

Pastoral Council Meeting

September 7, 2016 at 7:00pm in the Council Room

Attendees: Father Nolker, Father Tozzi, Deacon Crooker, Pam Collins, Judy D'Amico, Ed Lanter, Tim Meyer, Jenny Nienaber, Mark Russell, Nancy Thomas

I. Opening Prayer

II. Christ at the Center: Faith Formation

Reading: First Timothy 1: 12-17

Reflection: How/when have you felt strengthened by the Lord for the "Gospel work" or ministry to be done?

III. Review of the R.C.I.A. process and Young Adult Faith program – Nic Kovatch

R.C.I.A.

- People who go through R.C.I.A. are many times parents of children who are being raised as Catholics where one parent is Catholic and one is not. Others may be married to a Catholic and have been attending Mass and feel that it is "just time".
- Candidates have been baptized, Catechumens have not received any Sacraments
- An R.C.I.A. team has been formed and the names of the members are included in the attached sheet. The team will serve one year.
- Mr. Kovatch formerly worked at a parish other ministries in the parish were invited to come to R.C.I.A. one night and provide snacks. He would like to get other ministries involved at St. James for the two reasons listed on the attachment.
- Immaculate Heart of Mary Parish has year round R.C.I.A. Possibility of exploring that option at St. James.
- This year's R.C.I.A. is expected to include seven Candidates and 2 Catechumens
- There is a Catholicism series through FORMED available for those in R.C.I.A.

Young Adult Ministry

- Calendar of Events is attached.
- Thirteen young adults have come to the first two meetings.
- Ministry is comprised of Parish members from St. John Dry Ridge, St. John Neuman, and St. James
- A "young adult" is between the ages of 18 and 40.
- Attendance at all meetings is not mandatory.

IV. Strategic Planning for the School – Jeff Fulmer

- Strategic plan was started a year and a half ago.
- Education Commission members are parents and parishioners.
- Accreditation plan is done every seven years.
- Strategic Plan is outlined in attachment to meeting minutes.
- The handout was presented and covered by Mr. Fulmer in its entirety.
- Next steps include publication of the plan and the sharing of it with the appropriate parish commissions, the school leadership team and staff, and parents.

V. Pastor's Comments – Father Nolker

- At the Archdiocese meeting, a discussion occurred regarding retirees not keeping their current insurance program.
- At the same meeting, parish Emergency Operation Plans were encouraged.
- Mr. Fulmer is acting principal at the school this year.
- Principal position will be advertised February 1, 2017. Resumes will be accepted through February and interviews will be conducted in March. Offer will be extended to successful candidate in April 2017.

VI. Night Prayer

Next Meeting is October 5, 2016

Respectfully Submitted,

Tim Meyer



RCIA

Who are they?

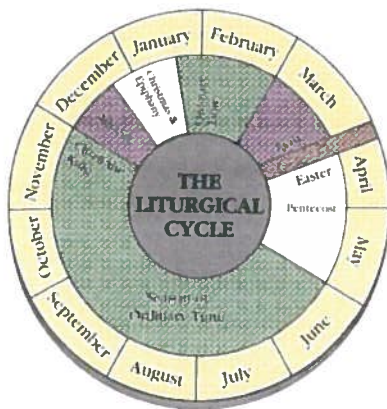


- They tend to be parents of kids (asking questions)
- Catholic education
- It's time

- Cindy Bosse
- Denny Bosse
- Dana Kimball
- Tom Kimball

Get the ministries involved for 2 reasons

1. Means for the those ministries to grow with new members (as well for the RCIA folks to grow in their faith after they receive their Sacraments)
2. Showing Candidates and Catechumens that the parish cares and they get to know people in the parish



My hope is that eventually we can build a year round RCIA process that way we don't have to wait for the year to start up again

Candidates: 7 Catechumens: 2

Calendar of Young Adult Nights

All meetings are at St. John the Baptist (5361 Dry Ridge Road, Cincinnati, OH 45252) unless specified otherwise*

Date	Content	Time	Special note
Tuesday, Aug. 30	Kick-off	7-8pm, fellowship	
Tuesday, Sep. 6	Scripture	7-8pm, fellowship	
Tuesday, Sep. 13	Current Events	7-8pm, fellowship	
Tuesday, Sep. 20	Speaker/Video	7-8pm, fellowship	
Tuesday, Sep. 27	Film	6:30-9pm	
Tuesday, Oct. 4	Scripture	7-8pm, fellowship	
Tuesday, Oct. 11	Current Events	7-8pm, fellowship	
Tuesday, Oct. 18	Speaker/Video	7-8pm, fellowship	
Tuesday, Oct. 25	Film	6:30-9pm	
*Sunday, Oct. 30	Adoration	7-8:30pm	@ St. John Neumann Parish
*Tuesday, Nov. 1	HOLY DAY	7pm Fellowship after Mass	Attend together @ St. James
Tuesday, Nov. 8	Current Events	7-8pm, fellowship	
Tuesday, Nov. 15	Speaker/Video	7-8pm, fellowship	
Tuesday, Nov. 22	Film	6:30-9pm	
Tuesday, Nov. 29	Service		
Tuesday, Dec. 6	Scripture	7-8pm, fellowship	
Thursday, Dec. 8	HOLY DAY		Attend Mass on own or together?
Tuesday, Dec. 13	Current Events	7-8pm, fellowship	
Tuesday, Dec. 20	Party	7-8pm, fellowship	
Tuesday, Dec. 27	No meeting		Christmas Break

STRATEGIC PLAN



2016-2021
and beyond

**Growing Our Community of
Faith, Academics, & Service**



How the Plan Was Created

In 2015, St. James completed the cycle of the Ohio Catholic Schools Accreditation process. A series of meetings, work sessions, and surveys of students, parents, and faculty members resulted in an accreditation plan. Surveys and data analysis provided beneficial feedback on the current programs and helped to identify strengths and areas of growth. With a great amount of useful and synthesized information, it was determined that this work could be used to develop a broader strategic plan to address our commitment to continuous improvement.

The St. James strategic plan, *Growing Our Community of Faith, Academics, & Service 2016-2021 and Beyond*, was developed at the request of the school administration with support from the pastor. During the 2015-2016 school year, the St. James School Advisory Commission, in conjunction with the school administration and the school's Leadership Team, began the process of developing a strategic plan. A series of meetings and feedback sessions included brainstorming what we hope for our students and school, gathering feedback from stakeholders, data analysis, and identification of strengths and opportunities for growth. These sessions ultimately led to several goal areas and success factors associated with each goal area. Action plans were then developed to address each success factor.

This strategic plan outlines areas of focus for the next five years. These goals, when addressed, will lead St. James School to be an even stronger faith and academic community. This plan is laying a strong foundation for our work over the next five years as well as positioning our school for the future beyond 2021. We are confident that building on our strengths and setting ambitious goals will enable St. James School to fulfill its mission.

Mission Statement

By honoring God through our words and actions, the St. James School community embraces Catholic values and commits to faith formation, personal and academic excellence, and service to others.

Belief Statements

- We believe that Christ is the center of our school community and all that we do.
- We believe that all St. James staff members will be models of Christ through their words and actions.
- We believe that through a Catholic education, students will grow in their faith through participation in prayer, celebration of the sacraments, and service to others so that they may become life-long disciples of Christ.
- We believe that parents are the primary educators of their children in the faith and we commit to partnering with and supporting our school families in the faith formation of their children.
- We believe that each St. James School student will be challenged as an individual learner to achieve personal and academic excellence through the recognition and use of their God-given gifts and talents.
- We believe through a partnership with our students, the St. James School staff will create a learning environment which engages students in the curriculum, empowers them to collaborate, create, communicate, and think critically, and ultimately prepares them to live in an ever-changing world.
- We believe that all students, parents, teachers, administrators, and staff members have the responsibility to unite in their roles in fulfilling the mission of our school.

Growing Our Community of Faith, Academics, & Service

St. James School—2016-2021

Focus Area #1: Worship, Service, and Living Our Catholic Faith

Goal A: The staff of St. James School will be equipped to fully share our Catholic faith with our students in order to foster its growth in our school community, our school families, and greater parish community.

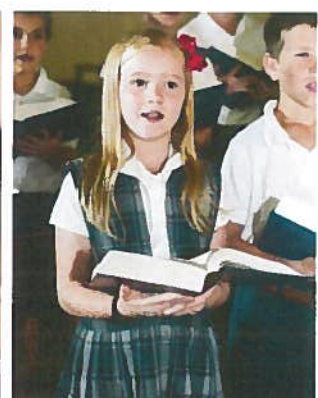
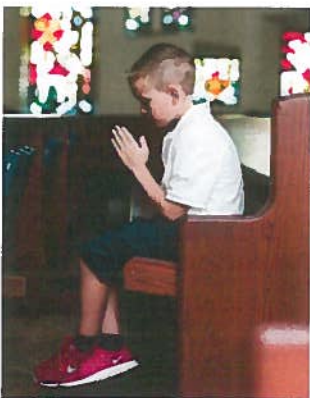
Success Factors:

- 1.A.1 Staff members will participate in the School of Faith program.
- 1.A.2 Afford at least two staff members per year the opportunity to travel on pilgrimage to the Holy Land through the School of Faith.
- 1.A.3 Staff will participate in a staff retreat day or day of reflection at least once every two years.

Goal B: St. James School students will grow in appreciation of their Catholic faith and evidence this through participation in the sacraments as well as service to others.

Success Factors:

- 1.B.1 Fully integrate the Theology of the Body curriculum into Religion instruction in grades K-8.
- 1.B.2 Identify the role and responsibilities of a service learning coordinator.
- 1.B.3 Integrate service learning into the Religion curriculum at all grade levels K-8 by connecting the act of service with essential teachings at each grade level.
- 1.B.4 In coordination with the parish DRE and the parish director of faith formation, identify opportunities for increased student involvement in parish life.
- 1.B.5 Provide students with opportunities to engage in meaningful prayer and worship including, but not limited to, student retreat days, student led prayer, student planned prayer and worship, etc.
- 1.B.6 Provide families with opportunities to engage in faith sharing with their children through service, prayer, classroom assignments, etc.



Growing Our Community of Faith, Academics, & Service

St. James School—2016-2021

Focus Area #2: Academic Excellence

Goal A: St. James School students will be challenged through an academically rigorous curriculum where the needs of students at every ability level are met and excellence is evidenced across all areas of the curriculum.

Success Factors:

- 2.A.1 Formalize intervention and enrichment protocols in order to meet the learning needs of all students enrolled at St. James School.
- 2.A.2 Provide consistent, solid instruction in core academic areas of reading and math so that students meet or exceed expected annual growth during each academic year.
- 2.A.3 Expand programming for students identified as gifted or academically accelerated to include all grade levels 1-8 in the subject areas of math and/or language arts.
- 2.A.4 Develop a technology plan to identify and address the learning needs of students and staff while also planning for the future.
- 2.A.5 Create an ongoing professional development plan to equip teachers with the skills necessary to provide high quality, rigorous instruction to all students.
- 2.A.6 Strengthen and develop the foreign language program to ensure curricular excellence while exploring expansion of the program to include additional language offerings.



Growing Our Community of Faith, Academics, & Service

St. James School—2016-2021

Focus Area #3: Financial Vitality and Facilities Improvements

Goal A: St. James School will maintain competitive tuition rates while ensuring competitive wages for teaching staff.

Success Factors:

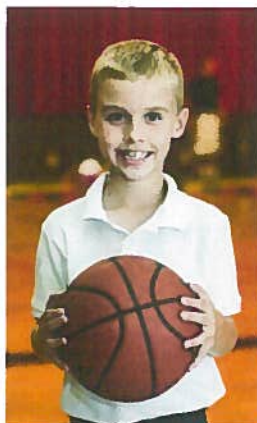
- 3.A.1 Analyze the relationship between tuition and enrollment in order to benchmark St. James School against other local schools and ensure competitive tuition rates.
- 3.A.2 Determine the enrollment necessary to maintain 3 classes of students at every grade level while maintaining financial vitality.
- 3.A.3 Establish a salary scale which ensures licensed staff are paid at least 85% of the local public school system rate.
- 3.A.4 Identify the staff needed to: maintain and enhance marketing and recruitment efforts, identify and acquire additional financial resources for the school, and connect with alumni and other stakeholders.
- 3.A.5 Create a Development Plan to address school needs in areas of public relations, outreach to alumni and stakeholders, marketing, use of volunteer time and talent, and the acquisition of additional financial resources for the school.

Goal B: St. James School will maintain and upgrade facilities to a superior condition.

** In order to accomplish this goal, the School Advisory Commission recognizes that it will be vital to work in conjunction with the Pastoral Council, parish Finance Council, and Capital Allocations Committee.*

Success Factors:

- 3.B.1 Update classrooms to be environments supporting optimal learning.
- 3.B.2 Conduct a study to determine the feasibility of air conditioning the school building.
- 3.B.3 Develop a facilities improvement plan to guide future fundraising efforts including those of the Panther Prowl and PTO.



Growing Our Community of Faith, Academics, & Service

St. James School—2016-2021