

St. Mary's Parish
Steering Committee Meeting
Agenda & Minutes
January 4, 2025
9:15-11:00

Steering Committee Members		Location: Marian Room
• Kathleen Dvoracek • Kendall Hayes • Don Jasurda • Scott Koziol • Joe Nachtrab	• Maria Ratusznik • Father Peter Wigton • Austin Willson	Roles: • Facilitator: Scott K. • Notetaker: Scott K.
Meeting Outcomes: 1. Review full committee member meeting on 12/14, specifically the "STARS" and "WISHES" activity. 2. Learn about the progress made in our committee meetings & provide any feedback. 3. Identify any items for "Father Peter's To Do List" based on needs from the other committees.		Agenda: • Welcome & Opening Prayer • Agenda, Outcomes, & Roles • Review of full committee member meeting • Review of the Strategic Plan for Each Strategy/Committee • Communication Plan Review • Next Steps • Closing Prayer

Time	Agenda Item	Description	Notes
9:15	Welcome & Opening Prayer	• Opening Prayer - Father Peter • Opening Thoughts - Father Peter ○ Committee membership update (Annie A.)	
9:20	Agenda, Outcomes & Roles	• See sections above	
9:25	Review of the Full Committee Member Meeting (12/14)	• General reflections from the meeting (PPT link) • Review of the "Stars" & "Wishes" activity • Strategic Plan Name/Theme	See the "Stars" & "Wishes" activity document linked in the "Description" column
10:15	Review of the Strategic Plan for Each of the 5 Strategies	• Representatives from each committee will provide a summary from the most recent meeting. ○ Overall highlights & any feedback. ○ Identify any updates/proposed changes to the Strategic Plan.	• Culture ○ Did not meet in December ○ Father Peter's To Do List Items ■ none ○ Next meeting: January 14th • W & E ○ Did not meet in December

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		■ Strategy ■ Metrics ■ Action Steps ○ Identify items to be considered for "Father Peter's to do List" ● Committee membership. ○ Do we need to consider adding anyone to the committee? ** Repeat steps above for each of the 5 Strategies	○ Agreed on teams to help do the work: ■ Catechesis ■ Children Faith Formation ■ Evangelization ■ OCIA ■ Pre-evangelization ○ QR codes for signing up ○ "Service" instead of "volunteer" ○ Father Peter's To Do List Items ■ none ○ Next Meeting: January 6th ● Facilities ○ Emergency Operations Plan ○ Church Flooring ○ Alarms ○ Monitor in the hallway ○ State Police Grant - continuing the process ○ Stop the Bleed Training - working to get it scheduled as part of our EOP ○ Father Peter's To Do List Items ■ none ○ Next Meeting: January 7th ● School ○ ○ Attrition ■ ○ Marketing ■ Discussing the plan ■ Homeschool reach out ○ School Advisory ■ ○ Father Peter's To Do List Items ■ none
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			○ Next Meeting: January 7th ● Finance ○ Financial needs of ALL committees ■ Seems to have a connection with Facilities ○ Father Peter's To Do List Items ■ none ○ Next Meeting: January 6th
10:45	Communication of Plan	● For existing committee members ● For the larger committee ○ Send out thank you to all that participated along with the link to PPT & "STARS" & "WISHES" summary ● For the Parish ○ Pamphlet, PPT for explaining the Strategic Planning Process & Plan - 3-5 minute video to be shared via email & at in person events.	● PPT on the website ASAP ● Pamphlet & video will come in the spring with the rebranding of the plan ● Begin working on the name of the plan & patron/patroness of our plan at our February 1st meeting
10:55	Next Steps	● Schedule next Steering Committee meeting ● Other...	● Saturday, February 1st after first Saturday mass (9:15ish) ○ Consider additional Steering Committee members
11:00	Closing Prayer & Adjournment		