



CORPUS CHRISTI  
PARISH COMMUNITY

**Parish Pastoral Council Meeting Minutes**  
**Saturday, November 11, 2023**

Attendees: Voting Members:

Bill Cashin  
Valerie Coffey  
Kelly Falcone  
Cristin McKenna  
Alexandra Rigal

Ex Officio Members:

Fr. Kevin Corcoran  
Msgr. Jim Mahoney  
Fr. Kamil Kiszka

Ex Officio members not present:

Mark Kapsky (Trustee)  
Carol Scala (Business Manager)  
Bobbie Veeder (Trustee)  
Brigette Vohden (DRE)

Voting member not present:

Brian Duemling  
Paul Landolfe

**Opening Prayer:** Kelly Falcone

**Review/Approval of September Meeting Minutes:** Kelly Falcone

Kelly presented the minutes, Val moved to approve, Alex seconded. The minutes were unanimously approved.

**Welcome New Parochial Vicar:** Fr. Kamil Kiszka

**Update on What's Coming for the Parish:** Fr. Kevin

Fr Kevin reported that church collections in the fiscal year 1<sup>st</sup> quarter were the best since pre-COVID. He outlined the status of the church repairs:

- The refurbishing of the Atrium ceiling windows is completed. A family donated the full \$38.5K for the Atrium windows.
- Roof is completed. We have had several rains since then with no new leaks. Diocese inspection has been completed.
- A professional home inspection of the rectory did note that some repairs need to be done specifically basement windows need to be replaced, some minor electrical/plumbing/gas

updates are needed, and bathroom repair/renovation needs to be done. Fr Kevin is looking for reasonably priced, practical replacement items for the bathroom fixtures.

- The brick front entrance and exit signs on Southern Boulevard have been refinished. Some bricks were repaired, missing bricks were replaced, both signs were resealed and power washed. A new retaining wall was completed at the end of our entrance driveway. This will help to prevent the dirt from moving downhill with erosion into our parking lot.
- One side of the bell tower brickwork has been restored. Repointing and repair of the rusted embedded structural steel has been completed. They are now working on the south side of the bell tower.
- Many of the overgrown bushes around our parish buildings have been removed. In the spring, the bare areas will be relandscaped.
- All aluminum outside signs around the complex have been replaced. Many were rusted or faded.
- The flat roof above the offices is the current biggest project. Original estimate was \$25K but this is changed to \$225K.
- HVAC repair/replacement is slated for Spring 2024. \$591K of the total \$775K will be covered by a grant from the state. The parish will assume the balance.

**Financial Update:** Carol Scala.

Carol was not in attendance so Fr. Kevin folded this info into his Update (above)

**New Member Selection Process Update:** Brian Duemling.

Brian was not in attendance so this will be revisited at the next meeting. A brief update was provided:

- New members for January 2024-June 2025 term are Laura Otten and Lauren Rigal. We look forward to welcoming them and hearing from them how the experience of going through the current selection process can be improved. These two new members are the first to have undergone it since all other current voting members were appointed by Fr. Kevin prior to this process existing.
- Plans for regular selection process (2-year terms) starting in January 2024. To be discussed at future meeting.
- Subcommittee to hold an After Action Review of our pilot process. This meeting is scheduled for Dec 3, 2023.

**Parish Survey Subcommittee-** Val Coffey and Cristin McKenna.

The Parish Council's purpose in Article II, section c. of the Parish Council Bylaws states that one of the purposes of this council is to, "Establish clear, concise goals and objectives based on the June 2022 Parish survey of the present and emerging needs of the Parish community." The subcommittee report (Appendix A) is the first step in this ongoing substantive work that will require the ongoing work from the Parish Council.

During a subcommittee meeting October 27, 2023 at a presentation of the first draft of this report, Fr. Kevin with the advice of the Parish Council delineated the following areas for the Parish Council to focus on:

- *Communication:* coordinate and streamline information
- *Outreach:* Parishioners with younger families, Parishioners who occasionally come to mass/activities, community members not currently Parishioners.

**Group Share/Self Formation:** Kelly Falcone

Kelly provided the following question to council members prior to the meeting. "How does the Advent season awaken you to new possibilities?"

- Kelly shared about the small group she leads small group television viewing of TV show, “The Chosen,” followed by group discussion. This has its last session November 29, so is a good preparation for Advent.
- Fr. Kevin announced that the parish is going to encourage use of the “Hallow” app. It is an app designed for Catholic meditation and prayer. Normally it is priced at \$9.99 per month however there is a special offer to our parishioners to get it for \$1 from now until the end of Lent 2024. The app will include daily as well overarching prayer and educational resources. More information is available in the bulletin and the website <https://hallow.com/advent>. According to the Hallow website, “All of our content is based in Catholic teaching and we are working closely with leaders of the Catholic Church to make sure all of the content is always 100% in line with Church teaching, but the hope is that Hallow can be a resource for help those of all faith backgrounds regardless of denomination.” There will be small cards available with a scannable QR code at the church.

**Closing Prayer:** Kelly Falcone

***Next Meeting:*** Saturday January 6th at 9:30 AM

***Remaining Schedule for 2023/24 Year:***

- Saturday January 6, 2024
- Saturday March 16, 2024
- Saturday May 18, 2024

## Appendix A: Council Subcommittee report on CARA Parish Survey

Subcommittee members: Valerie Coffey and Cristin McKenna. Alexandra Carroll, Minister of Evangelization, provided much additional information on the status of both current and future Corpus Christi Parish activities.

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Full survey items can be found on page 5&6 of the CARA Parish Life Survey Executive Summary document

This document is provided as a separate attachment.

## Subcommittee's Task, Observations and Suggestions:

This subcommittee was given the following task by Fr. Kevin, "The survey will produce many areas that are wanted by parishioners. It would probably be good to focus on what the greatest needs are. Are these needs being addressed now, since the survey was done, or do they still need some attention at CC moving forward?" (via email 9/19/23). The survey was conducted during May and June 2022. Since that time, Corpus Christi has hired a Minister of Evangelization (Alexandra Carroll), a role which is new to Corpus Christi. We also have a different Minister of Music (Paul Carroll). Some programs listed in our report are new since the survey was conducted, some have been here many years, and some have been transitioned from paid staff led to volunteer parishioner led.

We carefully reviewed all CARA results, identifying the questions that relate to what parishioners identify as the greatest needs. We documented what resources are currently available as well as ones for which there are future plans in place. Areas identified as needing attention are not unique to Corpus Christi but since we are working on this as a parish council we restricted our focus on the restricted local parish level.

Our report is intended to reflect what exists or what is planned. Our subcommittee and the Parish Council has not been asked in this task to suggest new programs or try to direct the resource allocation of money, labor, or mission. We endeavored to reflect what the parishioners as a group identified as priorities.

Two areas which would benefit from focused attention are communication and outreach.

**Communication:** It became clear in preparing this report that parishioners expressed a perceived need for activities/resources which already exist. Therefore they must not be aware of these. Increasing parish knowledge about both our rich array of activities as well as how to find more information especially how to participate is lacking. Action Suggested: Eliminate inaccurate, incomplete, or out of date information as it may lead to people concluding that these things are defunct or absent here at Corpus Christi.

Conveying information and keeping these up to date is labor intensive. Some methods of communication are preferred by a large group and some by a very small number of parishioners.

**Action suggested:** Consider what person-hours of staff are used for each of the methods of communication and whether improvements in accuracy. Consider de-emphasis of ones that are time intensive but not widely used could be of benefit.

**Website Problems:** Inaccurate or out of date info on website can lead people to not return to that source of info. This was very noticeable in preparing this report. If we want people to participate, we have to give them info on how to do so if we are going to direct them to another source of info. That source can't be a dead end or people will assume it is a dead activity. The website has been identified as a huge priority by Alexandra who has been working on it since she started here in March. It's a slow process and literally one page at a time. A significant gap exists in the Ministries tab. Now that we have a better sense of what we offer, Alexandra has asked ministry leaders to help provide content, photos, etc. so that she can create/recreate each page. The end goal is to have every ministry represented on the website with accurate information then it will be updated as needed. It is a big undertaking, but the parish staff know the value of having the website be as accurate, clean, organized, and appealing as possible. As we add/reinstate new ministries, she has been creating flyers and social media content. Alexandra has been trying to put this on the website as a starting point so at least there is a contact person and information available that is relevant and current.

**Outreach:** There are many groups listed in the CARA survey and deciding which to increase outreach is at the discretion of the pastor/parish staff. Our report reflects what exists including groups which are on the CARA survey but for which we don't have specific outreach. The three groups identified which may be the highest priority at this time are:

1. Parishioners, especially younger parishioners with families. Encouraging an integration of family into the parish community beyond religious education activities may lead to a closer connection with the parish beyond the time period (both calendar and lifetime) with faith.
2. People in the local geographic area who currently have not experienced Corpus Christi but who are seeking a spiritual home and would be open to making Corpus Christi their home parish. A combination of continued contact to the community via media, individual letters, and having activities draw people in.
3. People who occasionally come to Corpus Christi mass or activities but who do not attend regularly. Fr Kevin and staff are very intentional about providing a warm welcome to people who come to any activity and this is an area of continued focus already in place but which is a perennial task. Parishioners in the survey emphasizes the cornerstone role of the liturgical service in their relationship with Corpus Christi parish. Hopefully visitors or new people will find this to be true for them as well.

Table 1: “Please evaluate parish outreach to these groups” Some activities fit nearly everyone. This table tried to find activities that might particularly appeal to the group named. The overlap of appeal is especially applicable to activities that may fit more naturally into either family or adult. (survey items 36-57)

<i>Group</i>	<i>What currently exists in the parish for these groups</i>	<i>Future existing plans for the parish for these groups</i>
Families	Religious Education program and associated events, teaching mass, Faith Formation Family Events, ask a priest pizza (these apply to all school age children PreK-6) Other events for 2023-2024 include: Backpack Blessing, Blessing of the Animals (outreach for St. Hubert’s/The Seeing Eye), Singing with the Saints, Gratitude Service Night (outreach/service for Fr. English Food Pantry), Lighting Advent Wreath, Christmas in a Box, Bagels with Santa, Christmas Pageant (ecumenical – with PCCT), Adoration/Reconciliation Family Prayer Night, Stations of the Cross, Meal and a Message, Divine Mercy Sunday Adoration, May Crowning, Corpus Christi Feast Day Ice Cream Social	ideas that Brigitte or Alexandra have but are only at brainstorming level for next year:  Drive-In Movie Night  Vacation Bible Camp or something along these lines  Adoration Under the Stars
Children in kindergarten or younger	Mary’s Little Helpers *was started with the intention of bridging the gap between Baptism and formal Faith Formation  Children’s liturgy	
Elementary school age children	“ Children’s liturgy Children’s Choir	
Middle school age children	“ BOLD Middle School Children’s Choir Teen Handbells	
High school age children	“ BOLD High School Choir Teen Handbells	
Young adults age 18-35	Knights of Columbus (men only, age 18+) Chargers *for those with special needs	*this is Alexandra’s next big goal – to establish a Young Adult ministry/group (2024); can include newly married couples, those recently moved to the parish, (in

	<p>Additional adult faith opportunities:          -Walking in Faith Side by Side          -The Chosen television/group discussion series (Fall 2023, to possibly continue into 2024)</p> <p>Additional adult outreach/service opportunities:          -Thanksgiving Turkey Drive &amp; Fixins          -Christmas in a Box          -Eva's Village          -Food Pantry</p> <p>Additional ministries:          Liturgical – Lector, Eucharistic Minister, Family Ministry, Greeter, Usher, Media Ministry, Juniper Village/Chatham Hills, Choirs, Handbells</p> <p>Knights of Columbus, Prayer Garden Ministry</p>	<p>many cases – these are new/young parents looking to connect and have moved/moved back to the area) etc.</p> <p>A couple ideas might be:</p> <p>Paint and Pray event          Habitat for Humanity build day          Fellowship dinners/gatherings</p>
Adults age 36-64	<p>Oktoberfest          *this would be considered Fellowship</p> <p>Additional adult faith opportunities:          -Walking in Faith Side by Side          -The Chosen television/group discussion series (Fall 2023, to possibly continue into 2024) led by Kelly Falcone</p> <p>Additional adult outreach/service opportunities:          -Thanksgiving Turkey Drive &amp; Fixins          -Christmas in a Box          -Eva's Village          -Food Pantry</p> <p>Additional ministries:          Liturgical – Lector, Eucharistic Minister, Family Ministry, Greeter, Usher, Media Ministry, Juniper Village/Chatham Hills, Choirs, Handbells</p> <p>Knights of Columbus, Prayer Garden Ministry</p> <p>Making Baptism bibs</p>	

<p>Senior citizens age 65+</p>	<p>Senior Citizen Luncheons</p> <p>Additional adult faith opportunities:          -Walking in Faith Side by Side          -The Chosen television/group discussion series (Fall 2023, to possibly continue into 2024)</p> <p>Additional adult outreach/service opportunities:          -Thanksgiving Turkey Drive &amp; Fixins          -Christmas in a Box          -Eva's Village          -Food Pantry</p> <p>Additional ministries:          Liturgical – Lector, Eucharistic Minister, Family Ministry, Greeter, Usher, Media Ministry, Juniper Village/Chatham Hills, Choirs, Handbells</p> <p>Knights of Columbus, Prayer Garden Ministry</p> <p>Making Baptism bibs</p>	
<p>Single adults</p>	<p>Oktoberfest, coffee socials after mass, Walking with Faith, book/tv clubs, lecture series, Prayer Garden</p> <p>Additional adult faith opportunities:          -The Chosen television/group discussion series (Fall 2023, to possibly continue into 2024)</p> <p>Additional adult outreach/service opportunities:          -Thanksgiving Turkey Drive &amp; Fixins          -Christmas in a Box          -Eva's Village          -Food Pantry</p> <p>Additional ministries:          Liturgical – Lector, Eucharistic Minister, Family Ministry, Greeter, Usher, Media Ministry, Juniper Village/Chatham Hills, Choirs, Handbells</p> <p>Knights of Columbus</p>	<p>*Young Adults – depending on age</p>

Married couples	<p>Encouraging those celebrating 25<sup>th</sup>/50<sup>th</sup> wedding anniversaries to attend Diocesan Mass in November</p> <p>Additional adult faith opportunities:          -Walking in Faith Side by Side          -The Chosen television/group discussion series (Fall 2023, to possibly continue into 2024)</p> <p>Additional adult outreach/service opportunities:          -Thanksgiving Turkey Drive &amp; Fixins          -Christmas in a Box          -Eva's Village          -Food Pantry</p> <p>Additional ministries:          Liturgical – Lector, Eucharistic Minister, Family Ministry, Greeter, Usher, Media Ministry, Juniper Village/Chatham Hills, Choirs, Handbells</p> <p>Knights of Columbus, Prayer Garden Ministry</p>	<p>*Working on for weekend of February 10-11, 2024 – celebration of National Marriage Day/Week during all Masses</p> <p>-if possible and we have interest/buy-in, Alexandra would also like to consider a date night/dinner dance type event that weekend for all married couples</p>
Those divorced or separated	<b>No specific resource readily available</b>	
Widows or widowers	<p><b>No specific resource readily available</b></p> <p>Bereavement Group Ministry (beginning Advent 2023) - open to anyone who has experienced loss and will offer sharing in a faith-centered environment.</p>	
Those who are grieving	<p>Newsletter to family members sent month for one year after death <b>(if this is still correct)</b></p> <p>Funeral Ministry <b>listed but no info available on website</b></p> <p>* engage members of the parish community who have lost a loved one, and also to invite families of the deceased who have had funerals at Corpus Christi to participate in the life of the parish, beginning with opportunities that offer support and healing. Examples of these include: All Souls' Mass of Remembrance, All</p>	

	<p>Souls Concert, Healing Mass, Bereavement Group Ministry, etc.</p> <p>Bereavement Group Ministry (beginning Advent 2023) - open to anyone who has experienced loss and will offer sharing in a faith-centered environment.</p> <p>Bereavement Service Ministry (beginning November 2023) – to send periodic written correspondence to those who have experienced a loss of family member (to be sent over the course of one year)</p>	
LGBTQ persons	<b>No specific resource readily available</b>	
Families in crisis	<b>No specific resource readily available.</b> Referrals to domestic violence, mental health, food pantry may be appropriate needed for these which are beyond the scope of a parish to address.	
Those with addictions	<b>No specific resource readily available</b>	
Single parents	<b>No specific resource readily available</b>	
Those sick or homebound	<p>Juniper Village and Healing Ministry <b>listed but no info available on website</b></p> <p>*Healing Ministry is essentially home visits by a priest, Anointing of the Sick, blessings</p>	
Those in financial need	Food pantry, Turkey drive, Christmas In A Box, Pajama Drive	Eva's Village – we made a connection and had a visit; just need to schedule dates for us to bring a group there to serve meals and organize how transportation will work, etc.
Inactive Catholics	<p>Specific welcome by priests from pulpit and calendar of upcoming activities available during Lent/Easter and Advent/Christmas</p> <p>Connect</p> <p>Collaborating with other local organizations to create awareness, visibility, demonstrating service and unity (ex: Blessing of the Animals, Carnival)</p>	

	<p>There has been an increase in content for social media and parish media regarding our ministries/offerings, specifically highlighting ministries, ministry leaders, individual parishioners, and staff (including sponsored ads on social media to reach other members of the community)</p>	
New parishioners	<p>For new parishioners – the registration has been updated and is under “Join Us – I’m New”. Under the Connect form, there is an item they can check if they are interested in joining the parish. The form is sent directly to me and Alexandra reaches out to them with a personal email to address questions or guide them to the right person.</p> <p>New Parishioner Open House – had our first one in June 2023, will continue annually – invitation to new families to come for a light breakfast/meet staff/get to know each other</p> <p>Alexandra sends a personal email to all newly registered parishioners – inviting them to come in for a meeting with me/meet the staff/tour of the church/answer questions/discuss their gifts and how they’d like to share them with the parish family/get involved.</p> <p>There had been a letter going out from Fr. Kevin to all people moving into Chatham to welcome them to the area, inviting them to Corpus Christi, and offering us as a resource even if they’re not Catholic</p>	<p>A Parish Directory for all members is under consideration for the future.</p>
Visitors and guests	<p>Info available in atrium and via calendars/websites on schedule/activities</p> <p>Verbal welcome message that is often stated by priests before/after activities/services</p> <p>*Fr. Kevin is very intentional about saying at many parish events (ex:</p>	

	<p>Concert Series, Tenebrae, sacramental Masses where we have many visitors) – “Welcome to Corpus Christi. We encourage you to join us and learn more if you are looking for a spiritual home.”</p> <p>Carnival</p>	
Ministry Leaders	Annual event to promote professional/personal development, fellowship, problem-solving, group discussions	
Volunteers	Annual Volunteer Appreciation Event to thank all who give their time and talent	
Anyone sending staff an email	There are now branded email signatures for all members of the staff, which include their photos; meant to show more personal side and to be recognizable when people come to the church	

Table 2: “What priority do you give the following for the parish?” (survey items 62-65)

<i>activity</i>	<i>What currently exists in the parish for these items</i>	<i>Future existing plans for the parish for these groups</i>
Providing retreat opportunities	There are some flyers up in the vestibule and oftentimes if a local parish or St. Paul's Inside the Walls is hosting a retreat, they will ask us to share. We have not had a retreat run by/hosted here in awhile.	
Small group prayer opportunities	Rosary after mass Adoration	Possible future plans: weekly rosary at Juniper Village, led by a Corpus Christi parishioner.
Adult Bible study programs	We are trying to, at a minimum, have programs during Advent and Lent. There is one running this Fall and will continue to offer throughout the year whenever there is interest and willingness for people to facilitate.	
Fellowship time after mass	Periodic coffee/refreshments after mass Religious Ed group activities after mass Praying the Rosary after daily mass	

Table 3: Barriers to financial contributions from individual parishioners (survey items 69-71)

<i>How much do these prevent you from contributing more financially to the parish? Items 69-71</i>	<i>Current info available to parishioners</i>	<i>Future planned sources of info</i>
Your current financial status or debts	n/a as is personal to each family/individual	
Not being aware of how the parish spends its money	Financial Report has become available in recent years; Weekly collection numbers are in bulletin Periodic updates esp. on capital improvements are in bulletin and announced by pastor Fr. Kevin and Carol Scala, Business Manager, have tried to be as transparent and detailed as possible when sharing updates. In recent months, there have been almost weekly updates with pictures/text of repairs, maintenance, construction, work being done	
Worries your contribution will be used for settlements for sexual abuse cases	<b>No specific info readily available as to whether this receives money from our parish or Diocese</b>	

Table 4: Preferred way to receive information about the parish (survey item 58)

<i>My preferred way to receive information about the parish is: Item 58</i>	Information source	Range of Percent who chose this
	Printed bulletin online bulletin	48-58% (Top two)
	Flocknote, Parish newsletter, Parish website, Text message with a link, Announcements at mass	20-39%
	Facebook, Instagram, Corpus Christi App, Slide shows before mass	6% or less (bottom 3)