 1 ½ -2 hours.
4. Flip charts would not be necessary for this initial meeting of the small groups.
5. Hy-Vee could be used to cater vegetable, meat and cheese trays, buns, brownies, wine, beer, water and soda.

Format of the meeting:

1. Opening prayer: (7-10 minutes) this part of the meeting will initially be in the church. Consider using music and have the people sing to guitar. Marvin to welcome everyone and introduce Fr. Jim first, then Tom.
2. State of the Parish by Fr. Jim with the focus for the next 5-year goals.
3. Tom Jorgensen to talk briefly about Stewardship.

4. Move large group to the cafeteria. Have a small break so attendees can have food and drink.
5. Have small groups form based on where people are seated in the cafeteria
6. Each small group will have a secretary and be given a focus question. **(7 to 8 focus questions should be prepared by Sherry and Tom)
7. Pastoral Council members will float between groups to assist with discussion.
8. Small groups meet for 20 minutes. Then each group secretary shares briefly with the entire group ideas based on the focus question.
9. Each participant would be given a card to sign up to help, name, and phone.